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.
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;
(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.
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.