

Incentive Awards

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Lesson Content Responsibilities

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Responsibilities

The role of supervisors and managers



Supervisors and managers have the major responsibility for ensuring effective use of this program. Supervisors must

- identify the employees' performance or suggestions that warrant recognition
- determine the type of recognition that most appropriately recognizes the contribution
- determine which award is most motivating to the employee, and
- determine which award is most appropriate with regard to available funds and the scope of the achievement.

DLA Awards and Recognition Program

Types of Awards

The DLA awards program offers a variety of specific awards designed to cover a broad range of employee contributions, but not all awards can be used for all situations. The supervisor must select the most appropriate type of recognition based on the specifics of the employee's contribution; consistency with past practices or goals of the organization, and availability of funds to support the award. The

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following table lists the monetary and nonmonetary awards offered within the program:

Monetary Awards	Nonmonetary Awards
Sustained Superior Performance (SSP) Award	DLA Exceptional Civilian Service Award
Quality Step Increase (QSI)	DLA Meritorious Civilian Service Award
Special Act or Service Award	DLA Superior Civilian Service Award
Special Act or Service Award for Civilian Deployment	DLA Distinguished Career Service Award
On-The-Spot (OTS) Cash Award	Federal Career Service Length of Service
Time-Off Award	DLA Commendable Service Certificate
Suggestion Award	DLA Certificate of Achievement
Invention Award	Letters of Commendation
	Letters of Appreciation
	DLA Director's Award for Organizational Excellence

Guidance

With all these choices available, the supervisor may at times seem overwhelmed with the decision-making process. HR reviews and approves submitted award nominations and can



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assist in providing specific guidance concerning the program, including such areas as

- determining the most appropriate award
- determining employee eligibility
- calculating the award amount, and
- determining the correct approval authority.

Eligibility

Who is eligible

The following list describes types of employees eligible to receive awards.

- All permanent and temporary employees are eligible to receive awards.
- All members of the Armed Forces on active duty are eligible to receive cash awards for suggestions, inventions, and scientific achievements.

Note: 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. Recognition of such personnel by decorations or other nonmonetary awards will not affect eligibility for cash awards under this program, and the pertinent regulations and orders governing such nonmonetary military awards are not modified by this module.

- Former employees or the estates of deceased employees are eligible to receive awards for contributions made by such persons while employed by DLA. Awards to separated or deceased members of the Armed Forces for contributions

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made on active duty may be made to the former member or the member's estate, as appropriate.

Who is not eligible

Private citizens are not eligible for cash awards; however, they are eligible for honorary recognition for significant contributions or support to DLA functions, services, or operations under appropriate provisions of the awards program.

In addition, the following employees are ineligible for awards under the DLA Awards and Recognition Program:

- Employees of nonappropriated fund activities
- Appropriated fund employees for benefits accruing to nonappropriated fund organizations and activities
- Foreign nationals employed under agreements with foreign governments who are:
 - Employees of a foreign government or are agents of that government
 - Assigned to DLA on a reimbursable cost basis

Submission Requirements

Documentation

As the supervisor, you are required to complete certain forms and/or prepare written justifications to support recommended awards. Each award has specific requirements regarding proper documentation. You are encouraged to become familiar with these requirements and consult with the Awards Administrator in

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the Office of Human Resources, as needed when you are uncertain as to the proper documentation.

Budgetary considerations

You should also be aware of any budgetary restraints when granting monetary awards. In addition, you should know there is a limit on the total amount of money available for awards, and care should be taken to ensure sufficient money is available to recognize all deserving employees.

Coordination and approval

Generally, award nominations you initiate are submitted to your supervisor and may go through several levels of approval prior to being submitted to the Office of Human Resources for processing. Accordingly, you are encouraged to consult your organization's Awards Administrator to ensure proper coordination and approval requirements are met. The specific approval authority limits are discussed in detail within the DLA Instruction, Awards and Recognition Program.



Monetary Awards

Introduction

There are several monetary awards that can be used to recognize exceptional performance. We will look at each one in this section.

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SSP Awards

The following provides specific information regarding an SSP:

- Eligibility: All Federal Wage System, General Schedule, and General Manager employees are eligible.
- Required period of service: The employee must have served a minimum of 90 days in the position.
- Performance requirements: The employee's performance must be at the highest level used by the Agency's performance appraisal system.
- Documentation: [Click here.](#)
- Award amount: The award is a lump-sum cash amount based on a percentage of the employee's basic pay (excluding Locality, special Salary Pay, Overtime, or Premium Pay) not to exceed 10 percent.
- Special considerations: Only one SSP award may be granted per performance period. SSPs are not appropriate when the employee has not been performing the same or substantially the same duties for at least 90 days, or when the employee has received a previous monetary award based in whole or in part on the same period of service or contribution.
- Approvals: The award must be approved by the immediate supervisor and an official at least one level above the immediate supervisor. The director of an organization may sign as both recommending and approving official.
- SSP Awards above \$25,000: When a recommended award would grant more than \$25,000 to an individual employee, the Office of Personnel Management (OPM) shall review the recommendation and submit it (if approved) to the President for final approval.

