

Reclamation Manual

Directives and Standards

Processing Honor Awards

1. **Servicing HR Office Awards Coordinators.** Servicing HR office awards coordinators will:
 - A. **Receive the Department of the Interior's Recommendation and Approval of Awards form, DI-451.**
 - (1) Review and certify all information on the DI-451 (i.e., name; duty station; title; series/grade; type of award - Superior Service Award (SSA), Meritorious Service Award (MSA), Distinguished Service Award (DSA), or other awards, etc.) and appropriate signatures are in the appropriate signature blocks.
 - (2) Certify on the DI-451 that no derogatory information is found in the nominee's electronic Official Personnel Folder (eOPF).
 - (3) Send the DI-451 to the servicing Civil Rights (CR)/Equal Employment Opportunity (EEO) office for certification that no derogatory information exists on the nominee.
 - (4) Receive the DI-451 from the servicing CR/EEO office.
 - (5) Send the DI-451 to Reclamation's HR awards coordinator for remaining certifications on the DI-451.
 - (6) Receive concurrence from Reclamation's HR awards coordinator that certifications have been obtained on the DI-451 from the Bureau of Reclamation's Civil Rights Division (CRD), the Department's Office of Civil Rights (DOCR), and the Office of the Inspector General (OIG).
 - B. **Inform Nominator to Submit Honor Award Citation.**
 - (1) Upon receiving the citation, ensure the citation meets the Department and Reclamation honor award regulations, guidelines, and criteria.
 - (2) Correct and edit the format, grammar, content, and punctuation on the citation.
 - (3) Return the citation to the nominator/author for corrections, clarification, content, and substance, as necessary.
 - (4) After regional surnaming and concurrence, finalize the citation and send it to Reclamation's HR awards coordinator.

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2. **Reclamation's HR Awards Coordinator.** Reclamation's HR awards coordinator will:
- A. **Receive the DI-451 from the Servicing HR Office Awards Coordinator.**
- (1) Review and certify all information on the DI-451 (i.e., name; duty station; title; series/grade; type of award - SSA, MSA, DSA, or other awards) and appropriate signatures are in the appropriate signature blocks, and certification of no derogatory information from the eOPF and servicing CR/EEO office is noted.
 - (2) Send an e-mail to the DOCR and a letter to the OIG, with a courtesy copy to Reclamation's CRD, requesting a background check for derogatory information on the nominee.
 - (3) Receive an e-mail and/or letter from DOCR and OIG that no derogatory information exists on the nominee. Record DOCR and OIG information in the appropriate boxes on the DI-451.
 - (4) Inform the servicing HR office awards coordinator that all concurrences for the DI-451 have been obtained, and that the citation can be submitted.
- B. **Receive Citation from the Servicing HR Office Awards Coordinator.**
- (1) Create nomination package with appropriate documentation (i.e., citation and DI-451).
 - (2) Ensure the citation meets the Department and Reclamation award regulations, guidelines, and criteria.
 - (3) Correct and edit the format, grammar, content, and punctuation on the citation.
 - (4) Return the citation to the nominator/author for corrections, clarification, content, and substance, as necessary.
 - (5) Route nomination package through the Data Tracking System (DTS), to the Director, Policy and Administration (POLICY), 84-50000 for concurrence. The nomination package is routed in DTS to the Washington Office, Policy, Administration, and Budget, 94-00000, for additional routing and signatures as follows:
 - (a) **SSA.** A minimum of 2 weeks is required for this process. SSAs are routed for signature through DTS to:
 - (i) Washington Office, Policy, Administration, and Budget, 94-00000;
 - (ii) Appropriate Deputy Commissioner;

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- (iii) Commissioner, 91-00000;
 - (iv) Washington Office, Policy, Administration, and Budget, 94-00000; and
 - (v) Reclamation's HR Awards Coordinator.
- (b) **MSA.** A minimum of 4 weeks is required for this process. MSAs are routed for signature through DTS to:
- (i) Washington Office, Policy, Administration, and Budget, 94-00000;
 - (ii) Appropriate Deputy Commissioner;
 - (iii) Commissioner, 91-00000;
 - (iv) Assistant Secretary - Water and Science;
 - (v) Washington Office, Policy, Administration, and Budget, 94-00000; and
 - (vi) Reclamation's HR awards coordinator.
- (c) **DSA.** A minimum of 8 weeks is required for this process. DSAs are routed for signature through DTS to:
- (i) Washington Office, Policy, Administration, and Budget, 94-00000;
 - (ii) Appropriate Deputy Commissioner;
 - (iii) Commissioner, 91-00000;
 - (iv) Assistant Secretary - Water and Science;
 - (v) Office of Executive Secretariat;
 - (vi) Deputy Secretary;
 - (vii) Secretary;
 - (viii) Office of Executive Secretariat;
 - (ix) Washington Office, Policy, Administration, and Budget, 94-00000; and
 - (x) Reclamation's HR awards coordinator.

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3. **Reclamation's HR Awards Coordinator.** After the signed nomination package is received from the Washington Office, Policy, Administration, and Budget, 94-00000, Reclamation's awards coordinator will:
 - A. For a SSA nomination package, print the SSA certificate.
 - B. Overnight all necessary items to the appropriate servicing HR office, Washington Office, or hand carry to the appropriate Denver directorate.
 - C. For MSA, DSA, and other award nomination packages, order a certificate by emailing the name, date citation was signed, and the signing official's title (e.g., Commissioner or the Assistant Secretary - Water and Science or the Secretary) to the Department's printing office. The printing office will send a DI-1 for payment of the appropriate certificate. Reclamation's HR awards coordinator will forward the DI-1 to the appropriate servicing HR office for credit card payment.
 - D. Once the certificate is received, overnight all necessary items to the appropriate servicing HR office, Washington Office, or hand carry to the appropriate Denver directorate.