

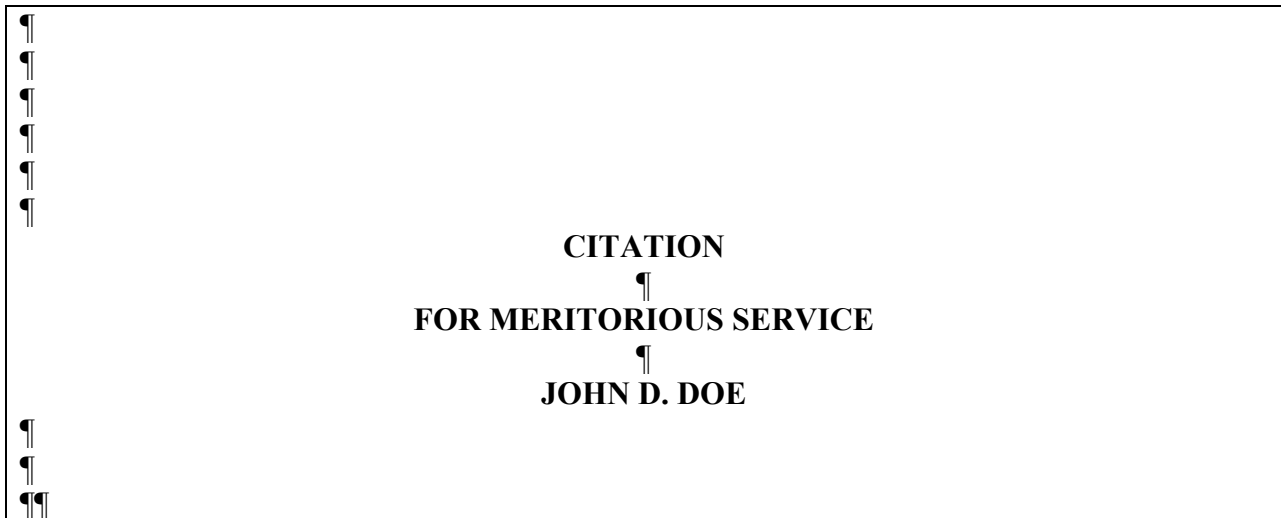
# Reclamation Manual

## Directives and Standards

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### Formatting Honor Awards

1. **Formatting Honor Award Citations.** The citation must be clearly written, in plain language, with sufficient detail so a layman can easily understand the contributions of the recipient. Specific examples of accomplishments must be included with limited laudatory expressions.
2. **Citation Format.**
  - A. Margins are 1-inch left, right, top, and bottom. The text must be Times New Roman, 12 point font, fully justified.
  - B. Citations shall not be dated; the Commissioner, Assistant Secretary—Water and Science, or Executive Secretariat will date the citation.
  - C. The citation must have a heading that is in capital letters, bold type, and centered on the page, six returns down from the top, as follows:



- D. The name may be an individual or a group. There must be three returns between the full name and first paragraph.

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- E. The body of the citation consists of two paragraphs. The first paragraph always begins, “In recognition of (*Formal Reference*)...” and ends with the Bureau name. For example:

“In recognition of Mr. Doe’s outstanding leadership of international water resources programs for the Bureau of Reclamation.” or

“In recognition of the outstanding contributions of the Bureau of Reclamation Upland Invasive Plant Management Program to preserve the recreational, economic, and ecological values of Reclamation.”

- F. The second paragraph must start out with the employee’s formal reference, e.g., Dr. Brown, Mrs. Jones, Mr. Smith—**NOT** John, Barbara, or Henry. Always use the formal reference except in the last sentence of the second paragraph where the *Full Name* must be used.
- G. The final sentence of the second paragraph for Distinguished Service Awards (DSA) will read:

“For (*Full Name*) is granted the highest honor of the Department of the Interior, the Distinguished Service Award.”

- H. The final sentence of the second paragraph for Meritorious Service Awards (MSA) will read:

“For (*Full Name*) is granted the Meritorious Service Award of the Department of the Interior.”

- I. The final sentence for Superior Service Awards and other honor awards will read similarly to MSA. The final sentence may use the group name.
- J. The signature block will be six returns below the body of the citation and will begin at the center of the page.



Commissioner  
Assistant Secretary - Water and Science  
Secretary of the Interior

- K. Citations must fit on one page with heading and signature block.

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- L. Acronyms are **NOT** permitted; always spell out the name of the organization or program.
- M. When the terms “Bureau of Reclamation” or “Department of the Interior” are first used in the citation, spell out the entire name. Use the word “Reclamation” and “the Department” for all subsequent references to each office instead of spelling it out. Exception last sentence, see Paragraph 2.G. and H. above.
- N. Use action verbs in the citation.
- O. Citations must be checked for correct spelling (including nominee’s name), grammar, punctuation, and sentence structure prior to sending to Washington D.C.
- P. If the nominee is deceased and is receiving a DSA, the citation must follow normal procedure and the closing statement must read as follows:

“For his/her contributions to the Bureau of Reclamation, (*Full Name*) is posthumously granted the Distinguished Service Award of the Department of the Interior.”

- Q. Eliminate large gaps in spacing on citations.