



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:

1400-451 (953) P

July 16, 2010

Instruction Memorandum No. WY-2010-037

Expires 9/30/2011

To: All Supervisors

From: Associate State Director

Subject: BLM Wyoming Awards Policy

Program: The purpose of this Instruction Memorandum (IM) is to serve as a reminder of the Department Of the Interior (DOI) Awards and Recognition Program, 370 DM 451.

Policy: Each Division and District is required to input awards into the Federal Personnel and Payroll System (FPPS), and mail original copies of awards to the Human Resources Office, WY-953, on form DI-451, U.S. Department of the Interior Recommendation and Approval of Awards. The current version of the DI-451 form is attached in a Word format that is fillable and able to be saved. This form is also available on Wyoming's Intranet under Human Resources/forms. After August 1, 2010, previous versions of this form will not be accepted by the Human Resources Office.

Background: Section 1400-451 of BLM Wyoming's Delegation of Authority outlines the signature level required for Star Awards and Group Awards.

All Performance Awards must be in accordance with the DOI Performance Appraisal Handbook (370 DM 430) and DOI Awards Policy (370 DM 451), and require the signature of the first and second level supervisors. Performance Awards must be submitted by November 30 of each year. OPM's Guide to Processing Personnel Actions does not allow these actions to be backdated, therefore exceptions to this deadline will not be granted.

All awards will undergo a procedural review prior to processing; therefore supervisors will not distribute or notify employees of awards prior to receiving the completed SF-50 and award from Human Resources.

All Star Awards or Group Awards where any one employee receives more than \$3,000 gross will be reviewed by the State Director or Associate State Director for concurrence.

Contact: Please refer questions to Julie Nelson at 307-775-6107 or Julie_Nelson@blm.gov; or Missy Cook at 307-775-6352 or Missy_Cook@blm.gov.

Timeframe: This policy is effective immediately.

Manual/Handbook Sections: 370 DM 451, Awards and Recognition Program; 370 DM 430, Performance Appraisal System.

Signed by:
Ruth Welch
Associate State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files

3 Attachments

- 1 - 370 DM 451 (25 pp.)
- 2 - Word version of DI-451, May 2008 (3 pp.)
- 3 - BLM WY Delegation of Authority Manual, 1400-451 (1 p.)

Distribution

Director (750), 700 LS	1 (w/o atch.)
CF	2 (w/at ch.)