



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

DAMI-CP

12 SEP 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Issuance of the Department of the Army Policy, Volume 2008, Defense Civilian Intelligence Personnel System Awards and Recognition

1. References:

a. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs), 2 Jun 14, subject: Delegation of Civilian Human Resources Authorities, Version 04-2014, effective May 30, 2014: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication and Transmission of Delegations #15 through #25, and Extension of Delegations #26 through #33.

b. Department of the Army DCIPS Policy, Volume 2008 (Defense Civilian Intelligence Personnel System Awards and Recognition) (enclosure).

c. Memorandum, Secretary of the Army, 30 May 14, subject: Delegation of Authority – Army Defense Civilian Intelligence Personnel System (DCIPS) Implementation.

d. Department of Defense (DoD) Instruction 1400.25-V2008 (DoD Civilian Personnel Management System, Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition), 12 Sep 12 (Incorporating Change 1, 14 Oct 15).

2. In accordance with and pursuant to reference 1a above, the Assistant Secretary of the Army (Manpower and Reserve Affairs) delegated to the Army G-2 the authority to issue Army DCIPS supplemental guidance. The Army G-2 approves the release of the enclosed Department of the Army, Volume 2008, DCIPS Awards and Recognition supplemental policy (reference 1b).

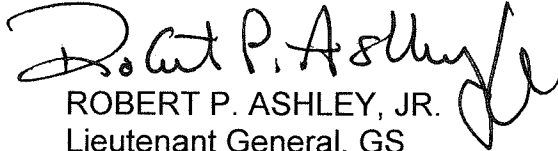
3. The Army G-2 further authorizes the supplementation of this policy where necessary, consistent with reference 1b. Organizations must forward copies of any supplements to Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-2, Intelligence Personnel Management Office, 1000 Army Pentagon, Washington, DC 20310-1000.

DAMI-CP

SUBJECT: Issuance of the Department of the Army Policy, Volume 2008, Defense Civilian Intelligence Personnel System Awards and Recognition

4. The Office of the Deputy Chief of Staff, G-2 point of contact is Mr. Richard Leviner, Human Resources Specialist, (703) 695-1046; e-mail: richard.j.leviner.civ@mail.mil.

Encl



ROBERT P. ASHLEY, JR.
Lieutenant General, GS
Deputy Chief of Staff, G-2

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CF:

DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY



Department of the Army

Volume 2008

**Defense Civilian Intelligence Personnel
System Awards and Recognition**

September 12, 2016

Enclosure

SUMMARY of CHANGE

Army Policy-Volume (AP-V) 2008

Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition

This AP-V provides award and recognition policy, responsibilities, and procedures governing civilian employees of the DCIPS

Notable changes to Interim AP-V 2008 dated 17 July 2009 which is superseded by this policy are reflected below:

- Updates references to be consistent with other changes in the volume (Enclosure 1)
- Removes specific applicability language and moves to AP-2001, DCIPS Introduction
- Describes procedures for processing awards above \$2,000, (Enclosure 3, para 1d(1)(2)(3))
- Adds clarifying language for responsibilities of the HQDA, DCS, G-2 (Enclosure 2, para 4.)
- Adds clarifying language for responsibilities of ACOM, DRU, ASCC Commanders, the AASA, and the HQDA, ADCS G-2 (Enclosure 2, para 7.)
- Adds language to clarify award procedures (Enclosure 3)
- Adds new section and describes Types of Awards (Enclosure 3, para 2.)
- Adds new section providing eligibility and procedures for Lump-Sum Monetary Awards (Enclosure 3, para 2.a.)
- Adds new section providing eligibility and procedures for Base-Pay Increase Monetary Awards (Enclosure 3, para 2.b.)
- Adds glossary page
- Ensures consistent usage of terminology in regards to DCIPS (throughout)
- Makes administrative editorial changes (throughout)

Department of Army DCIPS Policy

VOLUME 2008 – Defense Civilian Intelligence Personnel System Awards and Recognition

1. Purpose

a. Overall Policy. Refer to Department of the Army (DA) Policy-Volume 2001 (AP-V 2001), Defense Civilian Intelligence Personnel System Introduction (Reference a).

b. This Volume. In accordance with references listed in Enclosure 1, this Volume establishes Army policies, responsibilities and procedures for the awards and recognition for employees covered by DCIPS concerning non-rating based monetary awards, non-rating based time-off awards, and honorary awards. Additional supplementation is authorized except where prohibited. Issuance of this Volume hereby cancels AP-V 2008 “Interim Department of Army Defense Civilian Intelligence Personnel System Awards and Recognition,” July 17, 2009.

