



DCIPS 101
Awards and Recognition

A screenshot of a mobile application interface. At the top left is the DCIPS logo. The main content area has a light blue background with the title "Awards and Recognition" at the top left. In the center is a photograph of four business professionals (three men and one woman) sitting around a conference table, clapping. To the right of the photo is a small icon of a red ribbon award with the text "Awards & Recognition" below it. Below the photo is the text: "One of the basic premises of DCIPS is to recognize your performance and contribution to the mission". At the bottom is a navigation bar with icons for home, folder, CC, list, a page indicator "App 6: 1 of 12", a compass, and navigation arrows.

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.

The screenshot shows a presentation slide with a light blue background. In the top left corner is the DCIPS logo. The title "Awards and Recognition" is centered at the top. On the right side, there is a small icon of a red award ribbon with the text "Awards & Recognition" below it. The main content area features a photograph of a man in a grey suit and tie, smiling and gesturing with his hands while holding a document, standing in front of a group of people. To the right of the photo is a list of two points. At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, a compass, back, pause, and forward, along with the text "App 6: 2 of 12".

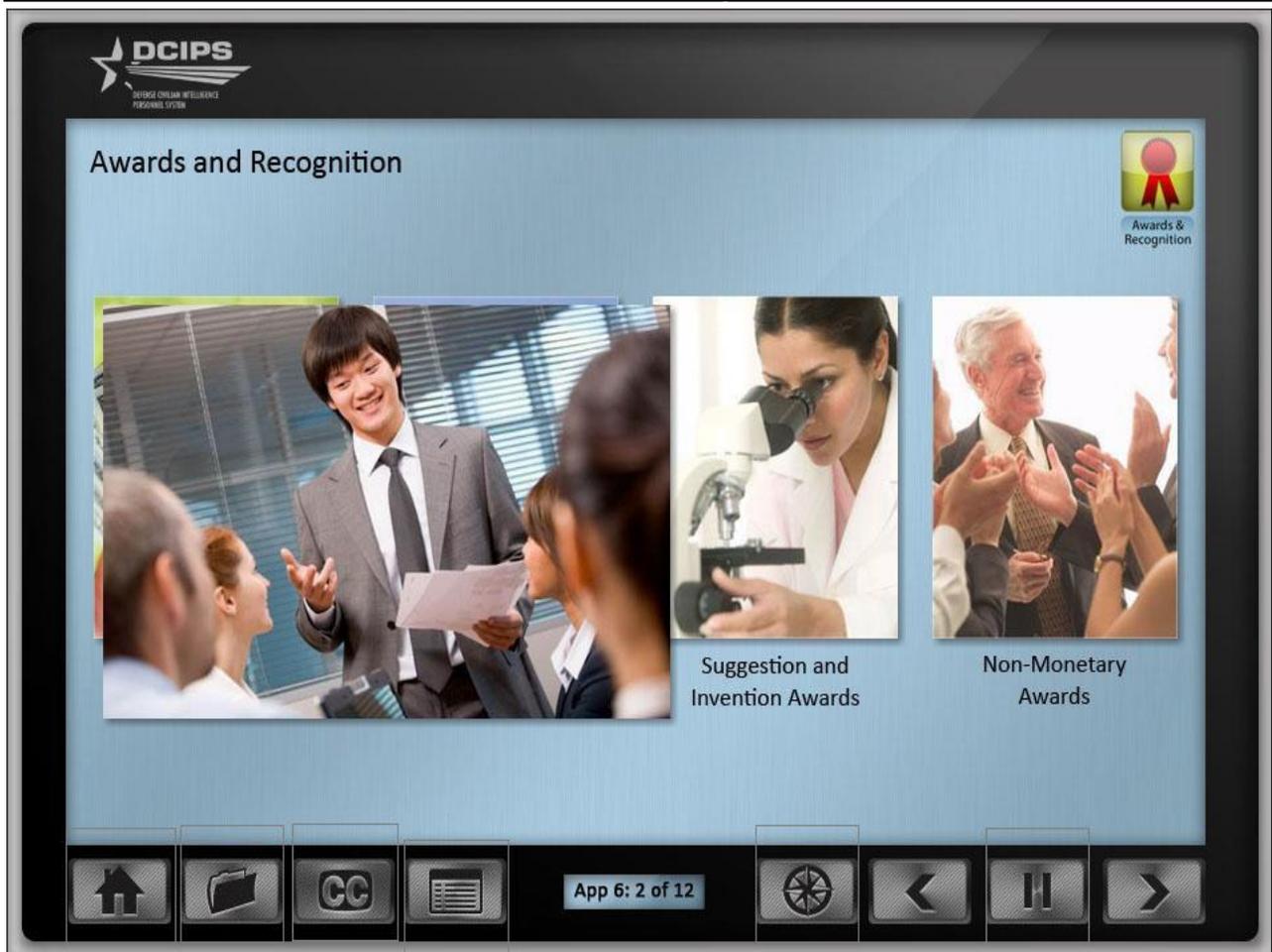
Awards and Recognition

Awards and recognition programs are:

1. A tool your Component leadership can use for motivating, recognizing, and rewarding employees
2. A means for communicating important organizational and mission values

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.

