10 Awards and Recognition

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the various types of awards and recognition available to Defence Intelligence employees.
- Explain how certain awards may be included during the pay pool process.
- Explain the DCIPS philosophy regarding awards versus performance bonuses.

Topics

LESSON 10 INTRODUCTION

Duration: Allow 30 minutes for this lesson.

Instructor Notes:

- Show slide 10-1, "Lesson 10: Awards & Recognition."

- Participant Guide page 10-2

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Lesson 10: Awards & Recognition

Duration: 30 minutes

HR Elements for HR Practitioners
Awards & Recognition   Slide 10- 1

Your Notes:

Instructor Notes:

- Show slide 10-2, "Lesson 10 Topics."

- Participant Guide page 10-3

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Lesson 10 Topics

Lesson 10 Topics

- Topic 1 – Awards and Recognition Programs and Policies
- Topic 2 – Monetary Awards
- Topic 3 – Time-Off Awards
- Topic 4 – Non-Monetary Awards
- Topic 5 – Other Awards and Award Programs

HR Elements for HR Practitioners
Awards & Recognition

Slide 10- 2

Your Notes:

Speaking Points:

- This lesson outlines the **awards available to leadership as tools** for motivating, recognizing, and rewarding employees.

- First, let's take a look at the types of awards and recognition and their associated policies.

TOPIC 1: AWARDS AND RECOGNITION PROGRAMS AND POLICIES

Instructor Notes:

- Show slide 10-3, "Awards & Recognition Overview."

- Participant Guide page 10-4

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Awards & Recognition Overview

Awards & Recognition Overview

- Why give awards?
- What makes awards and recognition programs important components of the overall DCIPS compensation philosophy?
- May employees be granted multiple awards in a performance cycle?
- May employees receive bonuses for accomplishments recognized through awards?

HR Elements for HR Practitioners
Awards & Recognition   Slide 10- 3

Your Notes:

- Refer participants to *Awards and Recognition Overview* in the *What You Should Know* box on pages 10-4_10-5 of the Participant Guide. Information is shown below the speaking points for your reference.

- Conduct a Q&A session with the participants. Suggested questions and answers are provided in the speaking points.

Speaking Points: The questions are on Participant Guide page 10-6

- Why give awards? (*Answer*: They serve as tools for motivating, recognizing, and rewarding employees.)

- What makes awards and recognition programs important pieces of the overall DCIPS compensation philosophy? (*Answer*: They help support a positive work environment and a culture of recognition that identifies and rewards both individual and team contributions to the mission with both monetary awards and non-monetary awards.

- May employees be granted multiple awards in a performance period? (*Answer*: Yes, if the awards are for different acts or accomplishments. Employees may not be rewarded more than once for the same effort or accomplishment.)

- May employees receive bonuses for accomplishments already recognized through other monetary awards? (*Answer*: No. Monetary awards received throughout the year will be included in the information provided to the pay pool panels for consideration when deciding on annual performance bonuses so as not to provide bonuses for accomplishments already recognized through awards. It is important to keep in mind that Bonus is for performance throughout a performance period. Special act and spot awards are for a specific time or one-time action or team success.)

- This discussion aligns to Volume 2008. Pay pools are NOT covered here.

- Now let's look in more detail at award types, starting with monetary awards.

What You Should Know:

Awards and Recognition Overview

- Awards are tools for motivating, recognizing, and rewarding employees.

- The awards and recognition programs serve as important pieces of the overall DCIPS compensation philosophy by helping to support a positive work environment and a culture of recognition that continually identifies and rewards both individual and team contributions to the.

- Awards and recognition programs provide management with a continuous means

What You Should Know:

of communicating important organizational and mission values.

- To be most effective, awards and recognition should be delivered in a timely fashion, as soon after the relevant performance as possible.

- Distribution of awards must follow Merit System Principles.

- DCIPS uses most, but not all, of the awards available to other DoD employees listed in DoD Instruction 1400.25, Subchapter 451, "Awards." Other awards have been created specifically for Defense Intelligence employees using flexibilities available to the Components.

