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Personnel and Training

RECOGNITION AND INCENTIVE AWARDS



BY ORDER OF THE DIRECTOR

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AUTHORITY: Defense Commissary Agency Directive Management Program is established in compliance with DoD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

MANAGEMENT CONTROL: This directive contains Internal Management Control provisions that are subject to evaluation as required by DeCAD 70-2 and as scheduled in DeCAD 70-3. The OPR is responsible for conducting the evaluation and testing the controls. An Internal Management Control Review Checklist will not be prepared for use by assessable unit managers for the functional areas addressed in this directive.

HOW TO SUPPLEMENT: Lower echelon units may supplement this directive by contacting HQ DeCA/DP for permission and instructions. No new forms may be created citing this directive as the authority without prior HQ DeCA/DP authorization.

HOW TO ORDER COPIES: Stores needing additional copies will submit requirements on DeCA Form 30-21 to Region/IM; Region/IM will consolidate Store and Region requirements on DeCA Form 30-21 and forward to HQ DeCA/IMSP.

SUMMARY: This directive prescribes policy and procedures governing the recognition and incentive awards program of DeCA civilian employees.

SUPERSEDES: Policy Letter 50-9, dated 19 Dec 91
OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/DPCP
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CHAPTER 1

GENERAL PROVISIONS

1-1. Purpose. The purpose of this directive is to provide basic policy and guidelines for the administration of the DeCA Recognition and Incentive Awards Program for civilian employees.

1-2. References.

a. 5 U.S.C. 4502-4505; 4507, General Provisions, Agency Awards, Presidential Awards, Awards to Former Employees and Awarding of Ranks in the Senior Executive Service (SES).

b. 5 U.S.C. 5384, Performance Awards in the Senior Executive Service.

c. 5 U.S.C. 5407, Cash Award Program.

d. Federal Personnel Manual, Chapter 430, "Performance Management."

e. Federal Personnel Manual, Chapter 451, "Incentive Awards."

f. Federal Personnel Manual, Chapter 531, "Pay Under the General Schedule."

g. DoD Directive 5120.15, "Authority for Approval of Cash and Honorary Awards for DoD Personnel," August 13, 1985.

h. DeCA Directive 50-6, Performance Management and Recognition System (PMRS), April 10, 1992.

i. DeCA Directive 50-7, Performance Management System (PMS), April 10, 1992.

1-3. Applicability. This guidance is applicable to all US civilian personnel employed by DeCA. This program does not apply to non-US citizen employees, except for non-US citizen employees in Panama. Administration of non-US citizen employees will be in accordance with applicable policies, regulations, and procedures of the local servicing activity and applicable laws and practices of the host government as specified in the servicing agreements between DeCA and the Military Departments.

1-4. Policy.

a. It is the policy of DeCA to:

(1) Encourage the fullest participation by DeCA personnel in actively sharing in improving Government operations and supporting and enhancing DeCA and national goals; and

(2) Recognize and reward such personnel appropriately, promptly, and on the basis of superior performance, special acts or services, or other personal efforts that substantially exceed normal standards or expectations and result in improved Federal Government productivity or services.

b. Additionally, it is the policy of DeCA to:

(1) Use incentive awards as an integral part of supervision and management;

- (2) Consider employee contributions for applicability throughout DeCA and in other Government agencies;
- (3) Give due weight to recognition granted to employees in considering them for promotion;
- (4) Act promptly on employee contributions in order to encourage maximum employee participation and to obtain all possible benefits for the Government;
- (5) Use regular management review processes to identify program or operational areas in which superior work results warrant the consideration for employees or groups for awards;
- (6) Grant awards only in recognition of contributions that are both significant and beyond the scope of achievement normally expected as part of the job; and
- (7) Assure that awards under this program are not used as a substitute for overtime pay, promotion, or any other purposes not compatible with the criteria for the forms or level for recognition covered in this directive.

1-5. Definitions.

- a. Cash Award. Monetary recognition to a group or an employee based on acts, services, or other achievements beyond job responsibilities which result in tangible or intangible benefits to the Government.
- b. Component. A term applicable to HQs, Regions and Service Centers.
- c. Component officials. A term applicable to the DeCA Chief of Staff, HQ Directors, Region Commanders/Directors, and Service Center Directors.
- d. Contribution. Superior accomplishment or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations, or a special act or service in the public interest, in connection with or related to official employment.
- e. Employee. An inclusive term used in this directive to refer to civilian personnel employed by DeCA. (See definition of employee as defined in 5 U.S.C. 2105.) In those instances where the policy or guidance contained in this directive refers specifically to Senior Executive Service (SES) Member(s), or Performance Management and Recognition (PMRS) employee(s), these terms will be used in lieu of "employee(s)."
- f. Honorary Award. A nonmonetary award that may be used as an additional means of recognizing employees. Specific awards are described in reference 2.d., and may be granted independently or in addition to cash awards.
- g. Incentive Award. Either a cash or honorary award, or both. The term does not apply to a quality step increase (QSI) or a performance award.
- h. Intangible Benefits. Benefits to the Government which cannot be measured in terms of dollar savings.
- i. Performance Award. A performance-based cash payment to a General Manager (GM) or General Schedule (GS) employee for superior performance. A performance award does not increase base

pay.

j. Performance Award Budget. The total amount of money allocated by DeCA for distribution as performance awards to covered employees. (This total will be determined annually by HQ DeCA/RM.)

k. Performance Award Fund Manager. The official with the responsibility for managing performance award funds within components; normally, this is the component official or his/her designee.

l. Performance Management and Recognition System (PMRS) Employees. Supervisors and management officials in grades GM-13 through GM-15.

m. Performance, Management and Recognition System (PMRS) Unit. The organizational element within the Performance Pay Unit (PPU) to which the Performance Pay Unit Official (PPUD) may delegate authority for managing a performance award budget.

n. Performance Management System (PMS) Employees. General Schedule (GS) employees in grades GS-01 to GS-15 and Federal Wage System (FWS) employees. FWS employees include Wage Grade WG-01 to WG-15, Wage Leader WL-01 to WL-15, and Wage Supervisor WS-01 to WS-19.

o. Performance Pay Unit (PPU). A group of General Managers (GM) employees in a designated unit who share in the distribution of a performance pay pool.

p. Performance Pay Unit Official (PPUO). The individual who is charged with the responsibility of overseeing administration of the PMRS for a particular performance pay unit.

q. Presidential Award. An award granted by the President under sections 4504, 4507, and 5407 of Title 5, United States Code.

r. QSI. An additional within-grade increase granted to General Schedule employees in recognition of "Outstanding" performance.

s. SES Members. Senior civilian executives in rates ES-1 through ES-6.

t. Special Act or Service. A contribution or accomplishment in the public interest which is:

- (1) A nonrecurring contribution either within or outside of job responsibilities;
- (2) A scientific achievement; or
- (3) An act of heroism. (This is a type of Superior Accomplishment Award.)

u. Superior Accomplishment Award. A monetary or nonmonetary award for a contribution resulting in the tangible benefits or savings and/or intangible benefits to the Government. These awards are not based on Ratings of Record and include special act or service awards, suggestions, and inventions.

v. Tangible Benefits. Benefits or savings to the Government that can be measured in terms of dollars.

1-6. Responsibilities.

a. The Director of Personnel and Training, HQ DeCA shall:

- (1) Develop and direct the DeCA-wide Recognition and Incentive Awards Program.
- (2) Present award nominations from within DeCA requiring the approval of the Director, DeCA, or from agencies outside of DeCA to the Director for his consideration.
- (3) Submit new award instructions or changes thereto to the Office of Personnel Management (OPM) not later than 30 days prior to the proposed effective date.
- (4) Submit an annual report on DeCA's Incentive Awards Program to the Office of Personnel Management (OPM).
 - b. The Incentive Awards Administrator, HQ DeCA, shall administer the program and advise the Director of Personnel and Training and Component Incentive Awards Administrators on matters relating to regulatory aspects of the program.
 - c. DeCA Component Officials shall ensure that:
 - (1) Management and supervisory officials under their jurisdictions identify, through normal management review and control processes, areas where superior work results warrant award consideration.
 - (2) All managers, supervisors and employees under their jurisdiction receive training as outlined in paragraph 8 of this chapter.
 - (3) Local Incentive Awards Programs are evaluated at least annually in accordance with the provisions of the Federal Personnel Manual, Chapters 430 and 451, (references d and e) in order to:
 - (a) Determine effectiveness of the program.
 - (b) Identify specific strengths and weaknesses.
 - (c) Develop or recommend to higher headquarters, as appropriate, needed revision to policy or procedures.
 - (d) Establish direction for future program effort.
 - (4) Award recognition under this program is appropriately documented in employees' official personnel folders (OPF) or employee performance folders (EPF) as appropriate.
 - (5) Adequate funds are budgeted and personnel are assigned to support the program and provide timely recognition.
 - (6) Consultation and negotiation obligations with appropriately recognized labor organizations are accomplished in accordance with the provisions of Title VII of the Civil Service Reform Act of 1978 with regard to the implementation of this directive.

1-7. Delegation of Authority.

