## UNITED STATES DEPARTMENT OF THE INTERIOR RECOMMENDATION AND APPROVAL OF AWARDS

Agency/Bureau

Name of Employee (last, first, middle initial) or Group (attach list of participants)

Social Security No.	Position Title	Pay Plan-Series/Grade/Step
XXX-XX		
Duty Station	Period Covered For Award (MM/DD/YY)	Cost Account Number
	From To	
COMPLE	ΓΕ THE APPROPRIATE AWARD SEG	CTION BELOW
MONETARY AWAR	 <u>D</u> :	
Quality Step Inc (Exc Star (Special Th Productivity Imp	sed Cash Award  Exceptional (Level 5) Performance Rating Superior (Level 4) Performance Rating \$	or %
NON-MONETARY A	WARD:	
	nition Performance-Based Non	-Performance Based
Non-Monetary I		
	- T tilde 01 \$	
<b>HONOR AWARD:</b>		
Distinguished Se		
	nservation Award	
Meritorious Serv		
Outstanding Ser	vice Award	

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other non-merit factors. Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C., Section 552a(b).

Unit Award for Excellence of Service

Name of Award:

Citizen's Award for Exceptional Service Award

Superior Service Award

Citizen's Award for Bravery Exemplary Act Award

Valor Award

**BUREAU-SPECIFIC AWARD:** 

Recommending Individual (Signature)	Date	Reviewing Offici	ial (Signature)	Date	
Γitle:		Title:			
Approving Official (Signature & Title)				Date	
	AWARD R	EVIEW APPRO			
HR Review of Official Personnel Folder	Date	Findin	g		
Bureau Office of Civil Rights (Signature)	Date	Findin	g		
D ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (		Fin din			
Department Office of Civil Rights (Signat	ture) Date	Finding	g 		
Office of Inspector General (Signature)		Finding	σ		
office of inspector deficial (Signature)	Date		5		
Departmental Ethics Office (Signature)		Finding	σ		
Departmental Etines Office (Signature)	Date		5		
	Date	F: 1:			
Office of the Solicitor (Signature) (For Non-Departmental Employees)		Findin	g 		
	JUSTIFI	CATION			
Summary of Accomplishments/C	Contribution	s Being Recogni	zed by Award		
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Rev. 5/08

**FINANCIAL ACTION RECORD** This record is to initiate payment, accounting and tax transactions for **only** non-monetary recognition of significant value.

Recipient Name:		Social Security Number: xxx-xx			
Bureau	Sub-Bureau	Block	Org. Code	Cost Acco	punt
NONMONETAR	RY RECOGNITION	OF SIGNIFICAN	NT VALUE (Date Pro	esented: Text Fie	eld
Cash Value of Award (Hours Code 66A)					Net Amount)
Value Including	Taxes (Cash Value d	ivided by .55) (Hou	rrs Code 30A)		(Gross Amount)
-	_	<b>U</b> 1	, 15	1	s form to the Payroll S DOCUMENT TO
It is the policy of the De	partment to ensure that conside	eration for awards is made v	without regard to race, color, na	utional origin, religion, sec	ev age marital status

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