NOTE: Army policy, indicated by the prefix AP, is numbered to align with Reference h.

2. References

See Enclosure 1.

3. Applicability

This policy applies to Army civilian positions, employees or organizations as described in AP-V 2001 (Reference a) engaged in or in support of an intelligence or intelligence-related mission. Does not apply to non-appropriated fund employees or foreign national employees. It does not apply to members of the Defense Intelligence Senior Executive Services (DISES) or the Defense Intelligence Senior Level (DISL) unless specifically addressed in Under Secretary of Defense (Personnel and Readiness) Memorandums (Reference b or c).

4. Definitions

See Glossary.

5. Policy

It is Army policy that:

a. The Army DCIPS Awards and Recognition Programs will be used to foster mission requirements by recognizing, rewarding and motivating excellence of DCIPS employees.

b. This policy must be used in concert with AR 672-20 (Reference d), DoDI 1400.25, Volume 2008 (Reference h, and other Under Secretary of Defense of Intelligence (USD(I)) and Army DCIPS supplemental awards and recognition guidance.

c. The Army DCIPS Awards and Recognition Programs serves as an important component of the overall Army DCIPS compensation philosophy identified in AP-V 2006, (Appendix A, Enclosure 3 of Reference e) by creating a positive work environment and a culture that recognizes and rewards contribution(s) to mission. The Army DCIPS Awards and Recognition Programs are effective tools that provide management another means of communicating important organizational and mission values.

d. Army DCIPS Awards and Recognition Programs shall complement but not duplicate or undermine the Army DCIPS Performance-Based Compensation Program, AP-V 2012 (Reference f) which mandates that DCIPS pay pools will be convened when making performance-based compensation decisions involving rating-based awards for DCIPS employees.

e. The Army DCIPS Awards and Recognition Programs shall be implemented consistent with merit system principles identified in section 2301 of title 5, U.S.C., (Reference g) and shall be free of unlawful discrimination and prohibited personnel practices identified in section 2302 of title 5, U.S.C. (Reference g).

f. Equal Employment Opportunity and Adverse Action Certification. No monetary or honorary award covered by this policy will be made to an individual who is either under investigation, or whom disciplinary or adverse action based on performance or conduct is pending unless the commander finds that the basis for the award is unrelated to the investigation or pending action, and the award would not reflect unfavorably on the Army.

g. Army DCIPS Awards are discretionary and the Army DCIPS awards programs shall promote the overall efficiency and effectiveness of the Army Intelligence Community (IC).

h. Approving officials will ensure that monetary awards, time-off awards support DCIPS goals and objectives, to include the most cost-effective use of funds and time-off.

i. Proposed lump-sum monetary awards over \$2,000 to a single employee will be commensurate with policy and procedures depicted at Enclosure 3, paragraph 1.d of this Volume.

6. Responsibilities

See AP-V 2001 (Reference a) and Enclosure 2 of this policy.

7. Procedures

See Enclosure 3.

8. Releasability

Unlimited. This policy is approved for public release.

9. Effective Date

This policy is effective immediately.