- a. The Director, DeCA, may grant a cash award up to \$10,000 and, with prior approval of the Office of the Secretary of Defense and OPM, up to \$25,000 when certification is provided that the superior accomplishment, or the other meritorious effort for which the award is proposed, is outstanding.

For contributions deserving recognition beyond \$25,000, an additional award of \$10,000 (for a total of \$35,000) may be approved by the President upon the recommendation of the Director, DeCA, the Office of the Secretary of Defense, and OPM.

b. Component Officials are authorized to approve cash awards of up to \$5,000 for special acts/service based upon benefits to the United States Government. Delegation of authority to approve cash awards for performance is provided in Chapter 3 of this directive. When an award amount exceeds the local approval authority for a special act or service, the total amount will be conditionally approved by the Component Official. Payment of the amount within local approval authority will be deferred until the case has been reviewed by HQ DeCA and the total award approved.

1-8. Training. An effective training program for all DeCA personnel is critical to the success of the DeCA Incentive Awards Program and to ensure equal opportunity within the program. Components must ensure that training is provided by servicing Civilian Personnel Offices (CPO) as follows:

a. Entrance on Duty. New employees, at all levels, should receive orientation on the DeCA Awards Program which includes, as a minimum, an explanation of DeCA policy on granting awards; the purpose of the program; the scope of awards authorized under the program; and criteria, documentation, processing procedures, and approval authorities for performance awards.

b. Supervisors and Managers. Supervisors and managers should receive additional periodic training which explains their roles as catalysts in achieving maximum individual and organizational productivity; e.g., encouraging more effective performance; rewarding superior achievement promptly; and being fair and objective in granting awards.

1-9. Award Ceremonies. Presentation of awards should be made in an appropriate ceremony by the award-approving official or other appropriate management official, preferably at the worksite. Supervisors, friends, associates, and families should be included in ceremonies for recipients of awards when deemed appropriate. In addition to timely award presentations, annual award ceremonies (attended by families and friends of award recipients, management officials, fellow employees, and members of the community) are strongly encouraged in order to enhance employee-management and community relations.

1-10. Necessary Expense.

a. The Director, DeCA, is authorized under 5 U.S.C. 4503 to pay a cash award to and incur necessary expense for the honorary recognition of an employee whose superior accomplishment, or other personal effort contributes to the efficiency, economy, or other improvement of Government operations, or performs a special act or service in the public interest in connection with his/her official employment.

b. Under the authority of 5 U.S.C. sections 4503, 5407 and Comptroller General decision B-223319, 21 July 1986, Operation and Maintenance (O&M) funds may be used for DeCA award receptions. These funds will be used only to defray the cost of a luncheon or other similar food costs involved in an annual awards reception for awardees, their immediate families (spouse and/or children) or one guest for unmarried awardees. The above expenditures may include gratuities or other service charges attendant to the food bill, and nonalcoholic beverages. DeCA Components, responsible for the planning and execution of award receptions will estimate costs incident with the above authority and include the same in all budget requests to the Directorate of Resource Management.

c. The Chief of Staff, HQ DeCA, (for HQ DeCA), Region Commanders/Directors or Service Center Directors will determine what constitutes "necessary expenses" for honorary recognition of employees. Necessary expenses could include: the cost of refreshments at a reception in connection with an agency ceremony honoring its employees and the payment of travel expenses for an employee to receive an

award. Necessary expenses could also include the reimbursement of travel expenses for an individual of the award recipient's choosing (see Comptroller General decision B-233607, October 26, 1989) under the following conditions:

(1) The travel of the individual is authorized by the Director, DeCA or an official specifically authorized under DeCA delegations of authority.

(2) The travel is normally limited to one individual of the award winner's choosing. That person can be any individual related by blood or affinity, whose close association with the employee is the equivalent of a family relationship. At DeCA's discretion, travel reimbursement for more than one individual may be considered in instances in which the award winner requires assistance because of a handicapping condition.

(3) The travel is authorized for an individual to attend a major award ceremony (e.g., a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization).

(4) The travel must be directly to and from the site of the ceremony and is to be compensated at the rates and for the expenses authorized under the Federal Travel Regulations (41 CFR, Chapters 301-304).

(5) The travel reimbursement is intended principally to cover instances in which the award winner and his or her guest are both geographically distant from the site of the ceremony. However, travel reimbursement may be made in instances in which the award winner's residence is in the same area as the ceremony and his or her guest lives out of town.

1-11. Recognition and Incentive Awards Board.

a. Establishment and Functions. Recognition and Incentive Awards Boards or Committees will be established by the Component Officials, as appropriate. Boards or committee authority and responsibilities will be determined by the Component Officials. Use of boards or committees to act upon individual routine award recommendations is unnecessarily time consuming, often increases paperwork, and delays the granting of awards; thus discouraging employees and negating much of the motivational impact of the award. Award approval authority should, therefore, be delegated to the lowest supervisory level consistent with sound management practice; the use of boards or committees should normally be limited to high level honorary or other competitive awards or cash awards of an amount specified by the Component Official. Boards should also be rightfully used in considering controversial issues or reconsideration requests, to help set program policy, goals and objectives, evaluation of the program, assist in publicizing the program and in ceremonies and presentations. Component award procedures should provide delegation to specified managers for cash award approval authority which would not require board/committee approval.

b. Membership. In order that the board or committee may better determine the merits of award recommendations, membership should be selected from among key operating and staff officials. Membership should, to the extent possible, be representative of the workforce in terms of gender and minorities. The terms of members, including the Chairperson, should be established on a rotating basis whereby a portion of the membership changes each year. The Chairperson should be appointed by the Component Official. Boards or committees will consist of five voting members, with alternates to attend during absences of any of the voting members. At the discretion of the board, additional personnel may be called on to provide information when expert knowledge of subject matter under review is required for clarification.

c. Voting Exceptions. In some cases, it may be considered inappropriate for a board or committee member to vote on an award nomination under consideration. Examples are when the nominee is an immediate subordinate or supervisor of, or is related by either blood or marriage to the board or committee member.

1-12. Resources. Adequate staffing and support services shall be provided and funds allocated within DeCA to assure prompt action on all employee performance award recommendations and other expenses deemed necessary for honorary recognition, career service emblems, and educational and promotional materials.

1-13. Confidentiality of Award Nominations. Performance award nominations contain privileged information that should be made available only to those involved in the decision process and certain other officials on a need-to-know basis. Nominating officials should not discuss award recommendations with nominees until the award has been approved within DeCA, or in the case of external award nominations (i.e., awards sponsored by private organizations), until the nominee has been selected by DeCA as its candidate for that award. However, when nominations for external awards require that personal information (e.g., date of birth, home address, professional affiliations, employment history, etc.) be furnished, permission must be obtained from the nominee before such information is furnished to a private sponsor.

1-14. Processing Time Limits. Award recommendations which can be approved locally should be processed within 30 days, 60 days when they require HQ DeCA approval, and 90 days where they require approval outside of DeCA. Awards recognizing special acts or services must be processed and presented promptly.

1-15. Use of Management Reviews. When reviews, evaluations, or other management measuring processes disclose program areas showing superior results with fewer staff than the standards, or at less cost, action should be taken to identify, recognize, and reward the unit or work team which produced the favorable results.

1-16. Information Requirements. Reporting requirement prescribed by this directive is the Incentive Awards Annual Report RCS 1059-OPM-AN. This report is due to the Office of the Assistant Secretary of Defense (Force Management and Personnel) on November 1 of each year.

CHAPTER 2

PERFORMANCE AWARDS AND QSIs FOR PMS EMPLOYEES

2-1. Purpose. This chapter establishes policy and procedures for recognizing employees appropriately, fairly, and promptly for their contributions to DeCA's goals and objectives. The purpose of performance awards is to motivate employees by recognizing and rewarding those who attain high levels of performance.

2-2. Performance Awards.

a. Basis of Awards. Performance awards will be based on the employee's Rating of Record for the current appraisal period for which performance awards are being paid.

(1) All proposed performance awards for supervisors will be considered only if the EEO element on the Performance Plan has been met or exceeded.

(2) Substantiated adverse actions based upon employee performance, conduct, or EEO investigations may interfere with a supervisor being nominated or receiving a cash performance award. If so, action on the award will be suspended until a determination can be made that granting of the award is not inconsistent with the proposed adverse action or the final EEO determination and would not jeopardize the merits of the proposed action.

b. Preparation and Review. Performance awards for employees rated "Outstanding," "Excellent," or "Fully Successful" will be based on the recommendation of the employee's Rating Official and approved by the Reviewing Official after coordination has been completed with the Performance Award Fund Manager.

c. Award Consideration. Since a performance award may represent a considerable amount of money, the amount or percentage of such an award must carefully be considered in direct relation to the extent to which the employee's performance exceeded performance standards. Normally, employees with a Rating of Record of "Outstanding" will receive a greater award amount or percentage of base pay than "Excellent". Performance award nominations must be submitted with the Rating of Record. A performance award will cover a minimum period of 9 months and may be granted only once in any 52-week period. The work performance must have been at the same grade level, unless the employee was demoted during this period for reasons other than for personal cause. Promotions, demotions, and separations subsequent to the completion of the period upon which the award is based should not affect the person's award eligibility.

d. An employee with a Rating of Record of "Outstanding" should normally receive a performance award (or QSI). Awards in excess of 5 percent of base pay must be personally reviewed and approved by the Component Official. Based on a determination that an employee has performed at an unusually "Outstanding" level, Component Officials may recommend an award in excess of 10 percent but not to exceed 20 percent of base pay, which must be submitted for approval by the Director, DeCA. Such requests should be sent to HQ DeCA/DPCP for processing. An employee with a rating of "Excellent" should receive a performance award. The award should not normally exceed 5 percent of base pay; there is no minimum award amount prescribed. Performance awards for an "Excellent" rating in excess of 5 percent are also subject to the approval requirements specified above. Employees who receive "Fully Successful" performance ratings may be eligible for some type of recognition.

e. The following factors are provided as a guide in determining the amount and appropriateness of performance awards.

