Form DI-451 Revised October 2006

UNITED STATES DEPARTMENT OF THE INTERIOR RECOMMENDATION AND APPROVAL OF AWARDS

Agency/Bureau	Name Of Employee	(Last, First, Middle Initial)	
Social Security No. Position Title			Pay Plan-Series/Grade/Step
Duty Station Period Covered For Awar From		vard (MM/DD/YY) To	Cost Account Number
COMPI	LETE THE APPI	ROPRIATE AWARD SE	CCTION BELOW
MONETARY AWARD:			
Performance-Based Cash	Award		
Except	ional (Level 5) Perf	formance Rating	
	or (Level 4) Perform		
Quality Step Increase	,	_	
(Employee M	ust Have Received	An Exceptional Level 5 Peri	Formance Rating)
Star Award			
Productivity Improvement	t Award		
Invention/Patent Award			
NON MONTEPO DE ASTADIS			
NON-MONETARY AWARD			
Time-Off Recognition			
	ours:	_	
Non-Monetary Recogniti			
Cash value o	f \$		
HONOR AWARD:			
Distinguished Service Av	vard	•	
Conservation Service Aw			
Meritorious Service Awa			
Outstanding Service Awa			
Unit Award for Excellence			
Superior Service Award	00 01 001 1100		
Citizen's Award for Exce	entional Service Aw	ard	
Valor Award	Publica Bol 1100 1111		
Citizen's Award for Bray	erv		
Exemplary Act Award			
1 3			
BUREAU-SPECIFIC AWAR	<u>D</u> :		
Name of Awa		<u> </u>	
P		DATION AND APPROV	
Recommending Individual (Signature) Date	Reviewing Official (Sig	nature) Date
Title:		Title:	
<u> </u>			
Approving Official (Signature & Title	:)		Date
			!

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).

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JUSTIFICATION

Summary of Accomplishments/Contributions Being Recognized by Award				
FINANCIAL INFORMATION				
Monetary Award: Amount of Cash Award Pay Period to be processed by payroll				
Non-monetary Award of Significant Value:				
Cash Value of Award \$ Gross Amount				

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INSTRUCTIONS

Performance-Based Cash Award

For a performance-based cash award, a level 4 or 5 performance rating is required. Attach a copy of the performance appraisal supporting the award.

Quality Step Increase

An employee must have received a performance rating of level 5, and the employee's exceptional performance is expected to continue in the future. Attach a copy of the employee's performance rating of record on which the QSI is based, and a justification providing brief examples of how expectations were exceeded for each element.

Invention/Patent Award

For an Invention/Patent Award, attach a description of the contribution or patent being recognized and the resulting benefits to the Government.

Non-Monetary Award

For a non-monetary award of significant value, provide a brief description of the contribution(s) if the award is of significant value.

Other Recognition Awards

For a STAR award, a Productivity Improvement award, or a Time-Off award, provide a brief summary of the accomplishments/ contributions being recognized by this award in the space provided.

Group Award

Attach a list of names of group members. If group members are to receive different award amounts, describe the individual group member's specific contribution(s).

Honor Award

For an honor award, attach a citation.

Processing Instructions

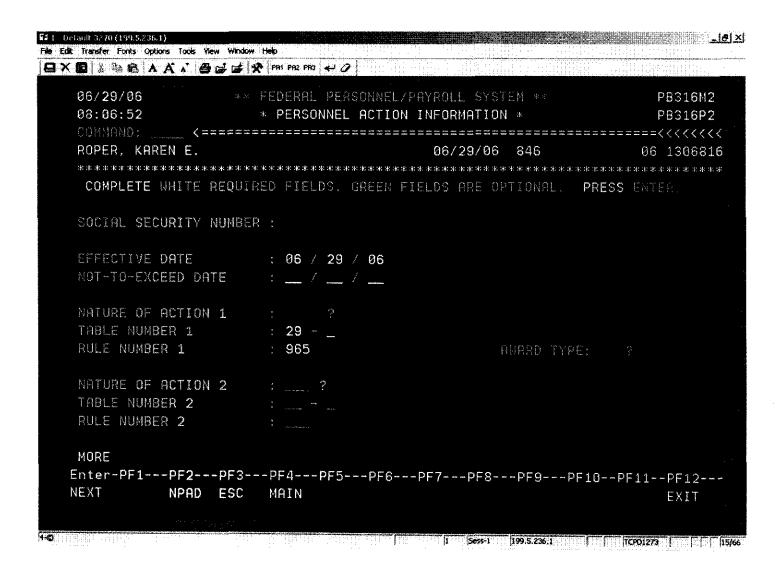
Submit this form with required attachments to the employee's servicing Human Resources Office, and provide a copy to award recipient.