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- a. AP-V, Volume 2001, "Defense Civilian Intelligence Personnel System Introduction," March 25, 2012 (Incorporating Change 1, March 22, 2013)
- b. Under Secretary of Defense (Personnel and Readiness) Memorandum; subject: "Interim Policy Directive for Intelligence Components to Operate Under Certain Defense Civilian Intelligence Personnel System (DCIPS) Subchapters," May 25, 2005 [Authorizes use of Interim Subchapter 1002, "Defense Intelligence Senior Executive Services (DISES)," which will be rescinded upon publication of Volume 2002]
- c. Under Secretary of Defense (Personnel and Readiness) Memorandum; subject: "Interim Policy Directive for Intelligence Components to Operate Under Certain Defense Civilian Intelligence Personnel System (DCIPS) Subchapters," May 25, 2005 [Authorizes use of Interim Subchapter 1003, "Defense Intelligence Senior Level (DISL) Program," which will be rescinded upon publication of Volume 2003]
- d. AR 672-20, "Incentive Awards," April 1, 2014
- e. AP-V, Volume 2006, "Defense Civilian Intelligence Personnel System Compensation Administration," March 25, 2012 (Incorporating change 1, April 29, 2013)
- f. AP-V, Volume 2012, "Defense Civilian Intelligence Personnel System (DCIPS) Performance-Based Compensation," August 31, 2015
- g. Sections 2301, 2302, and 4502 of title 5, United States Code
- h. DoD Instruction 1400.25, Volume 2008, "DoD Civilian Personnel Management System: DCIPS Awards and Recognition," September 12, 2012 (Incorporating Change 1, October 14, 2015)
- i. DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 24, 2007 (Incorporating Change 1, September 1, 2009)
- j. Intelligence Community Directive Number 655, "National Intelligence Award Program," May 23, 2007 (Amended: February 9, 2012)
- k. DoD Instruction 1400.25, V451, "DoD Civilian Personnel Management System, " Awards and Recognition," November 4, 2013
- l. AP-V , Volume 2011, "Defense Civilian Intelligence Personnel System Performance Management," June 29, 2011 (Incorporating Change 1 June 27, 2014)

- m. AP-V, Volume 2009, "Defense Civilian Intelligence Personnel System Disciplinary, Performance-Based and Adverse Action Procedures," March 25, 2012 (Incorporating Change 1, March 22, 2013)
- n. AP-V, Volume 2014, "Defense Civilian Intelligence Personnel System Employee Grievance Procedures," March 25, 2012 (Incorporating Change 1, March 22, 2013)
- o. AR 5-17, "The Army Ideas for Excellence Program," October 19, 1990

ENCLOSURE 2

RESPONSIBILITIES

Responsibilities in this enclosure supplement and must be conducted in concert with those listed in AP-V 2001 (Reference a).

1. The Secretary of the Army:

The Secretary of the Army will implement and comply with DCIPS policies, procedures, and programs and issue internal supplements or guidance to the extent authorized by DoDD 1400.35 (Reference i) and the DCIPS volumes of the DoD implementing policy in DoD Instruction (DoDI) 1400.25 (References a and h). Delegate the authority, as appropriate, to implement this policy within Army.

2. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA))

The ASA (M&RA) will:

a. Establish broad awards and recognition policy and objectives for DCIPS within the Army, and in coordination with Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-2, develop DCIPS policy guidance.

b. Exercise oversight over DCIPS, including but not limited to serving as the approval authority for awards and recognition program policy and strategic direction; and periodically review and evaluate DCIPS to ensure that implementation goals are accomplished.

c. Provide awards and recognition program evaluation data and other reports to the USD(I), as required.

3. The Headquarters Department of the Army, Deputy Chief of Staff, G-1, Assistant G-1 (Civilian Personnel) (AG-1(CP))

The AG-1(CP) will:

a. Provide advice and assistance to the HQDA, DCS, G-2 on all civilian human resources programs.

b. Ensure alignment of DCIPS policies and procedures with Army's strategic human capital plan and transformation goals.

c. Support the implementation and sustainment of the DCIPS awards and recognition policies and programs.

4. The Headquarters Department of the Army, Deputy Chief of Staff, G-2 (HQDA, DCS, G-2)

The HQDA, DCS, G-2 will:

- a. Provide resources to design, develop, implement, administer and evaluate Army DCIPS awards and recognition policy and programs in coordination with Headquarters Department of the Army, Deputy Chief of Staff, G-1, Assistant G-1 (Civilian Personnel) and USD(I).
- b. Establish the awards and recognition program's strategic direction, provide the overall policy framework and approve policy guidance for administration of DCIPS awards and recognition program.
- c. Represent the Army's interest in the development or resolution of intelligence community human resources programs and issues with the Office of the Director of National Intelligence (ODNI) and USD(I).
- d. Review award nominations and requests for exception more than \$2,000 but less than \$10,000 for Army DCIPS employees for special one-time acts that significantly and positively impact the Army's ability to achieve its mission. Forward supportable requests for approval to higher level where warranted, or personally approve those that are more than \$2,000 but less than \$10,000.