- (1) level, nature, and frequency of accomplishment;
- (2) personal effort extended;
- (3) work environment and intervening circumstances;
- (4) amount of, reason for, and time since receipt of last performance award; and
- (5) recent promotion; and
- (6) shortened rating period.

f. Documentation. The employee's Rating of Record and completed DeCA Form 50-7, "Recognition/Award Nomination and Approval", will be used to document performance awards, including the amount of award. The rating and award forms will be filed in the Official Personnel Folder or the Employee Performance File whichever is applicable at your host installation.

g. Approval Authority. Approval levels for performance awards are as follows:

<u>Amount</u>	<u>Approval Level</u>
Up to 3 percent of Base Pay	Commissary Officers/ Commanders, District Managers, and Division Chiefs
Up to 5 percent of Base Pay	Region Commanders/ Directors, Chief of Staff, HQ Directors, Service Ctr Directors
Up to 10 percent of Base Pay	Deputy Dir, DeCA Director, DeCA
Up to 20 percent of Base Pay (Amounts over \$10,000 will need OPM approval)	Director, DeCA

h. Consideration of Performance Awards in Promotion Actions. When developing rating and ranking criteria in merit promotion actions, performance awards must be considered in the rating process to the extent they indicate possession of one or more of the knowledges, skills, and abilities (KSAs) in the job-related criteria.

i. Appeals. The failure of DeCA to pay a performance award may not be appealed/grieved.

2-3. Quality Step Increase (QSI).

a. General. The purpose of the QSI is to recognize outstanding performance by granting faster than normal step increases. A QSI is an additional within-grade increase granted only to General Schedule employees in recognition of "Outstanding" performance which is generally expected to continue in the future and must be documented by an "Outstanding" Rating of Record. The period of service being

recognized must cover a minimum period of 12 months. The 12 months of "Outstanding" work performance must have been at the same position and grade level, unless the employee was demoted during the period for reasons other than for cause or promoted as the result of the application of new position classification standards. The period of a temporary promotion to a higher grade will not count toward the aggregate 12-month requirement. A QSI may be granted to an employee only once in any 12-month period.

b. **Appropriate Use.** A QSI is appropriate when an employee's "Outstanding" performance has been sustained at the high level for a sufficient time that it is considered characteristic of the individual's performance. A QSI immediately raises the employee's basic rate of pay and has continuing benefits such as increasing retirement compensation. Because a QSI is a continuing benefit, rating and reviewing officials should consider carefully cost to the Government versus the motivational value to the employee. A QSI may not be granted to an employee whose Rating of Record is less than "Outstanding."

c. **Preparation.** Recommendations for QSIs will be initiated by the employee's supervisor on DeCA Form 50-7, "Recognition/Award Nomination and Approval," and the Rating of Record must be attached to the award form.

d. **Justification.** QSI determinations should be made at the time the Outstanding rating is finalized and must be discussed with the Reviewing Official before being prepared. When a Rating of Record is more than 60 days old, a supplemental written statement setting forth the reasons for granting the QSI will be provided.

e. **Review Process.** Review of the QSI recommendation will be accomplished by the official who is the nominee's Reviewing Official. If the reviewer approves the nomination, he/she will sign and date the recommendation and forward it to the Performance Award Fund Manager for coordination of funds availability. After coordination, the approving official will transmit the QSI and performance rating to the servicing Civilian Personnel Office for processing.

f. **Effect on Within-Grade Increases.** Approval of a QSI normally does not affect the waiting period for the employee's within-grade increase. When the quality increase will place the employee into a step in the pay range at which the waiting period becomes longer (i.e., at step 4, the rating period becomes 104 weeks, and at step 7, the waiting period becomes 156 weeks), the waiting period for the next within-grade increase obviously becomes longer. But the time the employee has already served in the previous pay step (before the QSI is effective) will count toward the total waiting period for the next within-grade increase.

g. **Award in Addition to QSI.** In unusual circumstances, if the employee meets all the requirements for a QSI, but is so exceptional in one job aspect or assignment, or contributed so importantly to mission or national goals that additional recognition is warranted, a superior accomplishment/honorary award could be granted in addition to the QSI. An employee may not receive a QSI and a performance award based on the same Rating of Record.

CHAPTER 3

PERFORMANCE AND CASH AWARDS FOR PMRS EMPLOYEES

3-1. Policy. It is the policy of DeCA to recognize and reward PMRS employees appropriately, fairly, and promptly for their contributions to DeCA's goals and objectives.

3-2. Performance Awards.

a. Authority. Section 5406 of Title 5, U.S. Code, authorizes the payment of performance awards as part of the PMRS. This authority will be cited as the basis for payment of these awards.

b. Basis of Awards. Performance awards will be based on the employee's Rating of Record for the current appraisal period for which performance awards are being paid.

(1) All proposed performance awards for supervisors will be considered only if the EEO element on the Performance Plan has been met or exceeded.

(2) Substantiated adverse actions based upon employee performance, conduct, or EEO investigations may interfere with a supervisor being nominated or receiving a cash performance award. If so, action on the award will be suspended until a determination can be made that granting of the award is not inconsistent with the proposed adverse action or the final EEO determination and would not jeopardize the merits of the proposed action.

c. Funds.

(1) The amount of money available for performance awards for a fiscal year will be determined at the beginning of that fiscal year. Awards will be based on a minimum of 1.15 percent to a maximum of 1.5 percent of PMRS employees' aggregate base pay.

(2) In estimating the aggregate amount of PMRS employees' base pay for a fiscal year, the following factors should be considered:

(a) The number of employees covered by PMRS during the previous fiscal year;

(b) The aggregate rate of base pay for such employees;

(c) Significant change in the number of PMRS employees expected during the fiscal year such as by attrition, reorganization, expansion, or reduction in force;

(d) The amount of the general increases and merit increases that will be paid to PMRS employees during the fiscal year, and

(e) The distribution of performance ratings during the preceding fiscal year.

(3) HQ DeCA/RM will determine the amount of money available for performance awards prior to the beginning of each fiscal year. The performance award budget for DeCA will be calculated in accordance with paragraph 2.c.(1) and (2), above, and reported to the Office of Personnel Management accordingly. HQ DeCA/RM will advise each DeCA Performance Pay Unit (PPU) concerning the amount available for expenditure by that unit based on this calculation. Each DeCA PPU will then allocate its performance award funds under the policy and procedures set forth in this chapter. The DeCA

PMRS Review Board will be responsible for ensuring that performance award funds are properly and fairly distributed to PMRS employees.

d. Distribution of Awards Funds. Performance award money will be divided among employees of the PPU according to performance.

(1) An employee is eligible to receive a performance award if he/she is in a PMRS position on the last day of the current performance appraisal period for which performance pay decisions are being made. Performance awards will be based on an employee's performance rating as of the end of the rating period (30 June or not later than 31 August). Recommendations for performance awards may be made any time during the year when a rating is prepared. Such recommendations, however, will be considered by the Performance Pay Unit Official (PPUO) at the end of the rating period.

(2) The following criteria will be followed to distribute the awards fund:

(a) All PMRS employees rated at the "Outstanding" level may be granted a performance award of up to 10 percent of base pay. All PMRS employees rated at the "Excellent" level may be granted a performance award of up to 3% and all PMRS employees rated "Fully Successful" may be granted a performance award of up to 1%. If a DeCA Component Official determines that a PMRS employee has performed at an unusually outstanding level, a recommendation for an award of up to 20 percent of the employee's base pay may be made. Such recommendations will be forwarded to HQ DeCA/DPCP. "Unusually Outstanding" performance is considered to be the accomplishment of duties in such a manner as to have been clearly exceptional among all others who have performed like or similar duties at the "Outstanding" performance level.

(b) The Component PMRS Review Board will determine the percentage or amount of each performance award based on the number of "outstanding" ratings in the PPU, the amount of performance award funds, and/or other pertinent factors such as whether or not awards will be paid to "Excellent" or "Fully Successful" rating levels.

(c) Awards paid to "Outstanding" employees of the same grade and PMRS unit must be of a higher percentage or amount than those paid to employees at the "Excellent" level. Likewise, awards paid to employees at the "Excellent" level of the same grade and PMRS unit must be of a higher percentage or amount than those paid to employees at the "Fully Successful" level.

