



DECA DIRECTIVE 50-08

RECOGNITION AND INCENTIVE AWARDS PROGRAM

Originating Component:	Human Resources Directorate
Effective:	July 29, 2020
Releasability:	Unlimited. This directive is approved for public release and is located on DeCA's internet website at www.commissaries.com .
Reissues and Cancels:	DeCA Directive 50-08, "Recognition and Incentive Awards Program," January 10, 2014
Approved by:	Teena P. Standard, Chief of Staff

Purpose: The DeCA Recognition and Incentive Awards Program is designed to motivate employees to increase productivity and creativity and achieve greater productivity, efficiency, economy, and improvement of operations. It provides a method for rewarding employees whose job performance and creativity are substantially above normal job requirements and performance expectations. It also provides for consideration of performance contributions throughout the Defense Commissary Agency (DeCA). The Recognition and Incentive Awards Program will be endorsed and vigorously supported by all levels of management and will be administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This directive applies to employees of DeCA with the exception that the provisions of this directive do not apply to contract employees. Award administration of non-U.S. personnel will be in accordance with (IAW) applicable policies, regulations, and procedures of the local servicing activity and applicable laws and practices of the host government.

1.2. POLICY. It is DeCA policy that:

a. Awards must be granted consistent with Equal Employment Opportunity (EEO) and Affirmative Employment Program policies, laws, regulations, and Executive Orders that prohibit unlawful discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, marital status, political affiliation, or any other unlawful factor.

b. Policies and standards governing awards for which both Department of Defense (DoD) civilian and military personnel are eligible shall be applied equitably to the extent consistent with applicable laws and regulations.

c. Awards granted under the DeCA Recognition and Incentive Awards Program shall be subject to applicable tax rules.

d. Awards granted under the DeCA Recognition and Incentive Awards Program shall be given due weight in qualifying and selecting an employee for promotion as required by Title 5 United States Code (U.S.C.) §3362, Chapter 33, 43, and 45.

e. Award recommendations for which authority has not been delegated to officials at lower levels within DeCA and DoD will be forwarded to the appropriate authority for approval.

f. Provisions of the DeCA Recognition and Incentive Awards Program will be communicated to managers, supervisors, and employees.

g. The DeCA Recognition and Incentive Awards Program will be evaluated and assessed to ensure that awards:

- (1) Are used to motivate, recognize, and promptly reward eligible personnel;
- (2) Exhibit a close, demonstrable link between performance, accomplishment, or contribution to DeCA Strategic Goals and Objectives and the receipt of an award; and
- (3) Are granted commensurate with the value of an employee's contribution or accomplishment.

h. Awards under the DeCA Recognition and Incentive Awards Program will not be used as a substitute for overtime pay, promotion, or any other purposes not compatible with the applicable level of recognition.

1.3. AWARD REQUIREMENTS AND PROCEDURES.

a. General. Procedures and requirements for DeCA awards are documented in DeCAM 50-08.1.

b. DeCA Recognition and Incentive Awards Program Requirements include:

(1) Documenting all cash and time-off awards in compliance with Title 5, Code of Federal Regulations (CFR), 451.106(b), Parts 103, 430, 451, 531, and 534.

(2) Ensuring that appropriate procedures are available for filing award documents in compliance with the requirements of 5 CFR 451.106(f).

(3) Ensuring that appropriate procedures are available for reporting awards data in compliance with 5 CFR 451.106(g).

(4) Following appropriate DoD financial management regulations on civilian pay policies and procedures under DoD 7000.14-R.

(5) Granting Quality Step Increases (QSI) consistent with the provisions of 5 CFR 531 Subpart E.

(6) Documenting award justification for awards that are not based on a rating of record under 5 CFR 451.103; and

(7) Developing guidelines requiring managers and supervisors to demonstrate involvement in EEO related activities to receive awards, as appropriate.

