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Awards and Recognition

Lesson Objectives

After completing this lesson, you will be able to:

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

Topics

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LESSON 10 INTRODUCTION

This lesson lasts 30 minutes.



Lesson 10: Awards & Recognition

Duration: 30 minutes

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Your Notes:



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



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

Your Notes:

TOPIC 1: AWARDS AND RECOGNITION PROGRAMS AND POLICIES



Awards & Recognition Overview

Awards & Recognition Overview

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



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- Answer the questions on the next page.

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 mission.
- Awards and recognition programs provide management with a continuous means 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:
 - Monetary Awards, including lump-sum cash awards and base-pay increases.
 - Time-Off Awards.
 - Non-Monetary Awards.
 - Component Awards.
 - DoD and Presidential Awards.
 - National Intelligence Community Awards.
 - 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 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.

Your Notes:

Questions:

- Why give awards?

 - What makes DCIPS awards and recognition programs important components of the overall DCIPS compensation philosophy?

 - May employees be granted multiple awards in the same performance period?

 - May employees receive bonuses for accomplishments already recognized through other monetary awards?
-

TOPIC 2: MONETARY AWARDS



Monetary Awards

Monetary Awards

- Budgeted separately from performance bonuses granted through the pay pool process
- Lump sum cash awards are generally given throughout the year to recognize short-term or one-time accomplishments
- Types*:
 - Special Act Awards (lump sum)
 - On-The-Spot Awards (lump sum)
 - Base-Pay Increase Monetary Awards
 - DCIPS Quality Increase (DQI)
 - DCIPS Sustained Quality Increase (SQI)



*List is not all inclusive

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Your Notes:

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 a team 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 heads cannot give ‘blanket’ approval.

- Award amounts should always be appropriate for the act or effort being rewarded.
- Lump sum monetary awards may be granted for individual or team efforts.
- 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 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.
- 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 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 DCIPS 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).
- Supplemental annual guidance may be provided by USD(I).

Your Notes:



Monetary Awards Exercise

- Research the monetary awards 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 under **Monetary Awards** in the *What You Should Know* box on pages 10-7_10-9 of the Participant Guide.

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- In your group, research the monetary awards to which you have been assigned.
- Take notes on both award types on the next page.

Your Notes:

Lump Sum Monetary Awards	Base-Pay Increase Monetary Awards

TOPIC 3: TIME-OFF AWARDS



Time-Off Awards

Time-Off Awards

- Used to recognize individual or team acts or efforts
- May not be used in lieu of performance-based salary increases or for performance-based bonuses
- Must be used within 1 year of the award's effective date
- Cannot be transferred to a new Component or other Government organization
- Must be in amounts proportionate to the act being rewarded and cannot exceed 40 hours for one contribution or accomplishment
- Cannot receive more than 80 hours in the same leave year



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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.

Your Notes

TOPIC 4: NON-MONETARY AWARDS



Non-Monetary Awards

Non-Monetary Awards

- Also referred to as honorary awards
- Used to acknowledge individual or team contributions
- Awards may include certificates or small items of intrinsic value (e.g., coins or plaques)
- Employees are eligible for consideration for IC-level and Department of Defense level non-monetary awards in addition to special programs at each Component



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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: DoDI 1400.25, Subchapter 451, "Awards."

TOPIC 5: OTHER AWARDS AND AWARD PROGRAMS**Other Awards and Award Programs****Other Awards and Award Programs**

- Component Award Programs
- DoD and Presidential Awards
- National Intelligence Community Awards
- Suggestion and Invention Awards



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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."

Your Notes:

LESSON 10 REVIEW



Lesson 10 Review

Lesson 10 Review

- Topic 1 – Awards and Recognition Programs and Policies
- Topic 2 – Monetary Awards
- Topic 3 – Time-Off Awards
- Topic 4 – Non-Monetary Awards
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Your Notes:

Lesson Transition:

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