(d) The amount of a performance award may be adjusted because of a PMRS employee's recent promotion (since 1 January of the rating cycle year). Such adjusted awards need not meet the requirement that awards be of greater amounts than those given to employees at a lower rating level. A short statement to this effect will be placed in the award documentation by the individual recommending the award.

(e) If, at the end of the appraisal period, an employee is given a rating of "Outstanding" or is granted a performance award based on an "Excellent" or "Fully Successful" rating and transfers to another agency, to or from HQ DeCA, or to or from a DeCA Component, the DeCA PPU in which the rating was given or other performance award was approved will pay the award.

e. Award Consideration. The following factors are provided as a guide in determining the appropriateness of a performance award:

(1) Level, nature, and frequency of accomplishment;

(2) Personal effort expended;

- (3) Work environment and intervening circumstances;
- (4) Employee's position in the rate range and time in job;
- (5) Amount of, reason for, and time since receipt of last cash or performance award;
- (6) Amount of merit increase; and
- (7) Recent promotion.

f. Awards Based on Rating of Record. Awards will not be granted to employees whose rating of record from the previous rating period was used as the current annual rating, if the employee has previously received a performance award for the same rating.

g. Preparation and Processing. Performance awards for employees rated "Outstanding," "Excellent" or "Fully Successful" will be based on the recommendation of the employee's current supervisor and concurrence of the heads of the DeCA Components. A listing of PMRS employees recommended for performance awards will be submitted through the Region Personnel Office for consideration by the appropriate PMRS Review Board. The listing will include recommended amounts and percentages of base salary.

h. Documentation. Performance awards will be documented in the employee's Official Personnel Folder with a Standard Form (SF) 50 in accordance with FPM Letter 296-99, "Documentation of Actions for the Performance Management and Recognition System (PMRS)."

i. Appeals. The failure of DeCA to pay a performance award, as authorized by 5 U.S.C. 5406(b), may not be appealed or grieved under the administrative grievance procedure.

3-3. Cash Awards.

a. Authority. Title 5, U.S.C. Section 5407, authorizes a cash award program for PMRS employees or groups of PMRS employees for:

(1) Superior accomplishments of a nonrecurring nature based on personal effort which is highly exceptional, unusually outstanding, and which are beyond normal job responsibilities and performance standards. See Chapter 4 of this directive for policies and procedures regarding these awards.

(2) The performance of a Special Act or Service in the public interest in connection with or related to the employee's Federal employment. See Chapter 4 of this directive.

b. Multiple Awards. Employees may receive more than one cash award within one year if they are for different contributions and meet the overall criteria.

c. Approval Authority. Approval levels for cash awards to PMRS employees are as follows:

<u>Amount</u>	<u>Approval Level</u>
Up to \$2,500	Commissary Officers, Commissary Commanders, District Managers, and Division Chiefs

\$2,501 to \$5,000

Region Commanders
Region Directors
Chief of Staff
HQs Directors
Service Center Directors

\$5,001 to \$10,000

Deputy Director, DeCA
Director, DeCA

\$10,001 to \$25,000

Office of Personnel Management
through the Secretary of
Defense

Additional
(Normally not
exceeding \$50,000)

The President

CHAPTER 4

SUPERIOR ACCOMPLISHMENT AWARDS

4-1. General. Superior Accomplishment Awards are monetary and/or nonmonetary awards for a contribution made by an individual or a group which results in tangible benefits or savings and/or intangible economy, and effectiveness by motivating employees to increase productivity and creativity by rewarding their efforts which benefit the Government. DeCA will provide adequate funds to provide for payment of awards; staffing and support services to assure prompt action on award recommendations; and effective promotion and publicity of the program. A superior accomplishment award may be granted alone or in addition to a performance award or QSI. A superior accomplishment award is in addition to regular pay and does not increase an employee's base pay. The award is subject to the withholding of appropriate taxes. The award is no substitute for pay or for any other form of monetary recognition. When an award is approved for an employee of another agency, the benefiting agency shall make arrangements to transfer funds to the employing agency to cover the award. If the administrative costs of transferring funds exceeds the amount of the award, the employing agency shall absorb the award costs and pay the award.

4-2. Coverage. The provisions of this chapter are applicable to employees whose positions are covered under the Performance Management System (PMS); Performance Management and Recognition System (PMRS); and the Senior Executive Service (SES).

4-3. Basis of Awards. Superior accomplishment awards are monetary or nonmonetary awards for a contribution resulting in tangible benefits or savings and/or intangible benefits to the Government. They include awards for:

(1) The performance of a Special Act or Service in the public interest in connection with or related to the employee's Federal employment.

(2) Suggestions, inventions, or other unique personal efforts which contribute to the efficiency, economy, or other improvement of Government operations, or achieve a significant reduction in paperwork. Procedures for these efforts are covered in DeCA Directive 70-1.

4-4. Special Act Awards.

a. General. This type of award is considered for one-time achievements of a nonrecurring nature by a group of employees or an employee connected with or related to official employment. This recognition is appropriate when a group of employees or an employee perform(s) substantially beyond expectations on a specific assignment or aspect of an assignment or job function, or a single scientific achievement, act of heroism, or similar one-time special act, service, or achievement of a nonrecurring nature. An award in this category may be granted to a group of employees or an employee whose disclosure of fraud, waste, or abuse in the Federal Government results in intangible benefits to the Government.

b. When Appropriate. Greatest motivational impact (and, therefore, greatest effectiveness) is achieved when the award is recommended, approved, and presented promptly following the contribution. Awards for contributions of this nature are not based upon the annual rating of record and should not be withheld pending such rating. A brief specific statement of achievement and the tangible and/or intangible benefits to the Government which provide the basis for the amount of award granted is required. The amount of the award for special act or service contributions is based on tangible and/or intangible benefits to the Government. See Tables 1 and 2 for tangible and intangible award scales. There is no limit to the number of Special Act Awards an employee may receive in any given period, either as an individual or as a

member of a group. Receipt of an award in this category does not preclude the same employee(s) from receiving honorary recognition, a performance award, or QSI, when criteria for such recognition otherwise are met.

c. Preparation. Recommendations for Special Act Awards will be initiated by the employee's supervisor on DeCA Form 50-7, "Recognition/Award Nomination and Approval."

d. Justification. Cash award recommendations will include a narrative justification which describes the unique and special contributions the employee has made, how it/they exceeded normal job requirements, and their significance to DeCA or the Federal Government. Justification should also include the appropriateness and amount of the award recommended, and the tangible and/or intangible benefits. The amount of a cash award will be based on Tables 1 and 2 of this directive.

e. Documentation. Cash awards will be documented on a SF-50 and filed in the employee's Official Personnel Folder or the Employee Performance Folder, whichever is appropriate.

f. Review Process and Presentation. Review of the award recommendation will be accomplished by the official who is the nominee's second level supervisor. If the reviewer concurs with the appropriateness of the award, he/she will sign and date the recommendation and forward it to the Performance Award Fund Manager for coordination before submitting it to the servicing CPO for processing and to the DeCA payroll office for payment. The award will be presented in accordance with locally established procedures.

4-5. DeCA On the Spot Awards.

a. General Information and Criteria. The purpose of this award is to recognize and promptly reward individuals who have performed beyond expectations in an assignment of short duration, e.g., overnight, weekend, holiday, etc. These assignments or projects would normally result from crisis situations or important mission requirements demanding quick action. This award is closely related to the Special Act Award; however, unlike the Special Act Award which requires that an employee accomplish a one-time, nonrecurring achievement normally involving a period of several weeks or more, the On the Spot Award is appropriate for assignments involving a much briefer period and is not limited to one-time, nonrecurring assignments. There is no limit to the number of On the Spot Awards an employee may receive in any given period. Receipt of this award does not preclude the same employee from receiving honorary recognition, another cash award, or Quality Step Increase based on sustained superior performance of job responsibilities when criteria for such recognition are otherwise met. Since the greatest motivational impact (and therefore greatest effectiveness) of this award is achieved when it is presented promptly following the achievement, documentation, approval requirements, and processing procedures will be minimal.

b. Award Amount and Documentation. The On the Spot Award as well as the amount of benefits to the Government resulting from the achievement will be documented on DeCA Form 50-7, "Recognition/Award Nomination and Approval." A brief, specific statement of achievement, i.e. one paragraph, will be prepared on plain, bond paper and attached to the nomination form. The amount of the award will range from \$50 to \$250. The award amount will be based on the complexity of assignment, quality of accomplishment, timing, and additional compensation (overtime pay) already received, if any. The amount of the award must match the tangible or intangible savings recorded. See Tables 1 and 2 for tangible and intangible award scales.

c. Approval Authority Processing and Presentation. The award will be recommended by the individual's first level supervisor and approved by the second level supervisor. Approved

recommendations, after obtaining the Performance Award Fund Manager's coordination, will be forwarded immediately to the appropriate office for processing to the DeCA Payroll Office for payment. The award will be presented in accordance with locally established procedures. →Regions May develop a certificate for presentation to employees who receive an On-the-Spot Award. ← →*IMpulse*, Jul 95←