The screenshot shows a user interface for an application titled "Awards and Recognition". At the top left is the DCIPS logo. The main content area has a light blue background and contains three images. The first image shows a man in a suit speaking to a group of people. The second image shows a woman in a white lab coat looking through a microscope. The third image shows an older man in a suit being applauded by others. Below the first image is the text "Suggestion and Invention Awards", and below the third image is "Non-Monetary Awards". In the top right corner of the content area is a small icon of a red ribbon award with the text "Awards & Recognition" below it. At the bottom of the screen is a navigation bar with several icons: a home icon, a folder icon, a Creative Commons icon, a list icon, a status indicator "App 6: 2 of 12", a compass icon, a back arrow, a pause icon, and a forward arrow.

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.

DCIPS 101 – Awards and Recognition

The screenshot shows a mobile application interface for "Awards and Recognition". At the top left is the DCIPS logo. The title "Awards and Recognition" is centered at the top. A small icon of a red ribbon award is in the top right corner. Below the title are four square images: 1) A hand holding several US dollar bills, labeled "Lump-Sum Monetary Awards". 2) Two red beach chairs under an orange umbrella on a beach, labeled "Time-off Awards". 3) A woman in a white lab coat looking through a microscope, labeled "Suggestion and Invention Awards". 4) An older man in a suit being applauded by others, labeled "Non-Monetary Awards". Below these images is the text: "You may be granted multiple awards in a single performance period for different acts or accomplishments". At the bottom is a navigation bar with icons for home, folder, CC, list, "App 6: 2 of 12", compass, back, pause, and forward (highlighted with a yellow border).

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.

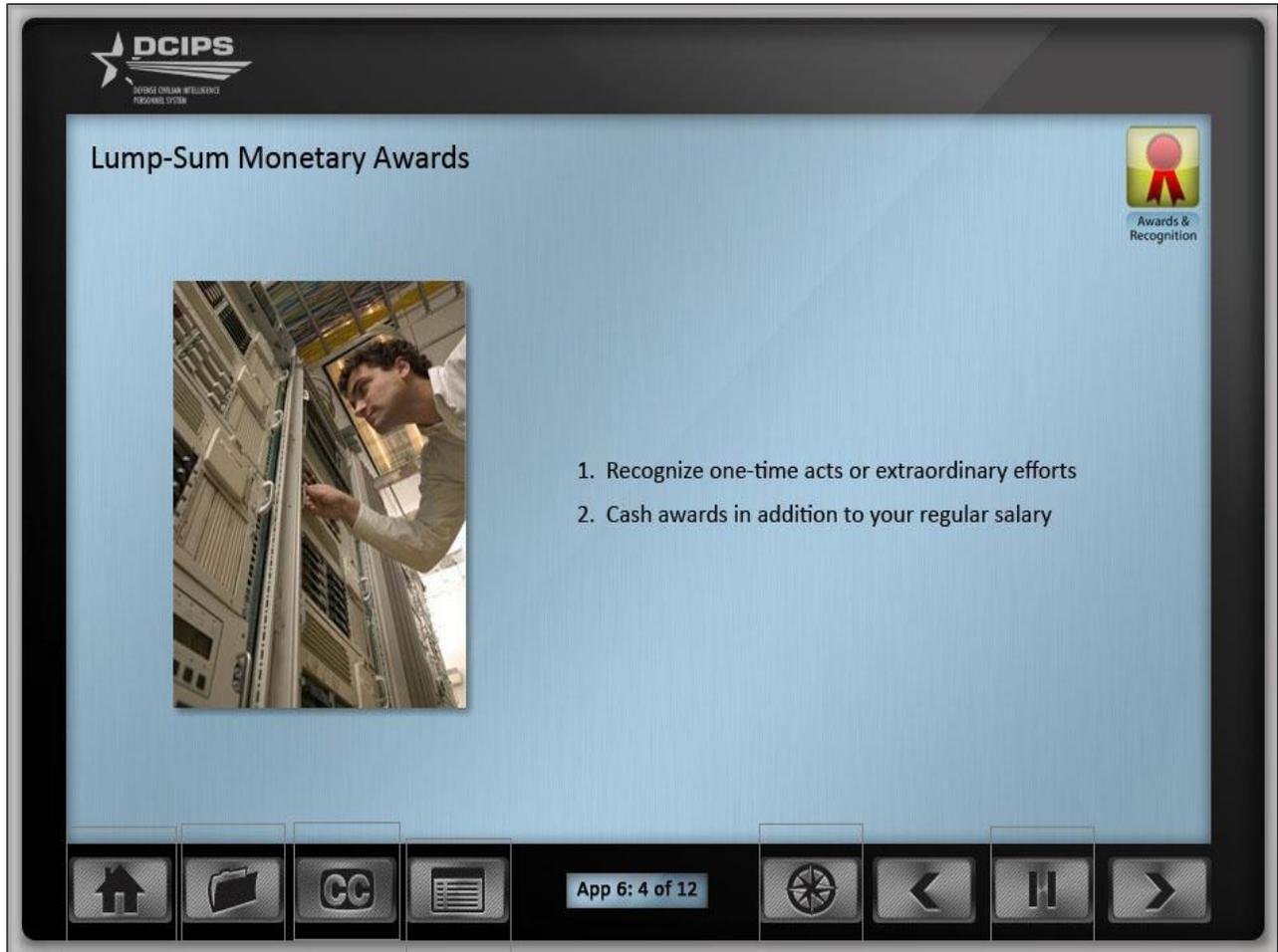
DCIPS 101 – Awards and Recognition

The screenshot shows a tablet interface for the "Awards and Recognition" application. At the top left is the DCIPS logo. The main title "Awards and Recognition" is centered at the top. Below it, the instruction "Select each employee to learn about the award he/she received" is displayed, followed by a note: "Note: Employee scenarios are for training purposes only". A small icon of a red award ribbon is in the top right corner. The interface is divided into four columns, each with a category name and a corresponding employee photo: "Lump-Sum Monetary Awards" with a woman in a white blazer, "Time-off Awards" with a man in a grey suit, "Suggestion and Invention Awards" with a woman in a dark blue suit, and "Non-Monetary Awards" with a man in a dark suit. At the bottom, a navigation bar contains icons for home, folder, CC, list, a progress indicator showing "App 6: 3 of 12", a compass, and navigation arrows (back, pause, forward). The forward arrow is highlighted with a yellow border.

