



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Indian Health Service Director's Awards

### INSTRUCTIONS FOR NOMINATIONS

**Nominations Deadline: April 28, 2023**



The Director of the Indian Health Service (IHS) recognizes individuals or groups of employees whose extraordinary efforts and contributions beyond the regular duty requirements have resulted in significant benefits to the IHS strategic goals, objectives, programs, customers, and fulfillment of the IHS mission.

Nominations are to be submitted for one of the following award categories based on the nature of the act, service, or performance.

#### Award Categories

- IHS Director's Award
- IHS Director's Customer Service Award
- IHS Pandemic Heroism Award
- IHS Luana Reyes Leadership Award

**Please note the 2022 Director's Awards covers an individual or group's performance within the calendar year of 2022.**

#### AWARD CATEGORIES

**Director's Award:** This award recognizes service that has significantly advanced the IHS mission and vision through work focused on the goals and objectives in the IHS Strategic Plan, Access, Quality, and Management Operations with particular emphasis on quality improvement activities.

**Customer Service:** This award recognizes service that has significantly advanced the IHS mission and vision and the strategic goals and objectives through customer service. This award is designed to recognize innovation, exceptional performance, and/or exemplary actions resulting in quality service to patients and their families, colleagues/other units or departments, and/or partners of the IHS.

**Pandemic Heroism:** The Pandemic Heroism Award was created to recognize exceptional, dedicated work and selfless responses in the face of the coronavirus (COVID-19) pandemic. This award recognizes service that advanced the IHS mission and vision through work focused on the aims and objectives of the IHS COVID-19 Action Plan.

**Luana Reyes Leadership Award\*:** This annual honor is reserved for an individual whose professional and/or community involvement demonstrates the leadership that Ms. Luana Reyes exemplified. Nominees for this award must demonstrate exceptional initiative and have made the most of the advantages and opportunities available to them. \*Members of senior leadership are not eligible for this award.

For more information regarding award criteria: <https://www.ihs.gov/nda/>

For more information regarding the IHS Strategic Plan: <https://www.ihs.gov/strategicplan/>

**NOMINATION SUBMISSIONS:** The IHS Director's Awards nominations must be initiated and signed by the nominator and the award nominee's supervisor, then concurred and ranked by the Area Director (**Areas & Service Units only**) or the respective Headquarters Senior Leadership (**Headquarters only**).

The Area Award Coordinators will coordinate the receipt and review of all nominations and rankings through their respective Area Directors. All HQ staff will submit nominations through their respective Senior Leadership.

Area Award Coordinators must scan and email all nominations and rankings electronically to [IHSDirectorsAwardsCommittee@ihs.gov](mailto:IHSDirectorsAwardsCommittee@ihs.gov). Nominations must be received by **Friday, April 28, 2023**. Nominations received after this date will not be considered. If you have any questions, please e-mail the IHS Director's Awards Committee at [IHSDirectorsAwardsCommittee@ihs.gov](mailto:IHSDirectorsAwardsCommittee@ihs.gov).

**NOMINATION FORM ATTACHED**



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**Nomination Form**

**Indian Health Service Director's Awards**



**Nominations Deadline: April 28, 2023**

- Complete a separate nomination form for each individual/team nominee.
- Submit completed nomination forms with all signatures no later than April 28, 2023 to [IHSDirectorsAwardsCommittee@ihhs.gov](mailto:IHSDirectorsAwardsCommittee@ihhs.gov)

## 1. AWARD CATEGORIES

Director's Award      Customer Service      Pandemic Heroism      Luana Reyes Award

## 2. NOMINEE INFORMATION (INDIVIDUAL OR TEAM)

Indicate Type of Award:      Individual      Team

**INDIVIDUAL AWARD:** \*\*Please list the Individual's Name as it should appear on the plaque or certificate\*\*

First Name/Last Name:      Title:

**TEAM AWARD:** \*Please list the Team Name as it should appear on the crystal or certificate\*

Team Name:

Team Lead's First Name/Last Name:

\*Please use Attachment A (page 4) to list all nominated team members

## 3. AWARD CITATION: \*This text will be used directly in the official award script.\* (Please limit write-up to approximately 25 words or less)

4. Nominator      Title:      Signature:      Date:  
Name:

5. Award Nominee's Supervisor      Title:      Signature:      Date:  
Name:

6. (for Areas only) Area Director      Signature:      Date:  
Name:

7. (for Headquarters only) Senior Leadership      Signature:      Date:  
Name:

8. Area Awards Coordinator      Signature:      Date:  
Name:

#### 4. AWARD JUSTIFICATION

In the space provided, please explain how the individual or team significantly advanced the IHS mission and vision through enhancements supporting one or more of the following IHS Strategic Goals: Access, Quality, Management, and Operations for the award category.