SECTION 2: RESPONSIBILITIES

2.1. DeCA DIRECTOR. The DeCA Director:

- a. Ensures the development, implementation, application and evaluation of the DeCA Recognition and Incentive Awards Program.
- b. Certifies funds are obligated consistent with applicable DoD component financial management controls and delegations of authority.
- c. Ensures that the DeCA Awards Program does not conflict with or violate any other law or Government-wide regulation.
- d. Confirms 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. Safeguards that employees have confidence that awards are distributed fairly without regard to race, national origin, sex, or other non-merit factors.
- f. Confirms that the review or approval of a recommendation for award that would grant more than \$5,000.00 to a single individual is forwarded for approval.

2.2. EXECUTIVE DIRECTORS. The Executive Director:

- a. Ensure that management and supervisory officials under their jurisdiction identify, through normal management reviews and control processes, areas where superior work results warrant award consideration.
- b. Ensure that adequate funds are budgeted and that personnel are assigned to support the program and provide timely recognition.

2.3. DIRECTOR OF HUMAN RESOURCES (CCH). The CCH Director:

- a. Develops, directs, administers, and provides guidance and technical assistance on the DeCA-wide Recognition and Incentive Awards Program.
- b. Performs 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 directive.

(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. Reviews and presents award nominations from within DeCA requiring approval of the Director, DeCA, or from agencies outside of DeCA to the Director for consideration.

d. Submits new award instructions or changes to Office of Personnel Management (OPM) no later than (NLT) 30 calendar days prior to the proposed effective date.

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

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

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

h. Ensures 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, with regard to the implementation of this directive.

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

j. Ensures appropriate directorate submits timely and accurate award data as required by OPM.

k. Ensures that supervisors are aware of award nomination requirements and deadlines.

2.4. RESOURCE MANAGEMENT (CCR) DIRECTOR. The CCR Director:

a. Develops the percentages and dollar amounts for awards budgets, annually IAW with OPM and Office of Management and Budget (OMB) requirements.

b. Communicates the dollar amounts for awards budgets to the Director, Deputy Director, Executive Directors, staff offices, directorates, area directors, and zone managers.

2.5. HUMAN CAPITAL MANAGEMENT BOARD (HCMB). The HCMB:

a. Provides support for and review of applicable nominations and makes recommendation for the approval/disapproval of various identified honorary and informal recognition awards.

b. Enforces criteria for selecting awardees.

SECTION 3: GENERAL PROVISIONS

3. MANAGEMENT CONTROL SYSTEM. This directive contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 and DoD Directive 5105.55.

GLOSSARY

G.1. ACRONYMS.

AEP	Affirmative Employment Program
CCH	Human Resources
CCR	Resource Management
CFR	Code of Federal Regulation
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAM	Defense Commissary Agency Manual
DoD	Department of Defense
EEO	Equal Employment Opportunity
HCMB	Human Capital Management Board
IAW	In Accordance With
NLT	No Later Than
OMB	Office of Management and Budget
OPM	Office of Personnel Management
QSI	Quality Step Increase
U.S.	United States
U.S.C.	United States Code

REFERENCES

- Code of Federal Regulations, Title 5, Chapter 1, Part 430, "Performance Management,"
December 20, 2018
- Code of Federal Regulations, Title 5, Chapter 1, Part 451, "Awards," December 20, 2018
- Code of Federal Regulations, Title 5, Chapter 1, Part 531, "Pay Under General Schedule"
December 20, 2018
- Code of Federal Regulations, Title 5, Chapter 1, Part 534, "Pay Under Other Systems,"
December 20, 2018
- DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- DeCA Manual 50.08.1, "Recognition Incentive Awards Program," December 6, 2019
- DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- DoD Instructions 1400.25, Volume 451, "DoD Civilian Personnel Management System:
Awards," November 4, 2013
- United States Code, Title 5, Chapter 33, "Examination, Selection, and Placement,"
September 6, 1966
- United States Code, Title 5, Chapter 43, "Performance Appraisal," September 6, 1966
- United States Code, Title 5, Chapter 45, "Incentive Awards," September 6, 1966