

Reclamation Manual

Directives and Standards

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

The easy way to remember: Two top signature boxes are for Regional and Denver signatures; Recommending and Reviewing the Honor Award.

Middle box is for the Director of Policy and Administration; Reviewing Official.

Two bottom signatures boxes are for Washington DC signatures; Reviewing and Approving the Honor Award.

Honor Awards are always Approved in Washington DC. No one outside of Washington DC can approve an Honor Award.

Highest and Mid-Level Honor Awards:

Distinguished Service Award

Partners in Conservation Award
Valor Award

Outstanding Service Award

Meritorious Service Award

Unit Award for Excellence of Service

Other Awards, inside the Department:

- Diversity Champions Award
- Safety Awards
- Environmental Achievement Award
- Historic Preservation

Other Awards – Are outside the Department of the Interior. All nominations have to go through the Commissioner and Assistant Secretary for Water and Science (ASWS) before being forwarded to the outside organization. Examples:

- Federal Engineer of the Year Award
- Service to America Medals (SAMMIES)
- Guardian Award
- American Recreation Coalition Legends and Beacon Award
- National Property Management Association, etc.

The Commissioner will always sign as a Reviewing Official and the ASWS will sign as Approving Official on the DI-451. Depending on the Honor Award, the ASWS will sign the Citation and Certificate or the Secretary of the Department of the Interior will sign the Citation and Certificate. The example below applies to the Highest, Mid-Level Honor Awards and all Outside Awards.

RECOMMENDATION AND APPROVAL

Recommending Individual – Name/Title (Print) Employee’s Supervisor Supervisor’s Title	(Signature)	Date
Reviewing Official – Name/Title (Print) Director’s Name Regional or Denver Director’s Title	(Signature)	Date
Reviewing Official, Denver Office – Name/Title (Print) Roseann Gonzales Director, Policy and Administration	(Signature)	Date
Reviewing Official – Name/Title (Print) Name of Commissioner Commissioner, Bureau of Reclamation	(Signature)	Date
Approving Official – Name/Title (Print) Name of Secretary Assistant Secretary for Water and Science	(Signature)	Date

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Entry-Level Honor Awards:

Superior Service Award

- Exemplary Act Award
- Citizen’s Award for Exceptional Service (DI-451 is needed for approval only)
- Citizen’s Award for Bravery (DI-451 is needed for approval only)
- Unsung Hero Award

Bureau-Specific Awards:

- John W. Keys III Award
- Reclamation Service Award
- Retirement Recognition Award
- Youth Initiative Award

The Commissioner will sign the DI-451 as the Approving Official and sign the Citation and Certificate. The example below applies to the Entry-Level Honor Awards and Bureau-Specific Awards.

RECOMMENDATION AND APPROVAL

Recommending Individual – Name/Title (Print) Employee’s Supervisor Supervisor Title	(Signature)	Date
Reviewing Official – Name/Title (Print) Director’s Name Regional or Denver Directorate Title	(Signature)	Date
Reviewing Official, Denver Office – Name/Title (Print) Roseann Gonzales Director, Policy and Administration	(Signature)	Date
Reviewing Official – Name/Title (Print)	(Signature)	Date
Approving Official – Name/Title (Print) Name of Commissioner Commissioner, Bureau of Reclamation	(Signature)	Date