5. The Headquarters Department of the Army, Assistant Deputy Chief of Staff, G-2 (HQDA, ADCS, G-2)

The HQDA, ADCS, G-2 will:

- a. Provide executive advice and consultation to the HQDA, DCS, G-2 and direct the full spectrum of DCIPS policies and procedures with Army's strategic human capital plan and transformation goals.
- b. Execute the DCIPS implementation and administration in compliance with policy.
- c. Communicate awards budget annually to Commanders of the ACOMs, DRUs, ASCCs, and the AASA with DCIPS employees based upon USD(I) guidance.

6. The Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-2, Director, Intelligence Personnel Management Office (HQDA, ODCS, G-2, IPMO)

The Director of IPMO will:

a. Design, develop, implement, administer, and evaluate Army DCIPS policy and programs, as directed by the HQDA, DCS, G-2 in coordination with USD(I), AG-1(CP), the Civilian Human Resources Agency (CHRA) and other agencies as necessary.

b. Ensure civilian personnel programs, policies, regulations and procedures align with functional goals and objectives.

c. Respond to official inquiries from Congress, ODNI, DoD and Army regarding DCIPS.

d. Act on requests for Army DCIPS personnel actions or entitlements requiring HQDA or higher level decision or approval.

7. Commanders of the Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), the Administrative Assistant to the Secretary of the Army (AASA), and HQDA ADCS, G-2 will:

a. Direct the implementation of DCIPS, ensuring that any supplemental command-wide DCIPS policies and procedures are flexible, cost-effective and efficient.

b. Evaluate the implementation and effectiveness of DCIPS awards and recognition programs to ensure alignment with the goals and objectives of the human capital strategic plan and Army policies.

c. Establish an annual budget for the DCIPS Awards and Recognition Programs, based upon annual USD(I) and Army G-2 budget guidelines and in consideration of the goals of the DCIPS Performance-Based Compensation process.

d. Approve individual non-rating based lump-sum monetary awards from \$50 to \$2,000 for Army DCIPS employees. (Note: DCIPS pay pools are required to convene annually within Commands to determine rating-based awards in any amount.)

e. Commanders of ACOMs, DRUs, ASCCs, the AASA, and HQDA ADCS, G-2 may further delegate DCIPS awards and recognition authority, as appropriate, in accordance with this Volume.

8. Civilian Human Resources Directors of the ACOMs, ASCCs, DRUs, and the AASA will:

a. Advise on DCIPS civilian human resources systems and programs.

b. Recommend changes to DCIPS regulations and standards through command channels to HQDA, ODCS, G-2 IPMO.

c. Disseminate DCIPS information to subordinate human resource offices/personnel and ensure non-DCIPS supervisors (civilian and military) of DCIPS employees are informed and knowledgeable regarding DCIPS.

9. Local Commander or Activity Head will:

a. Implement DCIPS, ensuring locally developed supplemental DCIPS policies, programs and procedures are effective, efficient, flexible, linked to budgetary considerations, supportive of EEO goals and are consistent with Army policies and delegations of authority.

b. Evaluate and take action to ensure the effectiveness of DCIPS personnel management, including compliance with legal and regulatory requirements and equitable application.

10. Civilian Human Resources Agency (CHRA), Civilian Personnel Advisory Centers (CPACs)

CHRA, CPACs will:

a. Provide the full range of personnel management advice, assistance, guidance and administration to activity commanders, supervisors, managers and employees.

b. Ensure that personnel actions and data comply with applicable laws, regulations and policies.

c. Ensure CHRA CPAC human resources specialists who provide service to DCIPS employees are trained in DCIPS and receive periodic sustainment training.

11. Nominating Officials shall:

Initiate recommendations for appropriate awards and recognition for Army DCIPS employees in accordance with AR 672-20 (References d), Intelligence Community Directive Number 655 (Reference j), DoDI 1400.25, V2008 (Reference h), DoDI 1400.25, V451 (Reference k), and this policy.

12. Approving Officials shall:

Approve recommendation for appropriate awards and recognition for Army DCIPS employees in accordance with AR 672-20 (References d), Intelligence Community Directive Number 655 (Reference j), DoDI 1400.25, V2008 (Reference h), DoDI 1400.25, V451 (Reference k), and this policy.

