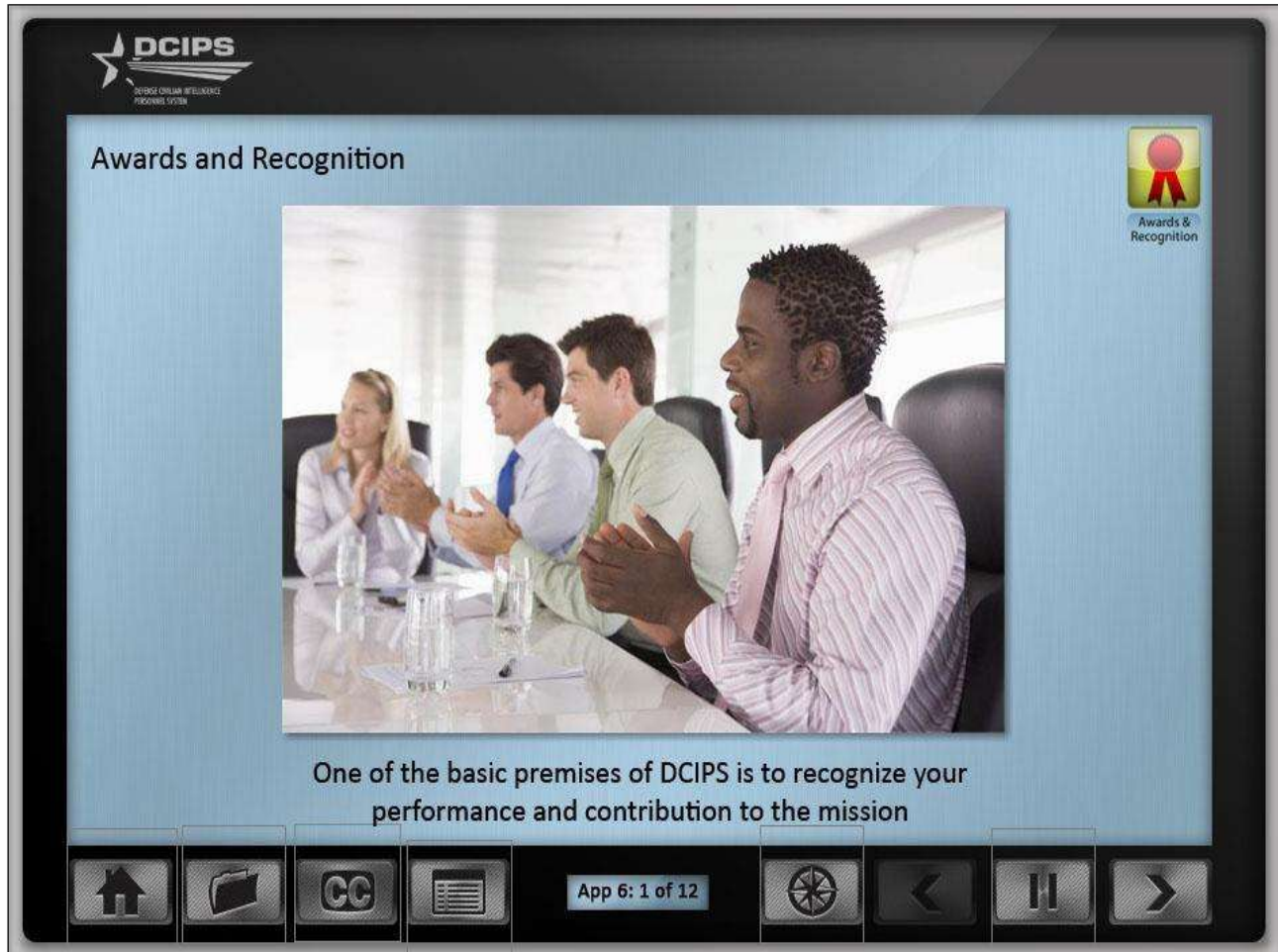




DCIPS 101

Awards and Recognition

A screenshot of a software application window titled "Awards and Recognition". The window has a light blue background. In the top left corner is the DCIPS logo. In the top right corner is a small icon of a red ribbon award with the text "Awards & Recognition" below it. The main content area features a photograph of four people (three men and one woman) sitting at a conference table, clapping. Below the photograph, the text reads: "One of the basic premises of DCIPS is to recognize your performance and contribution to the mission". At the bottom of the window is a navigation bar with several icons: a home icon, a folder icon, a Creative Commons icon, a list icon, a status bar showing "App 6: 1 of 12", a compass icon, and three navigation arrows (back, stop, forward).

Being recognized for a job well done is exciting. One of the basic premises of DCIPS is to recognize performance and contribution to the mission.

DCIPS 101 – Awards and Recognition

This is a screenshot of a presentation slide titled "Awards and Recognition". The slide has a light blue background. In the top left corner is the DCIPS logo. In the top right corner is a small icon of a red ribbon award with the text "Awards & Recognition" below it. The main content area features three photographs: the first shows a group of people in business attire; the second shows a woman in a blue dress presenting a plaque to a man in a suit; the third shows two men in suits shaking hands, one standing behind a podium. Below the photos, the text reads: "There are various types of awards and recognition for which you may be eligible". At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, a status indicator "App 6: 1 of 12", a compass, and navigation arrows. The rightmost arrow is highlighted with a yellow border.

In this presentation, we are going to briefly discuss how awards and recognition programs support a performance culture and identify some of the various types of awards and recognition for which you may be eligible.

DCIPS 101 – Awards and Recognition

A screenshot of a presentation slide titled "Awards and Recognition". The slide features the DCIPS logo in the top left corner and a small icon of a red ribbon award in the top right corner. The main content area includes a photograph of a man in a suit speaking to a group of people, and a list of two purposes for awards and recognition programs. At the bottom, there is a navigation bar with icons for home, folder, CC, list, and a status indicator "App 6: 2 of 12", along with navigation arrows.

DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

Awards and Recognition



Awards and recognition programs are:

1. A tool your Component leadership can use for motivating, recognizing, and rewarding employees
2. A means for communicating important organizational and mission values

App 6: 2 of 12

In terms of supporting a performance culture, awards and recognition programs serve a couple of purposes. First, they are a tool your Component leadership can use for motivating, recognizing, and rewarding employees.


Second, they are a means of communicating important organizational and mission values.

DCIPS 101 – Awards and Recognition



There are a variety of awards and recognitions available to you and your team such as lump-sum monetary awards, time-off awards, Suggestion and Invention Awards, and non-monetary awards.

