



DCIPS Awards & Recognition: Elimination of Pay Pools & Impact to Performance-Based Bonus Training

June 2022

OVERALL CLASSIFICATION: **UNCLASSIFIED**



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- DoD Instruction 1400.25, Volume 2008 “DCIPS Awards and Recognition”
- DCIPS Army Policy Volume (AP-V) 2008 “Army DCIPS Awards and Recognition”
 - ❑ Memorandum, HQDA G-2 (DAMI-CP), subject: “Blanket Exception to AP-V 2008 to \$2,000 Award Cap for Fiscal Year 2022”
- Army Regulation 672-20, “Incentive Awards” (where AP-V 2008 permits usage)
- Memorandum, HQDA G-2 (DAMI-CP), subject: “Defense Civilian Intelligence Personnel System Performance-Based Bonuses”, 13 Jun 22





- The Department of Army will transition all civilian employees appointed under the Defense Civilian Intelligence Personnel System (DCIPS) authority out of the annual performance rating-based bonuses component of the individual monetary awards program to 100% lump sum monetary awards (e.g. special act, on-the-spot awards), honorary awards, and time-off award.
- This change will be effective for the Fiscal Year 2022 DCIPS performance period ending 30 September 2022. This approach to eliminating a performance-based bonus, based upon an annual DCIPS performance evaluation and competing for a performance-based bonus through a pay pool process, is intended to be permanent.



What is Driving this Change?



- First phase of implementation for multiple improvements being considered within the Intelligence Community (IC) concerning how we manage Defense Civilian Intelligence Personnel System (DCIPS) employees to reflect industry best practices and the IC's commitment to changing and modernizing the performance, performance pay, awards and recognition programs.
- The intent of this change has always been to recognize and reward employees when the outstanding achievement, event, or act occurs so employees know that the IC appreciates and values the work they do. Timely recognition is a key factor for a recognition and rewards program and is essential for supporting a positive work environment, creating a culture of recognition, and increasing employee engagement. This change also aligns with the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) desired outcomes, as published in their joint memorandum M-19-24 dated 19 Jul 19, is recognizing and rewarding employees in a timely manner throughout the year.
- Since 2016, NSA has successfully piloted an alternative personnel system that went from the traditional pay pool to a 100% cash awards that are given throughout the year as the achievement occurs rather than restricting to the end of the performance evaluation period.
 - ❑ DIA, NGA, and portions of Air Force have followed in the footsteps of NSA (on a case-by-case exception approved by OUSD(I&S)) in favor of permanently eliminating pay pools and rewarding employees as the achievement occurs. The remaining Services/Combat Support Agency plan to fully implement in 2022/2023 with the exception of DCSEA who plans to post-pone implementation for an additional year.



- **Old Process:** Under the current performance management system, performance-based bonuses and base-pay increase monetary awards (e.g. DCIPS DQI, DCIPS SQI) are **both** determined and paid once a year through the pay pool process tied to a DCIPS Annual Evaluation of Record.

- **New Process:**
 - (1) Pay Pools: DCIPS will eliminate the use of a performance-based bonus and associated pay pool process used for determining performance-based bonuses.

 - (2) Awards: Commands will utilize other forms of recognition e.g. Monetary Awards (On-the-Spot/Special Act Awards), Honorary Awards, and Time-Off Awards throughout the year to timely recognize employees for significant accomplishments as they occur versus waiting until the end of the evaluation period and convening a pay pool to determine bonuses. (Note: Awards labeled as a “Performance Award” tied to a DCIPS Evaluation of Record are not authorized.)

- **Unchanged:**
 - (1) Performance Management: Requirements for performance plan, midpoint review, closeout, and annual evaluation of record continue IAW Army DCIPS Policy Volume 2011.

 - (2) DQI/SQI Pay Pools: DCIPS pay pool process (and associated Compensation Workbench) will remain in place solely for determinations of DCIPS DQI's and DCIPS SQI's based on the annual DCIPS Performance Evaluation of Record IAW Army DCIPS Volume 2012. Use of pay pools or panels for determining awards of \$10,000 or less is prohibited.

