



Exhibit 1, 224 FW 6
***Honor Award Criteria,
 Authorities, and Presentation***

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 Series: Personnel
 Part 224: Performance and Utilization

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Honor Award Criteria, Authorities, and Presentation				
Award	Eligible Recipients	Criteria and Standards Examples	Order of Approval Authority (after concurrence from chain of command)	Award Presentation
Distinguished Service	Employees	<p>(1) Leadership, ability, and devotion to duty displayed over a considerable period, reflecting significant credit on the Service or Department and resulting in the advancement of program goals.</p> <p>(2) An extraordinary service, suggestion, or accomplishment demonstrating exceptional ingenuity and ability and contributing significantly to improved efficiency of operations in program areas within the Service or Department.</p> <p>(3) Performance of assigned duties in such an outstanding manner and with such identifiable benefits that he/she is clearly exceptional and deserving of the highest form of recognition.</p>	<p>(1) Directorate Member</p> <p>(2) Director</p> <p>(3) Assistant Secretary – Fish and Wildlife and Parks (FWP)</p> <p>(4) Secretary of the Interior (Secretary)</p>	<p>(1) A gold medal, engraved with the employee's name and date of the award.</p> <p>(2) A matching gold lapel pin.</p> <p>(3) A certificate and citation signed by the Secretary.</p> <p>(4) Presentation at the Department's Honor Awards Convocation.</p>
Meritorious Service	Employees	<p>(1) Highly superior performance and devotion to duty displayed over a considerable period.</p>	<p>(1) Directorate Member</p> <p>(2) Director</p> <p>(3) Assistant Secretary –</p>	<p>(1) A silver medal engraved with the employee's name and date of the award.</p>

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		<p>(2) A service, suggestion, or accomplishment demonstrating a high degree of ingenuity and ability and resulting in significant benefits to the Service, the Department, or the public.</p> <p>(3) Exceptional achievements in improving morale of employees that results in substantial improvement in work performance.</p>	FWP	<p>(2) A matching silver lapel pin.</p> <p>(3) A certificate and citation signed by the Assistant Secretary – FWP.</p> <p>(4) Presentation at a ceremony at the Regional or Headquarters Office level, whichever is applicable.</p>
Superior Service	Employees	<p>(1) Accomplishment of a particularly difficult or important mission, operation, or assignment.</p> <p>(2) Development of a new procedure or process that results in substantially increased productivity, efficiency, or economy of operation and for which the employee has not been otherwise rewarded.</p> <p>(3) Any other aspect of superior performance related to assigned duties that is deserving of special recognition.</p>	<p>(1) Directorate Member</p> <p>(2) Director</p>	<p>(1) A bronze lapel pin.</p> <p>(2) A certificate and citation signed by the Director.</p> <p>(3) Presentation at a ceremony at the Regional or Headquarters Office.</p>
Valor Award	Employees	<p>(1) Recognizes an employee whose life was in jeopardy when attempting to save another.</p> <p>(2) The act does not have to be related to official duties, and the site of the incident does not have to be on the official duty station.</p>	<p>(1) Directorate Member</p> <p>(2) Director</p> <p>(3) Assistant Secretary – FWP</p> <p>(4) Secretary</p>	<p>(1) A gold medal engraved with the employee's name and date of the award.</p> <p>(2) Presentation at the Department's Honor Awards Convocation.</p>
Exemplary Act	Employees and Citizens	<p>(1) Recognizes an employee or citizen whose prompt decision or action significantly contributed toward saving a life or property or</p>	<p>(1) Directorate Member</p> <p>(2) Director</p>	<p>(1) A certificate and citation signed by the Director.</p> <p>(2) Presentation at a ceremony at the Regional or Headquarters</p>

