DCIPS 101

Awards and Recognition
Being recognized for a job well done is exciting. One of the basic premises of DCIPS is to recognize performance and contribution to the mission.
The performance-based payouts determined by the pay pool process are not the only way you can be recognized for your performance.

In this presentation, we are going to briefly discuss how awards and recognition programs support a performance culture and identify some of the various types of awards and recognition for which you may be eligible. It is important to note that employees with a Performance Evaluation of Record of “Successful” or above are eligible.

Your Component will determine your eligibility if you are a new employee and/or have not yet received an evaluation of record.
In terms of supporting a performance culture, awards and recognition programs serve a couple of purposes. First, they are a tool your Component leadership can use for motivating, recognizing, and rewarding employees. Second, they are a means of communicating important organizational and mission values.
There are a variety of awards and recognitions available to you and your team such as lump-sum monetary awards, time-off awards, Suggestion and Invention Awards, and non-monetary awards.
It is possible to receive more than one award in a single performance period. You cannot be rewarded more than once for the same effort or accomplishment, but you may receive additional rewards for different acts or accomplishments.
To give you a brief introduction to some of the types of awards available under DCIPS, we will look at the awards other DCIPS employees have received.
Misha received a $1000 cash award for a report she wrote that included critical and timely analysis her team needed to meet a high priority emerging mission requirement.
Like Misha, you can be considered for a lump-sum monetary award for special one-time acts or other extraordinary efforts. The amount of money for one of these awards is in addition to your regular salary.
Lump-sum monetary awards generally do not exceed $2,000. They may be granted for your individual or team contribution.
Base-pay increase monetary awards are another type of award available if you are an employee in the DCIPS graded structure. The two types of base-pay increase monetary awards are a DCIPS Quality Increase (DQI), and a DCIPS Sustained Quality Increase (SQI).
DQIs provide an increase equal to one within-grade increase. To be eligible for a DQI, your most recent Performance Evaluation of Record must be “Outstanding,” or your performance must be among the highest within your Component.
SQIs provide an increase equal to two within-grade increases. To receive an SQI, you need to have been in the same grade over the past three consecutive performance periods and have your most recent three Performance Evaluations of Record be Outstanding,” or your performance must be among the highest within your Component.
You may not receive more than one DQI in a performance period, nor may you receive a DQI and an SQI in the same performance period. Finally, the budget is also a consideration. Components determine if and how many of these awards to give with a primary driver being budget considerations because these awards are permanent salary increases.

This concludes our discussion on lump-sum monetary awards. Let’s learn about another type of award.
Julian was thrilled when his supervisor told him he had received a time-off award of 8 hours for his dedication and ingenuity in solving a complex technical issue that was delaying an important mission milestone project.
Similar to Julian, you may also receive a time-off award for your individual or team acts or efforts. Your time-off award may not exceed 40 hours for any one contribution, and cumulative time off cannot exceed 80 hours in one year.

If you receive a time-off award, you must use it within 1 year after the effective award date. Additionally, it will not transfer with you if you go to a new DCIPS Component or other government organization.
Leah noticed her Component was losing thousands of dollars each year due to an inefficient process. Leah suggested a new process that was implemented, favorably received, and made a significant cost reduction for her department.

In appreciation for Leah’s service, she received a Suggestion Award.
In order to receive a Suggestion Award, your suggestion must identify an improvement that creates a tangible or intangible benefit to the U.S. Government and be adopted in whole or in part for implementation. The amount you will receive for an award depends on the significance and impact of your suggestion.
Like a Suggestion Award, to receive an Invention Award your invention must create a tangible or intangible benefit for the U.S. Government. Patent officials will determine if your invention is of value or potential value to the Department of Defense.

If you are eligible for an award, you may initially be given a nominal monetary award followed by an additional monetary award when the patent covering the invention is issued.
Bill received a certificate for his assistance with a Presidential detail to a high-risk location. He was recognized during a division-level town hall. This is just one example of a non-monetary award, also referred to as an honorary award.
Non-monetary 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.

In addition to Component-level non-monetary awards, DCIPS employees are also eligible to be considered for IC-level and Departmental-level non-monetary awards such as:

- National Intelligence Civilian Service Medals
- Department of Defense Civilian Service Awards
The specific details of these awards is beyond the scope of this presentation, but you can learn more about any of the awards or recognition programs we have discussed by talking to your supervisor, or by reviewing DoD Instruction 1400.25, Subchapter 451, “Awards,” and consulting your Component-specific guidance.
We recommend reviewing all available DCIPS 101 files to gain a better understanding of the different components.