



UNITED STATES DEPARTMENT OF THE INTERIOR
AWARD CERTIFICATION

(Recipient)

Is Presented a:

Monetary Award or Recognition

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

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

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

_____ **Time Off Recognition**--number of hours _____

_____ **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**

- 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.

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.