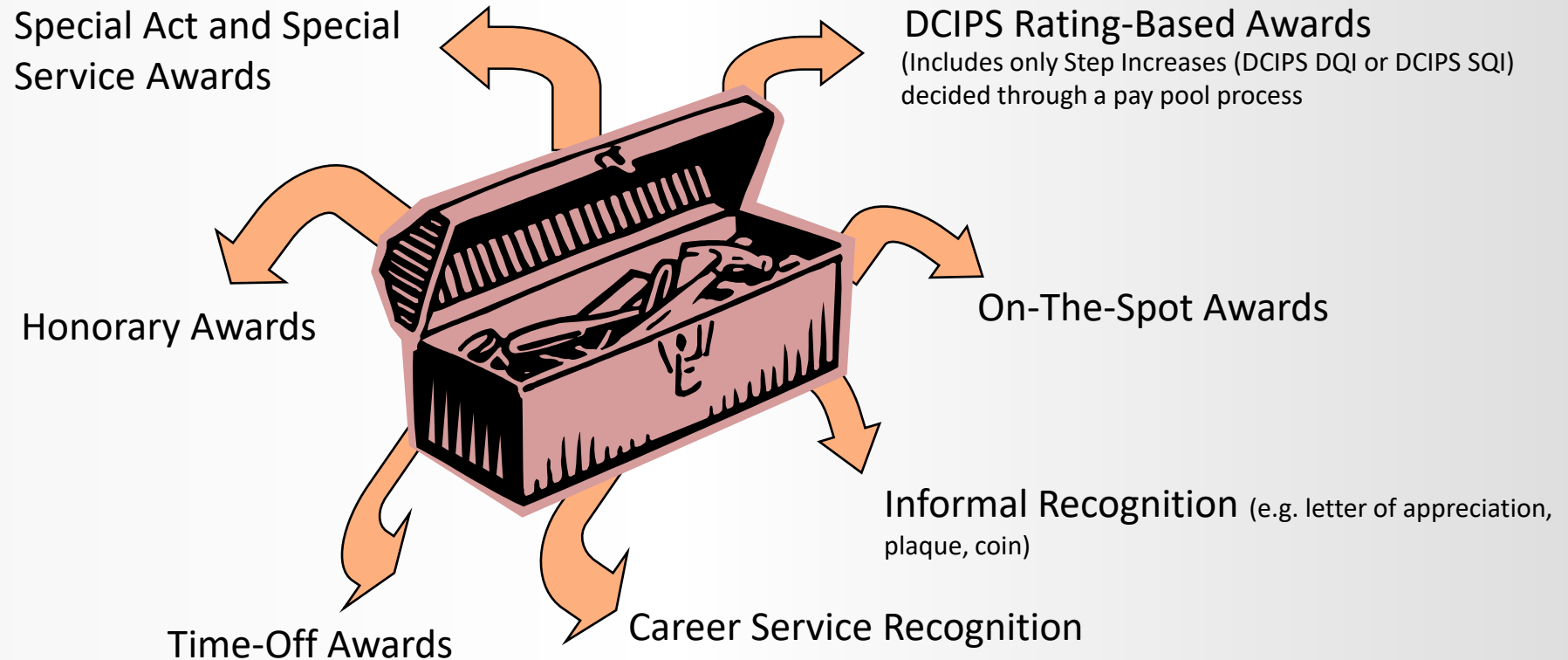


By eliminating pay pools and the authority to use performance awards, it is intended that supervisors will:

- Have streamlined process and increased organization ownership
- Links recognition to specific actions/accomplishments
 - Resulting in increased motivation
 - Enforce employee behavior
- Enhance the employee/supervisor relationship
- Timely recognize employees throughout the year
- Increase transparency and equity of awards distribution
- Ability to recognize more employees since rules governing the pay pools have been waived which targeted recipients as those with performance scores in the upper 50% of the pay pool
- Increase morale; and
- Reduce the administrative burden of administering pay pools and the time and resources involved

Types of Rewards

DCIPS employees may receive any or a combination of the following awards:



DCIPS Performance-based bonuses/performance awards no longer used; recognition is primarily via individual Special Act/Service Award as act occurs throughout the year or any of the other award types depicted on this slide, as appropriate, provided that criteria is met.



Three Categories

- Non-monetary (Honorary)
- Monetary
- Time-Off



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- Essentially equivalent to DA Honorary Awards for Military
 - Equivalent nature of recognition
 - Equivalent approval level
 - Refer to AR 672-20, Chapter 8 for specific criteria

PUBLIC SERVICE AWARDS



- May be suitable for those on Joint Duty Rotation (JDA-In), or non-Army/non-DCIPS employee who gave special contribution to Army on special project
- Army employees and contractor employees not eligible
- Noncareer Government officials and non-Government personnel are eligible
- Refer to AR 672-20, Chapter 9 for specific criteria

* Not inclusive of all awards; e.g. DoD, IC, Federal Gov't, etc. employees may be eligible for an honorary award provided that specific eligibility criteria for the award is met.



- Honorary awards may be given to current or separating Department of the Army employee provided the individuals accomplishments fully meet the criteria for the particular award.
 - Honorary awards may be given to civilian employees at any time in their careers, provided the individual's accomplishments fully meet the criteria for the particular award. There is no such thing as a retirement or PCS award.
- A manager outside the employee's chain of command may nominate the employee for an award.

NOTE: Nomination must be coordinated with employee's supervisor



- **MONETARY AWARD TYPES:**

- ON-THE-SPOT (OTS)
 - » Currently \$50-\$500
- SPECIAL ACT/SERVICE AWARD
 - » Use Table of Tangible Benefits, Table of Intangible Benefits (within AR 672-20) to determine amount
 - » Awards Cap (no more than \$2,000) Waived by Blanketed Exception for FY22
 - » Up to \$10,000 within Army without Army Incentive Awards Board approval
- BASE-PAY MONETARY STEP INCREASE (1-Step DCIPS Quality Increase (DQI), or 2-Step DCIPS Sustained Quality Increase (DCIPS SQI))
 - » Not more than 1 per 52-week period
 - » Must be rated in top 10% of Pay Pool (DCIPS DQI)
 - » Must be rated in top 10% of Pay Pool last 3 consecutive years (DCIPS SQI)





NO AWARDS FOR THOSE:

- Under investigation or with disciplinary/performance-based action pending.
- Having had disciplinary action in last 120 days.
- Involved in “unlawful discrimination”.



- Supervisor can approve awards of 8 hours or less
 - Benefits to Government similar to Special Act or On-the-Spot
 - Justification according to benefits schedule, AR 672-20
 - Documented on Notification of Personnel Action, SF-50
- ☐ Maximum Award Amounts
 - 40 Hours for any single award
 - 80 Hours for any 1-year period
 - ☐ Limitations
 - Must be used within 1 year
 - Cannot be transferred outside of Army
 - Cannot be restored or paid in lump sum





Key Resources:

Army DCIPS Award & Recognition Webpage:

<https://www.dami.army.pentagon.mil/site/dcips/LC-ER%202008.aspx>

- Policy
- Exceptions to Policy
 - Blanket Exception to \$2K Awards Cap for FY22
- Transition Communications
 - Intent to Eliminate DCIPS Pay Pools for Performance-Based Bonuses
- Training Aids
- Fact-sheets
- Guides



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