

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

In Reply To:

1400-451 (933.TF) P

October 18, 2004

EMAIL TRANSMISSION - 10/20/04
Instruction Memorandum No. MT-2005-003
Expires: 09/30/06

To: State Management Team

From: State Director

Subject: Awards & Recognition Program

The purpose of this Instruction Memorandum is to provide guidance in submitting awards for processing by the Montana/Dakotas Awards Coordinator.

The nominating office prepares a DI-451, Award Certification, with a justification for the award, the employee's name, social security number, Bureau and Sub-Bureau (05 and MT), organization code and a cost account. The DI-451 is required for all award nominations except for non-monetary awards of nominal value (up to \$50.00 cash value). Once the appropriate approving official has signed the DI-451, the DI-451 is forwarded to the Awards Coordinator, Tammy Fisher, at MT-933 in the State Office for processing. Official designation of approving officials can be found in the Montana BLM Manual Supplement, 1203 - Delegations of Authority, Incentive Awards, 1400-451.

The Awards Coordinator reviews the DI-451 to ensure that all necessary information is included and that the approving official is acting within their delegated authority.

The Human Resources (HR) Assistant initiates a SF-50, Notification of Personnel Action, for entering the award into FPPS for the employee to receive payment. The effective date of the award will be the next pay period.

The original DI-451 and a copy of the SF-50 are filed in the employee's "Employee Performance File" (EPF). The employee's copy of the DI-451 and the SF-50 are sent to the HR contact in the appropriate office for distribution to the nominating official. Awards should not be presented until processed by the HR staff. Supervisors should consider the employee's preference when presenting the processed award (DI-451 and SF-50) (e.g., all employee meeting, branch staff meeting, private, etc.).

Please contact Tammy Fisher, Awards Coordinator, at 406-896-5231 if you have any questions or concerns.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Donna K. Zentz, MT-933

Distribution:

Assistant Field Manager, Havre Field Station
Assistant Field Manager, Glasgow Field Station
Administrative Officers
Zoned Personnel Contacts