ENCLOSURE 3

PROCEDURES

General. In utilizing the Army DCIPS Awards and Recognition Programs, Commanders will ensure that awards programs do not potentially reduce the impact of bonus payouts made through, or undermine the processes used by the DCIPS Performance-Based Compensation Program, AP-V 2012 (Reference f); such as awarding a rating-based individual cash award outside of the Performance-Based Compensation Program or granting time-off awards in lieu of or as a supplement for rating-based awards. The Awards and Recognition Programs covered by this policy have been established to provide non-rating based monetary awards, non-rating based time-off awards, and honorary awards for significant accomplishments which warrant official recognition. It is to complement, yet remain distinct from the DCIPS Performance-Based Compensation Program. Awards budgets shall also be determined in consideration of the goals of DCIPS performance-based compensation and are intended to use bonuses rather than monetary awards to reward performance under the DCIPS performance management (Reference I). On an annual basis, HQDA, ODCS, G-2 will communicate budget guidance to Commands to be used in establishing their Command DCIPS award budget. DCIPS award budgets established by Commanders will be applied consistently across the entire Command.

a. Awards programs and practices, including those for suggestions and inventions, shall conform to DoDI 1400.25, Volume 2008 (References h), DoDI 1400.25 Volume 451 (Reference k), AR 672-20 (Reference d), and this policy. Other than the specific limitations noted in this Volume, nothing in this policy should be construed to limit an employee's eligibility under Army, IC or Federal Government awards and recognition programs.

b. Employees may not be rewarded more than once for the same act or accomplishment. When considering awards and recognition, receipt of other awards or recognition should be considered to ensure the same or related efforts or accomplishments are not the basis for the proposed award or recognition. Previous awards and recognition received during the performance year must also be considered during the annual Performance-Based Compensation pay pool process in considering what awards and recognition may be appropriate.

c. Commanders will ensure that non-rating based monetary awards, non-rating based time-off awards, and honorary awards are used appropriately as a form of recognition for Army DCIPS employees to complement not detract from, reduce or undermine the impact of the Performance-Based Compensation Program. Commanders may also delegate approval authority for non-rating based monetary awards to the lowest practical level. AR 672-20 (Reference d) provides specific delegated approval authority for honorary awards and AP-V 2012 (Reference f) provides specific delegated authorities for approval of rating-based awards.

d. Award amounts will be determined using guidelines in tables 7-1 and 7-2 of AR 672-20 (Reference d); however, award amounts shall not exceed \$2,000 regardless of the value of benefit and extent of application without an exception to policy. See table 7-3 of AR 672-20 (Reference d) for the time off award payment scale for a single contribution.

(1) Requests for exception for monetary awards in excess of \$2,000 must be forwarded through command channels to the HQDA, ODCS, G-2 for coordination through appropriate channels and approval, and shall be consistent with DCIPS compensation philosophy.

(2) Proposed awards in the amounts of \$10,001 to \$25,000 must be submitted through the HQDA, ODCS, G-2 for coordination with ASA(M&RA) prior to forwarding through appropriate channels to the Secretary of the Army for approval, and shall be consistent with DCIPS compensation philosophy.

(3) Proposed awards more than \$25,000 must be submitted through the HQDA, ODCS, G-2 and the Secretary of the Army to the Under Secretary of Defense of Intelligence (USD(I)) (Attn: Director, Human Capital Management Office) for coordination with the ASD(M&RA) prior to forwarding through appropriate channels to the Secretary of Defense who must approve them before submission to the President of the United States for final approval, and shall be consistent with DCIPS compensation philosophy.

e. Nominating officials will initiate recommendations for awards and recognition consistent with this policy and AR 672-20 (Reference d), ICD Number 655 (Reference j), DoDI 1400.25, V2008 (Reference h), and DoDI 1400.25, V451 (Reference k).

f. Approving officials will ensure compliance with this policy and AR 672-20 (Reference d), ICD Number 655 (Reference j), DoDI 1400.25, V2008 (Reference h), and DoDI 1400.25, V451 (Reference k).

g. Awards and recognition program plans shall:

(1) Be specific to the organizational goals.

(2) State the Awards and Recognition Program's budget.

(3) Clearly distinguish the Awards and Recognition Program's budget and procedures from the DCIPS Performance-Based Compensation Program processes and payouts.

(4) Ensure that monetary awards are used judiciously.

(5) Ensure approval authorities are delegated to the lowest practical levels in accordance with AR 672-20 (Reference d) and this policy.

(6) Identify roles and responsibilities for developing, planning, communicating, executing and evaluating the success of the Army DCIPS Awards and Recognition programs.

