



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

MANUAL

Recognition and Incentive Awards Program

DeCAM 50-8.1
January 10, 2014

Human Resources
OPR: DeCA/COH

1. POLICY. This Manual implements policies to assign responsibilities and prescribe procedures for DeCA Directive (DeCAD) 50-8, "Recognition and Incentive Award," January 10, 2014, (Reference (a)). This Manual is in compliance with Department of Defense (DoD) Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008, (Reference (b)) and references listed within this document.

2. PURPOSE. This Manual provides procedures for carrying out the policy, assigns responsibilities, provides guidance and procedures for implementing the DeCA Recognition and Incentive Awards Program, pursuant to DoD Directive 1400.25, "DoD Civilian Management Personnel System," (Reference (c)) and Title 5, Code of Federal Regulations (CFR), Part 451, (Reference (d)) which requires each Agency to ensure the development, implementation, application and evaluation of one or more awards programs for eligible employees.

3. APPLICABILITY. This Manual applies to all U.S. civilian personnel employed by the Defense Commissary Agency (DeCA), in the Continental United States (CONUS) and Outside the Continental United States (OCONUS). Administration of non-U.S. citizen employees will be in accordance with (IAW) applicable policies 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.

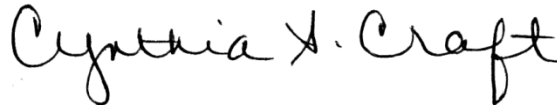
4. MANAGEMENT CONTROL SYSTEM. This Manual contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2, "Internal Control Program," December 17, 2007, (Reference (e)).

5. RELEASABILITY – UNLIMITED. This Manual is approved for public release and is located on DeCA's intranet Web site at www.commissaries.com.

6. EFFECTIVE DATE. This manual:

a. Is effective January 10, 2014.

b. Must be reissued, cancelled, or certified current within 5 years of its publication IAW DoD Instruction 5025.1 (Reference (f)). If not, it will expire effective January 10, 2019 , and will be removed from the DeCA Issuances Website.

A handwritten signature in black ink that reads "Cynthia S. Craft". The signature is written in a cursive style with a large initial "C" and a distinct "S" before the last name.

Cynthia Craft
Director of Human Resources

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REFERENCES

- (a) DeCA Directive 50-8, "Recognition and Incentive Award," January 10, 2014
- (b) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- (c) DoD Directive 1400.25, "DoD Civilian Management Personnel System," November 25, 1996
- (d) Title 5, Code of Federal Regulations (CFR), Section 451
- (e) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (f) DoD Instruction 5025.1, "DoD Directives System," September 11, 2000
- (g) Title VII of the Civil Service Reform Act of 1978
- (h) Title 5 United States Code (U.S.C.) §3362
- (i) Title 5, Code of Federal Regulations (CFR), Section 531, Subpart E
- (j) DoD Directive 1400.25-M, Subchapter 451, "Awards", December 1996
- (k) Title 5, Code of Federal Regulation 451.106(e) and (g)
- (l) Title 5, Code of Federal Regulation 451.104(e)
- (m) Title 5, United States Code, 4302, 4503, 4505(a)
- (n) Title 5, United States Code §4502(e) and 4504
- (o) Title 5, United States Code § 4505a
- (p) Title 5, United States Code, Chapter 45, subchapter 1
- (q) Title 5, United States Code 5336
- (r) Title 5, United States Code 5335
- (s) Federal Employees Pay Comparability Act of 1990 (FEPCA), Public Law 101-509
- (t) DeCA Directive 60-1, "Improve Defense Commissary Agency's Efficiency and Service (IDEAS)," April 9, 2007
- (u) Title 5, United States Code, Chapter 43, subchapter 1
- (v) Title 5, United States Code. §45051

CHAPTER 1

RESPONSIBILITIES

1. DeCA DIRECTOR. The Director shall:

- a. Ensure the development, implementation, application and evaluation of the DeCA Recognition and Incentive Awards Program so employees are covered under this Manual.
- b. Ensure funds are obligated consistent with applicable DoD component financial management controls and delegations of authority.
- c. Ensure that the recognition and incentive awards program is operated IAW, and in support of, merit system principles, as well as other applicable Federal and Agency regulations.
- d. Ensure that criteria for recognition and awards do not discriminate against individuals on the basis of race, color, religion, age, sex, national origin, or disability.
- e. Ensure that employees have confidence that awards are distributed fairly without regard to race, national origin, sex, or other non-merit factors.
- f. Encourage supervisors to identify employees or groups of employees deserving award consideration and request that award recommendations be submitted expeditiously.

2. EXECUTIVE DIRECTORS. The Executive Directors shall:

- a. Ensure that all managers and supervisors within their areas of responsibility adhere to the program requirements throughout each stage of the awards and recognition process.
- b. Encourage managers and supervisors to identify employees or groups of employees deserving award consideration and request that award recommendations be submitted expeditiously.
- c. Approve or disapprove, within the awards budget allocation, nominations for monetary and all recognition as required in this Manual.
- d. Ensure that criteria for recognition and awards do not discriminate against individuals on the basis of race, color, religion, age, sex, national origin, or disability within their area of responsibility.
- e. Ensure that employees within their organization(s) have confidence that awards are distributed fairly without regard to race, national origin, sex, or other non-merit factors.

3. DIRECTOR OF HUMAN RESOURCES (HR). The Director, HR shall:

a. Develop, direct, administer, and provide guidance and technical assistance on the DeCA-wide Recognition and Incentive Awards Program.

b. Perform periodic evaluations of the effectiveness of DeCA's Recognition and Incentive Awards Program to determine if:

(1) The program supports organizational goals and is administered IAW the procedures prescribed in this Manual.

(2) The program provides variety and flexibility to supervisors to appropriately recognize deserving employees.

(3) Employees understand the award criteria and feel, to the greatest extent possible, that deserving employees are being recognized.

(4) Performance-based awards are based on meaningful distinctions of levels of performance.

(5) Awards are used to motivate, recognize, and reward eligible employees.

(6) Awards are granted commensurate with the value of the employee's contribution or accomplishment.

c. Review and present award nominations from within DeCA requiring approval of the Director, DeCA, or from agencies outside of DeCA to the Director for consideration.

d. Submit new award instructions or changes to the Office of Personnel Management (OPM) not later than (NLT) 30 calendar days prior to the proposed effective date.

e. Ensure that nominations for honorary and monetary awards are processed expeditiously.

f. Ensure that honorary and monetary awards meet eligibility criteria and are IAW applicable laws, rules, regulations, policy and the provisions in this Manual.

g. Ensure that the relevant parts of this Manual are communicated to DeCA managers, supervisors and employees through orientation and formal training.

h. Ensure that consultation and negotiation obligations are accomplished with applicable recognized labor organizations IAW applicable provisions of Title VII of the Civil Service Reform Act of 1978, (Reference (g)) with regard to the implementation of this Manual.

i. Ensure that DeCA supervisors and management officials are properly trained in the effective use of awards covered in this Manual.

- j. Ensure that supervisors are aware of award nomination requirements and deadlines.

4. DIRECTOR, RESOURCE MANAGEMENT (RM). The Director of RM shall:

- a. Develop the percentages and dollar amounts for awards budgets.
- b. Communicate the percentages and dollar amounts for awards budgets to Chief Operating Officer, Executive Directors, staff offices, directorates, area directors, and zones.

5. HUMAN CAPITAL MANAGEMENT BOARD (HCMB). The HCMB shall:

- a. Provide support for and review applicable nominations and make recommendation for the approval/disapproval of various identified honorary and informal recognition awards.
- b. Enforce criteria for selecting awardees.

6. SUPERVISORS AT ALL LEVELS. Supervisors at all levels shall:

- a. Provide support for and participate in the Recognition and Incentive Awards Program.
- b. Identify the employees whose performance, achievements and accomplishments deserve recognition.
- c. Determine the type of recognition that most appropriately recognizes the performance, achievement or accomplishment that deserves recognition.
- d. Determine the type of recognition that is most motivating to the employee.
- e. Determine which award is most appropriate with regard to available funds.
- f. Ensure that awards are granted equitably and on the basis of merit.
- g. Adhere to program requirements, including ensuring that performance-based cash awards are based on meaningful distinctions of performance.
- h. Exercise care in considering award recognition. Although there should be linkage between performance and recognition, this does not mean that awards will be automatic for an employee whose performance meets basic eligibility for an award.
- i. Ensure that awards for special acts and service are recognized timely and that all award presentations are conducted in a timely manner.

j. Ensure that criteria for awards do not discriminate against individuals on the basis of race, color, religion, age, sex, national origin, or disability.

CHAPTER 2

GENERAL PROVISIONS

1. PURPOSE. The purpose of incentive awards in the Federal Government is to improve Government services and operations by motivating employees to increase productivity and creativity. This is accomplished by rewarding those employees whose performance is substantially above normal expectations and/or requirements, and by recognizing employees whose accomplishments benefit the government. More details on information below are continued in succeeding chapters.

2. POLICY. It is DeCA policy that:

a. Awards will be used as tools to recognize, motivate, and reward significant individual, team, and organizational achievements or contributions.

b. Awards under this Manual must be consistent with Equal Employment Opportunity (EEO) and Affirmative Action Program (AEP) policies and shall be free from discrimination regardless of race, color, religion, age, sex, national origin, or disability.

c. The policies and standards governing awards for which all DeCA employees are eligible shall be applied equitably to the extent consistent with applicable laws regulations and the provisions of this Manual.

d. The preservation and integrity of the DeCA honorary awards program acknowledge only those employees exhibiting the highest standards of excellence and are recognized through the DeCA Recognition and Incentive Awards Program.

e. The type and amount of recognition granted to an employee will be commensurate with the value of the employee's contribution.

f. Awards will be granted to recognize the achievement of organizational goals.

(1) When awards are granted to recognize the achievement of organizational goals, it is signaling that those goals are important.

(2) Such awards will focus on employees' efforts and communicate what is important to accomplish.

g. Awards granted under this Manual shall be subject to applicable tax rules.

h. Awards granted under this Manual shall be given due weight in other personnel decisions to ensure that employees are recognized appropriately commensurate with their achievements. This includes qualifying and selecting an employee for promotion as required by Title 5, United States Code (U.S.C.) §3362, (Reference (h)).

i. Awards granted on the basis of a rating of record at the fully successful (or equivalent) or above, must make meaningful distinction based on levels of performance.

j. Awards are used to motivate, recognize, and reward eligible employees as individuals or groups for contributions to the efficiency, economy, or other improvements in Government operations and/or contributions to the accomplishment of organizational strategic plan goals and objectives.

k. Adequate funds are available for the payment of awards.

l. The provision of our program does not conflict with or violate any other law or government-wide regulation.

m. Relevant parts of the DeCA Awards Program will be communicated to managers, supervisors, and employees.

n. Agencies may grant time-off awards, along with other forms of awards, as long as the total value of the awards given is commensurate with the contribution being recognized.

o. Quality Step Increases (QSIs) will be granted consistent with the provisions of Title 5, CFR, Section 531 Subpart E, (Reference (i)) and DoD Directive 1400.25-M, Subchapter 451, "Awards", (Reference (j)).

p. Cash and Time-Off Awards (TOAs) will be documented IAW the requirements of Title 5, CFR, Section 451.106(e) and (g), (Reference (k)), and other applicable DeCA or DoD policies.

3. ELIGIBILITY.

a. Unless otherwise specified in applicable sections of this Manual, all permanent and temporary employees are eligible to receive awards.

b. Awards may only be granted to Federal employees or to a former Federal employee for contributions made while in Federal service. Awards may be made to a former Federal employee, including separated employees, as well as to the estate or legal heir of a deceased employee under the provisions of Title 5, Code of Federal Regulations 451.104 (e), (Reference (l)) for contribution(s) made while on active employment duty.