DCIPS 101 – Awards and Recognition

The image shows a tablet screen displaying an app titled "Awards and Recognition". At the top left is the DCIPS logo. The title "Awards and Recognition" is at the top center. In the top right corner is a red ribbon award icon with the text "Awards & Recognition" below it. The main content area displays four categories of awards, each with a representative image and a label: "Lump-Sum Monetary Awards" (image of hands holding US dollar bills), "Time-off Awards" (image of two red beach chairs under an orange umbrella on a beach), "Suggestion and Invention Awards" (image of a woman in a white lab coat looking through a microscope), and "Non-Monetary Awards" (image of an older man in a suit being applauded). Below these categories, a text box states: "You may be granted multiple awards in a single performance period for different acts or accomplishments". At the bottom of the screen is a navigation bar with icons for home, folder, CC, list, a status bar showing "App 6: 2 of 12", a compass, and navigation arrows (back, pause, forward). The forward arrow icon is highlighted with a yellow border.

It is possible to receive more than one award in a single performance period. You cannot be rewarded more than once for the same effort or accomplishment, but you may receive additional rewards for different acts or accomplishments.

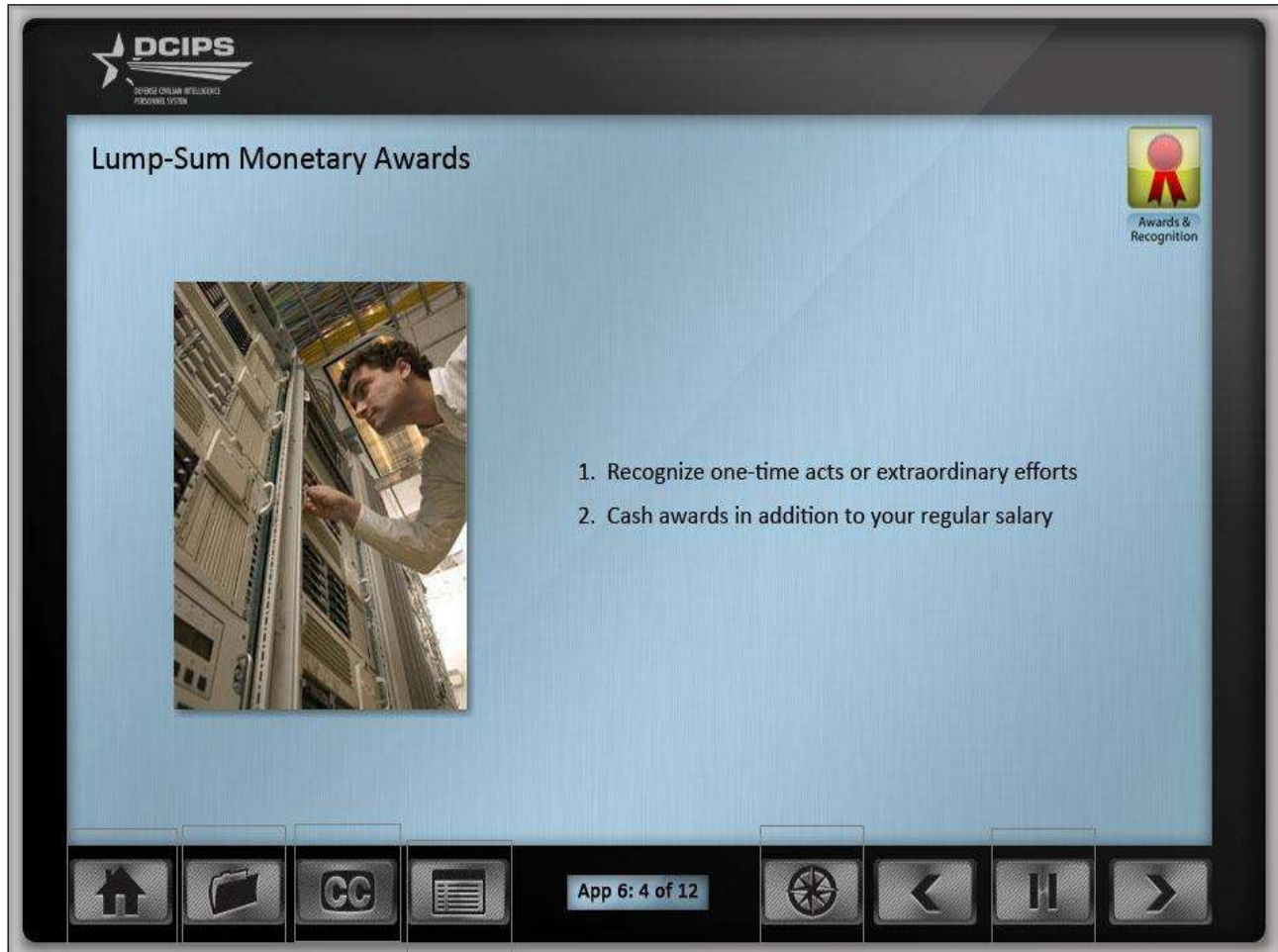
DCIPS 101 – Awards and Recognition



To give you a brief introduction to some of the types of awards available under DCIPS ,we will look at the awards other DCIPS employees have received.




Misha received a \$1000 cash award for a report she wrote that included critical and timely analysis her team needed to meet a high priority emerging mission requirement.

The screenshot shows a tablet interface for the DCIPS Awards & Recognition system. At the top left is the DCIPS logo. The main title "Lump-Sum Monetary Awards" is displayed. On the left is a photo of a man working on server racks. On the right is a list of two points: "1. Recognize one-time acts or extraordinary efforts" and "2. Cash awards in addition to your regular salary". A red ribbon award icon is in the top right corner. The bottom of the screen has a navigation bar with icons for home, folder, CC, list, a compass, and navigation arrows, along with a status bar showing "App 6: 4 of 12".

