

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 Award (MM/DD/YY) From _____ To _____	Cost Account Number

COMPLETE THE APPROPRIATE AWARD SECTION BELOW

MONETARY AWARD:

- Performance-Based Cash Award
 - Exceptional (Level 5) Performance Rating
 - Superior (Level 4) Performance Rating
- Quality Step Increase
(Employee Must Have Received An Exceptional Level 5 Performance Rating)
- Star Award
- Productivity Improvement Award
- Invention/Patent Award

NON-MONETARY AWARD:

- Time-Off Recognition
Number of Hours: _____
- Non-Monetary Recognition
Cash Value of \$ _____

HONOR AWARD:

- Distinguished Service Award
- Conservation Service Award
- Meritorious Service Award
- Outstanding Service Award
- Unit Award for Excellence of Service
- Superior Service Award
- Citizen's Award for Exceptional Service Award
- Valor Award
- Citizen's Award for Bravery
- Exemplary Act Award

BUREAU-SPECIFIC AWARD:

Name of Award: _____

RECOMMENDATION AND APPROVAL

Recommending Individual (Signature)	Date	Reviewing Official (Signature)	Date
Title:		Title:	
Approving Official (Signature & Title)			Date

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

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.

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

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06/29/06          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PT290M1
08:08:30          * AWARD TYPE CODE LIST *                          PT290P1
COMMAND: _____ <=====
START LIST FROM: DEPT/BUR _____ NOAC _____ AWD TYP: _____

TYPE ONE OR MORE OF THE FOLLOWING ACTION CODES:
H=HISTORY V=VIEW

ACT DEPT BUR NOAC AWD DESCRIPTION EFF DATE B/M
-- -- -- -- --
... IN 840 A1 SPECIAL ACT/STAR (INDIVIDUAL CASH) 01/01/06 A
... IN 840 A2 PERFORMANCE (INDIVIDUAL CASH) 01/01/06 A
... IN 842 A1 INVENTION 01/01/06 A
... IN 842 A2 SUGGESTION 01/01/06 A
... IN 843 A1 INVENTION 01/01/06 A
... IN 843 A2 SUGGESTION 01/01/06 A
... IN 846 A1 SPECIAL ACT/STAR(TIME OFF) 01/01/06 A
... IN 846 A2 PERFORMANCE (TIME OFF) 01/01/06 A
... IN 849 A1 PRES RANK AWARD - SENIOR CAREER MERITORIOU 01/01/06 A
... IN 849 A2 PRES RANK AWARD - SENIOR CAREER DISTINGUIS 01/01/06 A
... IN 878 A1 PRES RANK AWARD - SES MERITORIOUS 01/01/06 A
... IN 878 A2 PRES RANK AWARD - SES DISTINGUISHED 01/01/06 A

MORE
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
NEXT HELP ESC MAIN UP DOWN BACK EXIT
    
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06/29/06          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PT290M1
08:11:38          * AWARD TYPE CODE LIST *                          PT290P1
COMMAND: _____ <=====
START LIST FROM: DEPT/BUR _____ NOAC _____ AWD TYP: _____

TYPE ONE OR MORE OF THE FOLLOWING ACTION CODES:
H=HISTORY V=VIEW

ACT DEPT BUR NOAC AWD DESCRIPTION EFF DATE B/M
-- -- -- -- --
... IN 879 A1 PERFORMANCE BONUS 01/01/06 A
... IN 879 A2 SELA - GOLD 01/01/06 A
... IN 879 A3 SELA - SILVER 01/01/06 A
... IN 879 A4 SELA - BRONZE 01/01/06 A
... NF 840 02 SUSTAINED SUPERIOR PERFORMANCE AWARD 01/01/06 A
... NF 840 03 SPECIAL ACT OR SERVICE AWARD 01/01/06 A
... NF 840 05 DIRECTOR'S AWARD OF EXCELLENCE 01/01/06 A
... NF 840 06 COMMENDABLE SERVICE AWARD 01/01/06 A
... NF 840 07 SUPERIOR ACCOMPLISHMENT (DISTRIBUTED FUNDI 01/01/06 A
... NF 840 08 EQUAL EMPLOYMENT OPPORTUNITY AWARD 01/01/06 A
... NF 840 20 ESTER F. GIST AWARD 01/01/06 A
... NF 840 21 DISTINGUISHED SERVICE AWARD 01/01/06 A

MORE
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
NEXT HELP ESC MAIN UP DOWN BACK EXIT
    
```