4. DOCUMENTATION. DeCA supervisors and managers are required to complete certain forms and/or to prepare written justifications to support recommended award nominations. Supervisors and managers are encouraged to become familiar with the provisions of this Manual and the requirements for the awards for which employees are nominated. Supervisors and managers are encouraged to consult with the Employee and Labor Relations Division, if uncertain as to the requirements for individual awards.

5. AWARD CEREMONIES.

a. Supervisors should learn and respect the desires of an employee with regard to being publicly recognized for an achievement as some employees would rather receive no award than stand in front of a group of peers for recognition.

b. If an award ceremony is held:

(1) The award should be presented by the award-approving official or other appropriate management official.

(2) The ceremony may include supervisors, associates, families and friends of the recognized employee when it is deemed appropriate.

(3) It is preferable that the ceremony be held at the worksite or as close thereto as possible.

c. Annual Awards Ceremonies.

(1) In addition to timely award presentations, annual award ceremonies are encouraged.

(2) Annual award ceremonies may be attended by families and friends of award recipients, as well as, management officials, fellow employees and members of the community, if appropriate, in order to enhance employee-management and community relations.

6. RESOURCES. Adequate staffing and support services will 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.

7. CONFIDENTIALITY OF AWARD NOMINATIONS.

a. Performance award nominations may contain personally identifiable information (PII) that should be protected and made available only to those individuals involved in the decision process and other officials on a need-to-know basis. When a nomination for an external (non-DeCA) award requires PII (e.g., SSN, date of birth, home address, employment history, etc.) be furnished, permission must first be obtained from the nominee before such information can be furnished to a private sponsor, IAW applicable laws on PII and the Privacy Act.

b. 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.

8. LINKAGE TO ACHIEVEMENT OF ORGANIZATIONAL GOALS AND OBJECTIVES.

a. General. The act of recognizing and rewarding employees communicates what an organization values. When an award is granted to recognize an employee's contributions to the achievement of DeCA's organizational goals and objectives, it signals to other employees that such contributions to the achievement of organizational goals and objectives are valued.

b. Policy. To the greatest extent possible, supervisors and managers should recognize the contributions made by individual employees and groups toward the achievement of DeCA's organizational goals and objectives and the accomplishments of individual employees and groups towards meeting those goals and objectives should be recognized and rewarded.

9. DOCUMENTATION AND REPORTING.

a. DeCA will ensure that cash and TOAs are documented IAW the requirements of Title 5, CFR, Section 451.106(e) and (g), reference (k).

b. DeCA will ensure that awards data is reported to the Central Personnel Data File (CPDF), in compliance with Title 5, CFR, Section 451.106 (e) and (g), reference (k) and to OPM, on an as needed basis.

10. TRAINING. An effective training program for DeCA personnel is critical to the success of the DeCA Recognition and Incentive Awards Program and to ensure equity within the program. Training should be provided as follows:

a. Entrance on Duty (EOD): New employees, at all levels, should receive orientation on the DeCA Recognition and Incentive Awards Program which includes, as a minimum, an explanation of DeCA policies on granting awards; the purpose of the Program and to ensure equal opportunity within the program.

b. Supervisors and Managers: Supervisor and managers should also receive additional periodic training that explains their roles as catalysts in linking recognition to the accomplishment of DeCA's strategic goals and objectives, in achieving maximum individual and organizational productivity; e.g., encouraging more effective performance; rewarding superior achievement promptly; and being fair and objective in nominating employees for awards.

c. Supervisors and managers should orient new employees on the DeCA Recognition and Incentive Awards Program during their period of in-processing within the organization assigned. The orientation should include, as a minimum, an explanation of DeCA policies on granting awards; the purpose of the program and to ensure equal opportunity within the program using this manual as the primary source.

CHAPTER 3

MONETARY AWARDS

1. PURPOSE. The purpose of monetary awards in the Federal Government is to recognize Federal employees and/or group performance or the achievement of pre-established goals for specific, relatively narrow, purposes and provide recognition for those who accomplish and achieve organizational results outside of the scope of what is required for their position.

2. POLICY.

a. Relationship to Granting Other Awards.

(1) Agencies may grant TOA, along with other forms of awards, as long as the total value of the awards given is commensurate with the contribution being recognized.

(2) The fact that an employee has received a performance award or monetary award for an achievement or accomplishment does not preclude the employee from receiving an additional cash award provided the contribution previously awarded is not used to support the receipt of the new monetary award Title 5, USC, 4302, 4503, 4505(a), (Reference (m)) and Title 5, CFR 451.104 (e), reference (l).

(3) In addition to any award granted based upon the application of an employee's accomplishment at a local level, a further or additional award may be granted if it is later determined that the employee's accomplishment has greater or wider application than determined in the original award nomination (Title 5, USC, 4302, 4503, 4505(a), reference (m) and Title 5, CFR 451.104, reference (l)).

b. Affect of Grade Level on Receipt of Cash Awards.

(1) Employees at all grade 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.

(2) Awards should be granted without regard to the employee's grade level or type of responsibility.

3. ELIGIBILITY.

a. All DeCA employees, who are paid from appropriated funds, are eligible to receive cash awards under the authority of Title 5, United States Code §4502(e) and 4504, (Reference (n)).

b. Foreign nationals, employed under indirect-hire labor agreements with foreign governments, are eligible for cash awards authorized by this regulation.

c. Former civilian employees are eligible to receive awards for contributions made by such persons while employed by DeCA.

4. BUDGETARY CONSIDERATIONS. Supervisors should be aware of any budgetary restraints when granting monetary awards. In addition, supervisors should ensure that they are aware of the total amount of money available for awards and should take care to ensure that sufficient money is available to recognize all deserving employees. It is the responsibility of the management official initiating the award action to confirm the availability of the funds for the award amount with their organization's Performance Award Fund Manager.

5. SPECIAL PROVISIONS FOR MONETARY AWARDS.

a. Employee Agreement. Acceptance of a monetary 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 DeCA or the Government by the employee, his or her heirs, or assignees.

b. Transfer of Funds for Awards Approved for an Employee of a Different DeCA Organization/Directorate, Staff Office, or Agency. When an award is approved for an employee of a different DeCA organization or agency, the DeCA organization/directorate, staff office, or outside agency submitting the award will make arrangements to transfer funds to the employing component or agency to cover the award. If the administrative costs of transferring funds exceed the intended amount of the award, the awarding agency should absorb the costs and also pay the award.

c. Deduction from Award Amounts.

(1) 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. The award may not be adjusted upward by a sum sufficient to cover the withholding tax, except in a limited case applicable only to On-the-Spot Awards, Title 5, USC § 4502, reference (n).

(2) Monetary awards are not subject to deductions for retirement.

d. Salary Differentials. A monetary award does not affect the computation of salary differentials.

6. AWARD TYPES. The monetary awards are:

a. Special Act Awards.

(1) 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.

(2) Appropriate Use of the Award. 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. 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.

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

(4) 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.

(5) Documentation. Cash awards will be documented on a Standard Form (SF)-50, "Notification of Personnel Action," and filed in the employee's Official Personnel Folder (OPF) or the Employee Performance Folder (EPF), whichever is appropriate.

(6) Review Process and Presentation. Review of the award recommendation will be accomplished by the appropriate Approving Official, IAW Appendix B. If the official concurs with the appropriateness of the award, he/she will sign and date the DeCA 50-7, Part II, Section 14, and forward it to the servicing human resources office for processing. The award will be presented IAW locally established procedures.

b. DeCA On-the-Spot Awards.

(1) 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 QSI 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.

(2) 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 DeCAF 50-7. A brief, specific statement of achievement, (i.e., one paragraph), will be prepared on an attached Word document and attached to the DeCAF 50-7. 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.

(3) Approval Authority Processing and Presentation. Review of the award recommendation will be accomplished by the appropriate Approving Official, IAW Appendix B of this manual. If the official concurs with the appropriateness of the award, he/she will sign and date the DeCA 50-7, Part II, Section 14, and forward it to the servicing human resources office for processing. The award will be presented IAW with locally established procedures.

CHAPTER 4

PERFORMANCE-BASED MONETARY AWARDS

1. PURPOSE. Performance-based awards are lump-sum monetary awards based on the employee's rating of record. The rating of record can be used as the sole basis for performance-based awards. A performance award does not increase the base pay of an employee.

2. POLICY.

a. Awards will be an integral part of performance management within DeCA.

b. The granting of performance awards within DeCA will be based on meaningful distinctions based on levels of performance; i.e., that employees with higher ratings of record will receive larger ratings-based cash awards than employees with lower ratings of records. Meaningful distinctions based on levels of performance must be made at the level award decisions are made.

c. Substantiated adverse action(s), based upon employee performance, conduct, or Equal Employment Opportunity (EEO) investigations may interfere with a supervisor or manager being nominated or receiving a cash performance-based award. If a supervisor or manager is considered for a performance-based cash award, and an issue arises that could result in adverse action based upon the supervisor's or manager's performance, conduct, or EEO investigation, action on the award will be held in abeyance until a final EEO determination or resolution of a possible adverse action is reached, and a determination is made that granting the award to the supervisor or manager would not jeopardize the merits of the proposed action or have a negative impact on the Merit System principles.

d. An award granted under this Chapter may not exceed 10 percent of the employee's annual rate of basic pay, unless a determination is made by the Director (or designee) that exceptional performance by the employee justifies an award exceeding 10 percent, in which case the Director (or designee) may authorized an award up to 20 percent of the employee's annual rate of basic pay Title 5 USC § 4505a (Reference (o)).

e. For an award granted under this section, that is paid as a percentage of basic pay, the rate of basic pay will be determined without taking into account any locality-based comparability, special law enforcement adjustment or interim geographic adjustment Title 5 USC § 4505a, reference (o).

3. RESPONSIBILITIES. In addition to the responsibilities identified in Chapter 1, Section 5 of this Manual for other cash awards, all supervisors and managers who have a role in recommending or approving performance-based cash awards, shall ensure that the awards are based on meaningful distinctions between levels of performance; i.e., that employees with higher

ratings of record receive larger performance-based cash awards than employees with lower ratings of record.

4. ELIGIBILITY.

a. All General Schedule (GS) and Federal Wage Service (FWS) employees who are not otherwise covered by a statute separate from Title 5 USC, Chapter 45, subchapter 1, (Reference (p)), and whose most recent rating of record is at least Fully Successful (Level 3), are eligible to receive a performance based award.

b. Employees who are eligible for a ratings-based award under other performance-based systems under Title 5 USC, Chapter 45, reference (p), are not eligible for a ratings-based award under this Manual.

c. Since the rating of record is the written justification for a performance-based award, an employee is not eligible for a performance award if he or she does not have an established rating of record.

d. Performance-based awards may only be granted to an individual employee. Teams and groups of employees are not eligible for performance-based awards.

e. Employees of the Senior Executive Service (SES) are not eligible for performance-based awards under. Title 5 USC, Chapter 45, subchapter 1 Reference (p)

f. Employees serving at the will of the Agency (e.g., temporary NTE one year, and re-employed annuitants), who are not placed on a performance plan, are ineligible for a performance-based award.