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.

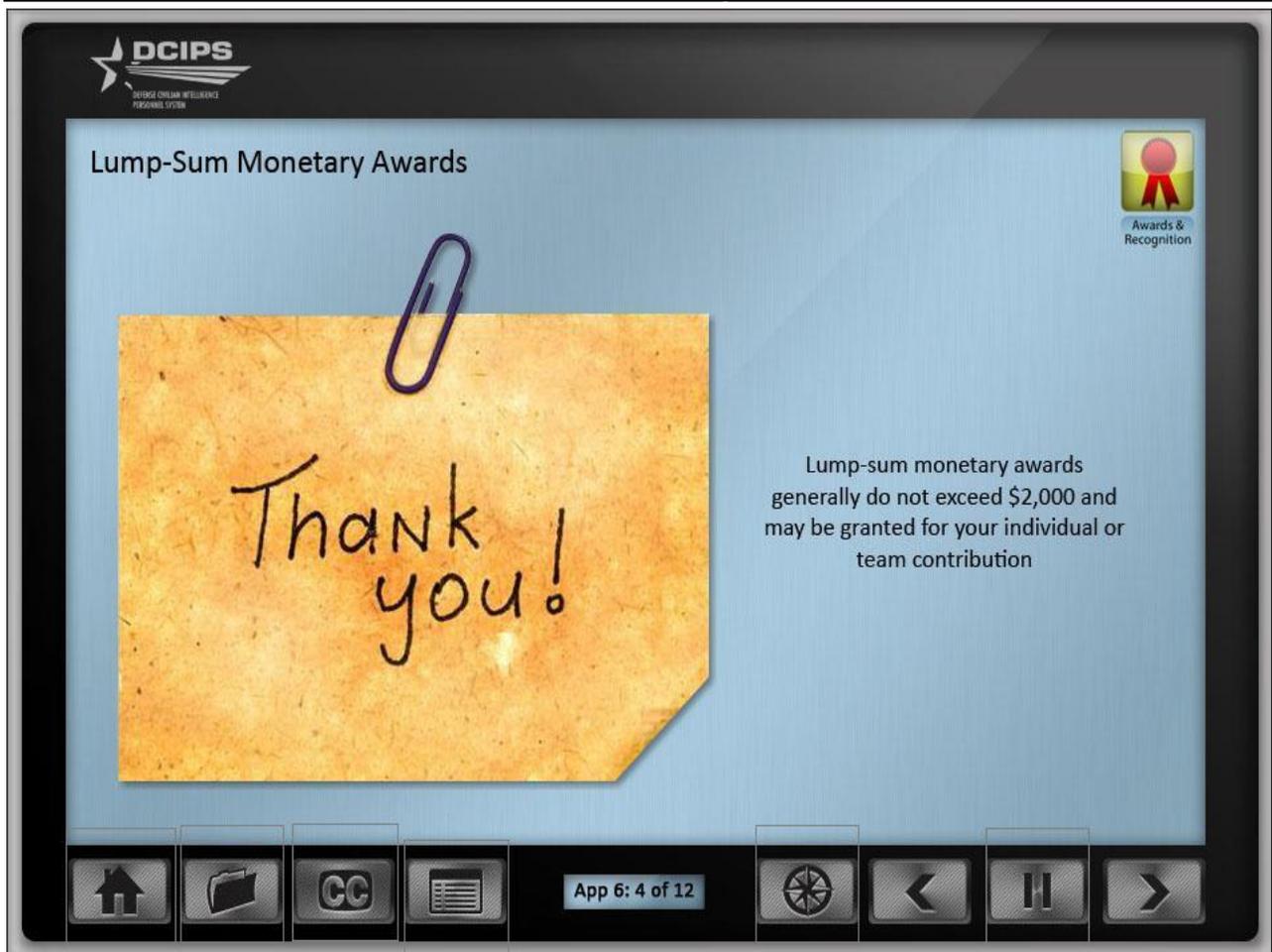
A screenshot of a mobile application interface. At the top left is the DCIPS logo. The main title is "Lump-Sum Monetary Awards". On the right side, there is a red ribbon award icon with the text "Awards & Recognition" below it. In the center-left, there is a photograph of a man in a white lab coat working on a server rack. To the right of the photo is a numbered list:

