

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

TRANSMITTAL SHEET

Version No: 001

Date: 11/02/2020

SUBJECT: Administrative
 Part 451: Awards and Recognition
 Chapter 7: Group Awards

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter articulates Bureau of Ocean Energy Management (BOEM) policy on recommending, approving, and processing group awards that are not based on a group suggestion or invention.

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Acting Director

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CRUICKSHANK
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Part Chapter Pages Release

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451 7 13 001

Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date: 11/02/2020

Version: 001

Series: Administrative

Part 451: Awards and Recognition

Chapter 7: Group Awards

Originating Office: Office of Budget and Program Coordination

1. Purpose. Group awards are monetary or time-off awards that may be granted to recognize a team of employees of the Department of the Interior (DOI). Group awards may be given for:

- A. Achieving organizational results.
- B. Providing quality customer service.
- C. Displaying exemplary behavior, dedication, innovation, and/or team cooperation.
- D. Fostering partnerships.
- E. Promoting diversity.
- F. Ensuring safety in the workplace.

A group award is used to recognize noteworthy accomplishments of a team of employees that are limited to a one-time occurrence or for exceptional accomplishments over a period of months. It should not be issued in relation to an employee's annual performance appraisal.

Accomplishments may be either within or outside the scope of an employee's normal duties. Examples of situations for which it would be appropriate to give an employees a group award are those in which a team of employees: produce exceptionally high quality work under tight deadlines; perform added or emergency assignments in addition to their regular duties; or exercise extraordinary initiative or creativity in addressing a critical need or difficult problem.

2. Objective. This manual chapter articulates Bureau of Ocean Energy Management (BOEM) policy on recommending, approving, and processing group awards that are not based on a group suggestion or invention (see 370 DM 451 for more information on suggestion and invention types of awards).

3. Authority. Title 5, United States Code, Chapter 45, Incentive Awards.

4. References.

- A. DOI Departmental Manual (DM) Part 370 Departmental Personnel Program, Chapter 451 Awards and Recognition Program, Subchapter 4 Monetary Awards.
- B. DOI Personnel Bulletin (PB) 19-16, Changes to Departmental Manual Chapter 370 DM 451.5, Non-Monetary Awards.

- C. BOEM Manual, Part 218 Special Redelegations, Chapter 1 Administrative Delegations of Authority, Human Resources Delegations.

5. Definitions.

- A. Group Award is a monetary or time-off award used to recognize a group of employees (minimum of 2) for an accomplishment. The award can be provided in the form of cash or time-off, or a combination of both. A time-off award is an excused absence awarded to an employee without loss of pay or charge to leave. Time-off awards shall not exceed 40 hours per event or 80 hours total per year in accordance with PB 19-16. This limit includes individual time off awards, rating-based (performance) time-off awards, and group time off awards.
- B. Recommending Official is a Federal employee who would like to recognize a group of employees for an achievement he/she believes deserves recognition. The Recommending Official is not intended to be a part of the group for which a nomination is submitted, although there may be circumstances where an exception is appropriate. Although the Recommending Official does not need to be a supervisor, he/she should secure appropriate approval for funding the award prior to pursuing the group award.

6. Responsibilities.

- A. Director is responsible for approving monetary group awards up to a cumulative amount of \$10,000 and individual award amounts that do not exceed \$5,000. Group awards with a combination of cash and time-off are also approved by the Director.
- B. Assistant Secretary – Land and Minerals Management is responsible for approving monetary group awards with a cumulative amount above \$10,000, or when individual award amounts are between \$5,001 and \$10,000.
- C. Office of Personnel Management is responsible for approving monetary group awards when an individual award amount exceeds \$10,000 with concurrence from the Assistant Secretary - Land and Minerals Management, DOI Director of Human Resources, and Assistant Secretary - Policy, Management, and Budget.
- D. Human Capital Officer is responsible for concurring on monetary group award recommendations.
- E. First Line Supervisor is responsible for approving time-off group awards for employees within their organization of up to one work day. Approval must be sought by each appropriate supervisor for recipients of the time-off group award.
- F. Program Chief, Office Head, and/or Regional Supervisor is responsible for approving time-off group awards for employees within their organization in excess of one work day. Approval must be sought by each appropriate approving official for recipients of the time-off group award.

- G. Servicing Personnel Office (SPO) is responsible for processing the group award actions.
- H. Recommending Official is responsible for preparing the DI-451, Recommendation and Approval of Awards, securing the proper funding and approvals, and coordinating the initiation of the SF-52, Request for Personnel Action(s).