- Policies for awards and recognition are described in DoD Instruction 1400.25, Volume 2008.

- The DCIPS Volume 2008 covers the following types of awards:
  - o Monetary Awards, including lump-sum cash awards and base-pay increases (DQI, SQI)
  - o Time-Off Awards
  - o Non-Monetary Awards
  - o Component Awards
  - o DoD and Presidential Awards
  - o National Intelligence Community Awards
  - o Suggestion and Invention Awards

- While employees may not receive multiple monetary awards for the same effort or accomplishment, employees may be granted multiple awards in the same performance period for different acts or accomplishments. In addition, employees may be rewarded in more than one form. For example, an employee may receive both a bonus and a base-pay increase monetary award at the same time.

- Awards received throughout the year will be considered by pay pool panels when deciding on annual performance bonuses so as not to provide bonuses for accomplishments already recognized through other monetary awards. It is important to note that pay pools assign bonuses based on performance for an entire performance period. Awards are appropriate for a specific one time act or team effort.

- Contractors and their employees are not eligible for monetary awards, non-monetary awards and other recognition, except in the rare instances allowed for

What You Should Know:

by Volume 451.

▪ Specific Nature of Action (NOA) codes are used to process personnel actions for monetary and time-off awards and pay pool payouts. The NOA codes must be used consistently throughout the Enterprise to provide for accurate reporting or analysis of award distributions and support differentiation between monetary awards and pay pool payouts.

TOPIC 2: MONETARY AWARDS

Instructor Notes:

- Show slide 10-4, "Monetary Awards."

- Participant Guide page 10-7

Your Notes:

Refer participants to ***Monetary Awards*** in the *What You Should Know* box on pages 10-7 to 10-9 of the Participant Guide and ask them to follow along as you discuss the speaking points.

Speaking Points:

- Let's look at the **general guidelines** for monetary awards.

  - **Awards are budgeted separately** from annual performance bonuses granted through the pay pool process. Guidance may put limitations on component flexibilities (e.g., guidance from the Office of Personnel Management and/or the Office of Management and Budget).

  - **Lump Sum monetary awards are differentiated** from annual performance bonuses in that bonuses reflect sustained performance and accomplishments throughout the performance period. **Awards are typically granted to recognize employees for short-term accomplishments or one-time acts.**

  - DCIPS policy states that awards and recognition programs shall **complement but not duplicate or substitute for the pay pool process.** To help support focus on pay pools for recognizing performance, lump sum monetary awards over $2000 require Component head approval.

  - While very rare, Component Heads may approve lump-sum monetary awards in amounts up to $25,000 to a single employee.

  - Requests to grant awards over $25,000 must be submitted by the Component Head to the USD(I) HCMO, for Secretary of Defense approval and forwarding for Presidential approval.

- **Monetary awards are divided into the following categories:**

  - **Lump sum** awards like Special Act Awards and On-The-Spot awards

  - **Base-pay increase** monetary awards like the DQI and SQI

Instructor Notes:

- Show slide 10-5, "Monetary Awards Exercise."

- Participant Guide page 10-10

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Monetary Awards Exercise

- Research the monetary awards to which you have been assigned:
  - Lump sum monetary awards
  - Base-pay increase monetary awards
- You will have 5 minutes to prepare a summary of the information. A worksheet is provided on Participant Guide page 10-11.
- Information on each award can be found in **Monetary Awards** in the *What You Should Know* box on pages 10-7_10-9 of the Participant Guide.

HR Elements for HR Practitioners   Slide 10-5

Your Notes:

Instructor Notes:

- Divide the class into two groups as follows:

  - Lump sum monetary awards

  - Base-pay increase monetary awards

- Inform the groups that they will each research the monetary awards associated with the group to which they are assigned.

- Groups will have 5 minutes to prepare a summary of the information.