1. Recognize one-time acts or extraordinary efforts
2. Cash awards in addition to your regular salary

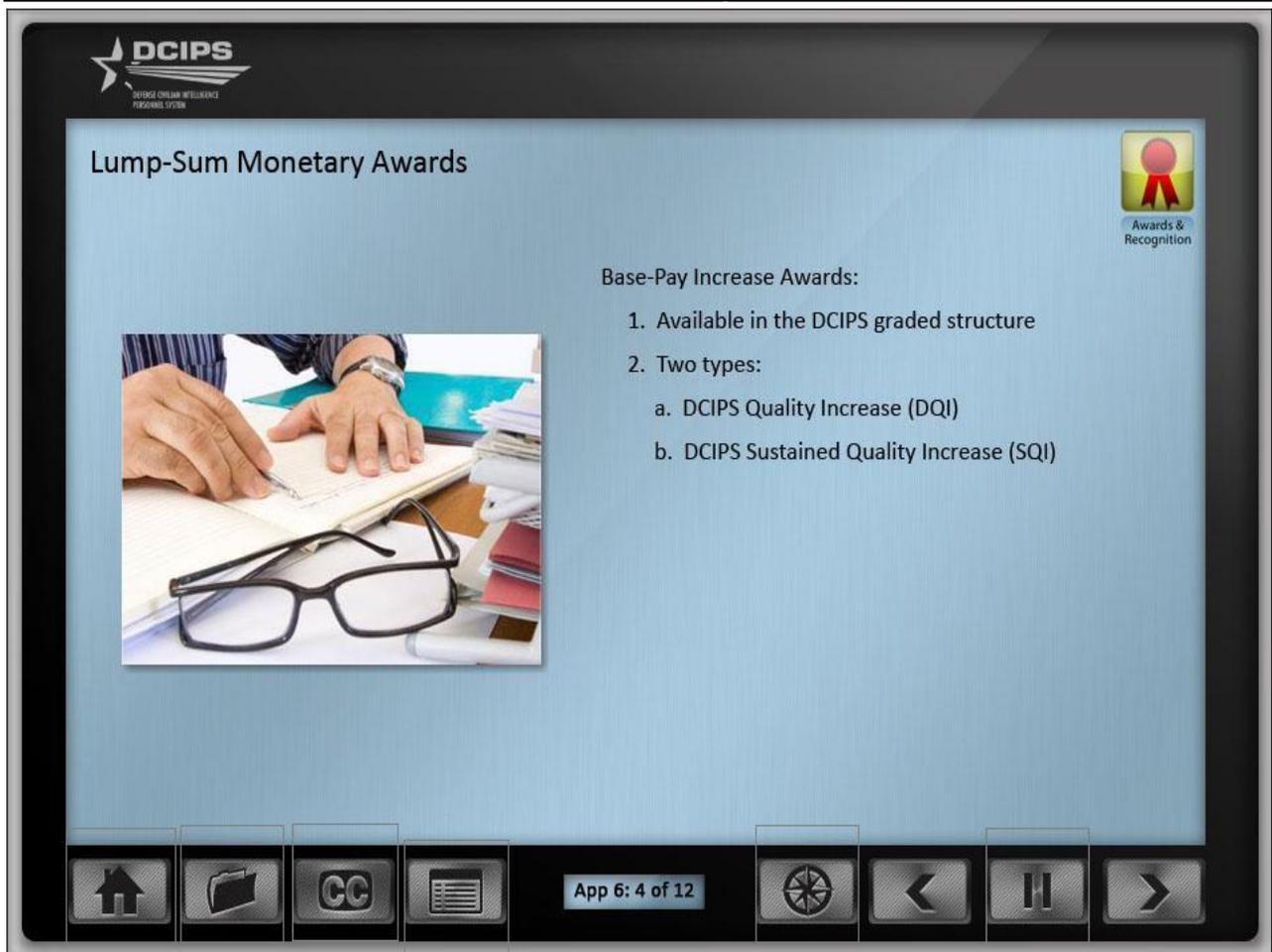
At the bottom of the screen is a navigation bar with several icons: a home icon, a folder icon, a "CC" icon, a list icon, a text box containing "App 6: 4 of 12", a compass icon, a back arrow icon, a pause icon, and a forward arrow icon.

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.

