

# Reclamation Manual

## Directives and Standards

### Signature Blocks on the DI-451 for Department and Reclamation Honor Awards

**The easy way to remember:** **Two top signature boxes** are for Regional and Denver signatures; Recommending and Reviewing the Honor Award.

**Middle box** is for the Director of Policy and Administration; Reviewing Official.

**Two bottom signatures boxes** are for Washington DC signatures; Reviewing and Approving the Honor Award.

**Honor Awards are always Approved in Washington DC.** No one outside of Washington DC can approve an Honor Award.

#### **Highest and Mid-Level Honor Awards:**

##### **Distinguished Service Award**

Partners in Conservation Award  
Valor Award

Outstanding Service Award

##### **Meritorious Service Award**

Unit Award for Excellence of Service

Other Awards, inside the Department:

- Diversity Champions Award
- Safety Awards
- Environmental Achievement Award
- Historic Preservation

**Other Awards** – Are outside the Department of the Interior. All nominations have to go through the Commissioner and Assistant Secretary for Water and Science (ASWS) before being forward to the outside organization. Examples:

- Federal Engineer of the Year Award
- Service to America Medals (SAMMIES)
- Guardian Award
- American Recreation Coalition Legends and Beacon Award
- National Property Management Association, etc.

The Commissioner will always sign as a Reviewing Official and the ASWS will sign as Approving Official on the DI-451. Depending on the Honor Award, the ASWS will sign the Citation and Certificate or the Secretary of the Department of the Interior will sign the Citation and Certificate. The example below applies to the Highest, Mid-Level Honor Awards and all Outside Awards.

#### RECOMMENDATION AND APPROVAL

<b>Recommending Individual – Name/Title (Print)</b> <b>Employee’s Supervisor</b> <b>Supervisor’s Title</b>	<b>(Signature)</b>	Date
<b>Reviewing Official – Name/Title (Print)</b> <b>Director’s Name</b> <b>Regional or Denver Director’s Title</b>	<b>(Signature)</b>	Date
<b>Reviewing Official, Denver Office – Name/Title (Print)</b> <b>Roseann Gonzales</b> <b>Director, Policy and Administration</b>	<b>(Signature)</b>	Date
<b>Reviewing Official – Name/Title (Print)</b> <b>Name of Commissioner</b> <b>Commissioner, Bureau of Reclamation</b>	<b>(Signature)</b>	Date
<b>Approving Official – Name/Title (Print)</b> <b>Name of Assistant Secretary</b> <b>Assistant Secretary for Water and Science</b>	<b>(Signature)</b>	Date

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**Entry-Level Honor Awards:**

**Superior Service Award**

- Exemplary Act Award
- Citizen’s Award for Exceptional Service (DI-451 is needed for approval only)
- Citizen’s Award for Bravery (DI-451 is needed for approval only)
- Unsung Hero Award

**Bureau-Specific Awards:**

- John W. Keys III Award
- Reclamation Service Award
- Retirement Recognition Award
- Youth Initiative Award

The Commissioner will sign the DI-451 as the Approving Official and sign the Citation and Certificate. The example below applies to the Entry-Level Honor Awards and Bureau-Specific Awards.

### RECOMMENDATION AND APPROVAL

<b>Recommending Individual – Name/Title (Print)</b> <b>Employee’s Supervisor</b> <b>Supervisor Title</b>	<b>(Signature)</b>	Date
<b>Reviewing Official – Name/Title (Print)</b> <b>Director’s Name</b> <b>Regional or Denver Directorate Title</b>	<b>(Signature)</b>	Date
<b>Reviewing Official, Denver Office – Name/Title (Print)</b> <b>Roseann Gonzales</b> <b>Director, Policy and Administration</b>	<b>(Signature)</b>	Date
<b>Reviewing Official – Name/Title (Print)</b>	<b>(Signature)</b>	Date
<b>Approving Official – Name/Title (Print)</b> <b>Name of Commissioner</b> <b>Commissioner, Bureau of Reclamation</b>	<b>(Signature)</b>	Date