



Homeland
Security

MAY 31 2016

MEMORANDUM FOR: Distribution

FROM: Russell C. Deyo 
Under Secretary for Management

SUBJECT: Nominations for the 2016 Secretary's Awards Ceremony

The Secretary and Deputy Secretary will hold the 2016 Secretary's Awards Ceremony on Wednesday, October 26 in Washington, D.C. We are very happy to once again honor the individual and collective achievements and contributions of our employees at this special ceremony.

I invite you to submit nominations for employee achievements that occurred during the period of June 1, 2015 through May 31, 2016. I encourage you to give these nominations thoughtful consideration, as the work put into your nomination packages is a personal reflection of how strongly you value your employees. As you know, these awards are for various grades, and we want to properly reward and recognize those who have performed in an exceptional manner.

The attached nominations solicitation package contains information about award criteria, nomination format and submission procedures. The deadline for submitting nominations is 5:00 p.m. on Monday, July 11.

I look forward to receiving your nominations and honoring our exceptional employees at the 2016 Secretary's Awards Ceremony.

Attachments

Distribution:

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Human Capital Leadership Council
Awards Program Managers and Coordinators