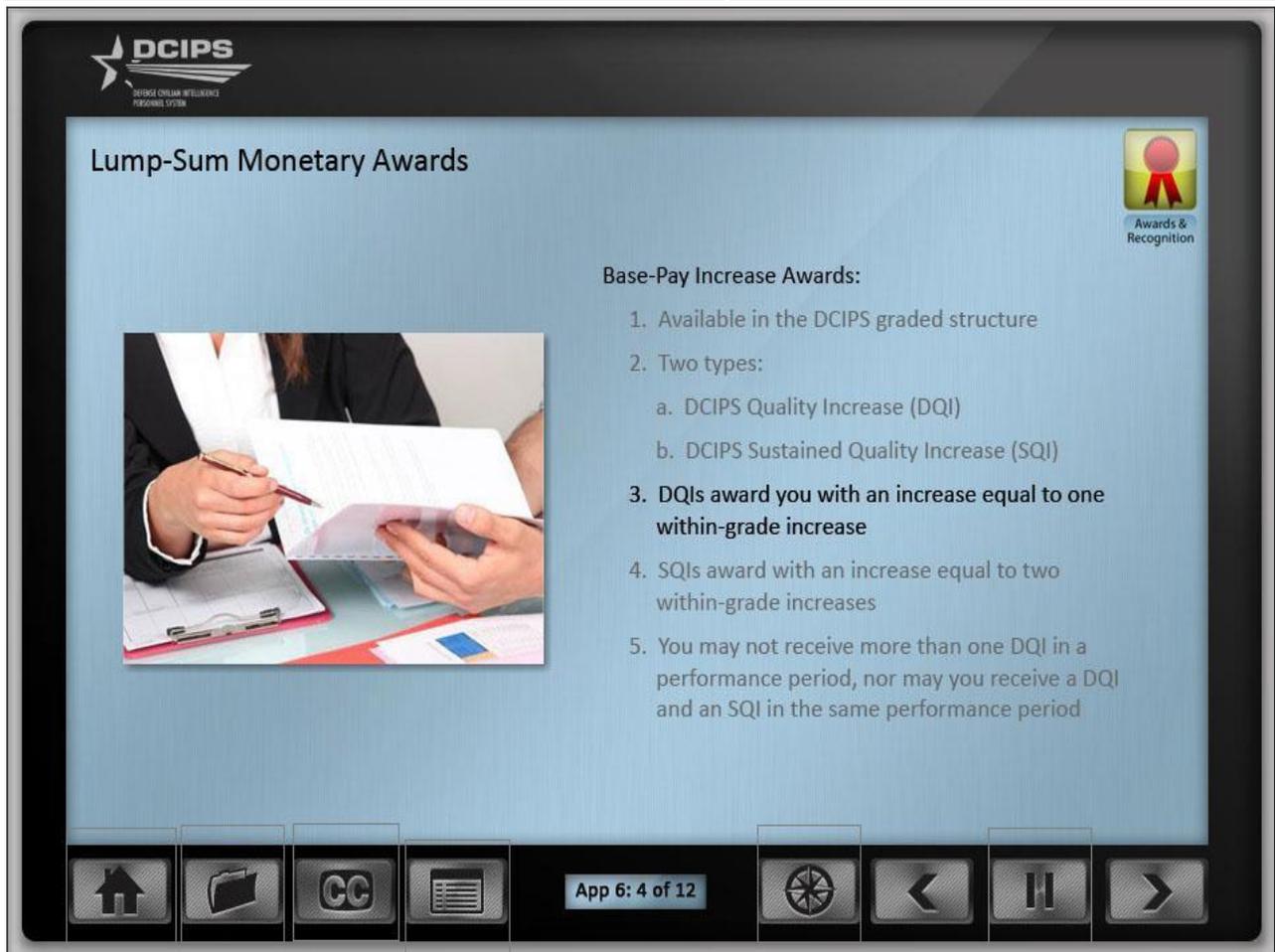
DCIPS 101 – Awards and Recognition

The screenshot shows a mobile application interface with a light blue background. At the top left is the DCIPS logo. The title "Lump-Sum Monetary Awards" is displayed in the upper left. A purple paperclip is positioned at the top of a yellow sticky note that says "Thank you!" in handwritten text. To the right of the sticky note, a text box explains that lump-sum monetary awards generally do not exceed \$2,000 and may be granted for individual or team contributions. A small "Awards & Recognition" icon is in the top right. The bottom of the screen features a navigation bar with icons for home, folder, CC, list, a page indicator "App 6: 4 of 12", a compass, and navigation arrows.

Lump-sum monetary awards generally do not exceed \$2,000. They may be granted for your individual or team contribution.

A screenshot of a presentation slide. The slide has a light blue background. In the top left corner is the DCIPS logo. The title "Lump-Sum Monetary Awards" is in the top left. On the right side, there is a small icon of a red ribbon award with the text "Awards & Recognition" below it. The main content is a list under the heading "Base-Pay Increase Awards:". To the left of the list is a photograph of a person's hands writing in a notebook, with a pair of glasses resting on the desk. At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, a status indicator "App 6: 4 of 12", a compass, and navigation arrows (back, pause, forward).

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).

The screenshot shows a presentation slide with a light blue background. At the top left is the DCIPS logo. The title "Lump-Sum Monetary Awards" is in the upper left. On the right is a small icon of a red ribbon award with the text "Awards & Recognition" below it. In the center-left is a photograph of two people in business attire reviewing documents. To the right of the photo is a list of "Base-Pay Increase Awards:" with five numbered items. At the bottom is a navigation bar with icons for home, folder, CC, list, a status indicator "App 6: 4 of 12", a compass, and navigation arrows.