DCIPS
DEFENSE CYBER INTELLIGENCE
PERSONNEL SYSTEM

Lump-Sum Monetary Awards

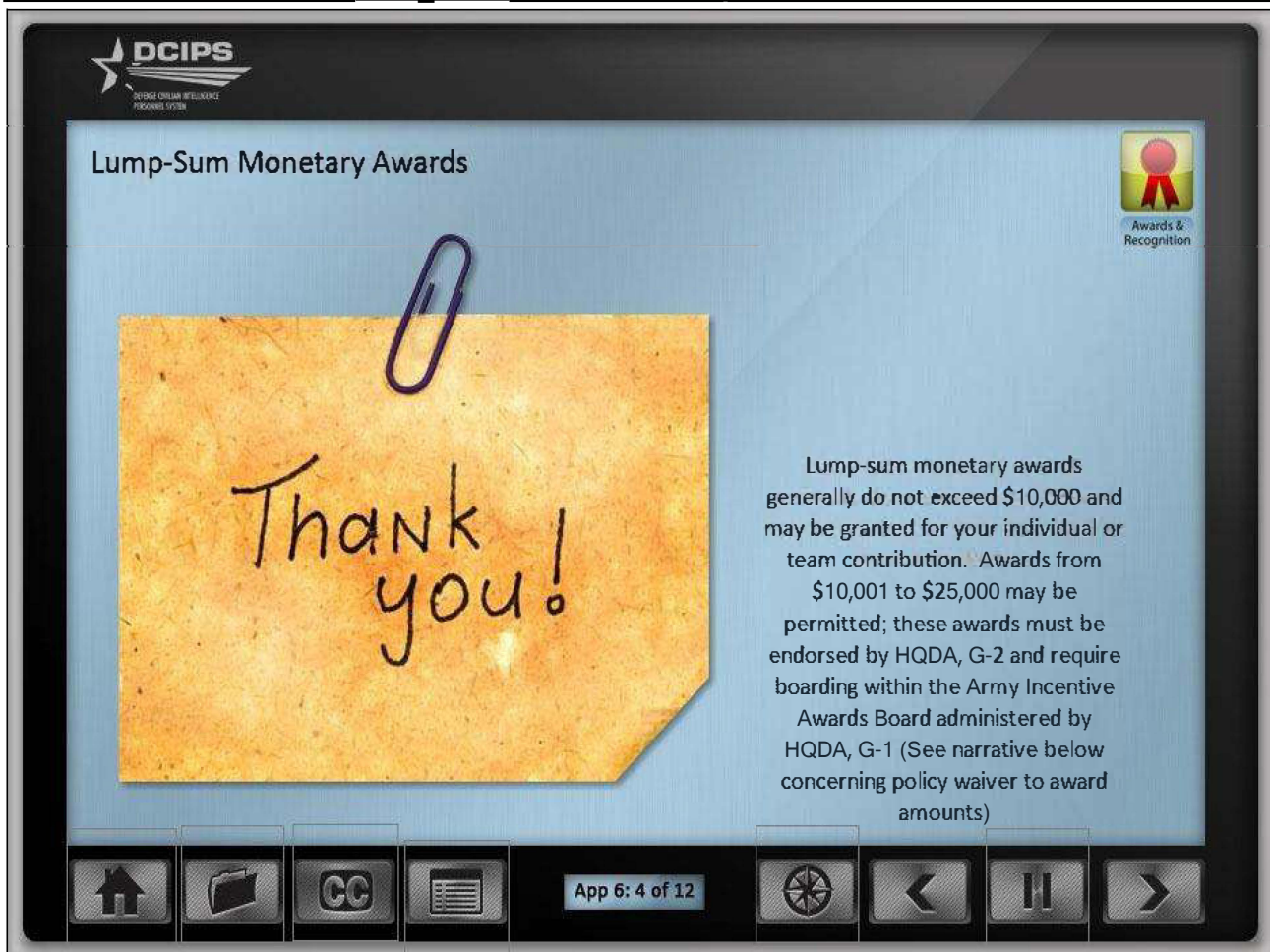


1. Recognize one-time acts or extraordinary efforts
2. Cash awards in addition to your regular salary

App 6: 4 of 12

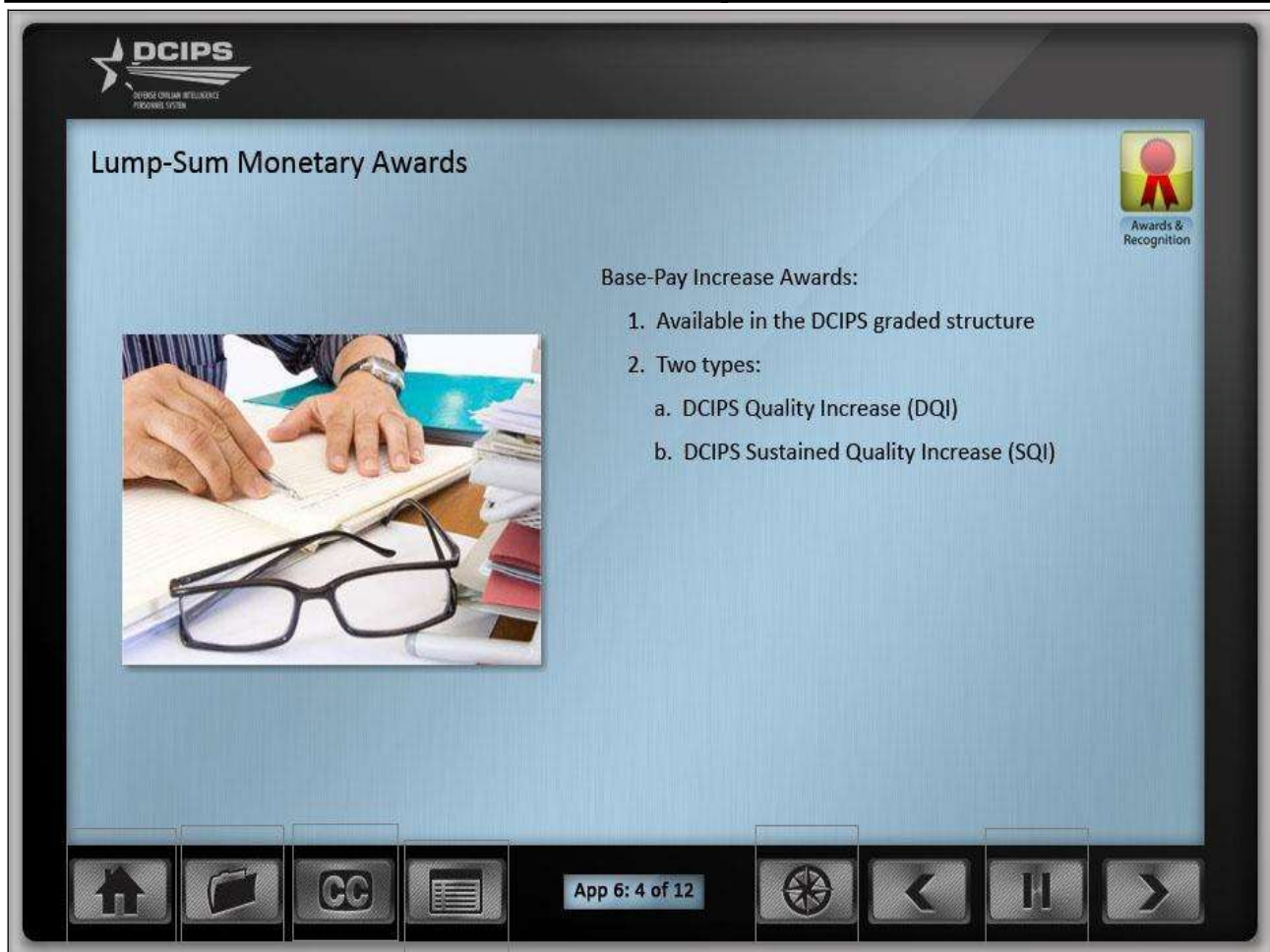
Like Misha, you can be considered for a lump-sum monetary award for special one-time acts or other extraordinary efforts. The amount of money for one of these awards is in addition to your regular salary.

