



January 13, 2012

MEMORANDUM FOR: Secretarial Officers
Heads of Operating Units

FROM: John E. Bryson 

SUBJECT: Gold and Silver Medal Recognition

It is my pleasure to invite you to nominate employees for the 64th Annual Honor Awards Program.

Employees may be nominated in the following categories: Leadership, Personal and Professional Excellence, Scientific/Engineering Achievement, Organizational Development, Customer Service, Administrative/Technical Support, and Heroism. These categories reflect my belief that there are many types of contributions by the hardworking men and women of this Department that deserve recognition.

The Honor Awards, in the form of Gold Medals and Silver Medals, constitute the highest and second highest levels of recognition granted for distinguished and exceptional performance within the Department. Although no monetary reward is associated with this recognition, these awards are regarded by Department employees as the ultimate recognition for their contributions. I urge you to consider all types and levels of employee accomplishments and to ensure that only the best are forwarded for consideration.

Your human resources office will provide instructions on requirements for submitting nominations. The criteria are attached. Nominations are due to the Department using the Honor Awards Nomination System by March 30, 2012. If you have any questions, please contact Bill Fleming at (202) 482-4807.

The Department appreciates the hard work and great contributions that were recognized in the past, and I look forward to a very successful awards program that rewards outstanding performance across the full breadth of the Department.

Attachment