- Information on each award can be found in *Monetary Awards* in the *What You Should Know* box on pages 10-7_10-9 of the Participant Guide. Information is shown below for your reference.

- Allow each group 5 minutes to present their findings.

What You Should Know:

Monetary Awards

Lump Sum Monetary Awards

- Lump sum monetary awards may be called different things at different Components, such as Special Act Awards or On-The-Spot Awards.

- Lump sum monetary awards are one-time cash awards granted to employees or members of teams for one-time acts and efforts (as opposed to sustained performance throughout the performance period).

- Employees may be awarded multiple lump sum monetary awards in the same performance period but not given for the same act or accomplishment.

- A single lump sum monetary award may not exceed $2,000 without Component head approval for the specific award. Component head cannot give 'blanket' approval. Each award is forwarded for separate approval.

- Lump sum monetary awards may be granted for individual or team efforts.

- Award amounts should always be appropriate for the act or effort being rewarded.

- Lump sum monetary awards may be granted to employees without regard to pay band or position in band, or grade and step. Employees on pay retention are eligible for lump sum monetary awards.

- In the event an employee exceeds the pay cap for the year, lump sum monetary awards carryover to the next year.

Base-Pay Increase Monetary Awards

- Base-pay increase monetary awards may only be provided to employees in Components operating under the graded structure.

- There are two types of base-pay increase monetary awards:

  - DCIPS Quality Increase (DQI)

  - DCIPS Sustained Quality Increase (SQI)

- DQIs award an employee with an increase equal to one within-grade increase at his/her current grade. This is similar, but not identical, to the Quality Step Increase (QSI) used outside of DCIPS.

- DQIs may be awarded to employee's whose most recent evaluation of record is "Outstanding," or whose performance is among the highest in the organization (to be determined at the discretion of the Component , but not to exceed the top

What You Should Know:

10% of the organization).

- SQIs award an employee with an increase equal to two within-grade increases at his/her current grade.

- SQIs may be awarded to employees who have been in the **same grade** over the past THREE consecutive performance periods, and whose most recent THREE evaluations of record are "Outstanding," or whose performance is among the highest in the organization (using an evaluation method to be determined at the discretion of the Component, but not to exceed the top 10% of the organization) for THREE consecutive performance periods.

- Ask the question, as to whether the SQI is used at any of the Components. Policy states that you can not give recognition for the same period that has already been recognized.

- Base-pay increase monetary awards result in permanent salary increases. Components will establish processes for awarding those that will include consideration of fiscal impacts.

- A base-pay increase monetary award may result in an employee's salary increasing beyond step 10 of his or her grade, into and through the DCIPS extended pay range that ends at the equivalent of the step 12 of each grade.

- Base-pay increase monetary awards must be awarded in increments of one or two full steps. An employee whose base-pay is less than the equivalent of one full step away from the grade maximum (the top of the extended pay range that ends at the equivalent of the step 12) may not receive one of these awards.

- Employees at the top of the extended pay range or on pay retention are ineligible for base-pay increase monetary awards.

- No employee may receive more than one DQI in a performance period, nor may they receive a DQI and an SQI in the same performance period.

- Base-pay increase monetary awards may be awarded by a pay pool panel during the annual pay pool deliberations; they may also be awarded throughout the year, or during a separate awards deliberation process as determined by Component policy.

- Base-pay increase monetary awards granted during the annual pay pool process do not count against bonus funding, nor do they count against the limitation on the percentage of employees who may receive a bonus (generally not more than 50% of the eligible population; this will be explained in more detail in Lesson 11).

What You Should Know:

▪ Supplemental annual guidance may be provided by USD(I).

Speaking Points:

▪ Now, let's look at time-off awards.

TOPIC 3: TIME-OFF AWARDS

Instructor Notes:

- Show slide 10-6, "Time-Off Awards."
- Participant Guide page 10-12

Your Notes:

Speaking Points:

- Just like cash awards, time off awards **need to be appropriate for the act being rewarded, and within the limitations provided in policy** (e.g. not more than 40 hours per award).

