UNITED STATES DEPARTMENT OF THE INTERIOR

AWARD CERTIFICATION

Wanda W. Wonderful
(Recipient)

Is Presented a:

Monetary Award or Recognition **(UNSUNG HERO AWARD)**

_____ **On-the-Spot Award** in the net amount of $ _____

____ **STAR Award** in the gross amount of $_____

_____ **Quality Step Increase** (sustained exceptional performance pay increase)

__X__ **Time Off Recognition**--number of hours _____8____

__X__ **Non-Monetary Recognition** with a cash value of $ _____

_____ **Interior Innovation Award** ($1,000 increase to operating budget)

_____ **Continuous Improvement Incentive** (check appropriate award above)

Bureau-Specific Award _____
(Title)

Honor Award

- **Highest Honors:**
  - _____ **Distinguished Service Award**
  - _____ **Conservation Service Award**
- **Mid-Level Honors:**
  - _____ **Meritorious Service Award**
  - _____ **Outstanding Service Award**
  - _____ **Unit Award for Excellence of Service**
- **Initial Honors:**
  - _____ **Superior Service Award**
  - _____ **Citizen's Award for Exceptional Service**
- **Heroic Act Honors:**
  - _____ **Valor Award**
  - _____ **Citizen's Award for Bravery**
  - _____ **Exemplary Act Award**

FORM DI-451
February 1996

Attachment 1-5

JUSTIFICATION Required only for monetary awards, innovation awards, non-monetary recognition of significant value, or time off recognition. Citation is justification for honor awards. Attach copy of citation.

APPROVED BY: _____
(Signature, Title, Date, and Telephone Number including Area Code.)

ADDITIONAL SIGNATURES

[As required by Bureau delegations]

_____ (Signature and Date)

_____ (Signature and Date)

FINANCIAL ACTION RECORD This record is to initiate payment, accounting and tax transactions for STAR awards, On-the-Spot awards, and non-monetary recognition of significant value. Do not complete for Quality Step Increases, Time Off recognition, Interior Innovation Award or Honor Awards.

Recipient Name: _____ Social Security Number: _____

_____	_____	_____	_____	_____
Bureau	Sub-Bureau	Block	Org. Code	Cost Account

MONETARY AWARD TO BE PAID THROUGH IMPREST (ON-THE-SPOT)

Amount Authorized for Imprest Payment (Hours Code 66A) $_____ (Net Amount)
Amount Including Taxes (Amount Paid divided by .55) (Hours Code 30A) $_____ (Gross Amount)

IMPREST FUND PAYMENT RECORD (To be Completed by Imprest Fund Cashier)

Paid by: Cash [ ] Third Party Draft [ ] Subvoucher # _____

Received by Signature and Date: _____

MONETARY AWARD TO BE PAID THROUGH THE PAYROLL SYSTEM (STAR OR ON-THE-SPOT)

Total Cash Award (Hours Code 30A) $_____ (Gross Amount)
Pay Period to be Processed by Payroll _____

NON-MONETARY RECOGNITION OF SIGNIFICANT VALUE (Date _____)
Presented:

Cash Value of Award (Hours Code 66A) $_____ (Net Amount)
Value Including Taxes (Cash Value divided by .55) (Hours Code 30A) $_____ (Gross Amount)

Disposition of this form: Original to servicing personnel office, copy to recipient. For STAR awards, On-the-Spot awards, and non-monetary recognition of significant value FAX page 2 of this form to the Payroll Operations Division. This fax is in lieu of original. ***DO NOT*** **SEND ORIGINAL OF THIS DOCUMENT TO PAYROLL.**

Note: 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).

FORM DI-451 (USGS)
February 1996

Attachment 2-5

- INSTRUCTIONS -

This Award Certification will be used for all awards for individuals or teams, when required. In the "Justification" section on page 2, provide a brief summary of the accomplishment being recognized by the award, using specific examples. For Honor Awards, the citation is the award justification. The amount of the award should be commensurate with the value of the individual or team accomplishment, considering the overall benefit to the government. Complete the "Financial Action Record" section on page 2, for each recipient of monetary awards and non- monetary recognition of significant value. A copy of the Financial Action Record must be faxed to the Payroll Operations Division to update the employee's pay record. A "Notification of Personnel Action" (SF-50) must be generated for all monetary, time off, and Quality Step Increase awards. For more detailed information, refer to the Awards and Recognition Program, Departmental Human Resources Management Handbook.

On-the-Spot Awards

On-the-Spot Awards have a net value between $50 and $500. The amount given to the recipient (net amount) must be increased to cover the applicable withholdings (gross amount). Complete the Financial Action Record indicating whether payment is to be made through Imprest Fund or Payroll System. Divide the net amount by .55 to calculate the gross amount of the award. The following table calculates the gross amount in $50 increments, however, net amounts may range anywhere from $50 to $500:

NET AMOUNT	GROSS AMOUNT	NET AMOUNT	GROSS AMOUNT
$50	$91	$300	$546
$100	$182	$350	$637
$150	$273	$400	$728
$200	$364	$450	$819
$250	$455	$500	$910

STAR Awards

STAR Awards are cash awards in the gross amount of $925 or more. In the Financial Action Record, complete the Monetary Award to be Paid Through the Payroll System section, inserting the gross amount of the award. All STAR awards are to be paid through the payroll system. For team awards, an Awards Certification must be completed for each team member. If members are to receive different award amounts, the justification must describe the individual team member's specific contribution(s).