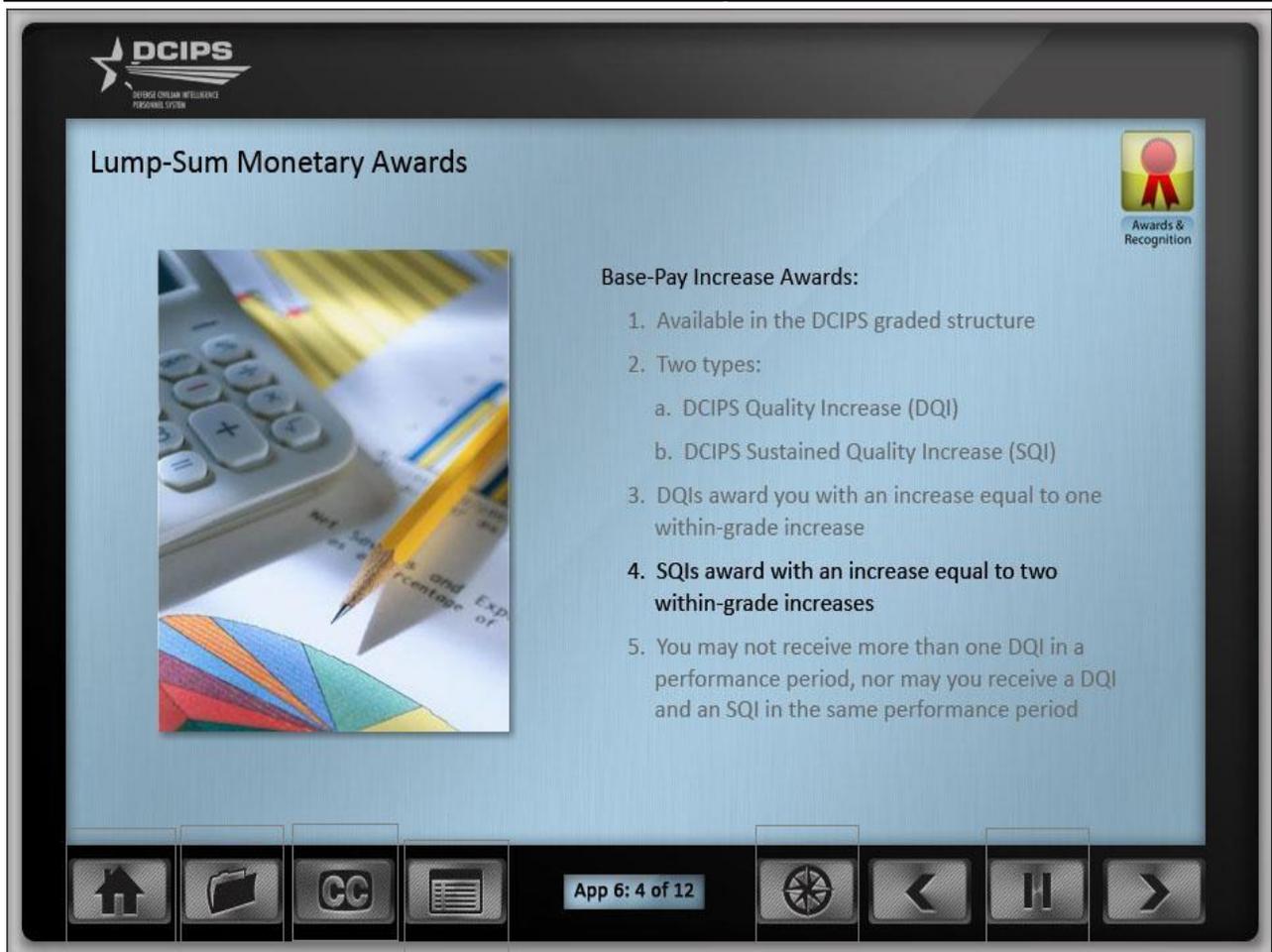
Lump-Sum Monetary Awards



Base-Pay Increase Awards:

1. Available in the DCIPS graded structure
2. Two types:
 - a. DCIPS Quality Increase (DQI)
 - b. DCIPS Sustained Quality Increase (SQI)
3. DQIs award you with an increase equal to one within-grade increase
4. SQIs award with an increase equal to two within-grade increases
5. 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

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.

The screenshot shows a presentation slide with a light blue background. In the top left corner is the DCIPS logo. The title "Lump-Sum Monetary Awards" is centered at the top. On the left side, there is a photograph of a calculator, a pencil, and a document with a colorful pie chart. On the right side, there is a list of "Base-Pay Increase Awards" with five numbered items. In the top right corner, there is a small icon of a red ribbon award with the text "Awards & Recognition" below it. At the bottom of the slide, there is a navigation bar with icons for home, folder, CC, list, a compass, back, pause, and forward, along with the text "App 6: 4 of 12".

SQLs provide an increase equal to two within-grade increases. To receive an SQL, 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.

The screenshot shows a presentation slide with a light blue background. At the top left is the DCIPS logo. The title "Lump-Sum Monetary Awards" is centered at the top. On the left side, there is an image of a person's hands writing on a document. To the right of the image is a list of five points under the heading "Base-Pay Increase Awards:". A blue button with the text "Return to Awards" is located below the image. In the top right corner, there is a small icon of a red ribbon award with the text "Awards & Recognition" below it. At the bottom of the slide, there is a navigation bar with several icons: a home icon, a folder icon, a CC icon, a list icon, a page indicator "App 6: 4 of 12", a compass icon, a back arrow icon, a pause icon, and a forward arrow icon which is highlighted with a yellow border.

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.

DCIPS 101 – Awards and Recognition



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.

The screenshot shows a presentation slide with a light blue background. In the top left corner is the DCIPS logo. The title "Time-off Awards" is in the upper left. On the left side is a photograph of a woman in a white shirt and black pants, sitting in a black office chair with her feet propped up on a wooden desk. On the right side, under the heading "Time-off Awards:", is a numbered list of five points. A "Return to Awards" button is highlighted with a yellow border. In the top right corner is a small icon of a red ribbon award with the text "Awards & Recognition" below it. At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, "App 6: 5 of 12", a compass, left arrow, pause, and right arrow (highlighted with a yellow border).