5. NOMINATION AND REVIEW/APPROVAL PROCEDURES.

a. Employees may be nominated for a performance-based award by completing Part F of the "Employee Performance Plan and Results Form," DeCAF 50-3 (for non-supervisors), or DeCAF 50-4 (for supervisors).

b. Review of a performance-based award nomination will be accomplished by the official who is the nominee's Reviewing Official. After coordination, the approving official, or an individual designated on his or her behalf, will electronically submit the applicable "Employee Performance Plan and Results Form," for processing.

c. Dollar amounts for performance-based awards are established by HQ/RM and transmitted to applicable DeCA components. Payment of performance-based cash awards for DeCA employees will conform to dollar amounts established by the Rating Official, and approved by the appropriate Approval Official.

d. Approval Authority Processing and Presentation. Review of the award recommendation will be accomplished by the appropriate Approving Official, IAW Appendix B of this Manual. If the official concurs with the appropriateness of the award, he/she will sign and date DeCAF 50-7, Part II, Section 14, and forward it to the servicing human resources office for processing. The award will be presented IAW locally established procedures.

CHAPTER 5

QUALITY STEP INCREASES

1. PURPOSE. The purpose of a Quality Step Increases (QSI) is to provide appropriate incentives and recognition for excellence in performance by granting faster than normal step increases.

2. POLICY.

a. QSIs may be granted consistent with the provisions of Title 5, CFR, Section 531, Subpart E, reference (h) and DoD Directive 1400.25-M, Subchapter 451, "Awards", reference (i). A QSI may be granted consistent with Title 5, U.S.C. 5336, (Reference (q)) and 5 CFR 531, Subpart E, reference (i). Under these references, a QSI is in addition to a periodic step increase under Title 5, U.S.C., Section 5335, (Reference (r)). It provides an incentive and recognition of high quality performance above that ordinarily found in the type of position concerned by granting faster than normal step increases. An employee is eligible for only one QSI within any 52-week period.

b. A QSI does not affect the timing of an employee's next regular within-grade-increase (WGI), unless the employee is placed in step 4 or step 7 of his or her grade, as a result of receiving the QSI. In these cases, the employee becomes subject to the full waiting period for the new step -- i.e., 104 weeks or 156 weeks, respectively -- and the time the employee has already waited counts towards the next increase. The employee receives the full benefit of receiving a WGI at an earlier date and has not lost any time creditable towards his or her next WGI.

c. Because a QSI is a continuing benefit, rating and reviewing officials should carefully consider the cost to the Government versus the motivational value to the employees.

d. A QSI may not be granted to an employee whose most recent rating of record is less than the top level; i.e. Outstanding.

3. ELIGIBILITY.

a. A QSI can only be granted to General Schedule (GS) employees.

b. To be eligible for a QSI, employees must:

(1) Be below step 10 of their grade level;

(2) have demonstrated overall high quality performance documented by a performance top rating of "outstanding" (Level 5) on the employee's most recent performance appraisal; and have not received a QSI within the preceding 52 consecutive calendar weeks.

c. As QSIs become part of an employee's base pay, the granting of a QSI should be based on performance that is characteristic of the employee's overall high quality performance and the expectation that this high quality performance will continue in the future.

4. NOMINATION AND REVIEW PROCESS. Employees may be nominated for a QSI using the applicable DeCAF 50-3 or DeCAF 50-4. Review of a QSI recommendation will be accomplished by the official who is the nominee's Reviewing Official. After coordination, the approving official will electronically transmit the QSI for processing.

5. DOCUMENTATION. Use of DeCAF 50-7 is not required for performance awards, including QSIs.

CHAPTER 6

TIME OFF AWARDS

1. PURPOSE. Time-off awards (TOAs) are an alternate means of recognizing the superior accomplishments of employees with other than monetary or non-monetary awards. Decisions to grant TOAs shall be based upon the same criteria or circumstances as for any other incentive award.

2. POLICY.

a. TOAs will be based on achievements by employees that support DeCA's mission and the achievement of organizational goals. The extent of the contribution will be considered when determining the amount of TOA that will be approved.

b. Use of TOAs during premium pay work periods, such as while receiving night differential or holiday pay, is discouraged. An exception to this policy will be made when the employee's regular work schedule or work site is covered by premium pay.

c. TOAs cannot be substituted for compensatory time. Compensatory time is authorized in exchange for hours worked in excess of an employee's regular work schedule. Awarding time off instead of compensatory time violates the incentive awards concept of recognizing exceptional performance, as opposed to compensating an employee for extended work schedules.

d. Employees will not be given the choice between a TOA and another type of award. Employee choice usually involves the concept of constructive receipt and could have significant tax consequences.

3. AUTHORITY. The authority to grant TOAs is the "Federal Employees Pay Comparability Act of 1990," (FEPCA), Public Law 101-509, (Reference (s)), that provides Federal agencies the authority to grant employees time off from duty as an incentive under Title 5, U.S.C. §4502(e) and 4504, reference (n). The OPM provided regulations under Title 5, CFR 451.104(e), reference (l).

4. ELIGIBILITY.

a. TOAs may be granted to a Federal civilian employee, either as an individual or a member of a group. Employees on an intermittent work schedule, active duty military, contractors, volunteers and employees of non-appropriated fund instrumentalities are not eligible to receive TOAs.

b. Certain employees, such as career SES employees or appointees in confidential or policy determining positions (Schedule C), are prohibited from receiving certain awards, such as TOAs, during Presidential election periods.

5. ADVANTAGES AND DISADVANTAGES.

a. Advantages:

(1) Employees generally perceive TOAs to be more equitable than other types of awards. This is largely based on the fact that employees in different grades can be awarded the same number of hours for the same, or comparable, achievements, thus eliminating any perceived inequity associated with grade differences.

(2) TOAs do not require additional funding or cash disbursement.

(3) TOAs do not have explicit cash value and do not change the employee's income. As a result, unlike cash awards, TOAs are not subject to additional tax withholdings.

(4) TOAs can be closely linked to the time and place of the accomplishment.

(5) Some employees may value paid time off more than a cash award. For example, new employees traditionally have lower leave balances and may prefer additional paid time off.

b. Disadvantages:

(1) Managers need to take into consideration the "hidden costs" of TOAs, especially in terms of productivity time lost.

(2) Employees with "use or lose" leave may not appreciate a TOA since additional time off may not be something they need.

(3) Unlike other forms of pay for time not worked (e.g., annual and sick leave), employees are not entitled to a TOA. Therefore, unused TOAs are not transferable. If an employee is transferring to another DoD activity or to an activity outside of DoD, the employee should be allowed to use the TOA prior to the effective date of the transfer.

6. NOMINATION AND APPROVAL PROCEDURES. Employees may be nominated for a TOA at the end of a performance rating period to recognize performance accomplishments or throughout the performance rating cycle to recognize day-to-day achievements or special accomplishments. The authority to approve TOAs is dependent on the number of hours of the award; i.e., nominations for TOAs of more than 8 hours require approval by a higher level management official.

a. Nomination Procedures - TOAs for Day-to-Day Achievements and Accomplishments. An employee may be nominated for a TOA at any time during the performance appraisal period by submitting a completed DeCAF 50-7. A brief, specific statement of achievement, (i.e. one paragraph), will be prepared on an attached Word document and attached to the DeCAF 50-7. The number of hours to be awarded must be specified in Part I, Item 8 of DeCAF 50-7.

b. Nomination Procedures for TOAs Submitted to Recognize Employee Performance at the end of the Performance appraisal period.

(1) A TOA may be granted to an employee to recognize achieved levels of performance at the end of the performance appraisal period. In order to be nominated for a TOA, as part of the performance appraisal process, the performance of the employee must be "Fully Successful" or higher. No additional justification is required.

(2) The award-approving official will annotate approval/disapproval of the TOA in Part II of the applicable DeCAF 50-3 (non-supervisors) or DeCAF 50-4 (supervisors).

7. APPROVAL AND REVIEW.

a. TOAs of up to 8 hours may be approved by the employee's immediate supervisor.

b. TOAs of more than 8 hours must be recommended by the immediate supervisor, and then reviewed and approved by a higher level supervisor.

8. LIMITATIONS.

a. TOAs may be approved up to 80 hours of time during a leave year for an employee without charge to leave or loss of pay. TOAs may be awarded in amounts of up to 40 hours for a single contribution. For these purposes, a performance rating for a single rating period; i.e., annual performance rating or close-out appraisal, is identified as a single contribution and is limited to a 40 hour TOA.

b. For part-time employees, or those with an uncommon tour of duty, the maximum award time that may be approved during any leave year is the average number of hours of work generally worked during a 2-week period. The maximum amount of time off that may be granted for a single contribution to a part-time employee, or those with an uncommon tour of duty, is one-half the amount of time that would be granted during the year.

c. All TOAs must be scheduled and used within 1 year after the effective date of the award or it will be automatically forfeited.

d. TOAs shall not be granted to create the effect of a holiday or treated as administrative excusals; i.e., they shall not be granted in conjunction with a military "down" or "training day,"

or the like, which would grant the entire civilian employee population, or a majority of the civilian population, a TOA to be used on a specific day.

e. Though TOAs may not have an immediate budget consequence, supervisors and managers shall consider wage costs and productivity loss when granting TOAs and shall ensure that the amount of time-off granted as an award is commensurate with the individual's contribution or accomplishment.

f. Prohibition to the Conversion of TOAs to Cash and Transferring Outside of DoD.

(1) A TOA may not be converted to cash under any circumstance.

(2) A TOA cannot be transferred between DoD Components or outside of DoD. Managers and supervisors should make every effort to ensure that the employee is able to use the TOA before he or she leaves DeCA.

CHAPTER 7

LENGTH OF SERVICE RECOGNITION

- 1. PURPOSE.** To recognize civilian employees for satisfactory completion of Federal service.

- 2. POLICY.** Eligible employees will be recognized for satisfactory completion of their years of civilian Federal service in 10 year increments, beginning with 10 years of service through 50 years of service. For the purpose of this award, total civilian service in departments/agencies of the Federal Government is applicable. Creditable service shall be figured from the service computation date (SCD) established for each employee. The employee's SCD-Leave will be used to determine eligibility.

- 3. ELIGIBILITY.** Length of service recognition is based solely on satisfactory completion of civilian years of service.

- 4. PROCEDURES.**
 - a. Employees will receive a Federal Career Service emblem and a certificate of recognition at 10-year intervals to recognize longevity milestones in their Federal careers.

 - b. Certificates for length of service recognition will be generated on a quarterly basis. Once certificates are completed, they will be distributed to stores, areas, Central Distribution Centers (CDCs), Central Meat Packing Plant (CMPP), and Headquarters along with length of service pins.

 - c. An employee who believes that he or she is past due for length of service recognition should contact his or her Store Point of Contact (SPOC)/administrative office to request a certificate. The SPOC/administrative office will forward the request to the Employee and Labor Relations Division, Human Resources Directorate, for review.

 - d. Directorate heads (Functional Process Owners (FPO)) and area directors will sign certificates of recognition for their respective employees who have less than 30 years of service; Executive Directors will sign certificates for their respective employees who have 30 years of service; and the Agency Director will sign certificates for employees with 40 or more years of service. For those employees having 30 or more years of service, but are not located at DeCA HQ, their certificates must be forwarded to DeCA HQ for the signatures of the Agency Director or Executive Director, respectively. The Director will also sign certificates of service for executive directors, directorate heads, and area directors, regardless of length of service.

5. SIGNATURE AND PRESENTATION OF LENGTH OF SERVICE RECOGNITION.
Presentations of length of service recognition should be held as close to the anniversary date of the employee's eligibility as possible.

CHAPTER 8

HONORARY AWARDS AND INFORMAL RECOGNITION

1. PURPOSE.

a. Honorary awards are generally symbolic and usually do not include monetary recognition. They are a gesture of respect given to an employee to recognize their performance and value to the organization.

b. Informal recognition is a type of award that may be given to reward performance that otherwise might not merit an award, such as cash, time-off, or an honorary award. Informal recognition may be used to provide more frequent and timely informal recognition to employees.