DCIPS 101 – Awards and Recognition



Per DCIPS policy, lump-sum monetary awards generally do not exceed \$2,000. USD(I&S) is in the process of eliminating the \$2,000 cap from DoDI 1400.25, Volume 2008 (DCIPS Awards and Recognitions), and has granted a blanketed waiver permitting cash awards in excess of \$2,000 until formally codified in policy. Cash awards from \$10,001 to \$25,000 must be endorsed by HQDA G-2 and boarded by the Army Incentive Awards Board administered by HQDA G-1, Assistant G-1 for Civilian Personnel.

DCIPS 101 – Awards and Recognition

The screenshot shows a presentation slide with a light blue background. In the top left corner is the DCIPS logo. The title "Lump-Sum Monetary Awards" is in the top left. On the left side is an image of hands writing in a notebook with glasses on top. On the right side, under the heading "Base-Pay Increase Awards:", is a numbered list. In the top right corner is a small icon of a red ribbon award with the text "Awards & Recognition". At the bottom is a navigation bar with icons for home, folder, CC, list, a progress indicator showing "App 6: 4 of 12", and navigation arrows.

DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

Lump-Sum Monetary Awards

Awards & Recognition

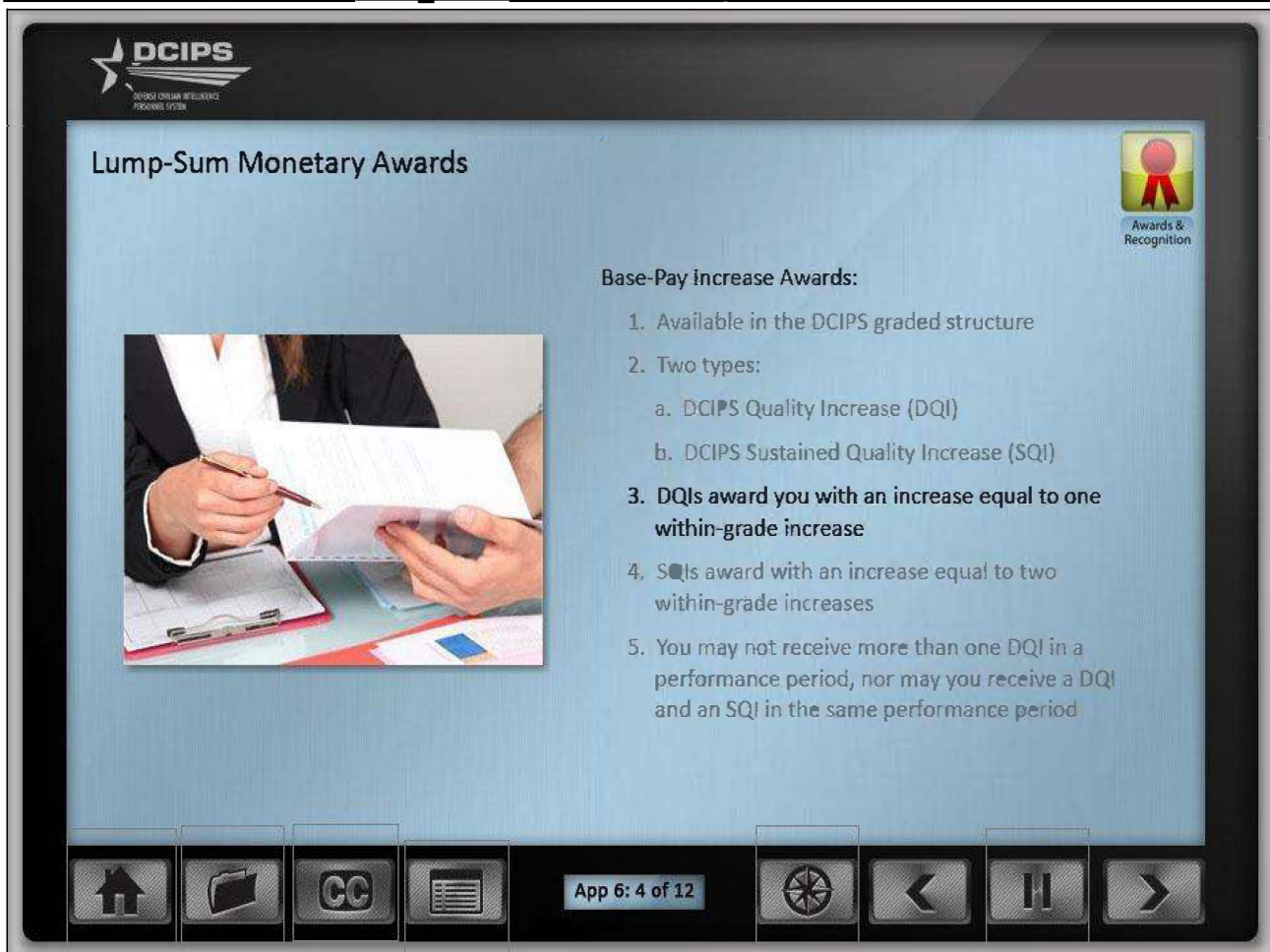
Base-Pay Increase Awards:

1. Available in the DCIPS graded structure
2. Two types:
 - a. DCIPS Quality Increase (DQI)
 - b. DCIPS Sustained Quality Increase (SQI)

App 6: 4 of 12

Base-pay increase monetary awards are another type of award available if you are an employee in the DCIPS graded structure. The two types of base-pay increase monetary awards are a DCIPS Quality Increase (DQI), and a DCIPS Sustained Quality Increase (SQI).

DCIPS 101 – Awards and Recognition

The screenshot shows a presentation slide titled "Lump-Sum Monetary Awards" under the DCIPS logo. The slide lists "Base-Pay Increase Awards" with five numbered points. An inset image shows a person in a suit signing a document. A navigation bar at the bottom includes icons for home, folder, CC, list, a progress indicator "App 6: 4 of 12", a compass, and navigation arrows. A small "Awards & Recognition" icon is in the top right corner of the slide content area.

DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

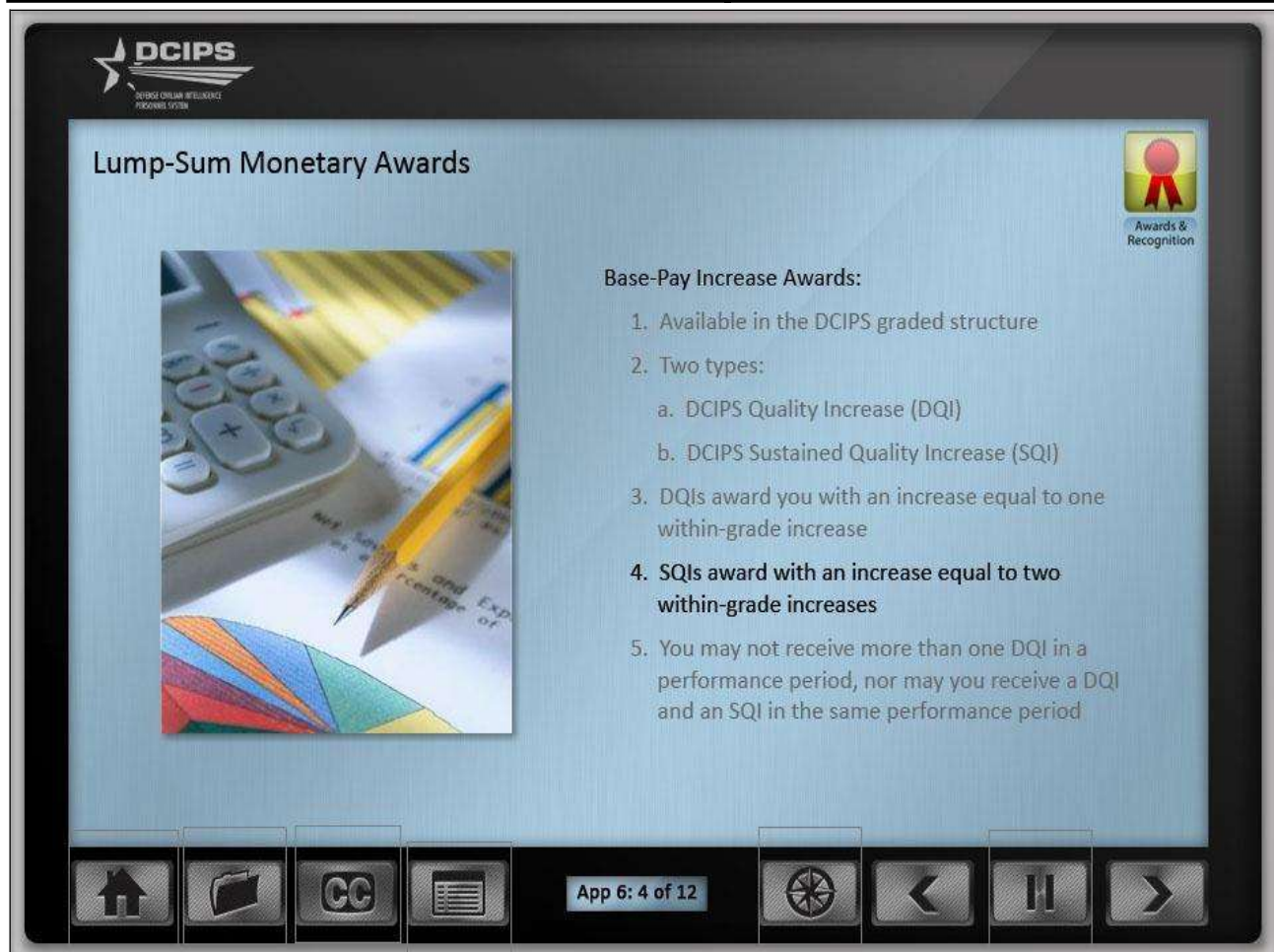
Lump-Sum Monetary Awards

Base-Pay Increase Awards:

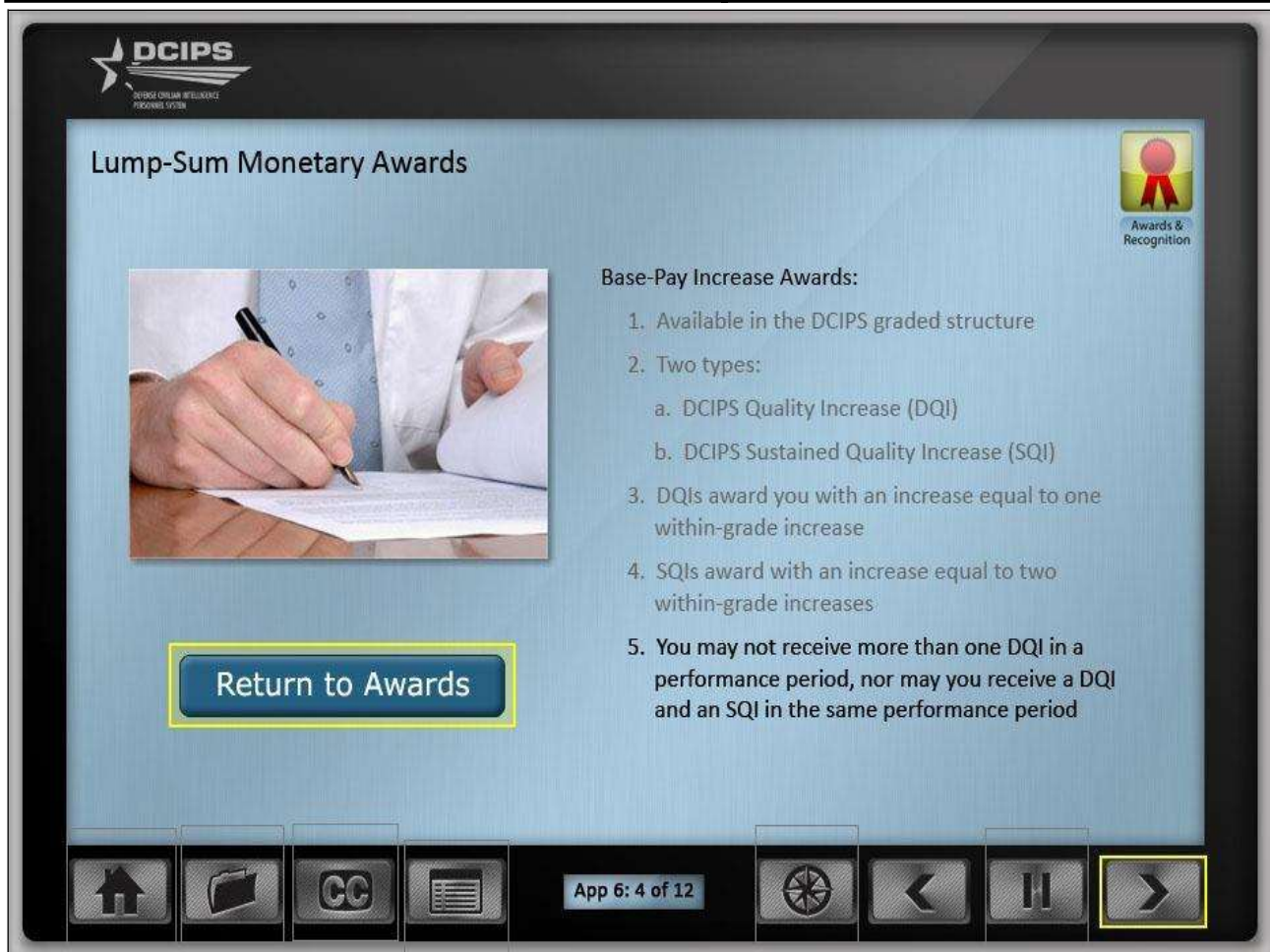
1. Available in the DCIPS graded structure
2. Two types:
 - a. DCIPS Quality Increase (DQI)
 - b. DCIPS Sustained Quality Increase (SQI)
3. DQIs award you with an increase equal to one within-grade increase
4. SQIs award with an increase equal to two within-grade increases
5. You may not receive more than one DQI in a performance period, nor may you receive a DQI and an SQI in the same performance period