4-6. Time Off Awards (TOA).

a. This award provides for approval of up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements contributing to the DeCA's mission. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty. Contributions must directly support the DeCA mission and result in benefits to the Government similar to Special Act or Service Awards. The extent of the contribution to the DeCA mission will be considered when determining the amount of time off that is approved.

b. TOA may be granted in amounts up to 40 hours for a single contribution. Awards up to eight hours may be approved by the immediate supervisor. Awards over eight hours must be approved at a higher level. The TOA must be scheduled and used within one year after approval. A TOA does not convert to a cash payment under any circumstance.

c. The DeCA Form 50-7 will be used to process the TOA. In addition, the following documentation is required:

- (1) Short description of the employee's achievement.
- (2) Indication that the award is a TOA.
- (3) The length of the award.
- (4) The signature of the nominating and approving official.
- (5) The amount of time off must be documented on a SF-50 and be retained in the employee's Official Personnel Folder.

d. Processing of the TOA will be accomplished as expeditiously as possible (recommendation and approval should be done within 48 hours).

e. In the case of part-time employees or employees with uncommon tours of duty, the maximum time off granted for a single contribution for part-time or uncommon tour employees will be one half the maximum amount of time that could be granted in the leave year for the employee.

f. If the employee is transferring to another DoD activity or outside DoD, the time off cannot be transferred and, in order to avoid the loss of the time off, the employee should be allowed to use the incentive prior to the transfer.

g. Intermittent employees are not entitled to this award.

→h. Regions may develop a certificate for presentation to employees who receive a time-off award. ← →*IMpulse*, Jul 95←

CHAPTER 5

HONORARY AND CAREER SERVICE AWARDS

5-1. General.

a. A wide variety of honorary awards are available to recognize the achievements and contributions of DeCA employees. They may be granted independently of or in addition to cash awards. Honorary awards are not, however, intended to serve as substitutes for deserved cash awards. Appropriate recognition will be considered for supervisors for their success in motivating their employees' productivity and creativity through the use of incentive awards.

b. With the exception of the DoD Distinguished Civilian Service Award, the President's Award for Distinguished Federal Civilian Service, and Civilian Career Service Awards, only one honorary award may be granted for a single act, achievement, or period of service. However, if circumstances warrant, an employee may be granted an honorary award in recognition of the contribution for which a cash award has been granted.

c. To be eligible for award consideration, nominations for non-competitive type DeCA awards must be submitted within 90 days of the act, achievement, or period of service on which the nomination is based.

d. A recipient of a DoD/DeCA honorary award does not automatically become ineligible for a future grant of the same award, provided any subsequent consideration is based on a different achievement or service performed during a different period. Subsequent groups of the DoD Distinguished Civilian Service Award will be recognized successively by the issuance of a bronze, silver, and gold leaf ribbon attachment for the original medal.

5-2. Department of Defense Distinguished Civilian Service Award.

a. The Secretary of Defense, in an annual ceremony, presents the DoD Distinguished Civilian Service Award to DoD civilian employees whose careers reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvements in the operations of DoD. The award, which is the highest DOD award granted to civilian employees, is made for contributions in a scientific field or for accomplishments in technical or administrative endeavors.

b. Nominations for this award will be forwarded by DeCA Components to HQ DeCA, ATTN: DPCP. Requirements with respect to format and contents of nominations will be announced annually by the Directorate of Personnel and Training, upon receipt of instructions from the Deputy Assistant Secretary of Defense (Civilian Personnel Policy/Equal Opportunity). In all cases, the nomination must have the approval of the appropriate component official prior to referral to HQ DeCA/DPCP for consideration by the DeCA Recognition and Awards Board.

c. Employees nominated in one year but not selected as the DeCA nominee, or a DeCA nominee not selected as an award recipient, may be renominated in subsequent years.

d. The importance of the nominee's achievement or career accomplishments should be such as to warrant higher recognition than can be accorded by the Director, DeCA. Nominees must have received or be nominated concurrently for the DeCA Distinguished Civilian Service Award.

5-3. DeCA Distinguished Civilian Service Award.

a. This is the highest honorary award that DeCA can bestow upon a DeCA civilian employee. It is granted by the Director, DeCA, only to those civilians who have distinguished themselves by exceptional service or contributions of the broadest scope to DeCA or DoD as a whole. The award consists of a gold medal and a citation/certificate. It may be awarded for contributions such as but not limited to the following:

(1) Accomplishment of assigned duties in such a manner as to have been clearly exceptional among all who have performed like or similar duties.

(2) Development or improvement of methods and procedures which have resulted in extraordinary results for DeCA, DoD, or the Federal Government, contributing directly and significantly to DeCA or DoD mission accomplishment and/or national goals.

(3) Exhibition of great courage and voluntary risk of personal safety in the face of danger, over and beyond the call of duty, related to or in the performance of assigned duties which resulted in direct benefit to the Government or its personnel.

(4) Other exemplary performance related to official employment, comparable to that above, deemed by the Director, DeCA, to warrant the highest honorary civilian recognition.

b. Recommendations for the DeCA Distinguished Civilian Service Award may be made at any time. Normally, recommendations are initiated by the employee's immediate supervisor and concurrence obtained in accordance with locally established procedures. In all cases, the nomination must have the approval of the appropriate Component Official prior to referral to HQ DeCA/DPCP for consideration by the DeCA Recognition and Awards Board. An original and five copies will be submitted. The nomination will consist of DeCA Form 50-7 and a narrative statement, including the following:

(1) Specific justification, not exceeding three typewritten pages, citing examples and details in support of the recommendation.

(2) Description of present duties.

(3) Draft of proposed citation, written in the third person, not to exceed 90 words in length.

(4) Chronology of previous awards and other significant recognitions such as Outstanding Performance Appraisals, QSIs, etc.

c. When this award is granted for a heroic act, a cash award not to exceed \$1,000 may be granted to recover loss of personal property from the heroic act. Should the act be related to the employee's own assigned duties, it must, for purposes of cash award eligibility, manifest great courage and voluntary risk of personal safety over and beyond the call of duty.

5-4. DeCA Meritorious Civilian Service Award.

a. The DeCA Meritorious Civilian Service Award, the second highest DeCA honorary recognition for civilian employees, is approved by the Regional Commander/Director, Service Center Director or Chief of Staff if the employee is in the Headquarters. It is presented by the Component Official, as appropriate. The award consists of a silver medal and a citation/certificate. It may be awarded for services such as the following, which are not as broad in scope to warrant the DeCA Distinguished Civilian Service Award.

(1) Accomplishment of assigned duties in an exemplary manner, setting a record of

individual achievement and inspiring others to improve the quality and quantity of their work performance.

(2) Exercised unusual initiative in devising new or improved work methods and procedures that result in substantial savings in manpower, time, space, materials, or other items of expense, improving safety of health of employees, other significant contributions to DeCA or DoD mission accomplishment, or national incentives or goals.

(3) Attained superior achievement in improving the morale of workers in an organization unit with the consequent improvement in work performance and esprit de corps.

(4) Demonstrated unusual courage or competence in an emergency while performing assigned duties.

(5) Rendered other outstanding performance related to official employment, comparable to that above, deemed to be worthy of recognition.

b. Nominations should be initiated by the employee's supervisor using DeCA Form 50-7, and concurrence obtained in accordance with the DeCA component's established procedures prior to referral to the Recognition and Incentive Awards Committee. The format of the narrative submitted in support of the nomination is the same as the prescribed for the DeCA Distinguished Civilian Service Award.

c. When this award is granted for a heroic act, a cash award not to exceed \$750 may be granted to recover loss of personal property resulting from the heroic act. Should the act be related to the employee's own assigned duties, it must, for the purpose of cash award eligibility, manifest great courage and voluntary risk of personal safety over and beyond the call of duty.

5-5. DeCA Superior Civilian Service Award.

a. This award provides for recognition of civilian employees of DeCA and approved by component officials. It may be awarded for significant contributions which warrant official recognition but not broad enough in scope to merit the granting of the DeCA Meritorious Civilian Service Award. It may be used to recognize sustained high quality performance over a period of time or special acts or achievements. The award consists of a pewter medal and citation/certificate.

b. Submission of nominations for this award will be in accordance with the DeCA Component's established procedures. Nominations will be initiated by the employee's supervisor using DeCA Form 50-7 with a short narrative justification attached. DeCA HQ Directors will approve this award for DeCA HQ employees; Component Commanders/Directors will approve it for employees of their respective Component.

5-6. DeCA Civilian Career Service Award.

a. This award may be granted to civilian employees upon retirement in recognition of outstanding career service over a period of years. The period of service covered may embrace military as well as civilian service. The award consists of a bronze medal and a citation/certificate.

b. To be eligible for this award, the employee should have:

(1) A record of sustained superior performance that has had impact on the effective accomplishment of mission objectives; and

(2) Received previous recognition for superior performance or special achievement.

