

**Civilian Awards**

**Disclaimer:** While the Nursing Professional Advisory Committee strives to ensure the information provided below is accurate as possible, the committee makes no claims or guarantees about the completeness or accuracy of this information. Please validate nomination process, award criteria, and evaluation process with management and supervisory official prior to applying for any civilian awards.

**Department of Health and Human Service**

<b>Name of Award</b>	<b>Description</b>	<b>Criteria or Eligibility</b>
Secretary’s Award for Distinguished Service	This award is the highest Honor award granted by the Department and is conferred by the Secretary. The Award is a Medal and Certificate. No more than ten awards are granted annually. This Award is presented annually at the HHS Honor Awards Ceremony. The Award recognizes senior leaders of the Department for their sustained excellence.	HHS employees. Nominee must have received an exceptional or equivalent performance rating within the last year.
Secretary’s Award for Meritorious Service	This Award is the second highest honor award granted by the Department and is conferred by the Secretary. The Award consists of a Medal and Certificate. No more than ten awards are granted annually. This Award is presented annually at the HHS Honor Awards Ceremony. The Award recognizes HHS leaders for their achievements and for inspiring others to improve their performance.	HHS employees. Nominee must have received an exceptional/or equivalent performance rating within the last year.
HHS Distinguished Public Service Award	This award represents a truly significant contribution with a deep and lasting impact on our society or the world. It is a plaque, and it may be granted to any individual of national or international reputation.	Any individual of national or international reputation.
HHS Award for Excellence in Management	This Award is the third highest honor award granted by the Department and is conferred by the Secretary. This Award category can be presented at two levels: 1) GS-13 and above; and 2) GS-12 and below. The Award consists of a Medal and Certificate. No more than five awards are granted annually for each category. This Award is presented annually at the HHS Honor Awards Ceremony. The	HHS employees.

	Award acknowledges employees for contributing to the improvement of their agency's performance.	
Hubert H. Humphrey Award for Service to America	The Award recognizes employees for their contributions to the health, safety, and well-being of the nation. This Award category can be presented at two levels: 1) Individual; and 2) group. No more than one award is granted annually for each level. This Award is presented annually at the HHS Honor Awards Ceremony.	Individual employees or groups of all grade levels.
Career Achievement Award	The Award recognizes HHS employees with ten or more years in HHS for their dedication and loyalty to the Department. This Award is presented annually at the HHS Honor Awards Ceremony. No more than five awards are granted annually.	HHS employees. The nominee must have served for at least ten (10) years or more in HHS. Nominee must have received an exceptional/or equivalent performance rating within the last year.
Secretary's Recognition Award	This award was designed for the Secretary's exclusive and personal use to provide recognition for any reason he/she determines to be appropriate. It is a plaque, and it may be granted to any individual or to a group or team. At the Secretary's discretion, in extraordinary cases, an honorarium not to exceed \$5,000 may be granted.	Any individual or group/team.
Secretary's Special Citation	This award represents either a major contribution or a single achievement to HHS goals. It is a plaque, and it may be granted to any HHS employee at any time.	Any HHS employee.
Secretary's Certificate of Appreciation	This award represents unusual and exemplary dedication, loyalty and effectiveness, and a consequent special contribution to the Department. It is a certificate which may be granted to anyone internal to the Department or external to the Department at any time.	Any person so delegated by the Secretary.
Secretary's Letter of Appreciation	This letter represents a special significant contribution to the Department's mission for which one of the other awards is inappropriate. It is a commendation signed by the Secretary, and it may be granted to any internal to the	Any person so delegated by the Secretary.

	Department or external to the Department at any time.	
<b>Secretary's Employee of the Month Award</b>		
The Superior Service Award	This award is the highest Departmental award that the OPDIVs/STAFFDIVs Heads are authorized to grant. It recognizes employees whose service and achievements deserve special recognition from the Department. Individual HHS employees or groups are eligible. This award consists of a silver medal, a lapel pin, and a certificate. Either an individual or a group of employees may be granted a single certificate citing the accomplishments. Nomination and approval procedures are prescribed by the respective OPDIVs. While OPDIV/STAFFDIV Heads have been delegated authority to grant the Superior Service Award, the authority to change or modify the form of recognition of the award is retained by the Secretary.	Any HHS employee or group of employees.
The Superior Accomplishment Awards : 1) <i>Special Act or Service</i> 2) <i>Suggestions</i> 3) <i>Inventions</i>	These awards are designed to improve Government efficiency, economy, and effectiveness by motivating employees to increase productivity and creativity by rewarding their efforts which benefit the Government	HHS employee or group of employees.