App 6: 4 of 12

DQIs provide an increase equal to one within-grade increase. To be eligible for a DQI, your most recent Performance Evaluation of Record must be among the highest within your Component.

The screenshot shows a presentation slide with a light blue background. In the top left corner is the DCIPS logo. The title "Lump-Sum Monetary Awards" is centered at the top. On the left side, there is an image of a calculator, a pencil, and a document with a colorful pie chart. On the right side, under the heading "Base-Pay Increase Awards:", there is a numbered list of five items. In the top right corner, there is a small icon of a red ribbon award with the text "Awards & Recognition" below it. At the bottom of the slide, there is a navigation bar with icons for home, folder, CC, list, and a status indicator "App 6: 4 of 12", along with navigation arrows and a compass icon.

SQIs provide an increase equal to two within-grade increases. To receive an SQI, you need to have been in the same grade over the past three consecutive performance periods and have your most recent three Performance Evaluations of Record be Outstanding,” or your performance must be among the highest within your Component.

A screenshot of a tablet displaying the DCIPS Awards & Recognition module. The screen has a light blue background. At the top left is the DCIPS logo. Below it, the title "Lump-Sum Monetary Awards" is displayed. On the left side, there is an image of a person's hands writing on a document. To the right of the image, the text "Base-Pay Increase Awards:" is followed by a numbered list of five items. At the bottom left of the screen, there is a button labeled "Return to Awards". At the bottom right, there is a small icon of a red ribbon award with the text "Awards & Recognition" below it. The bottom of the screen shows a navigation bar with several icons: a home icon, a folder icon, a CC icon, a list icon, a compass icon, a back arrow icon, a pause icon, and a forward arrow icon. The text "App 6: 4 of 12" is displayed in the center of the navigation bar.

You may not receive more than one DQI in a performance period, nor may you receive a DQI and an SQI in the same performance period. Finally, the budget is also a consideration. Components determine if and how many of these awards to give with a primary driver being budget considerations because these awards are permanent salary increases.

This concludes our discussion on lump-sum monetary awards. Let's learn about another type of award.

DCIPS 101 – Awards and Recognition



Julian was thrilled when his supervisor told him he had received a time-off award of 8 hours for his dedication and ingenuity in solving a complex technical issue that was delaying an important mission milestone project.

The screenshot shows a tablet interface for the DCIPS Awards & Recognition system. At the top left is the DCIPS logo. The main title "Time-off Awards" is in the upper left. On the right is a red ribbon award icon with the text "Awards & Recognition". The central area features a photo of a woman in business attire relaxing at her desk with her feet up. To the right of the photo is a list of five rules for Time-off Awards. Below the photo is a blue button with a yellow border labeled "Return to Awards". At the bottom is a navigation bar with icons for home, folder, CC, list, and a page indicator "App 6: 5 of 12", along with navigation arrows. The rightmost arrow in the bar is highlighted with a yellow border.

Time-off Awards

Time-off Awards:

1. May be received for individual or team acts or efforts
2. May be up to 40 hours for one contribution or accomplishment
3. Cumulative time off cannot exceed 80 hours in one year
4. Must be used within 1 year after the effective award date
5. Doesn't transfer to a new DCIPS Component or other government organization

[Return to Awards](#)

App 6: 5 of 12

Similar to Julian, you may also receive a time-off award for your individual or team acts or efforts. Your time-off award may not exceed 40 hours for any one contribution, and cumulative time off cannot exceed 80 hours in one year.

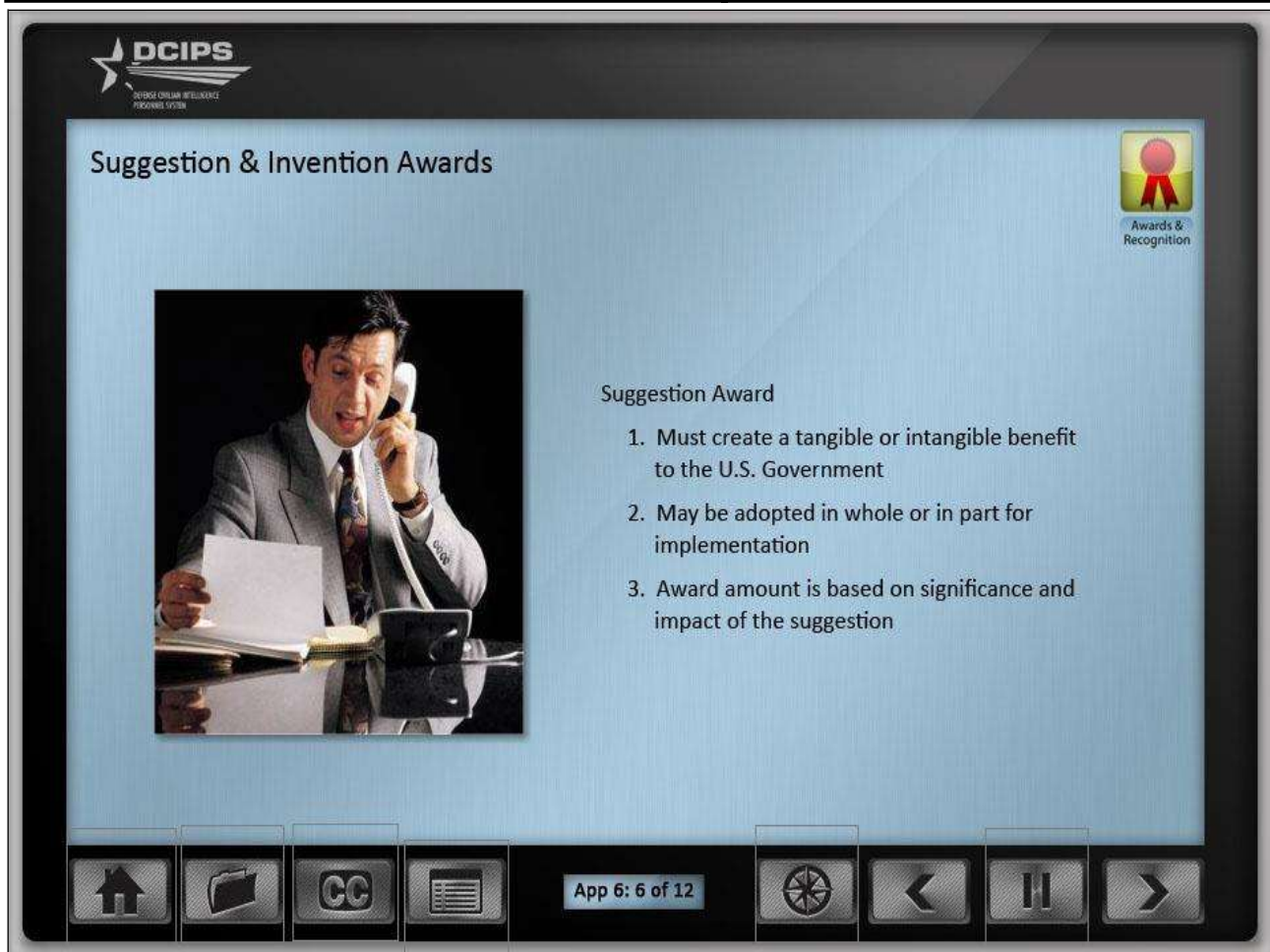
If you receive a time-off award, you must use it within 1 year after the effective award date. Additionally, it will not transfer with you if you go to a new DCIPS Component or other government organization.