2. POLICY.

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.

3. ELIGIBILITY.

a. 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 for which the nomination is based.

b. A recipient of a DoD/DeCA honorary award does not automatically become ineligible for future granting 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, or gold leaf ribbon attachment for the original medal.

4. NOMINATION AND REVIEW PROCESS.

a. Department of Defense Distinguished Civilian Service Award.

(1) 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 honor awarded to civilian employees by the Secretary of Defense, is granted to civilian employees for contributions in a scientific field or for accomplishments in technical or administrative endeavors. This award consists of a citation signed by the Secretary of Defense, a large medal, a miniature medal, and a rosette.

(2) Nominations for this award will be forwarded by the DeCA organization to HQ DeCA. In all cases, the nomination must have the approval of the appropriate organizational official prior to referral to HQ DeCA for consideration by the DeCA HCMB.

(3) Employees nominated in 1 year, but not selected as the DeCA nominee, or a DeCA nominee not selected as an award recipient, may be re-nominated in subsequent years.

(4) 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.

b. DeCA Distinguished Civilian Service Award.

(1) This is the highest honorary award that DeCA can bestow upon a DeCA civilian employee. It is only granted by the Director, DeCA, and 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:

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

(b) 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.

(c) 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.

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

(2) 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 IAW locally established procedures. In all cases, the nomination must have the approval of the appropriate organizational official prior to referral to HQ DeCA for consideration by the HCMB. The nomination will consist of DeCAF 50-7, and a narrative justification, including the following:

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

(b) Description of present duties.

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

(d) Chronology of previous awards and other significant recognitions such as Outstanding performance appraisals, QSIs, etc.

(3) 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.

(4) The award nomination package must be submitted to the Employee & Labor Relations Division, Human Resources Directorate, for review. Upon completion of the review, the package will be forwarded to the HCMB for approval/disapproval.

(5) Once the nomination package is approved, the Employee Relations Division, Human Resources Directorate, will complete a Request for Personnel Action for the award and submit it to the servicing personnel office for processing and inclusion in the employee's Official Personnel Folder (OPF).

c. DeCA Meritorious Civilian Service Award.

(1) The DeCA Meritorious Civilian Service Award, the second highest DeCA honorary recognition for civilian employees, is approved by the Deputy Director, if the employee is in the Headquarters. It is presented by the Director, DeCA, or a designated 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:

(a) 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.

(b) 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.

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

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

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

(2) Nominations should be initiated by the employee's supervisor using DeCAF 50-7, and concurrence obtained IAW DeCA's established procedures prior to referral to the HCMB. The format of the narrative submitted in support of the nomination is the same as the prescribed for the DeCA Distinguished Civilian Service Award.

(3) 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.

(4) The award nomination package must be submitted to the Employee and Labor Relations Division, Human Resources Directorate for review. Upon completion of the review, the package will be forwarded to the HCMB for approval/disapproval.

(5) Once the nomination package is approved, the Employee and Labor Relations Division, Human Resources Directorate, will complete a Request for Personnel Action for the award and submit it to the servicing personnel office for processing and inclusion in the employee's OPF.

d. DeCA Superior Civilian Service Award.

(1) This award provides for recognition of civilian employees of DeCA and approved by the Executive Director in the chain of command of the employee. 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.

(2) Submission of nominations for this award will be IAW the DeCA Component's established procedures. Nominations will be initiated by the employee's supervisor using DeCAF 50-7 with a narrative justification attached. DeCA Executive Directors may approve this award for employees in their respective chain of command.

(3) The award nomination package must be submitted to the Employee and Labor Relations Division, Human Resources Directorate for review. Upon completion of the review, the package will be forwarded to the HCMB for approval/disapproval.

(4) Once the nomination package is approved, the Employee and Labor Relations Division, Human Resources Directorate, will complete a Request for Personnel Action for the award and submit it to the servicing personnel office for processing and inclusion in the employee's OPF.

e. DeCA Civilian Career Service Award.

(1) This is the appropriate honorary award to be initiated upon retirement. The award consists of a bronze medal and a citation/certificate.

(2) To be eligible for this award, the employee should have:

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

(b) Received previous recognition for superior performance or special achievement. However, prior receipt of top level honorary recognition is not a prerequisite for eligibility.

(3) 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, Superior Civilian Service Award, or the DeCA Certificate of Achievement.

(4) Nominations will be processed IAW the DeCA's established procedures. Normally, this would include initiation of the nomination by the employee's immediate supervisor, using DeCAF 50-7, with a narrative justification attached. The Agency Director will approve and sign this award for all retiring employees.

f. DeCA Awards for Achievement in Equal Employment Opportunity.

(1) The DeCA Awards for Achievement in Equal Employment Opportunity 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.

(2) Nominations will be considered IAW procedures and criteria established by HQ DeCA/EEO. Normally this will include initiation of the nomination by the employee's immediate supervisor using DeCAF 50-7, 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.

(3) Announcement will be made annually with respect to format and content of nominations. All DeCA FPO's are encouraged to submit a nomination. All nominations will have the approval of the appropriate supervisory official prior to referral to HQ DeCA for consideration.

(4) The award nomination package must be submitted to the EEO Office for review. Upon completion of the review, the package will be forwarded to the HCMB for its recommendation for approval/disapproval. The approval authority for this award is the Director, DeCA.

g. DeCA Disabled Employee of the Year.

(1) The award recognizes individual achievements and increases awareness of the contributions being made by DeCA's employees with disabilities. This award will be presented by the Director, DeCA, or his/her designee.

(2) Criteria. All disabled DeCA employees are eligible for this award. To be considered, nominees' job performance must have exceeded requirements in spite of their documented disabilities, and employees must have exhibited courage and initiative in overcoming their disability.

(3) Nomination Procedures. Each area and service center will board their nominations and submit their selection to HQ DeCA using DeCAF 50-7. Announcement will be made annually with respect to format and specific content to nomination. The period to be covered is July 1 July to June 30.

NOTE: The following additional information is to be provided in an attached Word document:

- (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.)

(4) 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.

(5) Citation. The citation should consist of a concise summary of the individual's achievements of approximately 75-99 words in length.

(6) The award nomination package must be submitted to the EEO Office for review. When the review is completed, the package will be forwarded to the HCMB for its recommended approval/disapproval. The award will be approved by the Director, DeCA.

(7) Once the nomination package is approved, the Employee and Labor Relations Division, Human Resources Directorate, will complete a Request for Personnel Action for the award and submit it to the servicing personnel office for processing and inclusion in the employee's OPF.

h. Memorandum of Commendation. These awards are used to commend an employee for unusual work performance or for an act or service that clearly exceeds that which is normally expected in the performance of duties. These certificates may be awarded to DeCA, as well as non-DeCA civilian employees. The certificate may be awarded for any unusual achievement, performance, or contribution which does not meet the criteria for a cash award. Certificate 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 Supervisory 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 OPF.

i. Memorandum of Appreciation. This award may be used 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. Certificates 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) Not be placed in employee's OPF.
- (5) The certificate may be used in partial support of recommendations for performance awards during performance appraisal

j. DeCA Director's Award for Volunteer Service. 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 are as follows:

- (1) A minimum of 1 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
- (2) A minimum of 1 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
- (3) Demonstrated leadership in organizing, implementing and/or administering a continuing voluntary service program or activity.
- (4) The award nomination package must be submitted to the Employee and Labor Relations Division, Human Resources Directorate, for review. Upon the completion of the review, the package will be forwarded to the HCMB for approval/disapproval. The award will be presented by the Agency Director.

k. DeCA Civilian of the Year Award.

- (1) The DeCA Civilian of the Year Award is designed to recognize outstanding efforts in duty performance, customer relations, and community involvement.
- (2) Nominations will be initiated by the employee's supervisor using DeCAF 50-7, with a 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.

(3) Nominations (limited to one per directorate, staff office, area, CDC, or CMPP) 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. All nominations will have the approval of the appropriate Agency official prior to referral to the HQ DeCA for consideration by the HCMB.

(4) Quarterly recognition may be established at the directorate, staff office, area, CDC or CMPP level. However, a decision must be made within the organization as to which of the quarterly winners will be submitted to compete for the Civilian of the Year Award.

(5) The form of this award is a suitably engraved plaque.

1. The Michael W. Blackwell Leadership Award.

(1) 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.

(2) DeCA employees (civilian or military) who demonstrated exceptional leadership, courage, and integrity, in the performance of their duties may be nominated for this award. Additionally, nominees must have demonstrated: excellence in providing customer service; meeting customer needs; customer interaction; and Agency Values – “Pursue Excellence, Accountable and Fiscally Responsible, Sense of Urgency, Set High Standards, Innovation, Ownership of Our Performance, Necessary (PASSION)” while engaged in performing their duties. The period of service for the award is July 1 through June 30.

(3) Nominations will be submitted using DeCAF 50-7. Nominations will be forwarded to arrive at HQ DeCA no later than August 31 each year. Nominations will be limited to one submission from the DeCA HQ and one from each area. The DeCA HQ nomination will be signed by the Chief Operating Officer or his/her designee and the Area nomination will be signed by the Executive Director in the chain of command of the employee. An original nomination, including justification, including 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:

(a) Name, civilian grade or military rank, position title, duty location, and a brief description of the current duties.

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

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

(d) Previous awards received.

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

(4) The HCMB will evaluate the nominations and recommend a winner to the DeCA Director. The Director will make the final selection.

(5) 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 American Logistics Association (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, as funding permits.

CHAPTER 9

DEPARTMENT OF DEFENSE AND PRESIDENTIAL AWARDS

1. GENERAL.

a. The information contained in DoD 1400.25-M, Subchapter 451, "Awards," and Administrative Instruction #29, "Incentive and Honorary Awards Programs," reference (j) are the official source of responsibilities, procedures, and requirements pertaining to awards. This guidance supplements those official publications.

b. The nominating authority for these awards is the Service Secretary, Defense Agency Director, or an Office of the Secretary of Defense (OSD) Principal Staff Assistant (PSA). For Defense Agencies serviced by the Washington Headquarters Services (WHS), the OSD PSA is the nominating authority. For purposes of this guide, Component Head incorporates all of the above positions.

c. The Incentive Awards Board (IAB) reviews and makes a recommendation for the career DoD-level awards. The IAB normally meets the second Wednesday of each month; however, special arrangements can be made for expeditious review.

d. The DoD awards program does not include a specific award for retirement purposes. If an individual is nominated for an award at the time of their retirement, the nomination should be based upon contributions to the Department and not solely on the longevity of their career.

e. The grade/level of a nominee should not be a primary factor when making a recommendation; it is the scope of the contributions and the impact to the Department that is important.

f. Other than the competitive awards, it is the responsibility of the nominating organization to arrange presentation.

g. Contributions that do not reach DoD-wide impact should be recommended for a Service/Component-level award.

h. Nomination justifications can be written at the SECRET level; citations must be UNCLASSIFIED.

i. Contractors are not eligible for a DoD-level award.

j. All awards that are approved or submitted by the Under Secretary of Defense, or higher, require coordination through the Human Capital Management (HCM) Office in Personnel and Readiness. Upon review and approval, the awards packet will be forwarded to WHS on DeCA's behalf.

NOTE: The following tables provide information on the requirements and procedures for each category of award.