7. Procedures.

- C. Recommending a Group Award. A group of employees may be recommended for a group award by another Federal employee (Recommending Official) for an achievement he/she believes deserves recognition. Only one group award (i.e, one DI-451) is permitted for the same achievement/project in order to ensure compliance with the cumulative award limits for group awards.
 - 1. *Recommendation and Approval for Award (DI-451).* The form DI-451 is used to recommend a group award. If an award recognizes team achievements and members are to receive different award amounts, the justification must describe each individual team member's contribution. When more space is needed for the justification or approvals, a separate document may be used but must be attached to the DI-451 for a complete record. Employee name, last 4 digits of the SSN, bureau/office, award type, award amount/hours, and cost accounting number are required to be documented in the DI-451, Part XII. See Attachment 1, Sample Recommendation and Approval for Award (DI-451) for Group Awards, for assistance in completing the award nomination.
 - 2. *Monetary Group Award.* Recommending Officials should recommend monetary amounts consistent with the criteria in Appendix A of 370 DM 451.4. The scale of awards based on intangible benefits and the scale of award amounts based on tangible benefits to the government can be found in Appendices A and B to 370 DM 451.4. All monetary awards are processed using gross, not net, dollar amounts. Although the Recommending Official does not need to be a supervisor, he/she should secure appropriate approval for funding the award prior to pursuing the monetary group award and provide the corresponding accounting information on the DI-451.
 - 3. *Time-off Group Award.* Recommending Officials should recommend time-off awards for an appropriate number of hours commensurate with the employees' contributions. The minimum amount that can be granted as time-off recognition is one hour. Time-off awards shall not exceed 40 hours per event or 80 hours total per year. This limit includes individual time off awards, rating-based (performance) time-off awards, and group time off awards.
- D. Approving a Group Award.
 - 1. *Monetary Group Awards.* Once the Recommending Official has received internal approval and secured funding for the for the monetary group award, the DI-451 award nomination must be submitted to the Human Capital Officer for review and concurrence. The Human Capital Officer will review and concur and transmit the DI-451 to the Director for the amount recommended. The Director will approve monetary group awards that are within their delegation of authority or will concur and send to the next level of approval.

2. *Time-Off Group Awards.* The Recommending Official will transmit the DI-451 award nominations to the individual First Line Supervisors for approval.

E. Processing. The approved DI-451 and SF-52 for each award recipient must be approved and forwarded to the SPO before awards can be processed. BOEM Federal Personnel/Payroll System (FPPS) initiators will be responsible for entering group award SF-52s into FPPS using the proper nature of action code (841, Group Award – Ch 45 for monetary awards or 847 Group Time-off Award for time-off). Initiators can refer to Attachment 2, Instructions for Initiating Group Awards in FPPS, for assistance in completing the SF-52. When award recipients cross BOEM organizational lines, initiators can work with the Human Capital Officer to ensure all group award recipients have the proper Request for Personnel Action initiated in FPPS. The SPO will complete processing and associated documentation will be uploaded into electronic Official Personnel File (eOPF). The SPO will redact the names and amounts of other award recipients on the DI-451 prior to uploading the documentation into the eOPF.

When BOEM wishes to recognize an individual in another bureau or office within the DOI or another agency through a monetary group award, the Recommending Official will prepare the award documentation and contact the award recipient's supervisor and/or servicing personnel office for guidance on how to process the award and complete a reimbursable service agreement for the award funding. The award must be submitted for approval within 6 months following the contribution.

Attachments:

- (1) Sample Recommendation and Approval of Award (DI-451) for Group Awards
- (2) Instructions for Initiating Group Awards in FPPS

Attachment 1, Sample Recommendation and Approval for Award (DI-451) for Group Awards

DI-451 (09/2020)
U.S. Department of the Interior



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. Bureau/Office:* BOEM | 2. Full Name of Employee (Last, First, Middle Initial):* GROUP AWARD |
| 3. Last 4-Digits of Social Security Number (SSN):* Multiple Recipients (see section XII) | 4. Position Title:* Multiple Recipients (see section XII) |
| 5. Pay Plan/Series/Grade/Step:* leave blank | 6. Duty Location (City and State):* (enter varies if in different locations) |
| 7. Period Covered for Award (mm/dd/yy to mm/dd/yy):* complete this section | |
| Part II: Financial Information (Monetary Awards) *required fields Complete this section for all monetary awards. | |
| 8. Organizational Code:* | For cash awards, enter Org Code, Functional Area, and Fund Code. |
| 9. Functional Area:* | |
| 10. Program Element (PE) Code:* | |
| 11. Work Breakdown Structure (WBS)/Project Code:* | |
| 12. Fund Code:* | |
| 13. Cost Center:* | |
| 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. | |
| 14. Bureau:* | Complete this section for group time off awards. |
| 15. Sub-Bureau:* | |
| 16. Organizational Code:* | |
| 17. Cost Account:* | |
| 18. WBS/Project Code: | |
| 19. Fund Code: | |

