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:
(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.