

Reclamation Manual

Directives and Standards

Processing Honor Awards

1. **Regional Awards Coordinator.** Regional awards coordinators will:
 - A. **Receive the Recommendation and Approval of Awards (DI-451) Form.**
 - (1) Review and certify all information on the DI-451 (i.e., name; duty station; title; series/grade; type of award - Superior Service Award (SSA), Meritorious Service Award (MSA), and Distinguished Service Award (DSA)) and appropriate signatures are in the appropriate signature blocks.
 - (2) Certify on the DI-451 that no derogatory information is found in nominee's Official Personnel Folder (OPF).
 - (3) Send the DI-451 to the Regional Civil Rights (CR)/Equal Employment Opportunity (EEO) office for their certification that no derogatory information exists on nominee.
 - (4) Receive the DI-451 from Regional CR/EEO.
 - (5) Send the DI-451 to Denver Human Resources (HR) award coordinator, 84-58100, for remaining certifications on the DI-451.
 - (6) Receive concurrence from Denver HR award coordinator that certifications have been obtained on the DI-451 from Reclamation's CR/EEO office, the Department of the Interior Office of Civil Rights (DOCR), and the Office of the Inspector General (OIG).
 - B. **Inform Nominator to Submit Honor Award Citation.**
 - (1) Upon receiving the citation, the regional awards coordinator will ensure the citation meets the Department and Reclamation award regulations and guidelines.
 - (2) Correct and edit the format, grammar, content, and punctuation on the citation.
 - (3) Return citation to nominator/author for corrections, clarification, content, and substance.
 - (4) After regional surnaming and concurrence on yellow surname, finalize the citation and send it to the Denver HR award coordinator, 84-58100.

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2. **Denver HR Awards Coordinator.** The Denver HR awards coordinator will:
- A. **Receive the Recommendation and Approval of Awards (DI-451) Form from the Regional Awards Coordinator.**
- (1) Review and certify all information on the DI-451 (i.e., name; duty station; title; series/grade; type of award - SSA, MSA, and DSA) and appropriate signatures are in the appropriate signature blocks, and certification for no derogatory information from OPF and regional CR/EEO office.
 - (2) Sends DI-451 to Reclamation's CR/EEO office for certification that no derogatory information exists on nominee.
 - (3) Sends e-mail to the DOCR and a letter to the OIG requesting a background check for any derogatory information on nominee.
 - (4) Receives an e-mail and/or letter from DOCR and OIG that no derogatory information exists on nominee. Records DOCR and OIG information in the appropriate boxes on the DI-451.
 - (5) Informs regional award coordinator that all concurrences for the DI-451 have been obtained, and that the citation can be submitted.
- B. **Receive Citation from Regional Award Coordinator.**
- (1) Creates nomination package with appropriate documentation (i.e., citation and DI-451).
 - (2) Ensures the citation meets the Department and Reclamation award regulations and guidelines.
 - (3) Corrects and edits the format, grammar, content, and punctuation on the citation.
 - (4) Returns the citation to nominator/author for correction, clarification, content, and substance.
 - (5) Route SSA nomination package through Denver to the Director, Policy and Administration, 84-50000 for concurrence on yellow surname copy. Policy and Administration will overnight SSA nomination package to Denver Office Liaison, 94-00010, for additional routing and signature as follows:

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- (a) **SSA.** A minimum of 2 weeks is required for this process. SSAs are routed for signature through:
- (i) Denver Office Liaison, 94-00010;
 - (ii) Deputy Commissioner, appropriate;
 - (iii) Chief of Staff, 91-10000;
 - (iv) Commissioner, 91-00000;
 - (v) Denver Office Liaison, 94-00010; and
 - (vi) overnights signed awards package to regional awards coordinator.
- (b) **MSA.** A minimum of 4 weeks is required for this process. MSAs are routed for signature through:
- (i) Denver Office Liaison, 94-00010;
 - (ii) Deputy Commissioner, appropriate;
 - (iii) Chief of Staff, 91-10000;
 - (iv) Commissioner, 91-00000;
 - (v) Assistant Secretary – Water and Science;
 - (vi) Denver Office Liaison, 94-00010; and
 - (vii) overnights awards package to Denver HR awards coordinator.
- (c) **DSA.** A minimum of 8 weeks is required for this process. DSAs are routed for signature through:
- (i) Denver Office Liaison, 94-00010;
 - (ii) Deputy Commissioner, appropriate;
 - (iii) Chief of Staff, 91-10000;
 - (iv) Commissioner, 91-00000;

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- (v) Assistant Secretary – Water and Science;
 - (vi) Office of Executive Secretariat;
 - (vii) Deputy Secretary;
 - (viii) Secretary;
 - (ix) Office of Executive Secretariat;
 - (x) Denver Office Liaison, 94-00010; and
 - (xi) overnights awards package to Denver HR awards coordinator.
3. **Denver HR Award Coordinator.** After the signed nomination package is received from the Denver Office Liaison, the Denver HR award coordinator will
- A. For the SSA nomination package, order SSA certificate from the Technical Service Center;
 - B. Once the SSA certificate is received, overnight all necessary items to the appropriate regional office, Washington office, or hand carry to the appropriate Denver directorate.
 - C. For the MSA and DSA nomination packages, order certificate by faxing name, date citation was signed, the signing official (Assistant Secretary - Water and Science or the Secretary of the Department of the Interior), and cost authority to the Department.
 - D. Once the MSA or DSA certificate is received, overnight all necessary items to the appropriate regional office, Washington office, or hand carry to the appropriate Denver directorate.