

Awards and Recognition Program

1.0 PURPOSE, APPLICABILITY, SCOPE, AND EFFECTIVE DATE

1.1. This process chapter is authorized under subparagraph E2.1.1.16 of Enclosure 2 to Department of Defense (DOD) Directive 5105.22, Defense Logistics Agency.

1.1.1. This Process Chapter supersedes and re-titles the Superior Accomplishment Awards Program chapter dated October 31, 2003.

1.1.2. This Process Chapter applies to Headquarters (HQ) DLA and DLA Field Activities (FA).

1.1.3. This Process Chapter establishes and implements policies, processes and procedures necessary to the effective, efficient, and economical conduct of official Agency business.

1.1.4. Any provisions in a collective bargaining agreement (CBA) that conflicts with this One Book Chapter will take precedence and shall be enforced for employees covered by the applicable CBA.

1.1.5. Effective date: October 17, 2006. Last review: November 13, 2007.

2.0 INTENT

2.1. The purpose of this policy and process is to establish consistent Agency-wide authority and responsibilities for the DLA Awards and Recognition Program.

2.1.1. The awards and recognition program will serve as a vehicle to reward employees for working towards and accomplishing DLA goals.

2.2. The outputs of this program are awards presented to employees for recognized superior service or performance and special acts or achievement in support of Agency the mission and functions.

2.3. The focus of RIGHT ITEM, RIGHT TIME, RIGHT PLACE, and RIGHT PRICE does not apply to this process.

2.3.1. There is no metric established to measure the Awards and Recognition Program.

2.3.2 The goal of the DLA Awards and Recognition Program is to provide a means of motivating employees through recognition of their contributions in support of achieving the Agency's goals. This goal is linked to Goal 3 of DLA's Strategic Plan FY2007-FY2013, "to ensure a diverse, enabled, empowered, and motivated workforce that delivers and sustains supply chain excellence." Fostering a positive work experience by valuing individual and team contributions is an inherent aspect of the strategies supporting this goal.

3.0 POLICY

3.1. It is DLA's policy to comply with and implement statutory and DOD guidance that establishes procedures and assigns responsibilities necessary to support an Agency-wide awards program that recognizes DLA employees for superior service and performance in support of DLA's missions and functions. The DLA Corporate Board members are delegated authority to approve awards under this program. They may, at their discretion, re-delegate any part or all of this authority to management officials who report directly to them. In addition, the Awards and Recognition Program provides established guidance for cash awards based on special acts or services.

3.2. All employees of DLA who are paid from the Defense Working Capital Fund (DWCF) or appropriated funds are eligible to receive awards under this program.

3.3. Members of the Armed Forces on active duty are eligible to receive cash awards for suggestions, inventions, and scientific achievements. Awards under this program will not be made to military members for superior performance of assigned duties, or for contributions which reasonably may be considered to be within the scope of those duties. In determining whether a member's contribution is eligible for award, explicit assignments and responsibilities implicit in rank or organizational position shall be carefully considered.

3.3.1. Recognition of military personnel by decorations or other non-monetary awards will not affect eligibility for cash awards under this program, and the pertinent regulations and orders governing such non-monetary military awards are not modified by this chapter.

3.4. Former employees or the estates of deceased employees are eligible to receive awards for contributions made by such persons while employed in DLA. Awards to separated or deceased members of the Armed Forces for contributions made on active duty may be made to the former member or the member's estate, as appropriate.

3.5. Employees of non-appropriated fund activities are not eligible to receive awards paid from appropriated funds. However, non-appropriated fund activities may establish their own awards programs consistent with the provisions of this policy, to the extent feasible within their resources.

3.6. Cash awards are not payable under this program to appropriated fund employees for benefits accruing to non-appropriated fund organizations and activities.

3.7. A Foreign national individual who meets the definition of employee as defined under 5 U.S.C. 2105 (reference (c)) and is paid with U.S. funds, (i.e., direct hire employee), is eligible to receive awards under this program.

3.7.1. A Foreign national individual who is paid on a cost reimbursable basis by agreement with a foreign country, (i.e., indirect hire employee), is not eligible to receive monetary awards but may receive non-monetary awards under this program.