DCIPS 101 – Awards and Recognition

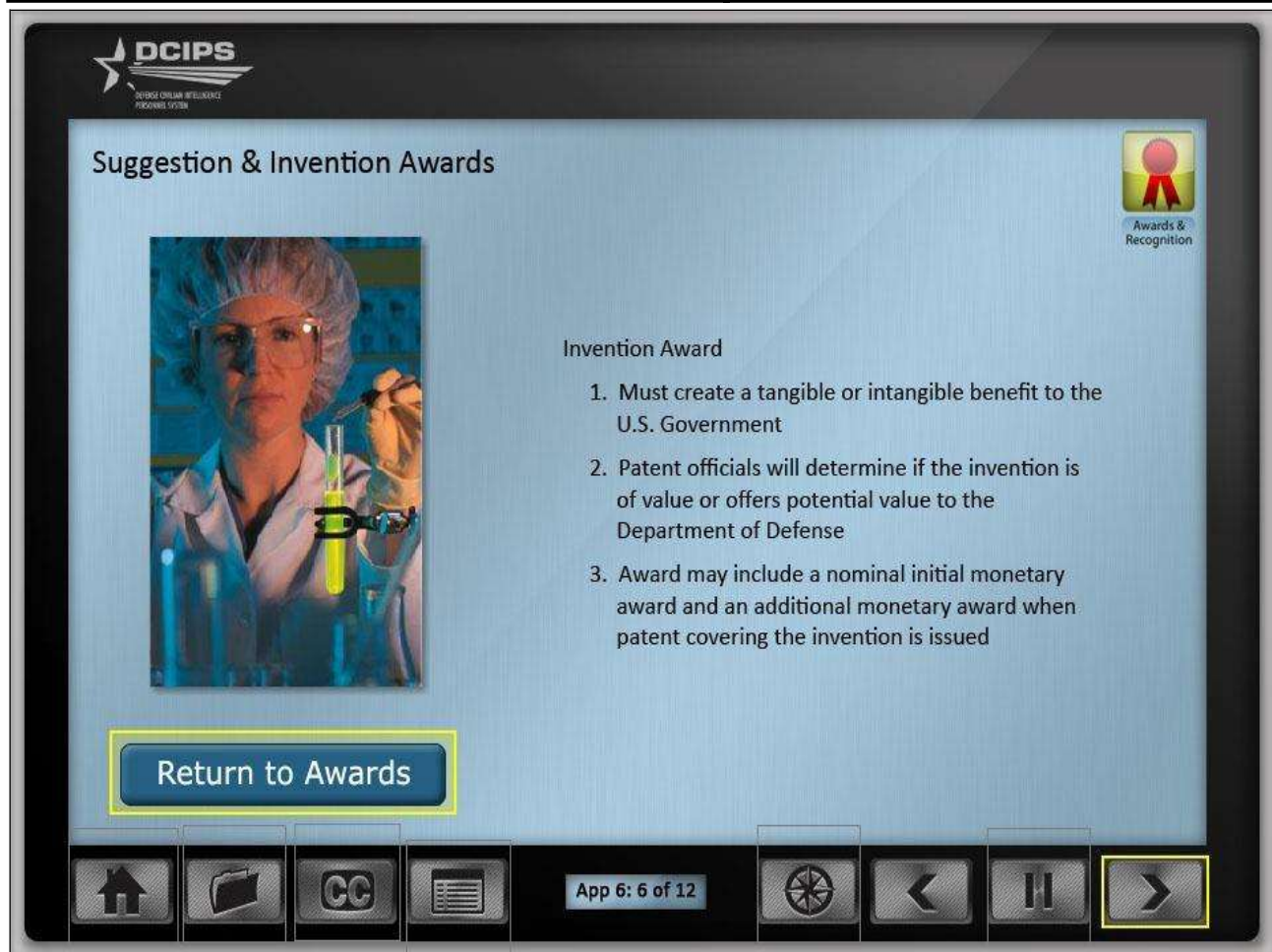


Leah noticed her Component was losing thousands of dollars each year due to an inefficient process. Leah suggested a new process that was implemented, favorably received, and made a significant cost reduction for her department.

In appreciation for Leah's service, she received a Suggestion Award.

A screenshot of a presentation slide titled "Suggestion & Invention Awards". The slide has a light blue background. In the top left corner is the DCIPS logo. In the top right corner is a small icon of a red ribbon award with the text "Awards & Recognition" below it. On the left side of the slide is a photograph of a man in a suit and tie, sitting at a desk and talking on a telephone. On the right side of the slide, under the heading "Suggestion Award", is a numbered list of three criteria. At the bottom of the slide is a navigation bar with several icons: a home icon, a folder icon, a CC icon, a list icon, a text box containing "App 6: 6 of 12", a compass icon, and three arrow icons (left, stop, right).