| | | | |
|---|---|--|----------------|
| 20. Cost Center: | | | |
| 21. Non-Monetary Recognition of Significant Value:* | | | |
| 22. Date Presented:* | | | |
| 23. Cash Value of Award (Hours Code – 66A):* | | Conversion to cash value is not required. | (Net Amount) |
| 24. 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> | | | |
| <input type="checkbox"/> | 25. 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 | % | |
| <input type="checkbox"/> | 26. Quality Step Increase (Level 5 Performance Rating Required) | | |
| <input type="checkbox"/> | 27. Time-Off Recognition Number of Hours: | | |
| Part V: Other Monetary Awards | | | |
| <i>Complete this section for other monetary awards.</i> | | | |
| <input type="checkbox"/> | 28. STAR (Special Thanks for Achieving Results) Award \$ | | |
| <input type="checkbox"/> | 29. Productivity Improvement Award \$ | | |
| <input type="checkbox"/> | 30. Historic Preservation Award \$ | | |
| <input type="checkbox"/> | 31. Invention/Patent Award \$ | | |
| <input type="checkbox"/> | 32. Other Award Name: | | \$ |
| 33. Cash Value of Award (Net Amount) \$ | | | |
| 34. 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> | | | |
| 35. Time-Off Recognition: Number of Hours: | | | |
| 36. Non-Monetary Recognition: Cash Value \$ | | | |
| 37. Other Award Name: | | | |

| Part VII: Honor Awards Select the appropriate honor award. | | |
|---|---|---|
| <input type="checkbox"/> | 38. Aviation Safety Award | <input type="checkbox"/> 46. Outstanding Service Award (for Political Appointees) |
| <input type="checkbox"/> | 39. Citizen's Award for Bravery | <input type="checkbox"/> 47. Natural Resource Conservation Achievement Award |
| <input type="checkbox"/> | 40. Citizen's Award for Exceptional Service | <input type="checkbox"/> 48. Partners in Conservation Award |
| <input type="checkbox"/> | 41. Departmental Unsung Hero Award | <input type="checkbox"/> 49. Safety and Health Award of Excellence |
| <input type="checkbox"/> | 42. Distinguished Service Award | <input type="checkbox"/> 50. Superior Service Award |
| <input type="checkbox"/> | 43. Secretary's Diversity Award | <input type="checkbox"/> 51. Unit Award for Excellence of Service |
| <input type="checkbox"/> | 44. Exemplary Act Award | <input type="checkbox"/> 52. Valor Award |
| <input type="checkbox"/> | 45. Meritorious Service Award | <input type="checkbox"/> 53. Other Award: |
| Part VIII: Recommendation and Approval Complete the signatures that are applicable for awards processing in your bureau/office. | | <i>*required fields</i> |
| 54. Recommending Individual Full Name and Title:* | 55. Recommending Individual's Signature:* | 56. Date:* |
| Secure proper approvals, use an appendix if multiple approvals are needed. The separate document must be attached to the DI-451 for a full record. | | |
| 57. Supervisor's Full Name and Title: | 58. Supervisor's Concurrence Signature: | 59. Date: |
| | | |
| 60. Reviewing Individual's Full Name and Title:* | 61. Reviewing Individual's Signature:* | 62. Date:* |
| | | |
| 63. Approving Individual's Full Name and Title:* | 64. Approving Individual's Signature:* | 65. Date:* |
| | | |
| 66. Other Bureau Required Approval's Full Name and Title: | 67. Other Bureau Required Approval's Signature: | 68. Date: |
| | | |

| Part IX: Convocation and Honor Awards Review for Derogatory Information *required fields <i>Please enter Not Applicable (N/A) if there were no findings of derogatory information.</i> | | |
|---|---------------|------------|
| 69. HR Review of Official Personnel Folder Signature:* | 70. Finding:* | 71. Date:* |
| 72. Bureau Office of Civil Rights Signature:* | 73. Finding:* | 74. Date:* |
| 75. Department Office of Civil Rights Signature:* | 76. Finding:* | 77. Date:* |
| 78. Office of Inspector General Signature:* | 79. Finding:* | 80. Date:* |
| 81. Department Ethics Office Signature:* | 82. Finding:* | 83. Date:* |
| Part X: Honor Awards Approval *required fields | | |
| 84. Bureau/Office Director's Signature:* | 85. Date:* | |
| 86. Assistant Secretary's Signature:* | 87. Date:* | |
| Part XI: Award Justification *required fields <i>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).</i> Disposition of this form: Original copy of this form is sent to the Human Resources (HR) Office, copy to recipient. | | |
| 88. Provide award justification below.* This (CASH/TIME OFF) GROUP AWARD is being presented for (enter project name). See section XII for recipients and amounts. The total amount of this monetary award is \$XXXX (remove if time off). Enter summary of accomplishments/contributions being recognized by group award. Use a separate document if more space is needed. The separate document must be attached to the DI-451 for a full record. If award amounts vary, an individual justification is needed for each recipient. | | |