3.8. Private citizens are not eligible for cash awards under this program. However, private citizens may receive honorary recognition for their significant contributions or support to DLA functions, services, or operations. Further information is contained in the [Awards and Recognition Program Handbook](#).

3.9. Heads of DLA FA are responsible for (a) developing an awards program responsive to the needs of their activities and DLA as a whole and (b) ensuring the program does not discriminate against individuals on the basis of race, color, religion, age, sex, national origin, or disability. The Heads of DLA FA will ensure compliance with the procedures in this guidance. The DLA Human Resources Policy and Information Office (J-14), is responsible for developing, administering, and monitoring the Agency-wide program as well as advising on matters relating to regulatory aspects of the program and the design and development of awards. DLA supervisory and management personnel are responsible for promptly initiating award recommendations for those employees whose efforts might entitle them to consideration for recognition under the program.

4.0 PROCESS AND RESPONSIBILITIES

4.1 Process Inputs

4.1.1. Supervisor or management nominates a civilian employee for either a DLA Monetary or Honorary Award.

4.2 Subprocesses

NOTE: Subprocesses and responsibilities associated with the administration of the awards listed through Paragraph 4.6., as well as subcategories of awards, are prescribed in the published guidelines, [Awards and Recognition Program Handbook](#). The Handbook also contains instructions for completing the Request for Award Form.

4.2.1. Supervisor or manager determines the type of award/category of award for which the employee will be nominated.

4.2.2. Monetary and Honorary Awards.

4.2.3. Non-Competitive Honorary Awards.

4.2.4. Competitive Honorary Awards.

4.2.5. Private Citizens/Organizations Awards.

4.2.6. The Annual DLA Recognition Program Awards.

4.2.7. DLA Awards Calendar.

4.3 Process Mechanisms

4.3.1. Monetary and Time Off Awards.

4.3.1.1. Request for Monetary Award Form

4.3.1.2. Standard Form 50, Notification Of Personnel Action
<http://www.opm.gov/forms/pdfimage/sf50.pdf>

4.3.1.3. Defense Civilian Personnel Data System (DCPDS) – Software application for processing awards.

4.3.1.4. Customer Support Unit (CSU) – Web based software application for retrieving employee personal data.

4.3.2. Non-Competitive Honorary Awards.

4.3.2.1. DLA Form 38, Incentive Award Nomination and Approval
<https://dla1.eportal.dla.mil/irj/servlet/prt/portal/prtroot/com.sap.km.cm.docs/ewpAgencyDocumentsPublic/HQ/DES/ALL%20DES/Templates/All%20Forms/DLA/DL0038.pdf>

4.3.2.2. HQ Electronic Request Service <https://today.dla.mil/des/hers2/default.asp>

4.3.3. Competitive Honorary Awards.

NOTE: No mechanisms are used to process these awards.

4.4 Process Controls

4.4.1. United States Code, Chapters 12, 21, 33, 45, and 71 of Title 5
<http://uscode.house.gov/search/criteria.shtml>

4.4.2. Code of Federal Regulations, Title 5, parts 430 and 451 <http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200305>.

4.4.3. DOD 1400.25-M, Civilian Personnel Manual, Subchapter 451, Awards, December 1996 www.cpms.osd.mil/cpm/docs/M1400451.pdf.

4.5 Process Flowchart

Please refer to the eWorkplace [Awards and Recognition Program folder](#) to view the flow chart.

4.6 Subprocess Descriptions and Responsibilities

NOTE: All subprocesses and responsibilities associated with the administration of the awards listed through Paragraph 4.6., as well as subcategories of awards, are prescribed in the published guidelines, [Awards and Recognition Program Handbook](#). The Handbook also contains instructions for completing the Request for Award Form.