However, prior receipt of top level honorary recognition is not a prerequisite for eligibility.

c. This award is not to be used as a replacement for the Retirement Certificate. It will not be granted in conjunction with the DeCA Distinguished, Meritorious, or Superior Civilian Service Award or the DeCA Certificate of Achievement.

d. Nominations will be processed in accordance with the DeCA Component's established procedures. Normally, this would include initiation of the nomination by the employee's immediate supervisor, using DeCA Form 50-7 with a short narrative justification attached. The Deputy Director will approve this award for HQ DeCA employees; Component Commanders/Directors for employees of their respective Component.

5-7. DeCA Certificate of Appreciation.

a. The DeCA Certificate of Appreciation is designed to provide honorary recognition of the contributions of outstanding achievers. It may be awarded by managers to DeCA or non-DeCA civilian employees for significant contributions to the efficiency, effectiveness, or economy of operations of the immediate functions to which assigned.

b. Nominations should cover a minimum period of service of three months.

c. Nominations will be considered in accordance with the DeCA Component's established procedures. Normally, this would include initiation of the nomination by the employee's immediate supervisor, using DeCA Form 50-7 with a short narrative justification attached.

5-8. DeCA Awards for Achievement in Equal Opportunity.

a. The DeCA Awards for Achievement in Equal Employment Opportunity (EEO) are presented by the Director, DeCA, or his/her designee to employees, supervisors, and managers who have made a significant contribution to the accomplishments of EEO Program goals.

b. Nominations will be considered in accordance with procedures and criteria established by HQ DeCA/EEO. Normally this will include initiation of the nomination by the employee's immediate supervisor using DeCA Form 50-7, "Recognition/Award Nomination and Approval," with a citation of not more than 100 words, highlighting the significance of the nominee's achievements, and a summary of achievements that impacts on DeCA's EEO Program to include other awards or honors received. The summary must be specific in substantiating actions or projects that are the basis for the nomination and based on actions accomplished during the previous rating period. All nominations will have the approval of the appropriate component official prior to referral to HQ DeCA/DPCP for consideration by the DeCA Recognition and Awards Board.

c. Announcement will be made annually with respect to format and content of nominations. All DeCA Directors are encouraged to submit a nomination.

5-9. DeCA Disabled Employee of the Year.

a. The award recognizes individual achievements and increases awareness of the contributions being made by DeCA's disabled employees. This award will also be presented by the Director, DeCA, or his/her designee.

b. Criteria. All disabled DeCA employees are eligible for this award. To be considered, nominees' job performance must have exceeded requirements in spite of limiting physical factors, and

employees must have exhibited courage and initiative in overcoming their disability.

c. Nomination Procedures. Each region and service center will board their nominations and submit their selection to HQ DeCA/DPCP using DeCA Form 50-7. Announcement will be made annually with respect to format and specific content to nomination. The period to be covered is 1 July to 30 June. The following additional information is to be provided on plain bond paper:

- (1) Identification.
 - (a) Title and Grade.
 - (b) Organization Unit.
 - (c) Total Years of Federal Service.
 - (d) Length of Service with Current Organization.
 - (e) Work Experience other than Federal Employment.
 - (f) Educational Background.
 - (g) Description of Disability.
 - (h) Any other pertinent biographical data (i.e., military service, etc.)

(2) Narrative Justification. Provide narrative justification covering job performance and examples of demonstrated courage and initiative which served as an inspiration to others. Justification should not exceed two single typewritten pages.

(3) Citation. A concise summary of the individual's achievements of approximately 75-99 words.

5-10. Career Service Recognition.

a. Employees will receive a Federal Career Service Emblem and a certificate of recognition at 10-year intervals, provided that a minimum of five years was in the civilian service in the Federal Government, to recognize longevity milestones in their Federal careers. For the purpose of this award, "Federal Service" includes civilian service in departments/agencies of the Federal Government, and all honorable military service.

b. Creditable service will be determined from the service computation date (SCD) established for each employee for reduction-in-force purposes. In cases where this SCD does not account for all Federal service, exceptions will be made as required.

c. Regional Commanders/Directors and Service Center Directors will sign certificates of recognition for their respective region and service center personnel with the exception of the 40 and 50 year certificates. These will be forwarded to Headquarters DeCA/DPCP for the DeCA Director's signature. The Director will also sign certificates of service for regional directors, service center directors and Headquarters employees regardless of length of service.

d. Presentations for career service recognition should be held as close to the anniversary date of the employee's eligibility as is feasible. Award ceremonies, if desired, will be at the discretion of the

Component Commanders/Directors.

5-11. Memorandum of Commendation.

a. Use these memorandums to commend an employee for unusual work performance, or for an act or service that clearly exceeds that normally expected in the performance of duties. These memorandums may be awarded to DeCA as well as non-DeCA civilian employees. The memorandum may be awarded for any unusual achievement, performance, or contribution which does not meet the criteria for a cash award. Memorandum of commendation will:

- (1) Contain a complete and concise description of the employee's work performance, act, improvement, or service, and dates of such acts, and identifying information such as position title, grade and office symbol.
- (2) Bear the signature of the Component Official.
- (3) Be given to the employee through supervisory channels.
- (4) Be used in partial support of recommendations for performance awards during performance appraisal.
- (5) Be filed in the employee's Official Personnel Folder (OPF).

5-12. Memorandum of Appreciation.

a. Use this memorandum at any time to express appreciation to a DeCA or a non-DeCA civilian employee for work performance, act, or service that is better than normally expected. The memorandum may be used for recognizing employee contributions to civic or professional activities normally expected in the performance of the job, such as speaking, participating in conferences, or other leadership activities. Memorandums of appreciation will:

- (1) Contain a complete and concise description of the employee's work performance, act, improvement, or service, and dates of such acts, and identifying information such as position title, grade and office symbol.
- (2) Bear the signature of the immediate supervisor, higher-level supervisor, or any person having knowledge of the service rendered.
- (3) Be given to the employee through supervisory channels.
- (4) May be used in partial support of recommendations for performance awards during performance appraisal.
- (5) Will not be placed in employee's official personnel folder (OPF).

5-13. DeCA Director's Award for Volunteer Service

a. This award provides recognition and encouragement to employees' off-duty volunteer efforts that benefit their home communities, State, or the Nation. The criteria for this award is as follows:

b. A minimum of one year of continuous voluntary service in a DeCA sponsored or sanctioned program that takes direct and consequential action to solve serious social problems in the

community; or

c. A minimum of one year of continuous voluntary service in a non-DeCA sponsored or sanctioned program that takes direct and consequential action to solve serious social problems in the community; or

d. Demonstrated leadership in organizing, implementing and/or administering a continuing voluntary service program or activity.

5-14. DeCA Civilian of the Year Award

a. The DeCA Civilian of the Year Award is designed to recognize outstanding efforts in duty performance, customer relations, and community involvement.

b. Nominations will be initiated by the employee's supervisor using DeCA Form 50-7 with a short narrative justification attached. Justification should cover areas such as job accomplishment, improvement efforts, personal qualities, other accomplishments (e.g., a contribution made which was outside the area of nominee's responsibility) or other recognition.

c. Nominations (limited to one per component) must be submitted not later than January 20 of the following year to cover the period of January 1 to December 31 of the preceding year. Submit nominations to HQ DeCA/DPCP. All nominations will have the approval of the appropriate component official prior to referral to the HQ DeCA/DPCP for consideration by the DeCA Recognition and Awards Board.

d. Quarterly recognition may be established at the Region, District, or Service Center level. The winners at these levels may be submitted for the Civilian of the Year Award.

e. The form of this award is a suitably engraved plaque.

5-15. Michael W. Blackwell Leadership Award

a. This award is established in honor of the late CMSgt Michael W. Blackwell, former DeCA Senior Enlisted Advisor, to recognize a civilian or military employee of DeCA who has demonstrated the highest level of leadership qualities in the performance of his or her duties. CMSgt Blackwell served as DeCA's Senior Enlisted Advisor from March 1994 to March 1995, culminating a distinguished commissary career which began in July 1974. His tenure in the commissary system personified total commitment to excellence, unswerving dedication, and superior technical acumen. Sensitive, optimistic, and cheerful, he inspired all he met. He provided sound, insightful guidance and direction during difficult times, overcoming many adversities which helped establish DeCA as one of the most efficiently run retail grocery chains in the world. His personal contributions significantly improved the quality of service and benefits to service members, retirees, and their families worldwide. This award will be made annually to the DeCA employee (civilian or military) who demonstrated the exceptional leadership qualities exemplified by CMSgt Blackwell.

b. DeCA employees (civilian or military) who demonstrated exceptional leadership, courage, and integrity, in the performance of their duties may be nominated for this award. The period of service for the award is July 1 through June 30.

c. Nominations will be submitted using DeCA Recognition/Award Nomination and Approval Form DeCA 50-7. Nominations will be forwarded to arrive at Headquarters DeCA no later than August 31 each year. Nominations will be limited to one submission from the headquarters and one from each

region. The headquarters' nomination will be signed by the Chief of Staff or his designee and the Region nomination will be signed by the Region Commander/Director. An original nomination including justification and 5 copies will be submitted. The justification in support of the nomination should not exceed two single-spaced typewritten pages. Nominations will be submitted in the following format:

(1) Name, Civilian Grade or Military Rank, Position Title, Duty Location, and a brief description of the current duties.