| Part XII: Group Award Nomination Information | | | | | *required fields |
|---|--|---------------------------|----------------------------|---|------------------------------------|
| <i>Complete this section only for group award nominations (e.g., Monetary Award, Non-Monetary Award, or Honor Award).</i> | | | | | |
| 89. Name of Employee* <i>(Last, First MI)</i> | 90. Last 4-Digits of SSN* | 91. Bureau/Office* | 92. Award Type* | 93. Award Amount/ Hours* | 94. Cost Accounting Number* |
| Complete this section | | | | | |
| Other employee names and amounts will be redacted prior to upload into the eOPF. | | | | | |
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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.


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07/21/20          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PA201M0
13:35:11          * OTHER ACTION CODES *                          PA201P1
COMMAND: _____ <=====
TYPE ONE OF THE FOLLOWING ACTION CODES AND PRESS ENTER:
E=EXPAND X=SELECT
  01 POSITION ACTION ONLY
  27 POSITION CHANGE
  28 REALIGNMENT
  29 CHANGE IN DUTY STATION
  39 NAME CHANGE
  40 AWARDS AND QUALITY STEP INC
  41 ADMINISTRATIVE CHANGE
  42 FILL IN THE BLANK
  54 FAA - ATC CERTIFICATION
  55 FAA - REASSIGNMENT BONUS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
NEXT          ESC  MAIN          EXIT

```

Place an "X" by "Awards and Quality Step Inc."

```

07/21/20          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PR007M3
14:01:01          * EMPLOYEE IDENTIFICATION *                    PR007P1E
COMMAND: _____ <=====
TYPE ALL OF EMPLOYEE'S ECI NUMBER OR PART OF EMPLOYEE'S LAST NAME OR SOCIAL
SECURITY NUMBER. USE ASTERISK FOLLOWING PARTIAL ENTRY (I.E. BURNS, BU*, 524*).
NAME: _____ OR SSN: ___ - ___ - ___ OR ECI: _____
      (LAST NAME)
Each recipient of the group award will
have to be input individually.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
NEXT          ESC  MAIN          RSSN  PLST          EXIT

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07/21/20          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PA201M1
13:39:04          * REQUESTING OFFICE INFORMATION *                PA201P9
COMMAND: _____ <=====
                                     AWARDS AND QUA      20 1601395
*****
COMPLETE REQUIRED FIELDS. GREEN FIELDS ARE OPTIONAL. PRESS ENTER.

EFFECTIVE DATE PROPOSED:
  07 / 21 / 20

The "Effective Date Proposed" will generally be later of either the date
the action is being initiated in FPPS or the date the actions will be sent to
HR.

FOR ADDITIONAL INFORMATION CALL
NAME : _____
PHONE: ( ___ ) ___ - ___

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF12---
NEXT      NPAD  ESC  MAIN                                EXIT

```

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07/21/20          ** FEDERAL PERSONNEL/P          PA201M1
13:41:34          * AWARD INFORM          PA201P9
COMMAND: _____ <=====
*****
COMPLETE WHITE REQUIRED FIELDS. GREEN FI
TYPE OF AWARD      841 ?
AWARD HOURS
INDIVIDUAL/GROUP AWARD : 0000
BENEFIT AMOUNT
FBMS DEPT/BUR/SUB/ORG : IN 26 EC EECC5400
AWARD AMT          AWARD PERCENT          COST CENTER CODE          FUND CODE          FUNCTIONAL AREA
_____ %          _____ ?          _____ ?          _____ ?
_____ %          _____ ?          _____ ?          _____ ?
_____ %          _____ ?          _____ ?          _____ ?
WORK ORDER
_____ ?          _____ ?
_____ ?          _____ ?
_____ ?          _____ ?
}---PF9---PF10--PF11--PF12---
NEXT      NPAD  ESC  MAIN                                BACK      EXIT

```

For each recipient of a Group Cash Award, the "Type of Award" should be entered as 841. For each recipient of a Group Time-off Award, the "Type of Award" should be entered as 847

For Cash Awards: Provide the award amount in whole dollars, and include the applicable "Cost Center Code" (this may vary by employee).

For Time-off Award: Provide the number of "Award Hours."