

Department of the Interior Departmental Manual

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Series: Personnel Management

Part 370: Departmental Personnel Program

Chapter 451: Awards and Recognition Program

Subchapter 6: Outside Awards

Originating Office: Office of Human Resources

370 DM 451.6

6.1 **General.** Outside awards are award programs sponsored by external organizations. The Department will provide criteria, the exact due date, and other pertinent information concerning outside awards via the Office of Human Resources Website at: <http://www.doi.gov/hrm/>. A list of Outside Awards is available at the Office of Personnel Management website at: <http://www.opm.gov/perform>

6.2 **Nominations for Outside Awards.** Any employee may recommend another employee for an outside award by providing all information required by the recommended recipient's supervisor for concurrence and transmittal to the approving official.

6.3 **Required Reviews.** The bureau or office servicing human resources office must ensure that there is no derogatory information in the nominee's Official Personnel Folder and it is required to check with its Office of Civil Rights, the Departmental Office of Civil Rights, the Departmental Ethics Office, the Office of Inspector General, and the Office of the Solicitor, if appropriate, to determine if there are any findings of discrimination or OIG investigations on the proposed awardee. If derogatory information is found, refer to the procedures in 370 DM 451.3, section 3.4.

6.4 **Concurrence and Approvals.** When the reviews are completed, the nominations must be consolidated and submitted through the appropriate Assistant Secretary, the Solicitor, or the Inspector General to the Office of Human Resources.