(2) Description of exceptional leadership exhibited which contributed to mission accomplishment, overcoming problems or emergencies.

(3) Specific examples of results or accomplishments directly attributable to the nominee's leadership efforts and the impact(s) on DeCA.

(4) Previous awards received.

(5) Biography (not to exceed one page).

d. Nominations will be reviewed by Headquarters Incentive Awards Review Board. The incentive Awards Review Board will evaluate the nominations and recommend a winner to the DeCA Director. The Director will make the final selection.

e. The award will consist of an engraved plaque presented by the DeCA Director. The award will be presented in conjunction with a suitable function (preferably at DeCA's annual awards ceremony in conjunction with the National ALA Convention) Commensurate with the importance of the award. Travel and per diem to the award presentation site will be funded by DeCA for the recipient.

5-16. Non-DeCA Performance Recognition Programs. DeCA employees may receive monetary and honorary awards from other Federal departments and agencies for contributions of benefits to those operations. The DeCA may grant monetary and honorary awards to employees of other Federal departments and agencies when their contributions benefit DeCA.

5-17. Non-Federal Awards. There are various non-Federal awards available for DeCA employee participation on a national basis, such as the Arthur S. Fleming Award, William A. Jump Memorial Award, William T. Pecora Award, etc. Announcement will be made annually with respect to format and content of nominations solicited by HQ DeCA/DPCP for these awards. In addition, Commanders/Directors at each component are encouraged to participate in any locally sponsored honorary awards program that recognizes the performance or service of DeCA employees.

5-18. Other Awards. Commanders/Directors at each component are encouraged to develop their own awards recognition programs, i.e., civilian of the month, civilian of the quarter, etc. A copy of such supplementation should be submitted to HQ DeCA/DPCP at least one month before implementation date for review.

CHAPTER 6

ELIGIBILITY

6-1. Employee Award Recipients. All DeCA employees who are paid from appropriated funds, with the exception of PMRS employees, are eligible to receive cash/honorary awards under the authority of Section 4502-4504 of Title 5, U.S.C. PMRS employees are eligible to receive cash awards based on outstanding performance, suggestions, inventions, and other accomplishments under the authority of Section 5403 of Title 5, U.S.C. SES members may receive cash bonuses and Presidential Executive Rank awards, and are eligible for cash awards for suggestions, inventions, and special acts/services. Administration of non-US citizen employees will be in accordance with applicable policies, regulations, and procedures of the local servicing activity and applicable laws and practices of the host government as specified in the servicing agreements between DeCA and the Military Departments.

6-2. Former Employees. Awards may be granted under the authorities of Section 4505 and 5403(f) of Title 5, U.S.C to former employees and to the legal heirs or estates of deceased employees, if the contribution being recognized was made during Government employment.

6-3. Private Citizens. Components are encouraged to present honorary awards to private citizens or organizations for significant contributions that benefit DeCA. These awards may take the form of medals, certificates, plaques, or other items that can be worn or displayed and should be of moderate value.

6-4. Grade Level. Employees at all levels should be given the same encouragement to make outstanding contributions, and all employees whose contributions to the Government substantially exceed job standards should be considered for appropriate recognition when merited, awards should be granted without regard to the employee's grade or level and type responsibility.

6-5. Effect of Promotion. A promotion that has taken into consideration the employee's outstanding performance normally is considered adequate recognition for the high-level performance. However, this would not preclude an award being granted for a suggestion that had been adopted, or for a special act or service, if criteria for these awards were met by an individual who had received a promotion.

6-6. Previous Award. The fact that an employee has received a cash award for a suggestion or a special act or service does not preclude the employee from receiving additional recognition based on sustained outstanding job performance provided the contribution previously awarded is not used to support the new recommendation.

6-7. Wider Application or Greater Benefits. In addition to any award granted initially upon local application of a contribution, a further award may be granted if there is wider application or if there are greater benefits than originally determined.

6-8. Incentive Award Eligibility Guide. Table 3 provides a quick guide for determining eligibility for incentive awards by category.

CHAPTER 7

CASH AWARD COMPUTATIONS AND PAYMENTS

7-1. General Provisions.

a. Cash awards may be granted to employees or groups of employees, based upon tangible monetary savings or intangible benefits to the Government, or a combination of both.

b. An award may be granted to an employee for a contribution which concerns matters either within or outside assigned responsibilities. However, if it is within those responsibilities, it must be so superior or meritorious that it warrants special recognition. In making such determinations, careful consideration should be given to the employee's position/job description, assigned duties, the performance requirements or standards for the position, and the extent of application of the contribution and its impact on DeCA. The employee's supervisor generally is in the best position to evaluate whether the contribution is within assigned responsibilities. However, the servicing personnel office will assist in this determination as required. In any event, the overall intent is to recognize and reward improvements to an organization.

7-2. Group Awards.

a. The total of a group cash award will usually not exceed the amount authorized for that type of award if it were made to one individual, unless a larger award is specifically authorized by the Director, DeCA. When such exceptions are made, rationale should be fully documented and made a matter of record. For group awards, the statutory \$10,000 limitation applies to each member of the group.

b. Cash awards made to groups of individuals should be distributed as follows:

(1) If all of the individuals have contributed on a substantially equal basis to the contribution being recognized, each individual should receive an equal share of the total award.

(2) If the degree of contributions from individuals in the group differs materially, each individual should receive a share of the total group award that is in proportion to his/her particular contribution as determined by the recommending official.

7-3. Employee Agreement. Acceptance of a cash award constitutes an agreement that the use by the Government of an idea, method, or device for which the award is made does not form the basis for a further claim of any nature against the Government by the employee, his/her heirs, or assignees.

7-4. Transfer of Funds. When an award is approved for an employee of another DeCA Component or another agency, arrangement shall be made to transfer funds to the employing Component or agency. If the administrative costs of transferring funds would exceed the amount of the award, the employing Component or agency shall absorb the award cost (5 CFR 451.209(b)). Currently, it would not be practical to transfer funds when an award is \$400 or less. The amount of award should be calculated using the scales of the benefiting Component or agency.

7-5. Deduction from Award Amounts. Awards are in addition to the regular pay of the recipient and are subject to the withholding of income taxes. The tax must be deducted from the award, and the amount of the award may not be adjusted upward by a sum sufficient to cover the withholding tax, except in a limited case of On the Spot Awards. Cash awards are not subject to retirement deductions.

7-6. Salary Differentials. A cash award does not affect the computation of salary differentials.

7-7. Deceased/Separated Employee. An award will be paid to an employee or his/her estate notwithstanding the death or separation from the service of the employee concerned, if the suggestion, invention, superior accomplishment, other personal effort, or special act or service, in the public interest for which the award is proposed, was made or performed while the employee was in the employ of the Government.

7-8. Determining Amounts. Award amounts should be proportionate to the benefits resulting to the Government from the contribution. When more than one person is involved in the contribution, the total amount of the award to be shared normally will be the same as if only one person had been involved.

7-9. Estimating Benefits. Every effort should be made to determine tangible benefits resulting from employee contributions. For example, tangible benefits can be calculated or estimated when contributions conserve staffing power, material, time or space, eliminate unnecessary processes, or improve existing methods. Awards should not be based upon intangible benefits simply because it may be more expedient to do so. However, when benefits cannot be measured, for example, from contributions which improve science, natural resources, or service to the public, the award may be based on intangible benefits to the Government.

7-10. Calculating Benefits.

a. Tangible Benefits.

(1) The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$250. The minimum award for intangible benefits should require the same standard. Table 1 provides a "Quick Guide for Calculating Awards Based on Tangible Benefits." This scale is applicable to special achievements awards based on special acts or services.

(2) The following formula may also be used in calculating tangible benefits:

<u>Estimated First-Year Benefits to Government</u>	<u>Amount of Award</u>
Up to \$10,000	10 percent of benefits
\$10,001-\$100,000	\$1,000 for the first \$10,000 plus 3 percent for benefits over \$10,000
\$101,000 or more	\$3,700 for the first \$100,000, plus .5 percent of benefits over \$100,000

b. Intangible Benefits. Contributions recognized by cash awards based on intangible benefits must be comparable, in value to the Government, with those based on tangible benefits. Comparisons are shown, in parenthesis, below the award amount in Table 2 which will be used in computing award amounts for intangible benefits.

c. Combination of Tangible/Intangible Benefits. When a contribution has both tangible and intangible benefits, the amount of the award will be based on the total value of the contribution to the Government; i.e., a combination of the award amount based on tangible benefits derived from Table 1 will increase by the amount of award based on intangible benefits to the Government (Table 2).

d. Additional Benefits. Normally, awards are based on the estimated first-year benefits to the Government. However, in addition to any award granted initially upon local application of personal effort, a further award may be granted if there is wider application, or there are greater benefits than originally determined.