**NON-HHS AWARDS-** Various organizations outside the Department sponsor awards for which HHS employees may be nominated. The Office of Human Resources is responsible for soliciting nominations. Department-wide and obtaining the recommendation of the Departmental Awards Board for each nomination prior to submission to the Chair for approval. When the Department receives an announcement of a non-HHS Award, the Executive Secretary, Departmental Awards Board, notifies the OPDIV Heads and their respective awards coordinators. These officials are requested to distribute information about the award announcements within their organizations. The notification from the Department will include detailed information, including nomination requirements. The requirements and the time for submitting nominations may vary from year to year.

<b>Name of Award</b>	<b>Description</b>	<b>Due Date</b>
Donald L. Scantlebury Memorial Award for Distinguished Leadership	To recognize senior executives for exceptional and distinguished leadership in governmental financial management	October
Public Service Excellence Awards	To recognize public service	November

	organizations whose achievements exhibit the highest standard of dedication, excellence and accomplishment on a sustained basis or an exceptional deed	
Dr. Daniel E. Salmon Award	To recognize outstanding contributions and notable service in the public's interest by a veterinarian federally employed in any human health, environmental health or animal health discipline	November
Arthur S. Flemming Awards	To recognize outstanding and meritorious work within the Federal Government in administration, applied science and mathematics, and science	November
GEICO Public Service Awards	To recognize the outstanding contributions in substance abuse prevention and treatment, fire prevention and safety, physical rehabilitation, and traffic safety and accident prevention	November
Weizmann Women and Science Award	To recognize and outstanding woman scientist for significant contributions to the scientific community	November
Albert Lasker Medical Research Awards	To recognize individuals who have made significant contributions in basic or clinical research in diseases that are the main cause of death and disability	November
Service to America Medals	To recognize federal employees who have shown a strong commitment to public service and demonstrated significant accomplishment within their government field that is innovative, high impact, and meets a critical need for the nation	November
Interagency Resources Management Conference (IRMCO) Awards	To recognize an individual and a team who have demonstrated exceptional ability to operate across organizational boundaries to improve the Government's service to its citizens	December
Frank Greathouse Distinguished Leadership Award	To recognize sustained outstanding leadership and contributions to financial management, and to encourage increased interest, growth, and distinctive leadership in the field of financial management	December
Association of Government	To recognize leadership or	February

Accountants Achievement of the Year Award	outstanding achievement in development, implementing, and improving financial management in Government service	
IBM Innovations Award in Transforming Government	To recognize innovations across the globe that reflect tangible and sustainable improvements in policy, processes, quality, timeliness or effectiveness of public services	February
NPMA Federal Property Manager of the Year Award	To recognize individuals in the Federal Government for outstanding leadership and accomplishments in the property management field	February
Frank B. Rowlett Awards	To recognize individuals and organizations for one-time or long-term achievement in the improvement of national information systems security, information assurance readiness, or defensive information operations	February
<b>Federal Executive Board Federal Employee of the Year</b>		

**Reference Link:** [www.hhs.gov/asa/ohr/manual/files/451-1.pdf](http://www.hhs.gov/asa/ohr/manual/files/451-1.pdf)

**CDC/ATSDR Awards**

<b>Name of Award</b>
<b>CDC Director's Award for Innovation</b>
<b>CDC Director's Award for Efficiency</b>
<b>Excellence in Emergency Response (Domestic and International)</b>
<b>Excellence in Epidemiology (Domestic and International)</b>
<b>Excellence in Frontline Public Health Service (Domestic and International)</b>
<b>Excellence in Laboratory Research</b>
<b>Excellence in Laboratory Safety (Gerald R. Cooper Award)</b>
<b>Excellence in Program Delivery (Domestic and International)</b>
<b>Excellence in Program or Policy Evaluation (Domestic and International)</b>
<b>Excellence in Public Health Protection</b>
<b>Excellence in Quantitative Sciences</b>
<b>Excellence in Surveillance and Health Monitoring (Domestic and International)</b>
<b>Health Equity Award</b>
<b>Plain Writing Act Award</b>
<b>Public Health Impact Award(Domestic and International)</b>
<b>Williams C. Watson, Jr., Medal of Excellence</b>
<b>Excellence in Administration</b>
<b>Excellence in Communications</b>
<b>Excellence in Environmental Conservation</b>
<b>Excellence in Finance</b>
<b>Excellence in Human Capital Management - Employee Development (James Peavy award)</b>

