

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

In Reply Refer To:  
1400-451 (HR-220)

April 29, 1998

EMS TRANSMISSION

Information Bulletin No. HR-98-063

To: All Personnel Officers

From: Director, National Human Resources Management Center

Subject: Awards and Recognition Program

As most of you are aware, the Departmental Manual does not provide the flexibility for Bureaus to present awards to employees from agencies outside of Department of the Interior. Based upon a request from the Utah State Office, this office discussed the issue with the Department to determine if changes could be made to the awards manual.

Although the Department does not plan on revising the awards manual at this time, awards may be given to Federal employees from agencies outside of Interior under the provision of 5 CFR 451, Subpart A.

The procedures which would be used are as follows:

- a. The BLM would send the award to the agency in which the recipient works. The agency would process and pay for the award.
- b. The BLM would then transfer the money to the agency. To affect this transfer, a copy of the award should be sent to the National Business Center (BC-620).

Although this procedure is cumbersome, it is necessary because awards are taxed; therefore, it is mandatory that they be processed through that agency's payroll system.

Questions regarding this matter should be referred to Phyllis O'Neill, Group Administrator , at (303) 236-6505.

Signed  
Linda D. Sedbrook  
Director

Authenticated  
Darlene Robitaille  
Secretary

Distribution

RS-150, BLM Library  
NI-110, Reading File  
HR-220  
HR-200