

Reclamation Manual

Directives and Standards

Signature Blocks on the DI-451 for Department and Reclamation Honor Awards

1. DI-451 required signatures. Refer to Award Descriptions for signature requirements.
 - A. Highest, Mid-Level, and other Honor Awards: the Commissioner signs block 84 and the Assistant Secretary—Water and Science (ASWS) signs block 86 on the DI-451.
 - (1) Highest and Mid-Level Honor Awards:
 - (a) Distinguished Service Award
 - (b) Partners in Conservation Award
 - (c) Valor Award
 - (d) Outstanding Service Award
 - (e) Meritorious Service Award
 - (f) Unit Award for Excellence of Service
 - (2) Other Honor Awards inside the Department:
 - (a) Diversity Champions Award
 - (b) Safety Awards
 - (c) Environmental Achievement Award
 - (d) Historic Preservation
 - (3) Other Honor Awards outside the Department:
 - (a) Federal Engineer of the Year Award
 - (b) Service to America Medals
 - (c) Guardian Award
 - (d) American Recreation Coalition Legends and
 - (e) Beacon Award
 - (f) National Property Management Association
 - B. Entry-Level Honor and Bureau-Specific Awards: the Commissioner will sign the DI-451 and sign the Citation and Certificate if applicable.
 - (1) Entry-Level:
 - (a) Superior Service Award
 - (b) Exemplary Act Award
 - (c) Citizen's Award for Exceptional Service
 - (d) Citizen's Award for Bravery
 - (e) Unsung Hero Award
 - (2) Bureau-Specific Awards:

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- (a) Commissioner's Safety Award
 - (b) John W. Keys III Award
 - (c) Reclamation Service Award
 - (d) Retirement Recognition Award
 - (e) Project Manager of the Year
2. Certificate and Citation Requirements: refer to Award Descriptions for requirements.
 3. Honor Awards are always Approved in Washington D.C. No one outside of Washington D.C. can approve an Honor Award.
 4. Example DI-451 signature requirements.

Part VIII: Recommendation and Approval *required fields		
<i>Complete the signatures that are applicable for awards processing in your bureau/office.</i>		
54. Recommending Individual Full Name and Title:* Individual recommending award, leave blank if supervisor.	55. Recommending Individual's Signature:*	56. Date:*
57. Supervisor's Full Name and Title: Self-explanatory	58. Supervisor's Concurrence Signature:	59. Date:
60. Reviewing Individual's Full Name and Title:* Reclamation Human Capital Officer	61. Reviewing Individual's Signature:*	62. Date:*
63. Approving Individual's Full Name and Title:* Regional Director or Denver Directorate	64. Approving Individual's Signature:*	65. Date:*
66. Other Bureau Required Approval's Full Name and Title: Appropriate Deputy Commissioner	67. Other Bureau Required Approval's Signature:	68. Date:
Part X: Honor Awards Approval *required fields		
84. Bureau/Office Director's Signature:*	85. Date:*	
86. Assistant Secretary's Signature:*	87. Date:*	