2. CIVILIAN CAREER AWARDS.

Non-Competitive DoD Distinguished Civilian Service Award	
Overview	Department's highest level career award
Award Eligibility	Career civilian employees of the Department of Defense
Award Criteria	<ul style="list-style-type: none"> • Contributions to the mission of the organization are of such major significance that immediate recognition is warranted (versus waiting for the annual call for nominations for the competitive award, see Section IV). • Performance is characterized by extraordinary, notable or prestigious contributions that impact the Department as a whole. • Normally requires a direct working relationship with the most senior officials in the Federal Government; e.g., Secretary of Defense, Deputy Secretary of Defense, Chairman, Joint Chiefs of Staff, Secretary of State, etc.
Award Device	Medal set, certificate signed by Secretary of Defense, citation
Process and Timelines	<ol style="list-style-type: none"> 1. Evaluation by the Incentive Awards Board (IAB) who reviews nominations for DoD-wide contributions and impact to the Department. 2. IAB <ul style="list-style-type: none"> • can recommend approval to the Secretary of Defense • can request additional information to strengthen the nomination, if justification is weak • can downgrade to a more appropriate award • will not forward a nomination to the Secretary of Defense recommending disapproval. 3. If there is a consensus for approval in the IAB, a Secretary of Defense nomination package, which normally takes 3-5 days to prepare, is composed. The package must include: <ul style="list-style-type: none"> • cover memo to the Secretary of Defense • nomination memo and justification • memo from Chair, IAB • edited citation 4. After nomination package is completed, it is reviewed by the following and can take up to 4 weeks: <ul style="list-style-type: none"> • WHS/Human Resources Directorate (HRD) (2-step process) • Director, WHS • Director, Administration & Management • Executive Secretary to the Secretary of Defense • The Special Assistant to the Secretary of Defense • Secretary of Defense 5. Approved nomination will include signed certificate by the Secretary of Defense, citation and medal set. Labor and Management Employee Relations (LMER) will coordinate pick-up of award with nominating organization.

Secretary of Defense Meritorious Civilian Service Award	
Overview	Department's second highest career level award
Award Eligibility	Career civilian employees of the Federal Government
Award Criteria	Contributions are exceptionally noteworthy or superlative and of major significance to the Department.
Award Device	Medal set, certificate signed by the Secretary of Defense, citation
Process and Timelines	<p>1. Evaluation by the IAB who reviews nominations for DoD-wide contributions and impact to the Department.</p> <p>2. IAB</p> <ul style="list-style-type: none"> • can recommend approval to the Secretary of Defense, • can request additional information to strengthen the justification if the nomination is weak, • can downgrade to a more appropriate award, • will not forward a nomination to the Secretary of Defense recommending disapproval. <p>3. If there is a consensus for approval in the IAB, a Secretary of Defense nomination package, which normally takes 3-5 days to prepare, is composed. The package must include:</p> <ul style="list-style-type: none"> • cover memo to the Secretary of Defense • nomination memo and justification • memo from Chair, IAB • edited citation <p>4. After nomination package is completed, it is reviewed by the following and can take up to 4 weeks:</p> <ul style="list-style-type: none"> • WHS/HRD (2-step process) • Director, WHS • Director, Administration & Management • Executive Secretary to the Secretary of Defense • The Special Assistant to the Secretary of Defense • Secretary of Defense <p>5. Approved nomination will include signed certificate by the Secretary of Defense, citation and medal set. LMER will coordinate pick-up of award with nominating organization.</p>

3. PUBLIC SERVICE AWARDS.

DoD Distinguished Public Service Award	
Overview	Department's highest level public service award
Award Eligibility	Non-career employees to include political appointees, Schedule C employees, private citizens, foreign nationals, Intergovernmental Personnel Act (IPA) employees. Contractors are not eligible for nomination.
Award Criteria	<ul style="list-style-type: none"> • Contributions demonstrate exceptionally distinguished service of significance to DoD as a whole or distinguished service of such exceptional significance to a DoD Component or function that recognition at the Component level is considered insufficient. • The service or assistance may have been rendered at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility. • Normally, it is required that nominees have a direct working relationship with the most senior officials in the Federal Government, e.g., Secretary of Defense, Deputy Secretary of Defense, Chairman, Joint Chiefs of Staff, Secretary of State.
Award Device	Medal set, certificate signed by the Secretary of Defense, citation
Process and Timelines	<ol style="list-style-type: none"> 1. WHS/HRD will review nomination and make recommendation to the Secretary of Defense based on previous award history and current guidance. No IAB review is required. A Secretary of Defense nomination package is composed and includes the following: <ul style="list-style-type: none"> • cover memo to the Secretary of Defense • nomination memo and justification • edited citation 2. Each nomination package is reviewed by the following and can take up to 4 weeks: <ul style="list-style-type: none"> • WHS/HRD (2-step process) • Director, WHS • Director, Administration & Management • Executive Secretary to the Secretary of Defense • The Special Assistant to the Secretary of Defense • Secretary of Defense 3. Approved nomination will include signed certificate by the Secretary of Defense, citation and medal set. LMER will coordinate pick-up with nominating organization.

Secretary of Defense Outstanding Public Service Award	
Overview	Department's second highest public service level award
Award Eligibility	Political appointees, Schedule C employees, non-career employees, private citizens, foreign nationals, IPA employees. Contractors are not eligible for nomination.
Award Criteria	Contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition, but are lesser in scope and impact that is required for the DoD Distinguished Public Service Award (above).
Award Device	Medal set, certificate signed by the Secretary of Defense, citation
Process and Timelines	<p>1. WHS/HRD will review nomination and make recommendation to the Secretary of Defense based on previous award history and current guidance. No IAB review is required. A Secretary of Defense nomination package is composed and includes the following:</p> <ul style="list-style-type: none"> • cover memo to the Secretary of Defense • nomination memo and justification • edited citation <p>2. Each nomination package is reviewed by the following and can take up to 4 weeks:</p> <ul style="list-style-type: none"> • WHS/HRD (2-step process) • Director, WHS • Director, Administration & Management • Executive Secretary to the Secretary of Defense • The Special Assistant to the Secretary of Defense • Secretary of Defense <p>3. Approved nomination will include signed certificate by the Secretary of Defense, citation and medal set. LMER will coordinate pick-up with nominating organization.</p>

4. COMPETITIVE AWARDS.

Competitive DoD Distinguished Civilian Service Award	
Overview	Department's highest level award. Nominees from across the Department compete with 6-10 recipients approved.
Award Eligibility	Career civilian employees of the DoD
Award Criteria	<ul style="list-style-type: none"> • Contributions must be at the highest level and reflect exceptional devotion to duty, efficiency, economy, or other improvements in the Department's operations that are of a significantly broad scope. • Continuation of career employment • Receipt of a Presidential Rank Award within the past 3 years makes you ineligible; as receipt constitutes DoD recognition
Award Device	Framed citation with medal set
Process and Timelines	<ol style="list-style-type: none"> 1. The call for nominations is usually sent DoD-wide in February. 2. Suspense for receipt of nominations is usually in May. 3. Nominations from the Office of the Secretary of Defense are reviewed by the IAB. The IAB will forward 3-5 nominees to compete. An Ad Hoc Board is established to review nominations from across DoD. 4. After Ad Hoc Board consensus is received, a Secretary of Defense nomination package is composed including the following which normally takes 3-5 days to write/collect: <ul style="list-style-type: none"> • cover memo to the Secretary of Defense • nomination memo and justification • Memo from Chair, Ad Hoc Board 5. Each nomination package is reviewed by the following and can take up to 4-6 weeks: <ul style="list-style-type: none"> • WHS/HRD (2-step process) • Director, WHS • Director, Administration & Management • Executive Secretary to the Secretary of Defense • The Special Assistant to the Secretary of Defense • Secretary of Defense 6. After approval is received, memorandum signed by the Director, Administration and Management will be sent to Component Heads expressing congratulations to the recipients and noting those who did not receive should be considered for a Component-level award. 7. A prestigious ceremony recognizing recipients of both competitive awards is arranged with Secretary of Defense/Deputy Secretary of Defense presenting and is usually held in November.

DoD David O. Cooke Excellence in Public Administration Service Award	
Overview	Created in memory of David O. Cooke, who had 45 years of DoD tenure and whose commitment to duty embodied the noble virtues of public service; one recipient
Award Eligibility	Career civilian employees (non-managerial) of the DoD with 3-10 years of Federal service
Award Criteria	Contributions demonstrate great leadership potential as a future Federal executive and who emulates Mr. Cooke's dedication to service while helping to promote and effect cooperation and improvement in the Department.
Award Device	Medallion encased in acrylic, certificate signed by the Secretary of Defense
Process and Timelines	<ol style="list-style-type: none"> 1. Ad Hoc Board reviews nominations for DoD-wide contributions and impact to the Department. 2. After Ad Hoc Board consensus is received, a Secretary of Defense nomination package is composed including the following which normally takes 3-5 days to write/collect: <ul style="list-style-type: none"> • Cover memo to the Secretary of Defense • Original nomination(s) • Memo from Chair, Ad Hoc Board 3. Each nomination package is reviewed by the following and can take up to 4-6 weeks: <ul style="list-style-type: none"> • WHS/HRD (2-step process) • Director, WHS • Director, Administration & Management • Executive Secretary to the Secretary of Defense • The Special Assistant to the Secretary of Defense • Secretary of Defense 4. After approval is received, memorandum signed by the Director, Administration and Management will be sent to Component Heads expressing congratulations to the recipient and noting those who did not receive should be considered for a Component-level award. 5. A prestigious ceremony recognizing recipients of both competitive awards is arranged with Secretary of Defense/Deputy Secretary of Defense presenting and is usually held in November.

SAVE AWARD	
Overview	In 2009 President Obama launched the Securing Americans Value and Efficiency Award (SAVE), seeking ideas from Federal employees to make government more effective and efficient and ensure taxpayer dollars are spent wisely.
Award Eligibility	All Federal employees
Award Criteria	<p>The goal of the SAVE Award is to produce ideas that will yield savings while also improving the way that government operates. As such, submissions are judged according to the following criteria:</p> <p>Does the idea reduce costs in a way that is concrete and quantifiable?</p> <p>Does the idea improve the way that government operates by:</p> <ul style="list-style-type: none"> • Improving the quality of output at lower costs; or • Simplifying processes to reduce administrative burden; or • Improving the speed of government operations to improve efficiency? <p>Some of the popular ideas submitted were already in the works. All ideas will be sent to the relevant agencies to review for potential action, including inclusion in the budget.</p>
Award Device	Framed citation with medal set
Process and Timelines	The contest will run during the month of July each year, and as in years past, one winner will be selected and the submitter will have the opportunity to present the winning idea to President Obama. This year, the Under Secretary of Defense (Comptroller)/Chief Financial Officer (CFO) will review all submissions related to the Department and provide a ranked list IAW Office of Management and Budget (OMB) guidance.

5. NOMINATION FORMATS.

Memorandum Format
<p><u>Noncompetitive Awards</u></p> <p>Include the following in the cover memorandum signed by the Component Head, addressed TO: Director, Administration and Management, THRU: Assistant Director, Labor and Management Employee Relations Division, Human Resources Directorate, Washington Headquarters Services:</p> <ul style="list-style-type: none"> • Name, title, series and grade/payband/level • Organization and location • Length of time with the organization • Period covered by award • Significant prior awards (please indicate rank level of award, i.e., highest level, second highest level, etc.) • Proposed presentation date • Point of contact • Justification • Citation <p><u>Competitive Awards</u></p> <p>Memorandum announcing call for nominations has specific requirements to follow and is usually distributed during February of each year DoD-wide.</p>

Citation Format

- Approximately 250 word citation
- UNCLASSIFIED
- Standard citation language is shown below and will be formatted as one paragraph

First sentence:

(Name) distinguished him/herself by exceptionally distinguished/meritorious/outstanding civilian service as (title and organization), from (month/year) through/to (month/year).

Summarize contributions.