(7) Encourage managers and supervisors to consider DCIPS employees for all Federal, IC, Army, command and locally-sponsored awards for which they are eligible.

2. Types of Awards

a. Lump-Sum Monetary Awards. Army DCIPS employees are eligible for lump-sum monetary awards for one-time special act or service awards and on-the-spot awards in accordance with AR 672-20 (Reference d), but are not eligible for lump-sum monetary awards designed to recognize annual performance under AP-V 2011 (Reference I). DCIPS employee performance under AP-V 2011 (Reference I), shall be recognized in the bonus process provided through the DCIPS performance-based compensation provisions of AP-V 2012 (Reference f). A lump-sum monetary award paid to a DCIPS employee shall be an appropriate amount relative to the special act or effort, shall not exceed \$2,000 without an exception to policy (see Enclosure 3, paragraph 1.d).

b. Base-Pay Increase Monetary Awards. Pursuant to DoDI 1400.25, V-2008 (Reference h), base-pay increase monetary awards may be used by commanders to reward the highest levels of performance based on an evaluation of record for a single performance cycle for a DCIPS Quality Increase (DQI), or evaluations of record for multiple consecutive performance cycles for DCIPS Sustained Quality Increase (SQI) awards. Base-pay increase monetary awards may only be awarded in the annual pay pool process IAW AP-V 2012 (Reference f). Commanders will determine annually, based upon USD(I) and Army G-2 Fiscal Year awards guidance, the appropriate limits on the number of base-pay increase monetary awards that will be granted within their command. Receipt of a base-pay increase monetary award does not preclude an employee from receiving any non-rating based monetary award, non-rating based time off award, or a honorary award at any time during the year as long as the employee meets eligibility criteria for such award.

c. Time-off Awards. Time-off awards shall be consistent with the policies in AR 672-20 (Reference d), except that a time-off award cannot be used as a rating based award, in lieu of or as a supplement to a performance-based bonus or a base-pay increase monetary award. However, a time-off award may be considered at any time during the performance cycle to recognize the employee for a specific accomplishment or act that is not rating based. Time-off awards are a unique type of award and does not require additional funding or cash disbursement by Army organizations. Because the form of the award is time-off from duty with no charge to leave and it does not have explicit cash value. Army organizations do not have to provide additional funding or disburse additional cash. However, full consideration shall be given that time-off awards are

salary dollars being paid for time not worked. Supervisors and managers shall fully consider salary costs and productivity loss when granting time-off awards and shall ensure that the amount of time-off granted as an award is commensurate with the individual's contribution or accomplishment. The extent of the contribution will be considered when determining the amount of time-off that is approved (see Enclosure 3, paragraph 1d).

d. Honorary Awards. Honorary awards will be used to recognize and reward superior or sustained accomplishments and achievements. Honorary awards may also be used to acknowledge exceptional individual or team contribution accomplishment at any time.

e. Team Recognition Awards. Team recognition awards are encouraged as a mechanism to support collaboration goals and unified efforts to support mission accomplishment. Command awards programs shall include Team Recognition Awards.

f. Suggestion and Invention Awards. Commands with Army DCIPS positions will follow guidance for suggestion awards contained in AR 5-17 "The Army Ideas of Excellence Program" (Reference o). Commands with Army DCIPS positions will follow guidance for Invention Awards contained in AR 672-20, and DoDI 1400.25, V451 (References d and j).

g. Departmental and Presidential Awards. Army DCIPS employees are eligible for Departmental and Presidential awards in accordance with policies, procedures and rules applicable to those awards in accordance with AR 672-20, ICD 655, and DoDI 1400.25, V451 (References d, i, and j). For information on Presidential Rank Awards and other awards restricted to the ranks of DISL or DISES, see AR 672-20 (Reference d).

h. National IC Awards Programs. Army DCIPS employees may participate in IC awards programs as provided by ICD 655 (Reference I), in order to recognize distinguished service or exceptional contributions to the IC. Nominations are submitted to ODNI through the HQDA, G-2 and USD(I) via the Director, Human Capital Management Office.

i. Career Service Recognition. Policy guidance regarding career service recognition for civilian employee service is contained in AR 672-20 (Reference d).