4.6.1. Supervisor or manager determines the type of award/category for which the employee will be nominated.

4.6.2. Monetary and Honorary Awards.

4.6.2.1. Sustained Superior Performance (SSP) Award.

4.6.2.2. Quality Step Increase (QSI) Award.

4.6.2.3. Special Act or Service (SAS) Award.

4.6.2.4. Special Act or Service Award for Civilian Deployment.

4.6.2.5. On The Spot (OTS) Award.

4.6.2.6. Time Off Award.

4.6.2.7. Invention Award.

4.6.3. Non-Competitive Honorary Awards.

4.6.3.1. DLA Exceptional Civilian Service Award.

4.6.3.2. DLA Meritorious Civilian Service Award.

4.6.3.3. DLA Superior Civilian Service Award.

4.6.3.4. DLA Distinguished Career Service Award.

4.6.3.5. Federal Career Service Length of Service Emblem.

4.6.3.6. DLA Employee of the Quarter Program Award.

4.6.3.7. DLA Commendable Service Certificate.

4.6.3.8. DLA Certificate of Achievement.

4.6.3.9. Letters of Commendation.

4.6.3.10. Letters of Appreciation.

4.6.3.10.1. Defense of Freedom Medal.

4.6.3.10.2. Armed Forces Civilian Service Medal.

4.6.3.10.3. Global War on Terrorism Medal.

4.6.4. Competitive Honorary Awards.

- 4.6.4.1. Outstanding DLA Personnel of the Year Awards (DLA's Top Ten).
- 4.6.4.2. DLA Awards for Achievement in EEO.
- 4.6.4.3. Outstanding DLA Employee with Disabilities.
- 4.6.4.4. Team Performance Awards.
- 4.6.4.5. Suggestion Awards.
- 4.6.4.6. Employee of the Quarter – Annual Winner.
- 4.6.4.7. Morale, Welfare, and Recreation (MWR) Operations Excellence Award.
- 4.6.4.8. DLA Leadership Awards.
- 4.6.4.9. DLA Environmental Award.
- 4.6.4.10. DLA Director's Award for Organizational Excellence.
- 4.6.4.10.1. Commander-in-Chief's Annual Award for Installation Excellence.
- 4.6.5. Private Citizens/Organizations Awards.
- 4.6.5.1. DLA Distinguished Civilian Service Award.
- 4.6.5.2. DLA Outstanding Service Award.
- 4.6.5.3. Letters of Appreciation.
- 4.6.6. The Annual DLA Recognition Program Awards.
- 4.6.7. DLA Awards Calendar.
- 4.6.8. DLA Retirement and Other Farewell Recognition.

5.0 ADDITIONAL INFORMATION

5.1 Incentive Awards Committees.

5.1.1. Incentive Awards Committees may be established at each field activity. Activities receiving service from another DLA FA may choose instead, representation on the committee of the servicing activity. Heads of field activities may authorize the establishment of subcommittees at secondary level field activities. It is highly desirable from an administrative standpoint that committee participants and authorities be designated in writing. The provisions of Inter-Service Support Agreements apply where a DLA activity services a non-DLA activity or receives service from a non-DLA activity.

5.1.2. Local labor organizations will be afforded an opportunity to have a voting representative participate on established incentive awards committees for awards applicable to bargaining unit employees that require committee recommendation. The decision to grant or not to grant an award is a management prerogative.

5.1.3. Committee membership should consist of a mix of key operating and staff officials. Consideration should be given to ensure that when possible the committee membership is made up of minority member(s). The human resources officer or his designee should serve as permanent committee Chairperson. The terms of other members, including the vice-chairperson, should be on a rotating basis allowing a portion of the membership to change annually. Committees should have at least five voting members. A nonvoting executive secretary should be assigned to perform necessary administrative duties.

5.1.4. The general functions of activity Incentive Awards Committees should include the following:

5.1.4.1. Serve as an advisory body to the Head of the activity, considering and presenting

recommendations concerning nominations for cash and honorary awards that exceed the authority delegated to subordinate officials. Although committee review of all cash awards is not required, it is recommended that Heads of DLA FA establish reasonable dollar limitations on the amount of awards that may be approved without committee review.

5.1.4.2. Review contested decisions. Committee review of all disapproval decisions is not recommended.

5.1.4.3. Review competitive award nominations and present recommendations to the Head of the activity.

5.1.4.4. Periodically review awards approved by line management officials to assure consistent and equitable evaluations and appraisals.

5.1.4.5. Assist the Director, Office of Human Resources or his designee in monitoring the operations of the program and recommend desirable improvements.