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		<p>who helped another person in need of physical assistance.</p> <p>(2) The emergency does not have to be one that involved personal risk to the nominee.</p> <p>(3) The act does not have to be related to official duties, and the site of the incident does not have to be on the official duty station.</p>		Office.
Partners in Conservation	Employees and Partners	<p>Granted to Department employees and partners, including individuals and groups who work cooperatively with bureaus or offices to achieve common goals related to conservation. The award may be granted for outstanding performance and direct service to the effectiveness of the Department's mission including service to any of the bureaus or offices of the Department.</p>	<p>(1) Directorate Member</p> <p>(2) Director</p> <p>(3) Assistant Secretary – FWP</p> <p>(4) Secretary</p>	(1) A certificate and citation signed by the Secretary.
Unit Award for Excellence	Employees	<p>(1) Granted to a group of employees who have worked together as a team and whose efforts and contributions are superior.</p> <p>(2) Recognizes units when it is not feasible to individually identify the participants or their respective contributions.</p> <p>(3) The nomination is based on the group's results and must be specific to a particular time when the contributions took place. The period should not exceed 2 years.</p>	<p>(1) Directorate Member</p> <p>(2) Director</p>	<p>(1) One certificate and citation in the unit's name signed by the Director.</p> <p>(2) Presentation at a ceremony at the Regional or Headquarters Office.</p>

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Citizen's Award for Bravery	Citizens	The highest honor granted by the Department to a private citizen who demonstrates unusual courage involving a high degree of personal risk in the face of danger.	<ul style="list-style-type: none"> (1) Directorate Member (2) Director (3) Assistant Secretary – FWP (4) Secretary 	<ul style="list-style-type: none"> (1) A certificate and a citation signed by the Secretary. (2) Presentation at the Department's Honor Awards Convocation.
Rachel Carson Award for Scientific Excellence	Employees	<ul style="list-style-type: none"> (1) Recognizes an employee or a group of employees who exemplify the best in scientific contribution and application to achieve extraordinary results in fish and wildlife conservation. (2) The Office of the Science Advisor asks for nominations annually (in the fall). 	<ul style="list-style-type: none"> (1) Directorate Member (2) Science Advisor (3) Director 	<ul style="list-style-type: none"> (1) Award and citation signed by the Director. (2) Lapel pin. (3) Presentation at a ceremony at the Regional or Headquarters Office by the Director or Deputy Director.
Service Citizen's Award	Citizens	<p>A commendation given to any individual or organization outside of Government whose voluntary contribution(s) have been a benefit to the Service. For example:</p> <ul style="list-style-type: none"> (1) A contribution or donation to the Service of money, land (habitat), or material directly for Service programs. (2) Dedication or reservation and maintenance of privately owned habitat specifically for the preservation and protection of fish or wildlife. (3) Personal effort on behalf of Service programs. (4) Exemplary service in an advisory capacity to the Service. (5) Direct assistance through actions or useful ideas that are beneficial in eliminating or 	<ul style="list-style-type: none"> (1) Directorate Member (2) Director 	<ul style="list-style-type: none"> (1) A certificate and letter of commendation signed by the Director. (2) Presentation made at a ceremony with accompanying publicity at the Regional or Headquarters Office.

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		<p>minimizing problems or in actively contributing to mission accomplishment.</p> <p>(6) Assistance of a significant nature through the cooperative use of facilities, equipment, or staff.</p> <p>(7) Authorship in research or for a publicity effort that has made a significant contribution to Service programs.</p>		
Director's Corporate Wildlife Stewardship Award	Corporations	<p>(1) Recognizes accomplishment(s) of a corporation that the Service determines are of such significance that the corporation deserves a higher honor than that accorded by the Service Citizen's Award.</p> <p>(2) The Service may recognize corporations for a substantial donation of money, land, or materials provided for the Service's cause, or for an exemplary service rendered for the benefit of wildlife resources.</p> <p>(3) Contributions can result from working directly with the Service or from an independent effort.</p>	<p>(1) Directorate Member</p> <p>(2) Director</p>	<p>(1) Letter of commendation signed by the Director.</p> <p>(2) Nonmonetary award item (e.g., plaque, print) uniquely designed to represent the nominee's contributions and not to exceed \$500.</p> <p>(3) Presentation by Director or Deputy Director, when available, or Regional or Assistant Director.</p>
Health and Safety Award of Excellence	Employees, Volunteers, and Organizations	<p>Recognizes outstanding service or contributions of unusual value to the health and safety of employees, volunteers, or visitors.</p>	<p>(1) Directorate Member</p> <p>(2) Assistant Director – Business Management and Operations</p> <p>(3) Director</p> <p>(4) Department's Awards Committee and Designated Safety and Health Official</p>	<p>(1) A plaque signed by the Department's Designated Agency Safety and Health Official.</p> <p>(2) Presented at the Department's Honor Awards Convocation.</p>

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