Last sentence:

The contribution of (name) reflects great credit upon him/herself, the (component) and the Department of Defense.

CHAPTER 10

DIRECTOR'S AWARDS AND INITIATIVES

1. PURPOSE. To recognize employees who exercise creative ideas and approaches to promote and introduce meaningful changes to assist the Agency in its effort to adjust to the cultural and economic changes that impact our current and future operations and viability. This chapter prescribes the procedures governing DeCA's Innovation Program, which consists of the Improve Defense Commissary Agency's Efficiency and Service (IDEAS) program, the Idea Factory, and the Director's Innovation Challenge program. Additional program guidance may be found in DeCAD 60-1, (Reference (t)). Other awards include the Customer Service Award and the Team Award. This outlines the rules and procedures of each program and how they will be managed, provides standardized methods for employees to submit entries to each program, and outlines the evaluation and disposition procedures. These programs are designed to improve morale and facilitate innovation by providing an opportunity for employees to take part voluntarily in the improvement of operations within the Agency.

2. POLICY.

a. It is DeCA's policy that the Innovation Program will consist of three separate entities:

(1) The IDEAS Program. The IDEAS program recognizes and rewards individuals' IDEAS, inventions, patents, and scientific achievements that enhance the efficiency, economy, and effectiveness of DeCA and DoD. Recognition for resulting improvements and benefits may be a cash award, a noncash award, or an honorary award. The IDEAS program, when managed effectively and endorsed as a voluntary program with vigorous support at all levels on a continuing basis, contributes significantly to improving government productivity and services. All eligible IDEAS submitted are evaluated and all awards are based on the merits of the contribution and the benefits that accrue without regard to race, color, religion, sex, marital status, national origin, physical handicap, age, political affiliation, or participation. Recognition has a genuine and positive effect in continuing an employee's contributions that provide productivity excellence.

(2) The Idea Factory. The Idea Factory is a means of communicating with employees in an effort to capture their suggestions and potential best practices. It is a social network cross collaboration tool, available on OneNet, which will allow employees to discuss new and innovative concepts in an online forum; vote for their favorite suggestions; and comment, subscribe, and search for previously entered information. Whereas the IDEAS program is a formalized process and really targeted for mature ideas that have been fully fleshed out and are ready for immediate implementation, the Idea Factory is much more interactive as it is an on-line destination for brainstorming and building on new concepts.

(3) The Director's Innovation Challenge. The Director's Innovation Challenge was developed as a result of the 2010 Organizational Assessment Survey results and the working groups formed to address the issue of improving innovation within the Agency. The challenges

run as a contest and are open to all DeCA civilian employees, with a goal to leverage their innovative thoughts and ideas. Each challenge will be topic specific and will run for a specified period of time. The Agency plans to launch one challenge per year or at the discretion of the Agency Director. Challenges may be conducted using the Idea Factory for processing. The generation of ideas from across the workforce is needed to help tap into the talent and knowledge that exists within the organization.

b. It is DeCA's policy that the Director's Awards are:

(1) The Director's Customer Service Award recognizes an employee who has gone "above and beyond" their normal job responsibilities in helping customers (internal and external) and consistently promoted customer service excellence.

(2) The Director's Team Award recognizes a group or team of employees who exemplify cooperation, collaboration and open communication while working together on a project beneficial to the Agency. The completed project must have had an impact on the Agency financially, or via a process improvement, or other means of success. The group receiving the award must be composed of supportive team members who worked in partnership on a project that significantly advanced store/departmental goals and/or the Agency's mission to "Deliver a vital benefit of the military pay system that sells grocery items at cost while enhancing quality of life and readiness." All nominations must be verified by a sponsor or supervisor in the employees' chain of command.

NOTE: Nomination procedures for the Director's Customer Service Award and the Director's Team Award, to include the time frame for accepting nominations, the nomination form, and specific information relative to criteria for selection for these awards will be provided by the HRD, on an annual basis. Selectees will receive either monetary or non-monetary recognition.

(3) The PASSION Award is designed to ensure that all DeCA employees demonstrate through their personal examples, work behaviors that reflect our collective values. The attachment explains each element of PASSION, and reflects how and what we must do on a daily basis. This program allows managers and supervisors to recognize employees or teams that have demonstrated one or more of our values captured in the acronym, "PASSION," and should act as our guiding principles and inspire us to take ownership of our performance, help us to make the right decisions, and ultimately define our culture.

NOTE: To assist all DeCA executives, senior leaders, and managers/supervisors in recognizing our employees, a certificate may be used at manager or supervisor's discretion to recognize DeCA employees who have demonstrated DeCA's values. The employee is honored by receiving a certificate from their supervisor for an hour of administrative leave. The certificate may be used within 1 year of issuance, and the time/day to take the administrative leave must be approved by their supervisor. The certificate must be submitted to the timekeeper at time of use.

3. ELIGIBILITY

a. Awards eligibility for the IDEAS Program and IDEA Factory will be in compliance with DeCAD 60-1, reference (t). Innovative Challenge awards eligibility is open to all DeCA civilian employees.

b. All civilian employees of DeCA are eligible to receive these awards. Selection of non-U.S. citizen employees may only receive awards in accordance with applicable procedures of the local servicing activity, laws and practices of the host government. Contract employees are not eligible to participate in these programs.

4. RESPONSIBILITIES. The Director, DeCA, has further delegated authority for DeCA-wide program administration to the Directorate of Strategic Planning, who shall have general responsibility for the Innovation Program.

a. The Director of Strategic Planning shall:

(1) Set policy, procedures, promote, and publicize the program and ensure uniform application. Please refer to DeCAD 60-1, reference (t) for detailed program guidance for the IDEAS program.

(2) Maintain liaison, as needed, with the DoD staff, other DoD agencies, the Office of Personnel Management (OPM), and the Office of the Principal Deputy Assistant Secretary of Defense for Personnel and Readiness, on awards for military and civilian personnel.

(3) Orchestrate IDEAS program interface with other DoD programs: fraud, waste and abuse (FWA), Information Management, Quality Improvement Efficiency Reviews, DoD Value Engineering Suggestion Program, and other process improvement activities (such as Lean Six Sigma) designated to increase productivity or cost savings.

(4) Manage the IDEAS program.

(5) Orchestrate the Idea Factory IAW the Memorandum of Understanding with the Transportation Support Agency (Homeland Security) and IAW DeCA procedures.

(6) Manage the Director's Innovation Challenges.

b. DeCA Executives and Senior Leaders shall:

(1) Promote an environment that fosters a culture of innovation and process improvement.

(2) Ensure employees assigned to their areas of responsibility read and adhere to DeCA's innovation policy and procedures.

c. Supervisors and managers at all levels shall:

(1) Be aware of and demonstrate support for the Agency's Innovation Program through personal work behavior.

(2) Ensure employees read and are fully informed of the Innovation Program procedures and encourage workforce participation.

d. Employees at all levels of the Agency shall:

(1) Read, understand, and adhere to the policies and procedures set forth in this Manual and the supporting Manuals.

(2) Continually look for new or better ways to do things in order to provide better service to our patrons and recommend such innovations through the avenues of DeCA's Innovation Program.

CHAPTER 11

STORE OPERATIONS AWARDS

1. PURPOSE. Commissaries are encouraged to achieve outstanding performance in store operations. Through the awards discussed in this chapter, DeCA annually recognizes and rewards stores demonstrating exceptional achievement in accountability, customer service, sales, fiscal responsibility, safety, and innovation.

2. BEST COMMISSARY AWARDS.

a. The Best Commissary Awards Program Manager resides in the Sales, Marketing and Policy Group and is responsible for providing guidance, establishing the metrics for the program, conducting the analysis to determine the winners, purchasing trophies, and managing the overall Best Commissary Awards program.

b. The Store Operations Directorate is responsible for implementing program guidance and supplementing this guidance, as necessary, to carry out the program.

c. The Corporate Communications Directorate is responsible for publicizing the names of the winners through news releases and media publications.

3. GENERAL. The winners of the Best Commissary Awards will be announced in the spring of each year.

a. There are three Best Commissary Awards for United States commissaries:

(1) United States Best Super Commissary, Director's Award, sales band 9-14

(2) United States Best Large Commissary, Bill Nichols Award, sales band 5-8

(3) United States Best Small Commissary, Richard M. Paget Award, sales band 1-4

b. There are two Best Commissary Awards for overseas commissaries:

(1) Overseas Best Large Commissary, Dan Daniel Award, sales bands 5-14

(2) Overseas Best Small Commissary, L. Mendel Rivers Award, sales bands 1-4

c. The program manager will gather and analyze criteria data to determine eligibility and rank each store by award category.

d. The Store Operations Directorate will be provided a list of source documents used in the ranking process as well as a list of recommended winners for each award category. The Store

Operations Directorate will review the recommended winners' list for extenuating circumstances that would impact a store's eligibility and notify the program manager when the review is complete.

e. The list of recommended winners will then be cleared through the offices of Equal Employment Opportunity (EEO), Inspector General (IG) and General Counsel (GC) to ensure there are no significant issues that would impact a store's eligibility, before being sent to the Agency Director and Deputy Director for final approval.

f. The list of approved winners will be provided to the Store Operations Executive Director and Principal Deputy prior to release.

g. Selection Criteria:

(1) Accountability – all departments (meat, produce, and grocery) must be in tolerance for the fiscal year (FY). If an accountable inventory was not taken in the FY, accountable inventory results from the last formal inventory will be carried forward.

(2) CCSS – score must equal or exceed the award category average.

(3) Sales – stores must have an increase in sales from the average sales of the previous 2 FYs.

(4) Unit Cost – store unit cost is lower than or meets the average store unit cost percent change within each award category. The percent change is based on stores' current year compared to the average of the previous 2 FYs.

(5) Safety – accident rate per 100 employees does not exceed the award category average for the year.

(6) Recycling and Solid Waste Diversion – efficiency rate meets or exceeds award category average.

(7) Cumulative Cash Variance – variance for the FY is better than the award category average.

h. The Best Commissary Awards first place winner in each category will be the store that meets all criteria listed above and then has the highest score in the Agency according to the scoring procedures. Winners from each category will receive a trophy that will be permanently maintained and displayed in a prominent location on the commissary sales floor.

i. The second place award in each category will go to the store that meets all criteria listed above and then has the second highest score. Second place winners from each category will receive a trophy that will be permanently maintained and displayed in a prominent location on the commissary sales floor.

j. When notified, first place winners from each category will submit professional quality photos as described below, to be used in news releases and media publications.

- (1) Use a digital camera, set to the highest resolution (i.e. 300 dpi).
- (2) Photo must be taken in landscape orientation.
- (3) Take 3-4 pictures of each of the following:

Front of the commissary without people.

- (b) Front of the commissary with as many employees and managers as possible.
- (c) Inside the commissary with as many employees and managers as possible.

(1) Take photos with employees (both in front and inside the commissary), from an elevated position with the people looking up at the camera. Taking photos from an elevated level will allow all individuals to be visible in the photo.

- (2) Situate management at the forefront.
- (3) Submit photos via the method indicated at the time of notification.

b. Responsibilities.

(1) The Operational Assessment Division, Sales, Marketing, and Policy Group, will:

(a) gather and analyze criteria data to determine eligibility and then rank each store by award category.

(b) provide the Store Operations Directorate with a list of stores and the data used in the ranking procedure, as well as a list of recommended winners for each award category.

(2) The Store Operations Directorate will validate the data, review the recommended winners list for extenuating circumstances that would impact a store's eligibility, and will notify the Operational Assessment Division when the validation and review are completed.