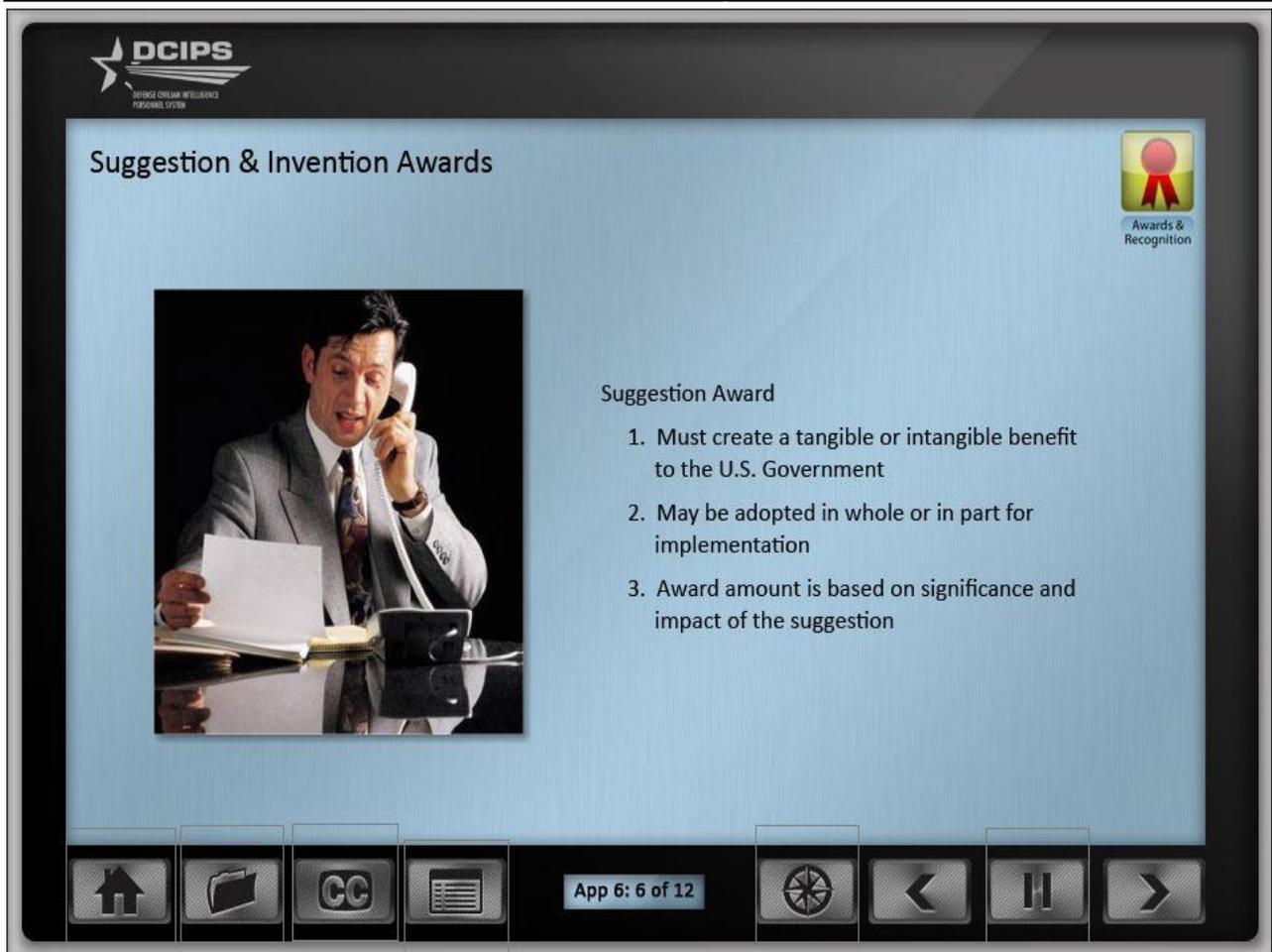
Similar to Julian, you may also receive a time-off award for your individual or team acts or efforts. Your time-off award may not exceed 40 hours for any one contribution, and cumulative time off cannot exceed 80 hours in one year.

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.

