

Reclamation Manual

Directives and Standards

Processing Department Level Honor Awards

1. **Servicing HR Office Awards Coordinators.** Servicing HR 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 (e.g., 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 nominee names to the servicing Civil Rights (CR)/Equal Employment Opportunity (EEO) office to certify that no derogatory information exists,
 - (4) Receive written response from the servicing CR/EEO office verifying no derogatory information exists on the nominee,
 - (5) Send the DI-451 and CR/EEO written response of no derogatory information to Reclamation's HR awards coordinator for remaining certifications on the DI-451, and
 - (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 Ethics Office, the Department's office of Diversity, Inclusion, and Civil Rights (ODICR), 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,

Reclamation Manual

Directives and Standards

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 and supporting documents (e.g., name; duty station; title; series/grade; type of award—SSA, MSA, DSA, or other awards). Ensure the DI-451 contains the appropriate signatures, and the certification of no derogatory information from the eOPF and servicing CR/EEO office,
 - (2) send an e-mail to ODICR, the Department Ethics Office, 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 ODICR, the Department Ethics Office, and OIG that no derogatory information exists on the nominee. Record ODICR, Ethics, and OIG information in the appropriate boxes on the DI-451 by stating, "no finding, see vetting PDF," and
 - (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) When Reclamation's Awards Coordinator receives the citation, they will create a 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) review for correct format, grammar, content, and punctuation on the citation,
 - (4) return the citation to the servicing HR office awards coordinator for corrections, clarification, content, and substance, as necessary, and
 - (5) route nomination package through the Data Tracking System (DTS), to the Human Resources Policy Office Manager, 84-12100, Human Capital Officer, 84-12000 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,

Reclamation Manual

Directives and Standards

- (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 the Executive Secretariat,
 - (vi) Deputy Secretary,
 - (vii) Secretary,
 - (viii) Office of the Executive Secretariat,
 - (ix) Washington Office, Policy, Administration, and Budget, 94-00000, and
 - (x) Reclamation's HR Awards Coordinator.

Reclamation Manual

Directives and Standards

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. arrange for certificates to be printed and signed at the appropriate level,
 - B. coordinates with the appropriate SHRO or office to ensure all appropriate items (certificates, medals, etc.) for each award are secured, and
 - C. coordinate with the Department Honor Awards Coordinator for Department Convocation awards ceremony requirements.