(3) The list of recommended winners will then be cleared through DeCA's EEO, IG and GC offices to ensure there are no significant issues that would impact on a nominated store's eligibility, before being sent to the Agency Director and Deputy Director for final approval.

c. Criteria. Stores must meet each of the following criteria to be eligible for the award:

(1) Accountability - all departments (meat, grocery, and produce) must be in tolerance for the FY. If an accountable inventory was not taken in the FY, accountable inventory results from the last formal inventory will be carried forward.

(2) Commissary Customer Service Survey (CCSS) - score must equal or exceed the DeCA average or their sales band average by Continental United States (CONUS) and Outside Continental United States (OCONUS).

(3) Sales - stores must have an increase in sales from the average sales of the previous 2 years.

(4) Unit Cost - store unit cost must meet the average store unit cost percent change within each award category. The percent change is based on stores' current year compared to the previous 2 year average.

(5) Safety - accident rate per 100 employees does not exceed the award category average for the year.

(6) Property Book Accountability – store assigned POC must access Defense Property Accountability System (DPAS) at least once every 60 days.

(7) Recycling and Solid Waste Diversion – efficiency rate meets or exceeds award category average.

(8) Cumulative Cash Variance – variance for the FY is less than the award category average.

d. Selection

(1) Once eligibility is determined as stated above, the Best Commissary Award's first place winner in each category will be the store having the highest score in the Agency according to the Operational Assessment Division's established scoring procedures. The second place winner in each category will go to the store with the second highest score.

(2) Within 10 calendar days of notification, first place winners from each category will submit professional quality photos as described below, to be used in news releases and media publications.

(a) Use a digital camera, set to the highest resolution.

(b) Photo must be taken in landscape orientation.

(c) Take 3-4 pictures of each of the following:

1 Front of the commissary without people.

2 Front of the commissary with as many employees and managers as possible.

3 Inside the commissary with as many employees and managers as possible.

(d) Take 25-30 photos showcasing the interior of your commissary. Ensure patrons and/or employees are present on all photos.

(e) Submit pictures on a compact disc to HQ DeCA/MPOR, 1300 E Avenue, Fort Lee, Virginia 23801-1800.

(3) Award Designations. Best Commissary first place winners: Area Director - \$500, Zone Manager - \$750, Store Director - \$2,000, and 16 hour TOA for all winning store employees. Best Commissary second place winners: Area Director - \$250, Zone Manager - \$500, Store Director - \$1,000, and 8 hour TOA for all winning store employees. All awards are subject to funding availability.

4. INVENTORY EXCELLENCE AWARDS.

(a) General. The Inventory Excellence Awards will be presented at the end of each FY using the Gain and Loss Statement received from the Resale Accounting Branch.

(b) Responsibilities. Store Operations will select the winners for Inventory Excellence.

(c) Criteria.

(1) Store Director Award. Award will be given in two categories: United States and overseas stores. All grocery, meat, and produce departments must be in tolerance in order to be eligible to compete. Awards will be given to the 10 overseas and 25 United States stores with the lowest percent gain/loss in the grocery department. The store directors will receive a monetary award in the amount of \$1,000, when funding permits.

(2) Zone Manager Award: Award will be given in two categories: Unites States and overseas stores. All grocery, meat, and produce departments must be in tolerance in order to be eligible to compete. Awards will be given to the zone with the lowest percent gain/loss in the grocery department. The zone managers will receive a monetary award in the amount of \$500, when funding permits.

(3) Area Director Award: Award will be given in two categories: Unites States and overseas stores. All grocery, meat, and produce departments must be in tolerance in order to be eligible to compete. Award will be given to the area with the lowest percent gain/loss in the grocery department. The area director will receive a monetary award in the amount of \$500, when funding permits.

5. COMMUNITIES OF PRACTICE AWARDS.

(a) General. The Communities of Practice Awards will be presented each FY using the Communities of Practice Forum.

(b) Responsibilities. Store Operations will select the winners for Communities of Practice, complete the DeCAF 50-7, create the Request for Personnel Action (RPA), and forward it to the servicing personnel office for processing and payment. The award will be presented IAW locally established procedures, and a copy of the SF 50 will be placed in the employee's OPF.

(c) Criteria. Employees will be recognized based on forum postings which led to implementing efficiencies to continue as a Best in Class Government Agency.

(d) Winners will be selected from a panel consisting of one representative from each of the Store Operations six areas (Management/Admin, Grocery/Deli/Bakery, Meat/Produce, Training/Administration, Operational Systems, and Operational Support). Panel will review recommendations received from the Store Operations staff as a result of Communities of Practice Forum postings. Awards will be approved by the Principal Deputy Director, Store Operations. Award recipients will receive a monetary award in the amount of \$250, when funding permits.

CHAPTER 12

ZONE MANAGERS' THROWDOWN AWARDS

1. PURPOSE. The newly launched Zone Managers' Throwdown Awards is an innovative approach designed to increase sales and patron awareness as well as incite the competitive spirit inherent in our zone manager community. This competition is in lieu of the area's perimeter contests held under the previous organizational structure. The Zone Managers' Throw Down will be run annually from April 1 to March 31 of the following year. Specific guidance is as follows. All zone managers (ZM) and area directors are effectively competing against themselves in that each respective zone and area is attempting to better the prior year's sales performance.

2. POLICY. All stores will participate on a level playing field. The only anomaly will be in those zones with new store openings, store closures, or changes in days of operation. During the tabulation of sales data, the data respective to the aforementioned stores will be removed from the analysis so as not to skew the results

3. RESPONSIBILITIES. Area directors, zone managers, and store directors are responsible for maximizing support for the annual Zone Managers' Throwdown. The Sales Directorate and Store Operations Directorate are responsible for providing guidance, analyzing sales data, and processing any awards.

4. AWARD CRITERIA.

a. Criteria for the competition will be determined on an annual basis. All stores will participate on a level playing field. Periodically, a weighted bonus will be applied for the focus areas or items such as greatest lift for a Sales Directorate managed promotional event. Notification of the focus areas or items will be provided by Store Operations Directorate 30 days in advance of the applicable period. First place awards for zone managers in a selected category will receive \$500 each; second place awards for zone managers in a selected category will receive \$250 each; third place awards for zone managers in a selected category will receive \$150 each. The zone manager designated as the overall winner for all selected categories will receive \$500. All awards are subject to availability of funding.

b. The focus of the Throwdown will be determined on an annual basis. Zone managers will be selected in each of the following perimeter departments: perishable grocery; produce; and fresh meat/fresh seafood. There will be a first, second, and third place winner in each of the focused categories for the year. In addition to the zone manager awards, the top performing area director will be recognized. Winners will be announced at the annual American Logistics Association convention.

CHAPTER 13

RECYCLING EFFICIENCY AWARDS

1. PURPOSE. The Recycling Efficiency Awards helps DeCA recognize outstanding achievements in recycling and waste reduction by deserving stores, people and their programs. Awards are given annually based upon the information input to the Agency's Waste Management Reporting website, maintained by the Recycling, Environmental & Distributor Discrepancy Rate Division, which is responsible for tracking and monitoring the agency's progress toward meeting its recycling goals and DoD diversions mandates.

2. ELIGIBILITY. All entities, DeCA HQ, areas, zones, and stores within DeCA are eligible for consideration. To be eligible for the DeCA Annual Recycling Awards:

a. No formal nomination is required. A thorough review and assessment of the information contained in the Waste Management Reporting Program will determine the award recipients using the criteria described in paragraph 3 of this chapter.

b. To be considered programs must have been in existence and active within DeCA for at least one year

3. AWARD CRITERIA.

a. The first round of judging will be point based. The review committee will judge applications based on:

(1) Improvement - Points awarded for being on the cutting edge, tackling a barrier, providing education beyond the norm, and contributing to waste reduction in unique ways; based primarily on the narrative (max. 10 points).

(2) Reuse - Points awarded for reuse at OCONUS stores only; percentage based on weight diverted compared to total trash (max. 5 points).

(3) Recycle - Points awarded for recycling; percentage based on weight diverted compared to total trash (max. 5 points).

(4) Organics - Points awarded at OCONUS stores only for managing organics by composting or other methods; percentage based on weight diverted compared to total trash (max. 5 points).

(5) Nominees may be divided into subcategories based on store size: Best Super Commissary, Best Large Commissary, Best Medium Commissary, and Best Small Commissary in CONUS as well as OCONUS. This will be a total of eight awards given annually.

(6) A Central Distribution Center Recycling Award will also be given based upon recycling efficiencies or items diverted from the waste stream.

b. Once the top nominees in each category are identified by the point system, finalists will be invited to interview with the committee to corroborate the findings and get a better sense of the intricacies of the nominee's activities. Final rankings will be assigned by the review committee following the second round.

CHAPTER 14

SAFETY AWARDS

1. PURPOSE. It is DeCA policy to recognize outstanding efforts and significant achievements by DeCA's activities and individuals in accident prevention. Recognition of safety accomplishments promotes pride and stimulates greater DeCA organizational and personal effort to improve safety performance. The Safety and Health Directorate will provide the Store Operations Directorate with accident statistical data generated from OSHA Form 300 Logs submitted by store level facilities. This statistical data is captured on a calendar year (CY) schedule and includes both U.S. and local national employees. The Store Operations Group / Infrastructure Support Group will select recipients and will present the appropriate award benefit (e.g., recognition, time off, monetary).

2. ELIGIBILITY. All commissaries, CDCs, and CMPP are eligible and have the opportunity to compete for both Zero Accidents and Most Improved Safety Awards.

3. AWARD TYPES.

a. Zero Accidents. As named, this award goes to any facility (commissary, CDC, or CMPP) that experienced ZERO "total accidents" for the CY period.

b. Most Improved Total Accident Rate. Awarded to one store per size category (Super, Large and Small) and to one CDC facility (includes the CMPP) for most improved in reducing total accident rate from the previous year.

c. Store Level Personal Safety Awards. Personal safety awards, at store level, may be given for initiatives or selfless acts that prevent serious job related injury, illness, or property damage; or for sustained superior duty performance that makes a significant contribution to the activity's overall accident prevention program.

d. HQ DeCA/Area Staff Activity Awards. Area directors, FPOs and Special Staff Groups (SSG) are also encouraged to recognize and reward individuals, above store level, for noteworthy efforts to prevent accidents. Just as for store level personal awards, these may be given for initiatives or selfless acts that prevent serious job related injury, illness, or property damage; or sustained superior job performance that makes a significant contribution to the Agency or HQ operations overall accident prevention program. The approving official has the option of providing recognition at that level or requesting recognition at a higher management level.

4. BUDGETING FOR AWARDS. The Executive Directors for Store Operations Group / Infrastructure Support Group, area directors, FPO, and SSG will ensure their budget includes sufficient monetary resources that provide an appropriate level of recognition consistent with preceding requirements. Commissaries/ CDCs, etc., should ensure budgeting of monetary resources for appropriate award elements presented at that level. All safety awards will be approved by the Executive Directors for Store Operations Group / Infrastructure Support Group. All monetary awards are subject to the availability of funds.

GLOSSARY

DEFINITIONS

Award. Something bestowed or an action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives which are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules.

Awards program. The specific procedures and requirements established by an agency or a component of an agency for granting awards under Title 5, United States Code, chapter 43, subchapter 1, (Reference (u)) and Title 5, United States Code, chapter 45, subchapter 1, reference (r).

Compensatory time off. Time off with pay in lieu of overtime pay for irregular or occasional overtime work, or when permitted under agency flexible work schedule programs, time off with pay in lieu of overtime pay for regularly scheduled or irregular or occasional overtime work.

Enterprise Integration Panel. The first rung of DeCA's Governance process.

