UNITED STATES DEPARTMENT OF COMMERCE
The Secretary of Commerce
Washington, D.C. 20230

FEB 1 5 2016

MEMORANDUM FOR: Secretarial Officers
Heads of Operating Units

FROM: Penny Pritzker

SUBJECT: 68th Annual Honor Awards Program

It is my pleasure to invite you to nominate employees for the 68th 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 that there are many different types of contributions by the hardworking men and women of the Department of Commerce who deserve recognition.

The Honor Awards, in the form of Gold 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, Department employees regard these awards as the ultimate recognition for their contributions. I urge you to consider all types and levels of employee accomplishments within your organizational unit as well as group accomplishments that may include members from other organizational units in order to ensure that the best candidates 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, 2016. If you have any questions, please contact Kevin Mahoney 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