



RECOMMENDATION AND APPROVAL OF AWARDS

This form is used to approve and recommend awards for U.S. Department of the Interior employees. Please fill out the appropriate section. 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).

Disposition of this form: Original copy of this form is sent to the Human Resources (HR) Office, copy to recipient.

Part I: Employee's Information

**required fields*

Complete this section for **individual award nominations** (e.g., Performance Rating-Based Award, Monetary Award, Non-Monetary Award, or Honor Award). For group award nominations, complete the group award nomination information in Section XII of this form.

1. First Name:*		2. Middle Initial:		3. Last Name:*	
4. Last 4-Digits of Social Security Number (SSN):*			5. Bureau/Office:*		
6. Position Title:*		7. Duty Location (City):*		8. Duty Location (State):*	
9. Pay Plan:*	10. Series:*		11. Grade:*		12. Step:*
13. Period Covered for Award:	13a. Start Date (mm/dd/yyyy):*		13b. End Date (mm/dd/yyyy):*		

Part II: Financial Information (Monetary Awards)

**required fields*

Complete this section for all monetary awards.

14. Organizational Code (e.g., 60702300):*					
15. Functional Area (e.g., DWSN00000.000000):*					
16. Work Breakdown Structure (WBS)/Project Code/Funded Program (e.g., DP67016):*					
17. Fund Code/Fund (e.g., 25XD453WS):*					
18. Cost Center/Funds Center (e.g., DS67060000):*					

Part III: Financial Action Record (Non-Monetary Awards)

**required fields*

Complete this section for all non-monetary awards. This record is to initiate payment, accounting, and tax transactions for only non-monetary recognition of significant value.

19. Bureau:*					
20. Sub-Bureau:*					
21. Organizational Code(e.g., 60702300):*					
22. Functional Area (e.g., DWSN00000.000000):*					
23: WBS/Project Code/Funded Program (e.g., DP67016):					

24. Fund Code/Fund (e.g., 25XD453WS):			
25. Cost Center/Funds Center (e.g., DS67060000):			
26. Non-Monetary Recognition of Significant Value:*			
27. Date Presented:*			
28. Cash Value of Award (Hours Code – 66A):*			(Net Amount)
29. Value Including Taxes (Cash Value divided by 0.55) (Hours Code – 30A):*			(Gross Amount)
Part IV: Performance Rating-Based Awards <i>Complete this section for all rating-based awards.</i>			
	30. Performance Rating-Based Cash Award		
	a. Outstanding (Level 5) Performance Rating \$	or	%
	b. Exceeds Expectations (Level 4) Performance Rating \$	or	%
	c. Fully Successful (Level 3) Performance Rating \$	or	%
	31. Quality Step Increase (Level 5 Performance Rating Required)		
	32. Time-Off Award Number of Hours:		
Part V: Other Monetary Awards <i>Complete this section for other monetary awards.</i>			
	33. STAR (Special Thanks for Achieving Results) Award \$		
	34. Productivity Improvement Award \$		
	35. Invention/Patent Award \$		
	36. Other Award Name: \$		
37. Cash Value of Award (Net Amount) \$			
38. Value Included Taxes (Cash Value divided by 0.55) (Gross Amount) \$			
Part VI: Non-Monetary Awards <i>Complete this section for non-monetary awards.</i>			
39. Time-Off Award: Number of Hours:			
40. Non-Monetary Employee Recognition Award: Cash Value \$			
41. Length of Service Award: Number of Years:			

Part VII: Honor Awards

Select the appropriate honor award.

	42. Aviation Safety Award		49. Outstanding Service Award (for Political Appointees)
	43. Citizen's Award for Bravery		50. Safety and Health Award of Excellence
	44. Citizen's Award for Exceptional Service		51. Superior Service Award
	45. Departmental Unsung Hero Award		52. Unit Award for Excellence of Service
	46. Distinguished Service Award		53. Valor Award
	47. Exemplary Act Award		54. Other Award:
	48. Meritorious Service Award		

Part VIII: Recommendation and Approval

Complete the signatures that are applicable for awards processing in your bureau/office.

