

Reclamation Manual

Directives and Standards

Processing Honor Awards

1. **Servicing HR Office Awards Coordinators.** Servicing HR office 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), Distinguished Service Award (DSA), or other awards) and appropriate signatures are in the appropriate signature blocks.
- (2) Certify on the DI-451 that no derogatory information is found in the nominee's electronic Official Personnel Folder (eOPF).
- (3) Send the DI-451 to the servicing Civil Rights (CR)/Equal Employment Opportunity (EEO) office for certification that no derogatory information exists on the nominee.
- (4) Receive the DI-451 from the servicing CR/EEO office.
- (5) Send the DI-451 to Reclamation's HR awards coordinator for remaining certifications on the DI-451.
- (6) Receive concurrence from Reclamation's HR awards coordinator that certifications have been obtained on the DI-451 from the Bureau of Reclamation's CR/EEO division, 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, 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 the citation to the nominator/author for corrections, clarification, content, and substance, as necessary.
- (4) After regional surnaming and concurrence on the yellow surname copy, finalize the citation and send it to Reclamation's HR awards coordinator.

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2. **Reclamation's HR Awards Coordinator.** Reclamation's HR awards coordinator will:

A. **Receive the DI-451 from the Servicing HR Office 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, DSA, or other awards) and appropriate signatures are in the appropriate signature blocks, and certification for no derogatory information from the eOPF and servicing CR/EEO office is noted.
- (2) Send the DI-451 to Reclamation's CR/EEO division for certification that no derogatory information exists on the nominee.
- (3) Send an e-mail to the DOCR and a letter to the OIG requesting a background check for derogatory information on nominee.
- (4) Receive an e-mail and/or letter from DOCR and OIG that no derogatory information exists on the nominee. Record DOCR and OIG information in the appropriate boxes on the DI-451.
- (5) Inform the servicing HR office awards coordinator that all concurrences for the DI-451 have been obtained, and that the citation can be submitted.

B. **Receive Citation from the Servicing HR Office Awards Coordinator.**

- (1) Create nomination package with appropriate documentation (i.e., citation and DI-451).
- (2) Ensure the citation meets the Department and Reclamation award regulations and guidelines.
- (3) Correct and edit the format, grammar, content, and punctuation on the citation.
- (4) Return the citation to the nominator/author for correction, clarification, content, and substance, as necessary.
- (5) Route nomination package through Denver to the Director, Policy and Administration, 84-50000 for concurrence on the yellow surname copy. Policy and Administration will overnight nomination packages to the Washington Office, Administrative Services Group, 91-12000, for additional routing and signatures as follows:
 - (a) **SSA.** A minimum of 2 weeks is required for this process. SSAs are routed for signature through:
 - (i) Washington Office, Administrative Services Group, 91-12000;

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- (ii) Deputy Commissioner, appropriate;
 - (iii) Senior Advisor, 91-10000;
 - (iv) Commissioner, 91-00000;
 - (v) Washington Office, Administrative Services Group, 91-12000; and
 - (vi) Reclamation's HR Awards Coordinator via overnight mail.
- (b) **MSA.** A minimum of 4 weeks is required for this process. MSAs are routed for signature through:
- (i) Washington Office, Administrative Services Group, 91-12000;
 - (ii) Deputy Commissioner, appropriate;
 - (iii) Senior Advisor, 91-10000;
 - (iv) Commissioner, 91-00000;
 - (v) Assistant Secretary – Water and Science;
 - (vi) Washington Office, Administrative Services Group, 91-12000; and
 - (vii) Reclamation's HR awards coordinator via overnight mail.
- (c) **DSA.** A minimum of 8 weeks is required for this process. DSAs are routed for signature through:
- (i) Washington Office, Administrative Services Group, 91-12000;
 - (ii) Deputy Commissioner, appropriate;
 - (iii) Senior Advisor, 91-10000;
 - (iv) Commissioner, 91-00000;
 - (v) Assistant Secretary – Water and Science;
 - (vi) Office of Executive Secretariat;
 - (vii) Deputy Secretary;
 - (viii) Secretary;

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- (ix) Office of Executive Secretariat;
 - (x) Washington Office, Administrative Services Group, 91-12000; and
 - (xi) Reclamation's HR awards coordinator via overnight mail.
3. **Reclamation's HR Awards Coordinator.** After the signed nomination package is received from the Washington Office, Administrative Services Group, 91-12000, Reclamation's awards coordinator will:
- A. For a SSA nomination package, print the SSA certificate.
 - B. Overnight all necessary items to the appropriate servicing HR office, Washington Office, or hand carry to the appropriate Denver directorate.
 - C. For MSA, DSA, and other award nomination packages, order a certificate by emailing the name, date citation was signed, and the signing official's title (e.g., Commissioner or the Assistant Secretary - Water and Science or the Secretary) to the Department's printing office. The printing office will send a DI-1 for payment of the appropriate certificate. Reclamation's awards coordinator will forward the DI-1 to the appropriate servicing HR office for credit card payment.
 - D. Once the certificate is received, overnight all necessary items to the appropriate servicing HR office, Washington Office, or hand carry to the appropriate Denver directorate.