



**DEPARTMENT OF THE ARMY**

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

DAMI-CP (690)

1 NOV 2023

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Exception to Policy to Suspend Fiscal Years 2023 and 2024 Defense Civilian Intelligence Personnel System Annual Performance Bonus Program**

**1. References:**

a. Under Secretary of Defense for Personnel and Readiness memorandum (Request for Exception to Policy to Suspend Fiscal Year 2023 and 2024 Defense Civilian Intelligence Personnel System Annual Performance Bonus Program), 6 Oct 23  
(~~XXXXXXXXXX~~)

b. Department of Defense Instruction 1400.25, Volume 2008 (Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition), 12 Sep 12 (Incorporating Change 1, 4 Oct 15)

c. Department of Defense Instruction 1400.25, Volume 2012 (Defense Civilian Intelligence Personnel System Performance-Based Compensation), 28 Apr 12

d. Army Policy-Volume 2012 (Defense Civilian Intelligence Personnel System Performance-Based Compensation), 31 Aug 15 (Incorporating Change 1, 30 Aug 21)

e. Army Policy-Volume 2011 (Defense Civilian Intelligence Personnel System Performance Management), 19 Jan 18

f. Army Policy-Volume 2008 (Defense Civilian Intelligence Personnel System Awards and Recognition), 12 Sep 16

2. This memorandum implements reference 1a. Department of the Army transitioned all DCIPS employees away from annual performance-based bonus in FY 2022 to 100% lump sum monetary awards (e.g., special act, on-the-spot awards). At such time Commands were informed that this transition away from performance-based bonuses to lump sum monetary awards was intended to be enduring. This memorandum formally documents a continuation of the use of 100% lump sum monetary awards process in lieu of performance-based bonuses through FY 2024. Army will still utilize the DCIPS pay pool process for determining and processing all base-pay increase monetary awards in the form of either a DCIPS Quality Increase award or a DCIPS Sustained Quality Increase award in accordance with reference 1d.

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3. USD(P&R) waived certain provisions of references 1b and 1c to allow Components with DCIPS employees greater flexibilities. Therefore, I waive the following provisions contained within Army DCIPS policy to mirror exceptions granted in reference 1a.

a. Reference 1d, specific to requiring bonuses to be linked to performance ratings issued under reference 1e and to use pay pools for the administration of bonuses, is waived. Furthermore, provisions in reference 1d, pertaining to performance bonuses, is also waived. Through elimination of annual performance-based bonuses, and under refined approach which began in 4<sup>th</sup> QTR FY 2022, commands use monetary awards throughout the year to timely recognize employees for significant accomplishments as they are achieved.

b. Reference 1f, limiting cash awards to \$2,000 except with head of component approval, is waived through FY 2024. Awards must be granted commensurate with tables of tangible and intangible benefits and not more than \$10,000 without my endorsement and further review and approval by the Army Incentive Review Board.

4. These exceptions to DCIPS policy and continuation of the refined approach to monetary awards for FY2023 and FY2024 apply to Army DCIPS employees but excludes the Defense Intelligence Senior Executive Service and Defense Intelligence Senior Level positions, regardless of funding source. Our Change Implementation Plan: Army Awards and Recognition Program, remains in effect for FY 2023 and 2024 at: [https://www.dami.army.pentagon.mil/site/dcips/docs/Army%20DCIPS%20Awards%20and%20Recognition%20Program%20Change%20Implementation%20Plan\\_June2022.pdf](https://www.dami.army.pentagon.mil/site/dcips/docs/Army%20DCIPS%20Awards%20and%20Recognition%20Program%20Change%20Implementation%20Plan_June2022.pdf)

5. My point of contact for this memorandum is Mr. Richard Leviner, DAMI-CP, available at (703) 695-1046 or richard.j.leviner.civ@army.mil.



LAURA A. POTTER  
Lieutenant General, GS  
Deputy Chief of Staff, G-2

Encl

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PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

**OCT - 6 2023**

**MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE AND  
SECURITY**

**SUBJECT: Request for Exception to Policy to Suspend Fiscal Year 2023 and 2024 Defense  
Civilian Intelligence Personnel System Annual Performance Bonus Program**

I approve your request for an exception to the Defense Intelligence Security Personnel System (DCIPS) policies cited below to suspend the annual performance bonus program for Fiscal Years (FY) 2023 and 2024 to allow all DoD Components covered by DCIPS to provide lump-sum monetary awards to their individual DCIPS employees and/or teams of such employees for special acts and efforts during FYs 2023 and 2024:

- Paragraph 2.c. of Enclosure 3 of Department of Defense Instruction (DoDI) 1400.25, Volume 2008, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition," limiting cash awards to \$2,000, except with head of DoD Component approval. All cash awards provided would remain subject to any aggregate spending limitations, including those established by the Department or the Under Secretary of Defense for Intelligence and Security.
- Paragraphs 4.a. and 4.c. of DoDI 1400.25, Volume 2012, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance- Based Compensation," requiring bonuses to be linked to performance ratings issued under DoDI 1400.25, Volume 2011, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance Management," and use of pay pools for the administration of bonuses. Related provisions in DoDI 1400.25, Volume 2012, pertaining to performance bonuses are also waived.

Please provide me with periodic updates on your progress with implementation of your new performance management and recognition system and continuing assessments of its effectiveness in improving and recognizing employee performance.

Ashish S. Vazirani  
Acting

ENCL