**required fields*

55. Recommending Individual Full Name and Title:*	56. Recommending Individual's Signature:*
57. Supervisor's Full Name and Title:	58. Supervisor's Concurrence Signature:
59. Reviewing Individual's Full Name and Title:*	60. Reviewing Individual's Signature:*
61. Approving Individual's Full Name and Title:*	62. Approving Individual's Signature:*
63. Other Bureau Required Approval's Full Name and Title:	64. Other Bureau Required Approval's Signature:

Part IX: Convocation and Honor Awards Review for Derogatory Information <i>*required fields</i>	
<i>Please enter Not Applicable (N/A) if there were no findings of derogatory information.</i>	
65. HR Review of Official Personnel Folder Signature:*	66. Finding:*
67. Bureau Office of Civil Rights Signature:*	68. Finding:*
69. Department Office of Civil Rights Signature:*	70. Finding:*
71. Office of Inspector General Signature:*	72. Finding:*
73. Department Ethics Office Signature:*	74. Finding:*
Part X: Honor Awards Approval <i>*required fields</i>	
75. Bureau/Office Director's Signature:*	
76. Assistant Secretary's Signature:*	
Part XI: Award Justification <i>*required fields</i>	
77. Provide award justification below.*	

Part XII: Group Award Nomination Information						*required fields
Complete this section only for group award nominations (e.g., Monetary Award, Non-Monetary Award, or Honor Award).						
78. Last Name of Employee	79. First Name of Employee	80. Last 4-Digits of SSN*	81. Bureau/Office	82. Award Type	83. Award Amount/Hours	84. Cost Accounting Number
78a.	79a.	80a.	81a.	82a.	83a.	84a.
78b.	79b.	80b.	81b.	82b.	83b.	84b.
78c.	79c.	80c.	81c.	82c.	83c.	84c.
78d.	79d.	80d.	81d.	82d.	83d.	84d.
78e.	79e.	80e.	81e.	82e.	83e.	84e.
78f.	79f.	80f.	81f.	82f.	83f.	84f.
78g.	79g.	80g.	81g.	82g.	83g.	84g.
78h.	79h.	80h.	81h.	82h.	83h.	84h.
78i.	79i.	80i.	81i.	82i.	83i.	84i.
78j.	79j.	80j.	81j.	82j.	83j.	84j.
78k.	79k.	80k.	81k.	82k.	83k.	84k.
78l.	79l.	80l.	81l.	82l.	83l.	84l.
78m.	79m.	80m.	81m.	82m.	83m.	84m.
78n.	79n.	80n.	81n.	82n.	83n.	84n.
78o.	79o.	80o.	81o.	82o.	83o.	84o.

Privacy Act Statement: The Incentive Awards Statute, 5 U.S.C. 4502 Ch. 45, authorizes the collection of the information requested to recommend employee eligibility for awards. The primary purpose of the information is to make approval determinations for monetary and non-monetary awards. The information provided may be disclosed to DOI officials, such as the Office of Human Capital, Bureau-level Human Resource Offices, and authorized entities outside DOI under the Privacy Act, 5 U.S.C. §552a(b), or outlined in the routine uses in DOI-58, Employee Administrative Records – 64 FR 19384 (April 20, 1999); Modification published 73 FR 8342 (February 13, 2009) and 86 FR 50156 (September 7, 2021), which may be viewed at <https://www.doi.gov/privacy/sorn>. Disclosure is voluntary; however, failure to provide the requested information may result in employee ineligibility for award consideration.

Records Disposition (depends on the type of award selected): DAA-0048-2013-0001-0004 (DRS 1.2.0004) – Short-Term Human Resources Records, **Employee Awards Files**. Temporary. Cut-off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off. **OR** DAA-0048-2013-0001-0002 (DRS 1.1.0002) – Long-Term Administration Records, **Department Level Honor Awards** (i.e., Secretary's awards for employees or organizations). Temporary. Cut-off record as instructed in the agency/bureau records manual, or at end of FY in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.