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Effective the end of April 21, 2006, the AWARD TYPE code is a required field on all award SF 52s. The definitions are relatively clear. For performance-based cash awards, use Nature of Action 840-A2 Performance (Individual cash). Similarly, for time off awards, use Nature of Action 846-A2 for performance time off.

When typing in the nature of action (NOA) in the SF 52 the AWARD TYPE will only offer the codes applicable to that NOA. In most cases, there are only 2 choices.

This AWARD TYPE CODE allows us to query all award transactions and differentiate them further for reporting purposes.



This is the AWARD CODE TABLE for IN- Interior. These can be viewed by typing TBLS on the command line in FPPS.

```
File | Edit | Transfer | Fonts | Options | Tools | Visw | Window | Help
## f Defoult 3270 (199.5.236.1)
DXBX X B B A A A B B B 及 PM PM2 BM2 +1 D
    06/29/08
                                                                   PT290M1
    08:08:30
                        * AWARD TYPE CODE LIST *
                                                                   PT290P1
    START LIST FROM: DEPT/BUR NOAC AND TYP:
    TYPE ONE OR MORE OF THE FOLLOWING ACTION CODES:
    H=HISTORY V=VIEW
   ACT DEPT BUR NOAC AND DESCRIPTION
       ΙN
               840 A1 SPECIAL ACT/STAR (INDIVIDUAL CASH)
                                                               01/01/06 A
                840 A2 PERFORMANCE (INDIVIDUAL CASH)
       ΙN
                                                               01/01/06 A
                842 A1 INVENTION
       ΙN
                                                               01/01/06 A
                842 A2 SUGGESTION
       ΙN
                                                               01/01/06 A
       ΙN
                843 A1 INVENTION
                                                               01/01/06
        ΙN
                843 A2 SUGGESTION
                                                               01/01/06
                                                                        Ф
       ΙN
                846 A1 SPECIAL ACT/STAR(TIME OFF)
                                                               01/01/06
                846 A2 PERFORMANCE (TIME OFF)
       ΤN
                                                               01/01/06
                849 A1 PRES RANK AWARD - SENIOR CAREER MERITORIOU 01/01/06
       ΙN
                        PRES RANK AWARD - SENIOR CAREER DISTINGUIS 01/01/06
        ΙN
                849 A2
                                                                        A
                        PRES RANK AWARD - SES MERITORIOUS
       ΙN
                878 A1
                                                               01/01/06
                        PRES RANK AWARD - SES MERITURIOUS
PRES RANK AWARD - SES DISTINGUISHED
                878 A2
        ΙN
                                                               01/01/06
    MORE
   Enter-PF1---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   NEXT HELP ESC MAIN
                                         UP DOWN
                                                         BACK
                             ## 1 Default 3270 (199.5.236.1)
 File Edik Transfer Fonks Options Tools View Window Help
 OXE X 电影 A A A B B B P P PRI HOZ PRI 40
    06/29/06
                     ** FEDERAL PERSONNEL/PRYROLL SYSTEM **
                                                                   PT290M1
    08:11:38
                           * AWARD TYPE CODE LIST *
                                                                   PT290P1
               START LIST FROM: DEPT/EUR ____ MORE .
    TYPE ONE OR MORE OF THE FOLLOWING ACTION CODES:
    H=HISTORY V=VIEW
   ACT DEPT BUR NORC AND DESCRIPTION
        IN
                879 A1 PERFORMANCE BONUS
                                                               01/01/06
        IN
                879 R2
                        SELA - GOLD
                                                               01/01/06
        IN
                879
                    А3
                        SELA - SILVER
                                                               01/01/06 A
        AI
                879
                    A4
                        SELA - BRONZE
                                                               01/01/86 A
        NF
                840
                    02
                        SUSTAINED SUPERIOR PERFORMANCE AWARD
                                                               01/01/06
        NF
                840
                    03
                        SPECIAL ACT OR SERVICE AWARD
                                                               01/01/96
        NF
                840 05 DIRECTOR'S AWARD OF EXCELLENCE
                                                               01/01/06
        NF
                840 06 COMMENDABLE SERVICE AWARD
                                                               01/01/06
        NF
                840 07
                        SUPERIOR ACCOMPLISHMENT (DISTRIBUTED FUNDI 01/01/06
        NF
                840 08 EQUAL EMPLOYMENT OPPORTUNITY AWARD
                                                               01/01/06
        ٧F
                840 20 ESTER F. GIST AWARD
                                                               01/01/06
                840 21 DISTINGUISHED SERVICE AWARD
                                                               01/01/06 A
    MORE
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
              ESC
   NEXT HELP
                        MAIN
                                         UP
                                              DOWN
                                                         BACK
                                                                    EXIT
```