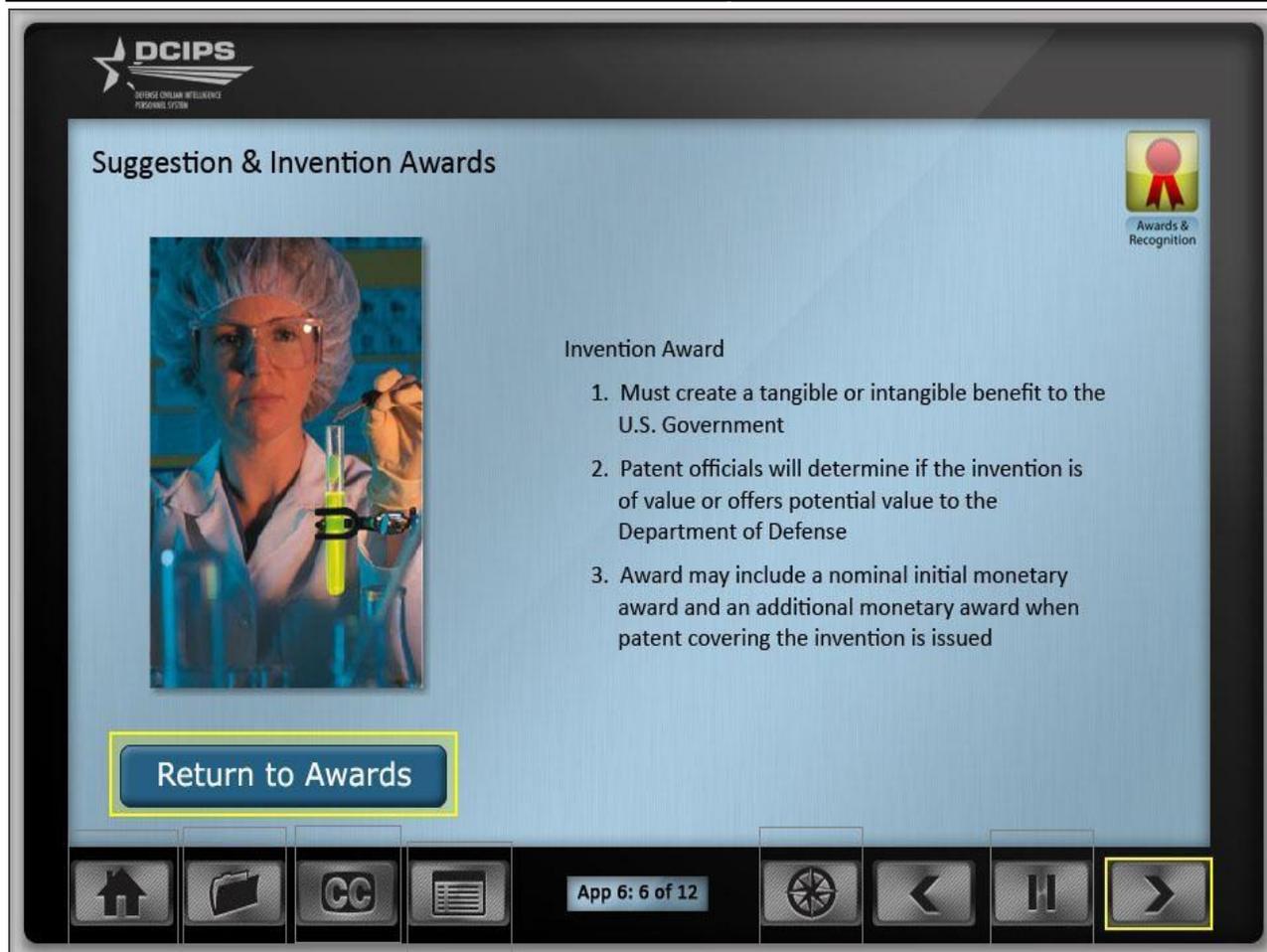


Leah noticed her Component was losing thousands of dollars each year due to an inefficient process. Leah suggested a new process that was implemented, favorably received, and made a significant cost reduction for her department.

In appreciation for Leah's service, she received a Suggestion Award.

A screenshot of a presentation slide. The slide has a light blue background. At the top left is the DCIPS logo. The title "Suggestion & Invention Awards" is centered at the top. On the right side, there is a small icon of a red ribbon award with the text "Awards & Recognition" below it. In the center-left, there is a photograph of a man in a suit talking on a white telephone while holding papers. To the right of the photo, the text "Suggestion Award" is followed by a numbered list of three criteria. At the bottom of the slide, there is a navigation bar with icons for home, folder, CC, list, a compass, left arrow, pause, and right arrow. A small box in the center of the navigation bar says "App 6: 6 of 12".

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.

A screenshot of a tablet application interface. At the top left is the DCIPS logo. The main title is "Suggestion & Invention Awards". On the right side, there is a red ribbon award icon with the text "Awards & Recognition" below it. On the left, there is a photograph of a female scientist in a lab coat and hairnet, holding a test tube. To the right of the photo, the text "Invention Award" is followed by a numbered list of three criteria. At the bottom left, a blue button with white text says "Return to Awards". At the bottom of the screen is a navigation bar with icons for home, folders, a CC icon, a list icon, a page indicator "App 6: 6 of 12", a compass, a back arrow, a pause icon, and a forward arrow which is highlighted with a yellow border.

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.

The screenshot shows a presentation slide with a light blue background. At the top left is the DCIPS logo. The title "Non-Monetary Awards" is in the upper left. A photograph of two men in suits shaking hands is on the left. A list of six award types is on the right. A "Return to Awards" button is at the bottom left. A navigation bar at the bottom contains icons for home, folder, CC, list, and a page indicator "App 6: 7 of 12", along with navigation arrows. A small "Awards & Recognition" icon is in the top right corner of the slide content.

DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

Non-Monetary Awards

Non-Monetary Awards:

1. Used to acknowledge individual or team contributions
2. Award may include certificates or small intrinsic value items such as coins or plaques
3. IC-level and Departmental-level non-monetary award program examples:
 - a. Department of Defense Distinguished Civilian Service Award
 - b. Secretary of Defense Meritorious Civilian Service Award
 - c. President's Award for Distinguished Federal Civilian Service
 - d. Presidential Medal of Freedom
 - e. Presidential Citizens Medal
 - f. National Security Medal

Return to Awards

App 6: 7 of 12

Awards & Recognition

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 slide is titled "Conclusion" and features the DCIPS logo in the top left corner. It contains three photographs of professionals in business attire: one showing a man and a woman in conversation, another showing three people (two men and one woman) looking at documents together, and a third showing a man and a woman smiling while reviewing a document. A small icon of a red ribbon award is in the top right corner, labeled "Awards & Recognition". The main text on the slide reads: "To learn more about the awards or recognition programs, please talk to your supervisor, and/or see DoD Instruction 1400.25, Subchapter 451, 'Awards,' and your Component-specific guidance". At the bottom, there is a navigation bar with icons for home, folder, CC, list, a compass, left and right arrows, a pause button, and a highlighted right arrow. The text "App 6: 8 of 12" is displayed in the center of the navigation bar.

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.

DCIPS 101 – Awards and Recognition



We recommend reviewing all available DCIPS 101 files to gain a better understanding of the different components.