

# INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER NPM-HR-13	SUBJECT Monetary Limits of Awards	RELEASE NUMBER #08-44
FOR FURTHER INFORMATION Office of Human Capital Management		DATE OCT 10 2008

**EXPLANATION OF MATERIAL TRANSMITTED:**

This memorandum formalizes Indian Affairs policy regarding Monetary Limits of Awards in effect since October 17, 2006 (by Principal Deputy Assistant Secretary Memorandum). This policy remains in effect until it is incorporated into the Indian Affairs Manual.



\_\_\_\_\_  
Grayford Payne  
Acting Deputy Assistant Secretary – Indian Affairs (Management)

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**FILING INSTRUCTIONS:**

Remove: None

Insert: NPM-HR-13 (New)



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240



## National Policy Memorandum

**Assistant Secretary - Indian Affairs  
Deputy Assistant Secretary - Management  
Office of Human Capital Management**

**Number: NPM-HR-13  
Title: Monetary Limits of Awards**

**Effective: OCT 10 2008  
Expires: OCT 10 2009**

### 1. Purpose

This memorandum formalizes Indian Affairs policy regarding Monetary Limits of Awards in effect since October 17, 2006 (by Principal Deputy Assistant Secretary Memorandum).

### 2. Scope

This policy applies to Bureau of Indian Affairs (BIA), Bureau of Indian Education (BIE), and BIA organizations reporting to officials in the Office of the Assistant Secretary-Indian Affairs (AS-IA).

### 3. Policy

An employee may not receive a combination awards from all sources (inside and outside the employee's chain of command) that exceed \$5,000 in any Fiscal Year, without written approval of the Assistant Secretary-Indian Affairs. This includes performance, Special Thanks for Achieving Results (STAR), and other awards. This includes the cash value of quality step increases, time-off awards, group awards, and on the spot awards.

A STAR award given by someone from outside the employee's chain of command must include written concurrence of the employee's first line supervisor. This policy remains in effect until it is incorporated into the Indian Affairs Manual.

Any questions should be directed to your servicing human resources office.

### 4. Approvals

\_\_\_\_\_  
Grayford Payne  
Acting Deputy Assistant Secretary – Indian Affairs (Management)

10/10/08  
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Date

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New