Federal Wage System. A pay system developed to make the pay of workers comparable to the prevailing private sector rate in each local wage area. Under the FWS, the agency bases federal employee pay on what private industry is paying for comparable levels of work in the local wage area.

General Schedule. The pay scale, comprised of 15 grades, for professional or "white collar" federal employees. Employees move to higher steps within their grade level based on the length of their tenure and acceptable job performance. Employee advance from one grade to another as they are promoted and their responsibilities increase.

Honorary Awards. Awards that are generally symbolic and usually do not involve monetary recognition. Honorary awards are a gesture of respect given to employees to recognize their performance and value to the organization.

Incentive. A device that focuses employee efforts on organizational goals, and often promise specific rewards to those employees who help significantly to achieve them.

Informal Recognition. A type of award that may be given to reward performance that otherwise might not merit an award such as, cash, time-off, or an honorary award. These can be used to provide more frequent and timely informal recognition to employees. Informal recognition includes certificates of appreciation, certificates of achievement and other similar items. Informal recognition can be granted at any level of DeCA.

Meaningful distinctions based on levels of performance. Employees with higher ratings of record receive larger ratings-based cash awards than those with lower ratings of records.

Monetary Award. An award in which the recognition device is a cash payment that does not increase the employee's rate of basic pay.

Non-Monetary Award. An award in which the recognition device is not a cash payment or time-off award but rather an award of a honorific value; e.g., a letter, certificate, medal, plaque or item of nominal value.

Performance-based cash award. Sometimes known as a ratings-based award, a performance-based award is a lump-sum cash payment authorized by Title 5, United States Code, §45051, (Reference (v)) and Title 5 Code of Federal Regulations 451.104(e), reference (l) that requires only the most recent rating of record as the sole justification for the award.

Personally Identifiable Information (PII). PII is information that can be used to distinguish or trace someone's identity. It includes information such as a social security number, age, military rank or civilian grade. More examples of PII include home and office phone numbers, birthdays, and spouse names.

Quality Step Increase (QSI). An additional within-grade increase granted to General Schedule employees in recognition of "Outstanding" performance.

Rating of Record. The summary rating required at the end of the performance rating period or at other times specified in applicable performance management regulations.

Recognition. After-the-fact reinforcement for specific types of performance or accomplishments. Recognition signals to employees what the organization values.

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

GLOSSARY

ACRONYMS

AEP	Affirmative Employment Program
ALA	American Logistics Association
CCSS	Commissary Customer Service Survey
CDC	Central Distribution Center
CFO	Chief Financial Officer
CFR	Code of Federal Regulation
CMPP	Central Meat Packing Plant
CPDF	Central Personnel Data File
CMSgt	Command Sergeant Major
COH	Human Resources Directorate
CONUS	within the continental United States
CPDF	Central Personnel Data File
CY	Calendar Year
DDR	Distributor Discrepancy Rate
DeCA	Defense Commissary Agency
DECAD	DeCA Directive
DeCAF	DeCA Form
DeCAM	DeCA Manual
DoD	Department of Defense
DPAS	Defense Property Accountability System
EEO	Equal Employment Opportunity
EIP	Enterprise Integration Panel
EOD	Entrance on Duty
EPF	Employee Performance Folder
FEPCA	Federal Employees Pay Comparability Act of 1990
FPO	Functional Process Owner
FWA	fraud, waste and abuse
FWS	Federal Wage System
FY	Fiscal Year
GC	General Counsel
GS	General Schedule
HCM	Human Capital Management
HCMB	Human Capital Management Board
HR	Human Resources
HRD	Human Resource Directorate

HQ	Headquarters
IAB	Incentive Awards Board
IAW	in accordance with
IDEAS	Improve DeCA's Efficiency and Service
IG	Inspector General
IPA	Intergovernmental Personnel Act
LMER	Labor and Management Employee Relations
LN	Local National employees
MPOR	Assessment Division
MPS	Performance Division
NTE	Not to exceed
OCONUS	Outside of the continental United States
OMB	Office of Management and Budget
OPF	Official Personnel Folder
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
PASSION	P ursue A ccountable S ense S et I nnovation O wnership N ecessary
PII	Personally Identifiable Information
POC	Point of contact
PSA	Principal Staff Assistant
QSI	Quality Step Increase
RM	Resource Management
RPA	Request for Personnel Action
SAVE	Securing Americans Value and Efficiency
SCD	Service Computation Date
SD	Store Director
SES	Senior Executive Service
SF	Standard Form
SPOC	Store Point of Contact
SSG	Senior Staff Group
SSN	social security number
TOA	Time-Off Award
US	United States
USC	United States Code

WHS	Washington Headquarters Services
WGI	With-in Grade Increase
ZM	Zone Manager

APPENDIX A

HONORARY AWARDS TABLE

Award Title	Due Date	Awards Includes	Criteria	Approving Authority
DeCA Distinguished Civilian Service Medal	Submit to Human Resources (HR) 30 days prior to presentation	Highest DeCA Award Certificate & gold medal/ribbons	*Given to employees who have distinguished themselves by exceptional service or contributions of the broadest scope to DeCA or DoD *DeCA Form 50-7 must be completed along with appropriate justification and proposed citation *Award must be approved by the Agency HCMB prior to going to approving official for signature	Recommending Official: 1 st line supervisor Reviewing Officials (s): FPO/SSG, Zone Manager, Area Director, Executive Director Signature Approval Official: DeCA Director

Award Title	Due Date	Awards Includes	Criteria	Approving Authority
DeCA Meritorious Civilian Service Medal	Submit to HR 30 days prior to presentation	Second highest DeCA Award Certificate & silver medal/ribbons	*Given to employees who have accomplished assigned duties in an exemplary manner, setting a record of individual achievement and inspiring others to high levels of performance *DeCA Form 50-7 must be completed along with appropriate justification and proposed citation *Award must be approved by the HCMB prior to going approving official for signature	Recommending Official: 1 st line supervisor Reviewing Official: FPO/SSG, Zone Manager, Area Director, Executive Director Signature/Approval Official: Deputy Director
DeCA Superior Civilian Service Medal	Submit to HR 30 days prior to presentation	Third Highest DeCA Award Certificate & pewter medal/ribbons	*Given to employees for significant contributions warranting official recognition *DeCA Form 50-7 must be completed along with appropriate justification and proposed citation *Does not require HCMB approval	Recommending Official: 1 st line supervisor Reviewing Official: FPO/SSG, Store Director, Zone Manager, Area Director, Executive Director Signature/Approval Official: Executive Director

APPENDIX B

MONETARY AND MISCELLANEOUS AWARDS TABLE

Award Title	Award Type	Approving Authority
Time Off Awards (TOA)	ALL TIME OFF AWARDS	Recommended by 1st line supervisor; Approved by Store Directors, ZM, Area Director, Directorate Heads, SSG, Exec Dirs, Deputy Director or Director
Length of Service Awards	10 & 20 years (U.S. Personnel) 5-25 years (LN Personnel): 30 years (U.S. Personnel) 30-35 years (LN Personnel) 40 or more years (All Personnel)	Area Directors & Directorate Heads Area Directors Exec Dirs Exec Dirs Agency Director

Award Title	Award Amounts	Approving Authority
Safety Awards	Zero Accidents \$750 for Super Store \$500 for Large Store \$250 for Small Store Most Improved \$750 for Super Store \$500 for Large Store \$250 for Small Store	Directorates of Sales (MPS)
Zone Manager Throwdown	1 st Place \$500 for 1st Place Zone in Produce	

	<p>\$500 for 1st Place Zone in Meat-Seafood</p> <p>\$500 for 1st Place Zone in Perishable Grocery</p> <p>2nd Place \$250 for 1st Place Zone in Produce</p> <p>\$250 for 1st Place Zone in Meat-Seafood</p> <p>\$250 for 1st Place Zone in Perishable Grocery</p> <p>3rd Place \$150 for 1st Place Zone in Produce</p> <p>\$150 for 1st Place Zone in Meat-Seafood</p> <p>\$150 for 1st Place Zone in Perishable Grocery</p> <p>\$500 for Area Overall winner - (all 3 categories)</p>	
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APPENDIX C

Agency's Award Nomination Form (including Instructions)

RECOGNITION/AWARD NOMINATION AND APPROVAL <small>(For use of this form, see DeCAM 50-8.1; OPR is COH.)</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)	2. SSN																		
3. OFFICE SYMBOL AND LOCATION																			
4. PRESENT POSITION TITLE, PAY PLAN, AND GRADE	5. POSITION HELD DURING PERIOD COVERED (if other than shown in item 4)																		
6. TYPE OF AWARD RECOMMENDED (<i>"X"</i> applicable box and attach justification)																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">a. HONORARY</th> <th style="width: 50%; text-align: center;">b. MONETARY</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> DeCA Distinguished Civilian Service</td> <td><input type="checkbox"/> Special Act or Service</td> </tr> <tr> <td><input type="checkbox"/> DeCA Meritorious Civilian Service</td> <td><input type="checkbox"/> On the Spot Award</td> </tr> <tr> <td><input type="checkbox"/> DeCA Civilian Career Service Award</td> <td><input type="checkbox"/> Time Off Award</td> </tr> <tr> <td><input type="checkbox"/> DeCA Superior Civilian Service</td> <td><input type="checkbox"/> Other (Specify) _____</td> </tr> <tr> <td><input type="checkbox"/> DeCA Achievement in Equal Employment Opportunity</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> DeCA Disabled Employee of the Year</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> DeCA Volunteer Service</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Michael W. Blackwell</td> <td></td> </tr> </tbody> </table>		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 type="checkbox"/> Time Off Award	<input type="checkbox"/> DeCA Superior Civilian Service	<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> DeCA Achievement in Equal Employment Opportunity	<input type="checkbox"/>	<input type="checkbox"/> DeCA Disabled Employee of the Year	<input type="checkbox"/>	<input type="checkbox"/> DeCA Volunteer Service	<input type="checkbox"/>	<input type="checkbox"/> Michael W. Blackwell	
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<input type="checkbox"/> DeCA Disabled Employee of the Year	<input type="checkbox"/>																		
<input type="checkbox"/> DeCA Volunteer Service	<input type="checkbox"/>																		
<input type="checkbox"/> Michael W. Blackwell																			
7. PERIOD OF SERVICE COVERED BY NOMINATION (MMDDYYYY-MMDDYYYY)	8. AMOUNT OF AWARD/HOURS RECOMMENDED																		
9. BENEFITS <small>(Complete for all monetary awards and for honorary awards where appropriate: as part of justification, benefits and/or explanation of intangible benefits.) <u>Do not</u> Complete for performance award or QSL.</small>																			
Tangible Benefits: _____ 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	SIGNATURE & DATE																		
11. TYPED NAME & TITLE OF REVIEWING OFFICIAL	SIGNATURE & DATE																		
12. TYPED NAME & TITLE OF AWARDS REVIEWING OFFICIAL	SIGNATURE & DATE																		
13. HUMAN CAPITAL MANAGEMENT BOARD (if applicable) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	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																		
16. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE & DATE																		
TYPE OR AMOUNT OF AWARD (if Adjusted)	TITLE																		

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/COHL, Ft Lee, VA.
4.	Self explanatory.
5.	Self explanatory.
6.	Self explanatory.
7.	Self explanatory.
8.	Amount of Award/Hours Recommended - show actual amount and not percentages.
9.	Benefits - Provide a description of the perceived tangible benefit. Check the applicable box(es) for the intangible benefits..
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 FPO/SGG, Area Directors, Executive Directors, DeCA Deputy Director, or the DeCA Director.

DeCA Form 50-7, June 12, 2013

Supersedes DeCA Form 50-7, May 2013 and DeCA Form 50-7, Nov 1982