

**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**

July 14, 2003

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

EMS Transmission
Information Bulletin No. HR-2003-065

To: BC, HR, NI, and ST Center Directors
WO 330D, WO 570D, and WO 560D Project Managers

From: Director, National Human Resources Management Center

Subject: Deadline for Submitting Awards to be Paid From Fiscal Year 2003 Funds

DD: 09/12/03

All cash award nominations that are to be paid out of Fiscal Year 2003 monies must be finalized, approved, and submitted to the Employee/Labor Relations and Employee Development Group (HR-220) **no later than close of business (COB) Friday, September 12, 2003**. They will be entered into the Federal Personnel Payroll System (FPPS) by the payroll calculation date for Pay Period 20. Any award recommendations for FY 2003 not received by September 12, 2003, will be charged and paid out of FY 2004 funds.

As stated in IM No. HR-2001-047, Submission of Awards for Processing, all awards from the Denver Centers and/or the Washington Office Group based in Denver will be submitted to HR-220 **through** the respective Center Director/WO Office Manager and/or his/her designee. Each Center/WO Office will ensure that any necessary internal coordination is accomplished prior to submission to HR-220.

On-The-Spot awards can have a net value between \$50 and \$500, with gross values between \$91 and \$910. STAR awards are cash awards in the gross amount of \$925 or more. According to the BLM Delegation of Authority, Supervisors and Center Directors can approve On-The-Spot awards; STAR awards with gross amounts between \$925 and \$4,999 must be approved by the Center Director; STAR awards with gross amounts between \$5,000 and \$10,000 must be approved by the Assistant Secretary, Lands and Mineral Management.

If you have questions or need additional information regarding the above subject, please contact Colleen Noble at (303) 236-6690.

Signed by:
Linda D. Sedbrook
Director, NHRMC

Authenticated by:
Luron Porter
Secretary

Distribution:
HR-200
ST-150, BLM Library