INDIAN AFFAIRS
DIRECTIVES TRANSMITTAL SHEET
(modified DL-416)

<table>
<thead>
<tr>
<th>DOCUMENT IDENTIFICATION NUMBER</th>
<th>SUBJECT</th>
<th>RELEASE NUMBER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPM-HR-13</td>
<td>Monetary Limits of Awards</td>
<td>#08-44</td>
<td>OCT 10 2008</td>
</tr>
</tbody>
</table>

FOR FURTHER INFORMATION
Office of Human Capital Management

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)

FILING INSTRUCTIONS:

Remove: None  
Insert: NPM-HR-13 (New)
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 2009  
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)  
Date 10/10/08

#08-44 NPM-HR-13  
New  
Page 1 of 1