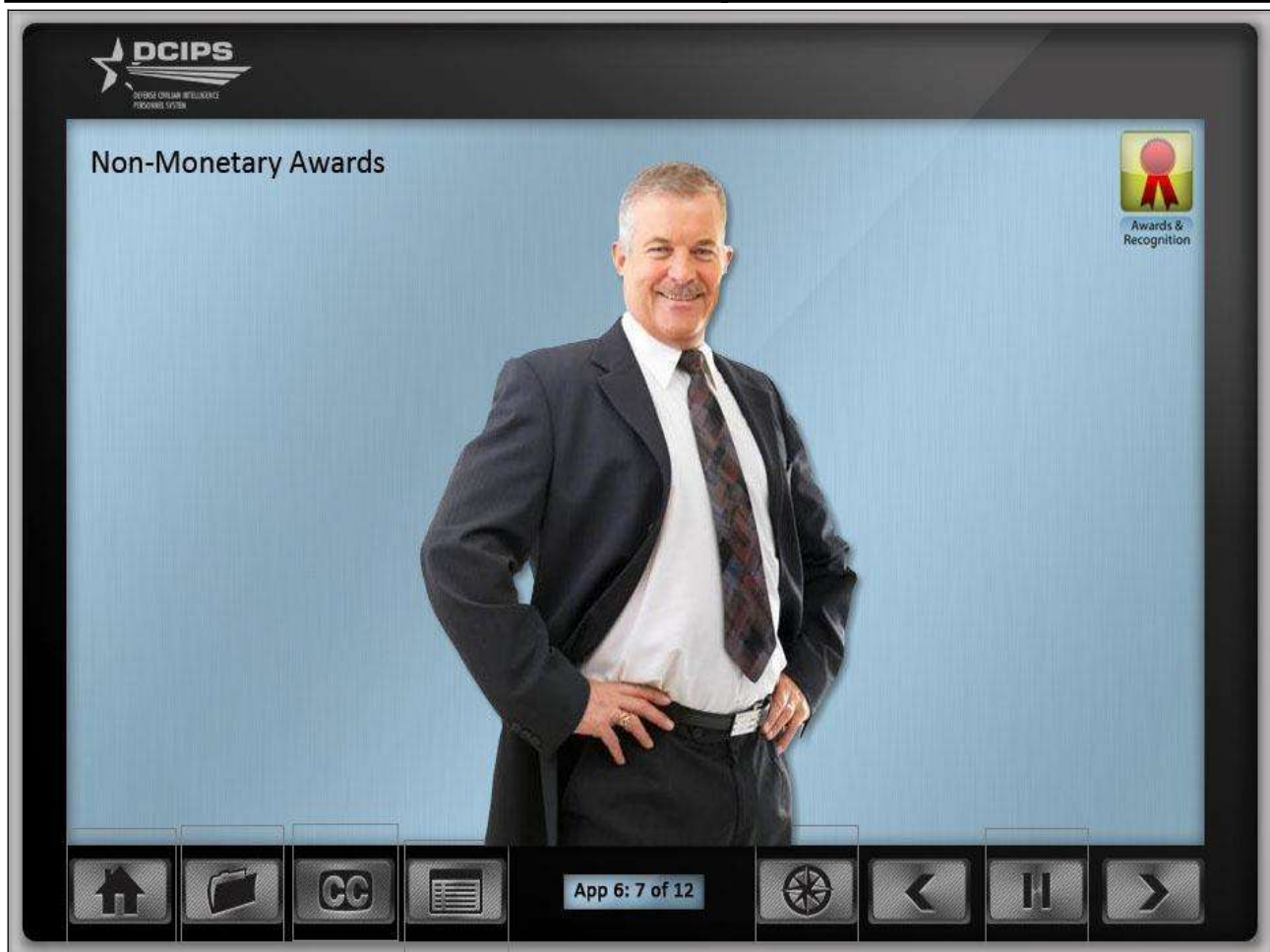
In order to receive a Suggestion Award, your suggestion must identify an improvement that creates a tangible or intangible benefit to the U.S. Government and be adopted in whole or in part for implementation. The amount you will receive for an award depends on the significance and impact of your suggestion.



Like a Suggestion Award, to receive an Invention Award your invention must create a tangible or intangible benefit for the U.S. Government. Patent officials will determine if your invention is of value or potential value to the Department of Defense.

If you are eligible for an award, you may initially be given a nominal monetary award followed by an additional monetary award when the patent covering the invention is issued.

DCIPS 101 – Awards and Recognition



Bill received a certificate for his assistance with a Presidential detail to a high-risk location. He was recognized during a division-level town hall. This is just one example of a non-monetary award, also referred to as an honorary award.



Non-Monetary Awards



[Return to Awards](#)

Non-Monetary Awards:

1. Used to acknowledge individual or team contributions
2. Award may include certificates or small intrinsic value items such as coins or plaques
3. IC-level and Departmental/Component-level non-monetary award program examples:
 - a. Distinguished Civilian Service Award
 - b. Meritorious Civilian Service Award
 - c. President's Award for Distinguished Federal Civilian Service
 - d. Presidential Medal of Freedom
 - e. Presidential Citizens Medal
 - f. National Security Medal








App 6: 7 of 12






Non-monetary awards are used to acknowledge individual or team contributions. Components provide guidance on these awards that may include certificates or small items of intrinsic value, such as coins or plaques.

In addition to Component-level non-monetary awards, DCIPS employees are also eligible to be considered for IC-level and Departmental-level non-monetary awards such as:

- National Intelligence Civilian Service Medals
- Department of Defense Civilian Service Awards

This is a screenshot of a presentation slide titled "Conclusion" in the top left corner. The slide has a light blue background. In the top right corner, there is a small icon of a red ribbon award with the text "Awards & Recognition" below it. The center of the slide features three photographs: on the left, a man and a woman in business attire are seated at a table, looking at documents; on the right, three people (two men and one woman) are seated at a table, looking at a document; and in the center, a man and a woman are seated at a table, looking at a document. Below the photographs, the text reads: "To learn more about the awards or recognition programs, please talk to your supervisor, and/or see DoD Instruction 1400.25, Subchapter 451, 'Awards,' and your Component-specific guidance (DCIPS AP-V 2008, AR 672-20)". At the bottom of the slide, there is a navigation bar with several icons: a home icon, a folder icon, a CC icon, a list icon, a status bar showing "App 6: 8 of 12", a compass icon, a left arrow icon, a pause icon, and a right arrow icon which is highlighted with a yellow border.

The specific details of these awards is beyond the scope of this presentation, but you can learn more about any of the awards or recognition programs we have discussed by talking to your supervisor, or by reviewing DoD Instruction 1400.25, Subchapter 451, "Awards," and consulting your Component-specific guidance (Army DCIPS AP-V 2008, AR 672-20).

DCIPS 101 – Awards and Recognition



We recommend reviewing all available DCIPS 101 files to gain a better understanding of the different components.