<b>Excellence in Human Capital Management - Workforce Diversity</b>
<b>Excellence in Information Technology</b>
<b>Excellence in Leadership Award- GS 1 - 9</b>
<b>Excellence in Leadership Award- GS 11 -13</b>
<b>Excellence in Leadership Award- GS-14+</b>
<b>Excellence in Partnering (Domestic and International)</b>
<b>Excellence in Policy</b>
<b>Excellence in Procurement, Contract and Grants Management</b>
<b>Excellence in Public Health Service - Early Career (Diane Caves Award)</b>
<b>Excellence in Volunteer Service</b>
<b>Excellence in Workforce Wellness</b>

**NIOSH Scientific Awards**

<b>Name of Award</b>	<b>Description</b>
Alice Hamilton Awards for Occupational Safety and Health	Recognizes the scientific excellence of technical and instructional materials by NIOSH scientists and engineers in biological science, engineering and physical science, human studies, and educational materials.
Bullard-Sherwood Research-to-Practice (r2p)	Recognizes outstanding efforts by its scientists and their partners in applying occupational safety and health research to prevent work-related injury, illness, and death.
Charles C. Shepard	Recognizes scientists who have made important research contributions to public health.
Director's Intramural Awards for Extraordinary Science (DIA)	Recognizes outstanding contributions by intramural scientists and support staff to science excellence at NIOSH.
James P. Keogh Award for Outstanding Service in Occupational Safety and Health	Recognizes one current or former NIOSH employee each year for exceptional service to the field of occupational safety and health.

Reference Link: [www.cdc.gov/niosh/awards](http://www.cdc.gov/niosh/awards)

**Department of Commerce**- Honor Awards are granted in seven categories: Leadership, Personal and Professional Service, Scientific/Engineering Achievement, Organizational Development, Customer Service, Administrative/Technical Support, or Heroism.

<b>Name of Awards</b>	<b>Description</b>
Honor Awards <ul style="list-style-type: none"> <li>• Gold</li> <li>• Silver</li> <li>• Bronze</li> </ul>	The Gold and Silver Medals are the highest and second highest honor granted by the Secretary for distinguished and exceptional performance. The Bronze Medal is granted by the head of an operating unit or Secretarial Officer for superior performance.

Reference Link: [http://hr.commerce.gov/Employees/TrainingandDevelopment/DEV01\\_006171](http://hr.commerce.gov/Employees/TrainingandDevelopment/DEV01_006171)

**Department of Homeland Security (DHS) Secretary's Award Categories**-The below awards will be given out on the basis of nominations submitted from across the Department and will be awarded at the DHS annual employee awards celebration in the National Capital Region.

Name of Award	Description
Secretary's Exceptional Service Award (Gold Medal)	This is the highest award for service granted by the Secretary of Homeland Security. The award will honor exceptional leadership or service that is distinguished by achievements of unique national or international significance, reflecting great credit on the Department by markedly improving the security of our homeland. The Secretary may present the award to an individual or a group. Typically, only one award in this category will be awarded annually.
Secretary's Meritorious Service Award (Silver Medal)	This award is the second highest award presented by the Secretary and recognizes outstanding leadership, superior public service or unusually significant contributions to strengthening homeland security. It may recognize a body of work regarding remarkable innovation or notable resourcefulness and diligence that improved the effectiveness of one or more DHS missions. No more than fifteen awards will be given out in this category annually.
Secretary's Award for Valor	This award is the highest recognition for extraordinary acts of valor occurring either on or off duty. The employee will have demonstrated selfless response by performing courageously in a highly dangerous or life-threatening situation to protect another's life or to save significant assets or infrastructure from harm. Both civilian and military employees of the Department are eligible for this award. Typically, only one award in this category will be awarded annually.
Secretary's Award for Exemplary Service	This award recognizes exemplary individual service by DHS employees serving in administrative, technical, clerical and general support positions. Employees in support services positions below GS-11 and WG-8 can be nominated for this award. It is expected that no more than fifteen of these awards will be distributed annually.
Secretary's Award for Excellence	This award recognizes achievement or innovation by an individual or team engaged in work to advance the mission of the Department of Homeland Security. The work of the nominee(s) may have resulted in superior performance, significant operational improvements or notable innovation in support of DHS missions. A team nomination may be a result of an ongoing or ad hoc team. Typically, 10-15 awards in this category will be awarded annually.
Secretary's Award for Outstanding Achievement in Diversity Management	This award recognizes an employee who has excelled in efforts to promote diversity at DHS through outstanding leadership and innovation. It may acknowledge individual efforts exclusively within DHS or with