3. Eligibility for Awards

a. Impact of Employee Evaluations of Record: Awards shall be granted only to employees with current overall performance evaluations or evaluations of record of "Successful" or higher under the DCIPS performance management system. Employees with current overall ratings of "Unacceptable" or "Minimally Successful" are not eligible for awards. If an employee does not have a performance evaluation from the DCIPS performance management system at the time an award is contemplated, management

will determine if the employee's latest evaluation is equivalent to "Successful" under DCIPS prior to granting an award. Management will determine award eligibility for employees who have not yet received a performance evaluation from any performance management system.

b. Demotions, Suspensions, and Removals. Employees who have been demoted or suspended during the past 12 months for performance or conduct reasons, or who have issued a final decision for removal, demotion, or suspension as addressed in AP-V 2009 (Reference m), are not eligible for awards or recognition under this policy.

4. Grievances. The non-receipt, type or amount of an award is not grievable in accordance with AP-V 2014 (Reference n).

5. Contractors. Contractors and their employees are not eligible for monetary awards, non-monetary awards and other recognition, except in the rare instances allowed in accordance with DoDI 1400.25, V451 (Reference k).

6. Security requirements. Written justifications for awards will be unclassified to the extent possible. If it is impossible to fully support an award without including classified information, proper security measures must be taken regarding review and processing of the award, and the maintenance of records. If classified, an unclassified version or justification will be written to accompany the award when submitted to the servicing CPAC advisor for processing and retention. Where committee review is necessary for approval of an award, an ad hoc committee with members who hold the appropriate clearances may be established.

GLOSSARY

DEFINITIONS

Approving Official. Unless otherwise noted or the dollar amount of the award exceeds the commanders delegated authority, the approving official must be at a level higher than the individual who recommended the award.

Award. An item of value bestowed or action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency and effectiveness of the Government, or is otherwise in the public interest.

Awards program. The specific procedures and requirements established in the Army for granting awards pursuant to this policy.

Base-pay Increase Monetary Award. An award in which the means of recognition is a salary increase in the equivalent of one step (DQI) or two steps (DCIPS SQI) at the employee's current grade.

Career service recognition. An award, which acknowledges number of years of government service (also referred to as length of service award). This award recognizes a significant milestone in an employee's career and emphasizes that service in the Federal Government, rather than service to a particular Department or Agency, is being recognized.

DCIPS bonus. A lump-sum monetary award awarded through the DCIPS pay pool process provided in accordance with AP-V 2012 (Reference f).

DCIPS Quality Increase (DQI). Is a base-pay increase monetary award in the form of an increase in an employee's pay from one step of the grade of his or her position to the next higher step of that grade. Commands may use a DQI to reward employees deemed initially eligible IAW Volume 2008 (Reference h) and this policy and who have not received a base-pay increase monetary award of any type within the preceding 52 consecutive weeks. Commands may use discretion to provide additional criteria for this award.

DCIPS Sustained Quality Increase (DCIPS SQI). Provides the highest base-pay increase monetary award available to DCIPS employees within a Command. The DCIPS SQI is a sustained performance award reserved to recognize truly exemplary sustained performance. The award consists of a base-pay increase monetary award in the form of an increase in an employee's pay of two steps at their current grade. Commands may use the DCIPS SQI to reward employees who were deemed initially eligible for consideration (under the criteria provided in DCIPS Army Policy-Volume

2012 (Reference f) and this policy for a base-pay increase monetary award for 3 consecutive years, the current and two preceding performance evaluation cycles.

Honorary award. Also referred to as a Non-monetary award. An award in which the means of recognition has a purely honorific value, such as a letter, certificate, medal, plaque, or other item of nominal cash value.

Lump-sum Monetary Award. An award in which the means of recognition is a lump-sum cash payment. No lump-sum monetary award shall increase the employee's rate of pay.

Non-monetary award. Also referred to as an Honorary Award (see Non-monetary award definition above).

On-The-Spot (OTS) Award. The OTS cash award is a small Special Act or Service Award (\$50 to \$500) which may be given by a supervisor for day to day accomplishments of subordinate employees.

Performance-Based Compensation Program. The Performance-Based Compensation Program, Reference f, is an annual DCIPS performance-based rewards program used to determine performance-based bonuses and base-pay monetary increases involving the execution of DCIPS pay pool which links employee performance to individual accomplishments—with the greatest rewards going to those who make the greatest contributions.

Rating-based award. An award based on a performance rating of record, formerly known as annual appraisal.

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

Time-off award. An award in which time-off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment.