



**Department of Health and Human Services
Indian Health Service Director's Awards
INSTRUCTIONS FOR NOMINATION FORM**

Nominations Deadline: September 12, 2025



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

To nominate someone for the 2024 Director's Awards, you must choose from the following categories based on the nature of the act, service, or performance. These awards recognize the performance of an individual or group within the calendar year of 2024.

Award Categories:

- **IHS 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.
- **IHS Patient Safety 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 and Operations with particular emphasis on patient safety activities
- **IHS Director's Award for 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 and 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.
- **IHS Buford Rolin National Achievement Award:** This award recognizes exceptional contributions made by a Special Diabetes Program for Indians (SDPI) grant recipient or program that has made a substantial impact in preventing or treating diabetes within American Indian and Alaska Native communities. This award honors efforts in prevention, treatment, detection, policy changes, mentorship, and community impact. ***Only SDPI grant programs are eligible.**
- **IHS 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 additional details about the award criteria, please visit <https://www.ihs.gov/nda/>. To learn more about the IHS Strategic Plan, please visit <https://www.ihs.gov/strategicplan/>.

NOMINATION SUBMISSION: To nominate someone for an award, both the nominator and the nominee's supervisor must initiate and sign the nomination form. Once completed, the nominations will be sent to the [Area Awards Coordinator](#) to be reviewed and ranked by the Area Director. For those at Headquarters, nominations should be submitted through their Office Director and Senior Executive Leadership.

Area Award Coordinators must send all award nominations with rankings via email to IHSDirectorsAwardsCommittee@ihs.gov. The deadline for receiving nominations is **September 12, 2025**. Any nominations received after this date will not be considered. If you have any questions, please contact the IHS Director's Awards Committee at IHSDirectorsAwardsCommittee@ihs.gov.



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NOMINATION FORM



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- Complete a separate nomination form for each individual/team nominee.

1. **Award Category**

Indicate Award Category:

Indicate Type of Award (Individual or Team):

2. **Nominee Information**

INDIVIDUAL AWARD: *Please list the Individual's Name as it should appear on the award.

First Name/Last Name:

Title:

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

Team Name:

Team Leads First Name/Last Name:

*Please make sure to use Attachment A (Page 4) to list all team members who are being nominated for this award.

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's Name: Title: Signature: Date:

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

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

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

8. Area Awards Coordinator Name: Signature: Date:

9. AWARD NOMINATION 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, and Management and Operations for the award category.

Team Member Names – Attachment A

Name of Team: _____

Please list each team member's name as it should appear on the certificate

[illegible]

Tips for Writing a Strong Nomination

The IHS Director's Awards recognize impactful work and leadership across the Indian Health Service (IHS), Tribal, and Urban health systems. Use these tips to submit a compelling nomination:

Tell a Clear and Compelling Story

- What challenge or need did the nominee address?
- What actions were taken?
- What impact resulted from their work?

Focus on the IHS Strategic Goals

Frame your nomination around the IHS Strategic Plan goals:

- **Access:** Expanded services, improved wait times, or increased reach
- **Quality:** Safer care, better health outcomes, or innovation in delivery
- **Management & Operations:** Improved processes, efficiency, or resource use
- More info: <https://www.ihs.gov/strategicplan/>

Highlight Measurable Results

Include data, examples, or testimonials where possible:

- "Reduced patient wait times by 40%"
- "Launched a new telehealth system serving 1,000 patients/month"
- "Led cross-division taskforce to respond to public health emergency"

Recognize Collaboration and Cultural Competence

- Was this a cross-team or cross-division effort?
- Did the nominee address health disparities or culturally tailored approaches?

Example Citation (25 words or less):

- *"For leading the design and launch of a patient navigation system that improved continuity of care and reduced emergency department visits."*

Final Tips

- Be concise but specific.
- Use active voice and plain language.
- Align justification with the award category.
- Don't assume reviewers already know the nominee's work.