- Next, let's look at non-monetary awards.

What You Should Know:

Time-off Awards

- Time-Off awards may be granted to recognize **individual accomplishments or** efforts or may be granted to groups of individuals to **recognize a team contribution.**
- **Time-off awards may not be included in the pay pool process and may not be used in lieu of an annual performance bonus,** or performance-based salary increases.
- Time off granted as an award must be **used within 1 year** after the award effective date and **cannot transfer** with an employee to a new Component or other Government organization.
- Time off awards may be granted by host organizations for employees assigned on **JDA**, however, **they expire within one year, or the employee's return to their parent component, whichever is sooner**. This ensures that the Time-Off Award is used by the employee while performing work in the granting organization.

- Time-off awards may not exceed 40 hours for any one contribution or accomplishment and may not exceed 80 hours for any one employee in any leave year.

TOPIC 4: NON-MONETARY AWARDS

Instructor Notes:

- Show slide 10-7, "Non-Monetary Awards."

- Participant Guide page 10-14

Your Notes:

- Refer participants to **Non-Monetary Awards** in the *What You Should Know* box on page 10-14 of the Participant Guide and ask them to follow along as you discuss the speaking points.

Speaking Points:

- Non-monetary awards, also referred to as honorary awards, are used to acknowledge individual or team contributions.

- Components provide guidance on these awards that may include certificates or small items of intrinsic value, such as coins or plaques.

- Component programs can include peer awards.

- In addition to Component-level non-monetary awards, Defense Intelligence employees are also eligible to be considered for IC-level and Department of Defense level non-monetary awards.

- More information on honorary awards available in the Department of Defense is available in DoD Instruction 1400.25, Subchapter 451, "Awards."

- Finally, let's look at a few other awards and award programs.

What You Should Know:

Non-monetary Awards

- Non-monetary awards, also referred to as honorary awards, may be granted independently, or combined with a monetary or time-off award.
- Are used to acknowledge individual or team contributions.
- Components provide guidance on awards and may include certificates or small items of intrinsic value, such as coins or plaques.
- In addition to Component-level non-monetary awards, employees are also eligible to be considered for IC-level and Department-level honorary awards such as:
    - Department of Defense Distinguished Civilian Service Award
    - Secretary of Defense Meritorious Civilian Service Award
    - President's Award for Distinguished Federal Civilian Service
    - Presidential Medal of Freedom
    - Presidential Citizens Medal
    - National Security Medal
- More information on honorary awards is available in DoD Instruction 1400.25, Subchapter 451, "Awards."

TOPIC 5: OTHER AWARDS AND AWARD PROGRAMS

Instructor Notes:

▪ Show slide 10-8, "Other Awards and Award Programs."

▪ Participant Guide page 10-15

Your Notes:

Speaking Points:

- In addition to the awards we have talked about thus far, employees are also eligible for awards through programs such as

  - Component award programs,

  - DoD and Presidential awards,

  - National Intelligence Community awards, and

  - Suggestion and Invention Awards.

- Let's spend just a moment on Suggestion and Invention Awards. You can learn more about the other award programs by referring to Volume 2008 and by checking with your Component.

Instructor Notes:

- Refer participants to *Suggestion and Invention Awards* in the *What You Should Know* box on page 10-15 of the Participant Guide.

What You Should Know:

Suggestion and Invention Awards

- Awards for suggestions are based upon tangible or intangible benefits or a combination of the two.

- Component officials responsible for patents determine if an invention is of value or potential value to the Department of Defense.

- More information on Suggestion and Invention Awards is available in DoD Instruction 1400.25, Subchapter 451, "Awards."

LESSON 10 REVIEW

Instructor Notes:

- Show slide 10-9, "Lesson 10 Review."
- Participant Guide page 10-16

Your Notes:

- Review the lesson topics.
- Ask the participants if they have any questions about what was covered in this lesson.

Lesson Transition:

In Lesson 11 we'll explore performance-based compensation.