

Reclamation Manual

Directives and Standards

SAMPLE TEMPLATES
TRACKING OF NON-MONETARY AWARDS
REGION OR DIRECTORATE

FY20XX

Supervisor/Manager tracking (see ADM 06-01, Paragraph 4.B.(2)).

Organization Code	Employee Name	Non-Monetary Award Value	Type of Non-Monetary Award	Date DI-451 Submitted to Human Resources for Processing
<i>8458000</i>	<i>Russell Stover</i>	<i>\$170.00</i>	<i>Framed certificate</i>	<i>October 1, 2014</i>
<i>8458000</i>	<i>Milton Hershey</i>	<i>\$49.00</i>	<i>Frame (length of service)</i>	<i>January 12, 2015</i>
<i>8458000</i>	<i>Bill Milky Way</i>	<i>\$23.50</i>	<i>Desk Pen and Pencil Set</i>	<i>March 4, 2015</i>

Servicing HR Office tracking (see ADM 06-01, Paragraph 4.D.(2)).

Organization Code	Employee Name	Date Received from Requesting Office	Processed with a FPPS Personnel Action or DI-451 forwarded to Interior Business Center (IBC) Payroll office for processing	Effective Date of Personnel Action or date DI-451 was forwarded to IBC
<i>8458000</i>	<i>Russell Stover</i>	<i>October 6, 2014</i>	<i>Process with a FPPS Personnel Action</i>	<i>October 8, 2014</i>
<i>8458000</i>	<i>Milton Hershey</i>	<i>January 16, 2015</i>	<i>DI-451 forwarded to IBC for payroll processing</i>	<i>January 21, 2015</i>
<i>8458000</i>	<i>Bill Milky Way</i>	<i>March 9, 2015</i>	<i>DI-451 forwarded to IBC for payroll processing</i>	<i>March13, 2015</i>