5.1.4.6. A committee member may not vote on a submission under consideration when:

5.1.4.6.1. The committee member is the nominee;

5.1.4.6.2. The committee member is an immediate subordinate or supervisor of the nominee;

5.1.4.6.3. The nominee is related to the committee member as defined in Title 5, Code of Federal Regulations.

5.1.5. An individual within the HQ, Human Resources Office may be appointed to serve as the executive secretary of the Incentive Awards committee. The executive secretary will provide overall program guidance and:

5.1.5.1. Develop and implement local policies and procedures and monitor the operations of the program.

5.1.5.2. Ensure coordination of program activities and publicity with related management programs.

5.1.5.3. Evaluate the program in various organizational elements, including the analysis of results and trends, and appraisal of feedback from employees, supervisors, and management officials.

5.1.5.4. Provide program feedback to operating elements concerning program accomplishments and needs.

5.1.5.5. Establish time limit guidance for processing award recommendations, conduct periodic reviews for compliance, and initiate action through management channels to correct situations where time limits are not being observed.

5.1.5.6. Advise supervisors and managers on individual cases and the effective use of the program, and counsel on various aspects of the program through training, publicity and other means.

5.1.5.7. Monitor award actions for adherence to DLA policy standards and criteria and ensure that award files properly document the basis for awards.

5.1.5.8. Arrange for payment of awards, preparation of award certificates, and coordination of award presentation.

5.1.5.9. Maintain records and prepare reports, as required.

5.2. Definitions.

5.2.1. Contribution. An accomplishment achieved through an individual or group effort in the form of an invention, special act or service in the public interest connected with, or related to, official employment

which contributes to the efficiency, economy, or other improvement of Government operations, or achieves a significant reduction in paperwork.

5.2.2. DLA personnel. Includes both civilian employees and members of the Armed Forces assigned to DLA, referred to separately as employees and members.

5.2.3. Honorary Award. Symbolic, formal recognition. Non-monetary items presented as honorary awards must meet all of the following criteria:

5.2.3.1. The item must be something that the recipient could reasonably be expected to value, but not something that conveys a sense of monetary value;

5.2.3.2. The item must have a lasting trophy value;

5.2.3.4. The item must clearly symbolize the employer-employee relationship; and

5.2.3.5. The item must take an appropriate form to be used in the public sector and to be purchased with public funds, such as a medal, certificate, plaque, citation, or other item that can be worn or displayed. Items of utilitarian nature are not considered an honorary award simply because they can be displayed.

5.2.4. Monetary Awards. Sustained Superior Performance (SSP), Special Act or Service (SAS), Quality Step Increase (QSI), On-The-Spot (OTS), Time Off (TOF), Suggestion, and Invention awards.

5.2.5. Non-monetary Award. Intended to recognize contributions of lesser scope that might otherwise go unrecognized. These informal recognition awards typically have more informal approval procedures and presentation settings than honorary awards. Non-monetary items presented as informal recognition awards must meet the following criteria:

5.2.5.1. The item must be of nominal value. The value of the award should be commensurate with the contribution being recognized. Nominal value, for this purpose, is defined as \$100.00 or less.

5.2.5.2. The item must demonstrate good judgment, take an appropriate form to be used in the public sector, and be purchased with public funds.

5.2.6. Tangible Benefits are savings to the Government, which can be documented, in terms of labor, equipment, materials, and/or miscellaneous expenses. Such contributions can be recognized by the SAS, Suggestion or Invention award. Cash awards may be granted on the bases of actual or estimated first-year savings less implementation costs.

5.2.7. Intangible Benefits are those for which there are no provable calculations or precise facts upon which to base a benefit. The minimum cash award based on intangible benefits is \$50.00. This will be granted only when the contribution compares favorably with the minimum level of tangible benefits.

6.0 COMPETENCIES / CERTIFICATIONS

N/A

7.0 ACTIVITY BASED COSTING / REPORTING CODES

TBD

8.0 POINT OF CONTACT

8.1. For Monetary Awards & Non-competitive Honorary Awards & Competitive Honorary Awards:
Trish McMinn or Mary Howard
Defense Logistics Agency
HR Policy and Information (J-14)
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6220
703-767-0603 (DSN 427) or 703-767-8101 (DSN 427)
patricia.mcminn@dla.mil or mary.howard@dla.mil

9.0 AUTHENTICATION

9.1. BY ORDER OF THE DIRECTOR

PATRICK J. DULIN
Director, DLA Enterprise Support