Quality Step Increases

An employee may receive only one Quality Step Increase in a 52 week period. In the "Justification" section, enter brief specific examples of how expectations were exceeded in achieving all Critical Results. Follow Bureau guidance to generate an SF-50.

Time Off Recognition

The minimum time off recognition is 1 hour. There is no maximum time off recognition. A copy of the Award Certification must be forwarded to the employee's timekeeper for coding on the Time and Attendance Report.

Non-Monetary Recognition

Use this Award Certification when the value of a non-monetary recognition is significant ($26 to $250). Recognition of nominal value does not require documentation. In the Financial Action Record, complete the Non-Monetary Recognition of Significant Value section, inserting the cash value (net) of the award, the gross value including taxes, and the date presented. The gross value is computed by dividing the cash value by .55.

Continuous Improvement Incentives

An appropriately-valued award granted to recognize process improvement, cost-saving suggestions, streamlining, elimination of non-value added processes, gains in productivity, or inventions and patents. See above award descriptions. Patent Awards are processed through the Solicitor's Office. Innovation Award budget increases (granted for cost reduction, reinvention efforts, and improving customer service) are used for project support such as training and equipment.

Attachment 3-5

Highest Honors

The highest departmental honor awards presented to career employees or non-employee partners-in-mission. Recipients must have demonstrated extremely significant long-term contributions to departmental programs and missions.

- **Distinguished Service Award**

  For career employees, typically those who have received the Meritorious Service Award.

- **Conservation Service Award**

  For private citizen or organizational partners-in-mission.

Mid-Level Honors

The second highest departmental honor awards presented to employees, groups, and partners-in-mission who have made exceptional continuing contribution(s) to Department or Bureau mission accomplishment.

- **Meritorious Service Award**

  For career employees of the Department, typically in mid-career, who may have received one or more Superior Service Awards.

- **Outstanding Service Award**

  For departmental political appointees.

- **Unit Award for Excellence of Service**

  For exceptional contribution(s) of employee groups, units, or teams.

Initial Honors

The first level of recognition in the departmental honor awards program, presented to career employees, volunteers, or other partners who have made significant contribution(s) to the Department through outstanding service to a Bureau program.

- **Superior Service Award**

  For career employees of the Department.

- **Citizen's Award for Exceptional Service**

  Bureau-specific awards for private citizen or organizational partners, including volunteers.

Heroic Act Honors

Departmental honorary recognition granted to employees for heroic acts or unusual bravery in the face of danger.

- **Valor Award**

  For employees of the Department who risk their lives while attempting to save the life of another.

- **Citizen's Award for Bravery**

  For private citizens who risk their lives to save the life of a departmental employee serving in the line of duty or the life of any other person, while on property owned by or entrusted to the Department.

- **Exemplary Act Award**

  For employees or private citizens who attempt to save the life of another, or for private citizens who attempt to save the life of a departmental employee serving in the line of duty or any other person while on property owned by or entrusted to the Department, when risk to their own lives is not an issue.

Attachment 4-5

CITATION

UNSUNG HERO AWARD

WANDA W. WONDERFUL

In recognition of her consistent unselfish contribution of time and expertise to the success of Bureau of Everything Else's (BEE) mission as custodian of the public land records and Departmental outreach programs.

Wanda Wonderful is a records librarian with the BEE Eastern Office. Her boundless efforts to locate relevant BEE records in response to a myriad of written and oral requests from employees, attorneys, state agencies and the public have insured that those who rely on BEE as the custodian of the public records in their work have friendly access and use of necessary records. With each person whom she regards as an individual client, Wanda goes the extra mile. She is often found in the wee hours of the morning or late in the evening trying to secure a document from a different BEE office across a different time zone. Beyond merely finding a record, Wanda ensures that the record requested or sought serves the informational need of her "client", and if not suggests the record disclosing the information sought. In the unlikely event that Wanda does not know the answer, she provides her client with the name of a resource person who can provide the information. On countless occasions, a returning visitor is asked by Wanda whether a specific contact person provided the record or information sought on the last visit. Wanda's generous contribution of her time and talent to the Department and the local community has helped to guarantee the success of Departmental outreach programs. As an example of her efforts, she tutors at DOI partnership schools and aids local BEE food drive initiatives. For her consistent unselfish contribution of time and expertise to the success of BEE's mission as custodian of the public land records and the success of Departmental outreach programs, Wanda Wonderful is granted the Unsung Hero Award of the Department of the Interior.

Secretary of the Interior

Attachment 5-5