	external partners who assist DHS in meeting our commitment to diversity. Typically, only one award in this category will be awarded annually.
Secretary's Award for Volunteer Service	This award recognizes significant contributions by DHS employees who serve as volunteers with non-profit or community service programs or activities. The employee's contributions should be direct, sustained and have meaningful results for individuals or larger public good. Typically, only one award in this category will be awarded annually.

Reference Link: [http://www.uscg.mil/civilianhr/awards/docs/DHS\\_Award\\_Criteria.pdf](http://www.uscg.mil/civilianhr/awards/docs/DHS_Award_Criteria.pdf)

### Indian Health Service

<b>Name of Award</b>	<b>Purpose</b>	<b>Eligibility</b>	<b>Criteria</b>
IHS Director's Award	This award recognizes service significantly advancing the IHS mission and goals through enhancements supporting IHS priorities; these include renewing and strengthening Tribal partnerships; bringing reform to the IHS; improving quality and access to care for IHS patients; and ensuring transparency; accountability; fairness and inclusion.	All IHS employees or teams of employees, including Tribal employees and contractors. Teams may consist of employees from the same organization or from a number of different organizations.	<ul style="list-style-type: none"> <li>-Exceptional initiative and leadership in carrying out projects to improve program operations</li> <li>-Unusual acts of competence, compassion, or heroism</li> <li>-Outstanding contributions to a committee or task force addressing IHS-wide policies, procedures, or operations</li> <li>- Outstanding efforts in applying technical or clerical support skills to accomplish the IHS mission</li> <li>- Skill and leadership in administration, knowledge dissemination, technology transfer, or skill building</li> <li>- Displays of management ability, proficiency, and customer service performed in such a manner that the employee and/or team performed significantly above those with similar duties, and that the results of these efforts were distinctly beneficial to the Agency.</li> <li>- In all cases, performance</li> </ul>

			should clearly exceed expectations
IHS Director's Award for Customer Service	This award recognizes service that has significantly advanced the IHS mission, goals and priorities through customer service. This award is designed to recognize innovation and exceptional performance and/or exemplary actions resulting in quality service to customers, stakeholders, and/or partners of the IHS.	All IHS employees or team of employees, including Tribal employees and contractors. Teams may consist of employees from the same organization or from a number of different organizations.	<ul style="list-style-type: none"> <li>- An act of outstanding customer service that clearly required an in-depth understanding of the needs of the customer</li> <li>-An achievement in customer service that demonstrates possession of technical understanding, capability and imagination to devise creative solutions to challenging problems confronting our customers</li> <li>-Instances or situations where the nominated individual or team has provided outstanding customer service by going beyond expectations to: <ul style="list-style-type: none"> <li>-Fully understand a customer's situation</li> <li>- Seek out an effective way to address the customer's needs; and</li> <li>- Follow up to ensure that the needs have been met and that the customer is happy with the result</li> <li>- Performance should clearly exceed expectations</li> </ul> </li> </ul>
IHS Director's Special Recognition Award	This award recognizes achievement by those who serve as outstanding and deserving partners to the IHS.	Tribal employees, contractors, and employees of other government agencies and non-government organizations.	<p>Achievement in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>-Tribal leadership/Partnership</li> <li>-Public Health Leadership -</li> <li>University/Educational Partnership</li> <li>-Federal Agency Partnership</li> <li>- Organizational Partnership</li> <li>- National Council Leadership</li> </ul>
Luana Reyes Leadership Award	This annual honor is reserved for an individual whose professional and/or community involvement	Members of senior leadership are not eligible this award.	The award is given for demonstrated leadership Achievements with the potential to make a

	demonstrates the kind of leadership that Ms. Luana Reyes exemplified. Nominees for this award must demonstrate exceptional initiative and have made the most of the advantage and opportunities available to them.		positive difference in the lives of American Indian and Alaska Native people
--	--	--	--

Reference Link: <http://www.ihs.gov/nda/>