DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
1000 ARMY PENTAGON
WASHINGTON, DC 20310-1000

MAY 19 2010

DAMI-CP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exception to Army Interim Policy—Defense Civilian Intelligence Personnel System Awards and Recognition Program

1. References:

a. Army Regulation 672-20, Incentive Awards, 29 Jan 99.

b. Department of Defense Instruction 1400.25-V 2008, DoD Civilian Personnel Management System, Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition, 15 Jan 10 (Change).

c. Army Interim Policy Volume 2008, Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition, 17 Jul 09.

d. Memorandum, Office of the Deputy Chief of Staff, G-2, 17 Jul 09, subject: Delegation of Authority for the Defense Civilian Intelligence Personnel System (DCIPS) and Issuance of Army Interim DCIPS Policy.

2. The Army G-2 has approved an exception to the Defense Civilian Intelligence Personnel System Awards and Recognition Policy regarding the limitation on awards and recognition (reference 1c). During the DCIPS interim period, the Army Intelligence Community will align the DCIPS Awards and Recognition Program with the Army's policy for Superior Accomplishments Awards, Chapter 4 (reference 1a). This alignment is consistent with the spirit and intent to reward employees for meritorious service and personal accomplishments during the DCIPS interim period. This exception to policy is effective immediately.

3. Monetary awards paid to Army DCIPS employees shall be an appropriate amount supported by the special act or effort. As delegated in reference 1d, approving officials are encouraged to use the full range of non-monetary and monetary awards available to recognize DCIPS employees for their accomplishments:

a. A Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, service or other achievement accomplished within or outside

assigned job responsibilities. During the DCIPS interim period, the maximum award amount is $10,000.

b. An On-the-Spot cash award is a small Special Act or Service Award that may be given by a supervisor for day-to-day accomplishments of subordinate employees. Amounts for this award range from $50 to $500.

c. A Time-Off Award (TOA) may be granted to an employee for up to 40 hours for a single contribution. A maximum of 80 hours time off may be granted to an employee during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. A TOA may be used alone or in combination with monetary or honorary awards.

4. Responsibilities remain consistent with the guidance set forth in the DCIPS Army Interim Policy for Awards and Recognition (reference 1c).

a. Commanders will ensure compliance with this guidance and respond to reporting requirements established by the Army G-2.

b. Commanders will ensure their awards programs do not inadvertently encourage or provide incentives for actions detrimental to another DoD Component.

5. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Yolanda Watson, Chief, Intelligence Personnel Management Office, (703) 695-2443; e-mail: yolanda.watson@us.army.mil.

RICHARD P. ZAHNER
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Deputy Chief of Staff, G-2

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