7-11. Exceptions to Scales. Under appropriate circumstances, exceptions may be made to the scales of awards for tangible and intangible benefits published as Tables 1 and 2. Exceptions to the scales may be authorized by the DeCA Components. Authorization for exceptions to the published scales will never be made arbitrarily and the reason(s) for the exception will be documented. Occasions when exceptions to the scales may be appropriate are:

a. When a contribution is made by more than one employee and the amount of the award, when shared by all contributors, would be too small to be meaningful and motivating; or

b. When there are substantial nonrecurring implementation costs for a contribution that will benefit the Government for a number of years, the award may be based on an average of the estimated net benefits over a period not to exceed five years.

Table 1b. Quick Guide for Calculating Awards Based on Tangible Benefits

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

* Awards over \$10,000 require the approval of the Office of Personnel Management.

** Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

TABLE 1

Scale of Recommended Awards Based on Intangible Benefits

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
<p>Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of headquarters.</p> <p>Affects a small area of science or technology.</p>	<p>Affects functions, mission, or personnel of several offices, facilities or installations.</p> <p>Affects an important area of science or technology.</p>	<p>Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau.</p> <p>Affects an extensive area of science or technology.</p>	<p>Affects functions, mission, or personnel of several regional areas or commands, or an entire department or a large independent agency, or is in the public interest throughout the Nation or beyond.</p>	
<p>MODERATE VALUE - Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of either limited value of a product, activity, program, or service to the public.</p>	\$25 - \$100 (Compare w/ \$250 - 1,000 tangible benefits)	\$100 - \$250 (Compare w/ \$250 - 1,000 tangible benefits)	\$250 - \$500	\$500 - \$1,000
<p>SUBSTANTIAL VALUE - Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.</p>	\$100 - \$250 (Compare w/ \$1,000)	\$250 - \$500 (Compare w/ \$2,500 - \$5,000 tangible benefits)	\$500 - \$1,000 (Compare w/ \$1,000 - \$2,500 tangible benefits)	\$1,000 - \$2,500
<p>HIGH VALUE - Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, program, or service to the public.</p>	\$250 - \$500	\$500 - \$1,000 (Compare w/ \$5,000 - \$10,000 tangible benefits)	\$1,000 - \$2,500 (Compare w/ \$10,000 - \$50,000 tangible benefits)	\$2,500 - \$5,000 (Compare w/ \$50,000 - \$100,000 tangible benefits)
<p>EXCEPTIONAL VALUE - Invention of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.</p>	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000 (Compare w/ \$50,000 - \$100,000 tangible benefits)	\$5,000 - \$10,000 (Compare w/ \$50,000 - \$1,000,000 tangible benefits)

(1) The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$250 or an agency-determined minimum. The minimum award for intangible benefits should require a comparable high standard.

(2) Contributions recognized by cash awards based on intangible benefits must be comparable, in value to the government, with those based on tangible benefits.

(3) When a contribution has both tangible benefits and intangible benefits, the amount of award is based on the total value of the contribution to the Government, i.e., a combination of the award amount based on tangible and the award amount based on intangible benefits.

TABLE 2

Employee Eligibility for Incentive Awards

<i>Category of Employee</i>	<i>Presidential Recognition</i>	<i>Special Act or Service</i>
Consultants/Experts	Yes (except for performance awards) if the individual meets the definition of employee in 5 U.S.C. 2105.	
Contractors	No	No
Detailees (either within the Agency or to another agency)	Yes	Yes
Excepted Service	Yes	Yes
GS/GM	Yes	Yes
Intermittent	Yes	Yes
Maximum Salary	Yes	Yes
Part-time Permanent	Yes	Yes
Prevailing Rate (Federal Wage System)	Yes	Yes
Private Citizens	No	Honorary only
Reemployed Annuitants	Yes	Yes, if the individual meets the definition of employee in 5 U.S.C. 2105.
Retirees	No ¹	No ¹
Scientific & Professional	Yes	Yes
Senior Executive Service		
–Career	Yes ²	Yes
–Non-Career	Yes ³	Yes
Stay-in-School	Letters & PQMIA ⁴ only	Yes
Summer Employees	Letters & PQMIA only	Yes
TAPERs	Yes	Yes
Temporary	Letters & PQMIA only	Yes

¹A retiree may receive monetary recognition only for a contribution made while he/she was employed by the Government. Contributions made after retirement may be recognized by non-monetary recognition.

²Career SES appointees who accept appointments to positions that are equal to or greater than Executive Level V may elect to continue rank eligibility.

³Non-Career SES appointees are not eligible for rank awards.

⁴PQMIA means Presidential Quality and Management Improvement Awards.

TABLE 3

RECOGNITION/AWARD NOMINATION AND APPROVAL <small>(For use of this form, see DeCAD 50-8: OPR is DP.)</small>		
EXECUTIVE ORDER 9397 AUTHORIZES USE OF SOCIAL SECURITY NUMBER		
PART I - TO BE COMPLETED BY RECOMMENDING OFFICE		
1. EMPLOYEE'S NAME (Last, First, Middle Initial) <i>DOE, JANE A.</i>	2. SSN <i>123-45-6789</i>	3. OFFICE SYMBOL AND LOCATION <i>HQDECA / AMIR</i>
4. PRESENT POSITION TITLE, PAY PLAN AND GRADE <i>MANAGEMENT ANALYST, GS-343-12</i>		5. POSITION HELD DURING PERIOD COVERED (If other than that shown in Item 4.)
6. TYPE OF AWARD RECOMMENDED ("X" applicable box and attach justification)		
a. HONORARY		b. MONETARY
<input type="checkbox"/> DeCA Distinguished Civilian Service		<input type="checkbox"/> Special Act or Service
<input type="checkbox"/> DeCA Meritorious Civilian Service		<input type="checkbox"/> On the Spot Award
<input type="checkbox"/> DeCA Civilian Career Service Award	<input checked="" type="checkbox"/>	<input type="checkbox"/> *PMS/PMRS Employee Performance Award
<input type="checkbox"/> DeCA Superior Civilian Service		<input type="checkbox"/> *Quality Step Increase
<input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Other (Specify)
<small>* Attach current performance rating as justification</small>		
7. PERIOD OF SERVICE COVERED BY NOMINATION (MDDYY) <i>07/01/92 - 06/30/93</i>		8. AMOUNT OF AWARD RECOMMENDED <i>150.00</i>
9. BENEFITS (Complete for all monetary awards and for honorary awards where appropriate. Attach as part of justification, method of computing tangible benefits and/or explanation of intangible benefits.) Do not complete for performance award or QSI.		
a. Estimated First Year Tangible Benefits: \$ _____		
b. Intangible Benefits:		
(1) Value of Benefit: <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> Exceptional		
(2) Extent of Application: <input type="checkbox"/> Limited <input type="checkbox"/> Extended <input type="checkbox"/> Broad <input type="checkbox"/> General		
10. TYPED NAME & TITLE OF RECOMMENDING OFFICIAL <i>John A. Smith Chief, Requirements Branch</i>		SIGNATURE & DATE
11. TYPED NAME & TITLE OF REVIEWING OFFICIAL <i>Sally K. Rowe Chief, Prod. Req. Mgt. Supp. Div.</i>		SIGNATURE & DATE
12. TYPED NAME AND TITLE OF AWARDS MANAGER <i>John P. Jones DIRECTOR, RESOURCE MANAGEMENT</i>		SIGNATURE & DATE
13. INCENTIVE AWARDS BOARD RECOMMENDATION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE & DATE
a. TYPE OR AMOUNT OF AWARD (If Adjusted)		b. CHAIRPERSON'S NAME AND TITLE
PART II - TO BE COMPLETED BY APPROVING OFFICIAL(S)		
14. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE & DATE
TYPE OR AMOUNT OF AWARD (If Adjusted)		TITLE <i>* John P. Jones DIRECTOR RESOURCE MANAGEMENT</i>
15. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE & DATE
TYPE OR AMOUNT OF AWARD (If Adjusted)		TITLE

DeCA Form 50-7, Nov 92

Previous editions may be used until supply is exhausted.

*Approving Official for a Performance Management Recognition System (PMRS) employee will be Performance Pay Unit Official (PPUO) designated for their particular Performance Pay Unit (PPU).

**GENERAL INSTRUCTIONS FOR DECAF 50-7,
RECOGNITION/AWARD NOMINATION AND APPROVAL**

1. Self explanatory.
2. Self explanatory.
3. Office symbol and Location - i.e., HQ DeCA/DPCP, Ft Lee, VA
4. Self explanatory.
5. Self explanatory.
6. Self explanatory.
7. Self-explanatory
8. Amount of Award Recommended - show actual amount and not percentages.
9. Benefits - See Chapters 4 and 9 for further clarification.
10. Recommending official will generally be the first level supervisor.
11. Reviewing official will generally be the second level supervisor and approving official if award does not have to go any further for higher approval.
12. Awards Manager should be the official responsible for keeping track of award money. The signature will show their coordination indicating that there is sufficient money to cover the award.
13. Signature and Date should reflect the Chairperson's signature and the date the chairperson signed the form.
14. & 15. Reserved for higher approval such as the Region Commanders/Directors, Service Center Directors, DeCA Chief of Staff, DeCA Deputy Director, or the DeCA Director.