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Extraordinary Performance Recognition (EPR)

The EPR should be used sparingly and only to reward exceptionally high-performing employees whose performance and contributions to the organization are of an exceedingly high value based on an individualized assessment. An increase to base salary resulting from an EPR is permanent and does not require future revalidation. The decision to grant the EPR is entirely at the discretion of management with final approval by the Performance Review Authority.

- Eligibility: Employees covered by the National Security Personnel System.
- Award Submission: To request an EPR, a Request for Personnel Action (RPA) must be completed, along with a narrative justification. The justification needs to state how the performance and contributions to the organization are of an exceedingly high value based on an individual assessment.

Submit the RPA to the requesting activity's DHRC. The justification and other supporting documentation for award must be retained on file by the requesting office.

- Approvals: The award must be approved by the immediate supervisor and an official at least one level above the immediate supervisor. The Director of an organization may sign as both recommending and approving official.

Organizational and/or Team Achievement Recognition (OAR)



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The decision to grant the OAR is entirely at the discretion of management, with final approval by the Pay Pool Manager. If the employees to be recognized belong to separate pay pools and are employed by different DOD Components (e.g., matrixed employees in a Program Executive Office), the recommendation will be made by the Pay Pool Manager to which the majority of the employees belong.

- Award Submission: To request an OAR, an RPA must be completed, along with a narrative justification. The justification needs to state how the performance and contributions to the organization are of an exceedingly high value based on an individual assessment.

The RPA should be submitted to the requesting activity's DHRC. The narrative and justification and other supporting documentation for award must be retained on file by the requesting office.

- Approvals: The award must be approved by the immediate supervisor and an official at least one level above the immediate supervisor. The Director of an organization may sign as both recommending and approving official.

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Nonmonetary Awards

Introduction



Within the DLA Awards and Recognition Program, there are several nonmonetary awards that may be granted independently of, or in addition to, cash

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awards to recognize outstanding employee performance. Nonmonetary awards fall into two categories: recognition letters and honorary awards. Distinguishing between the two types requires a qualitative judgment by the supervisor.

Criteria

Generally speaking, less significant acts or services are more appropriately recognized by letters. Recognition letters require less supporting documentation and can be approved at a much lower level than honorary awards.

Honorary awards may include a plaque, medal, pin, and/or a certificate. These awards are generally granted for significant accomplishments, and most awards require a much higher level of approval. Honorary awards may be granted independently of, or in addition to, cash awards.

To be eligible for honorary award consideration, nominations for noncompetitive DLA awards must be submitted within 60 days of the act, achievement, or period on which the nomination is based. Recipients of DLA honorary awards do not automatically become ineligible for a future award of the same type, provided any subsequent consideration is based on a different achievement or service performed during a different period.

Letter of Appreciation

The following provides specific information regarding the Letter of Appreciation:

- Eligibility: All employees are eligible.
- Required Period of Service: There is no minimum required period of service.

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- Performance Requirements: The Letter of Appreciation may be awarded for work performance, an act, or service, which is above that normally expected. It is appropriate for short or special assignments, or contributions to civic or professional activities related to assigned duties.
- Documentation: It is presented in the form of a letter which describes the nature of the act or service and is signed by the supervisor or any individual with knowledge of the act or service rendered.

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Letter of Commendation

The following provides specific information regarding the Letter of Commendation:

- Eligibility: All employees are eligible.
- Required Period of Service: There is no minimum required period of service.
- Performance Requirements: The Letter of Commendation is awarded for unusual work performance, an act, or service which clearly exceeds that which is normally expected, is sufficiently valuable to warrant official commendation, but does not meet the requirements for monetary or other honorary recognition.
- Documentation: It is presented in the form of a letter signed by the head of the activity or at a level no lower than the head of a major organizational element. The letter should contain a complete and concise description of the work performance, act, suggestion, or service being recognized.

DLA Commendable Service Certificate

The following provides specific information regarding the Commendable Service Certificate:

- Eligibility: All civilian employees are eligible.
- Required Period of Service: The employee must have been in the position for a minimum of 3 months.
- Performance Requirements: The Commendable Service Certificate, DLA Form 639, is awarded for service that resulted in significant contributions to the efficiency, effectiveness, or economy of operation of the immediate function to which the

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employee is assigned. Nominations should cover a minimum period of service of 3 months.

- Documentation: Nominations will be considered in accordance with locally established procedures. Normally, this includes the employee's immediate supervisor using DLA Form 38, Incentive Award Nomination and Approval, or any other appropriate approved form to initiate the process and a short narrative justification for the nomination.

DLA Certificate of Achievement

The following provides specific information regarding the Certificate of Achievement:

- Eligibility: All civilian employees are eligible.
- Required Period of Service: There is no minimum required period of service.
- Performance Requirements: The DLA Certificate of Achievement, DLA Form 30, is awarded to civilian employees of DLA for significant contributions that warrant official recognition but are not broad enough in scope to merit granting the DLA Superior Civilian Service Award. The Certificate of Achievement may be used to recognize sustained high quality performance over a period of time or special acts or achievements.
- Documentation: Submission of nominations for this award will be in accordance with locally established procedures. Nominations should be initiated by the employee's supervisor using DLA Form 38 or any other appropriate approved form, along with a short narrative justification and a proposed citation.

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DLA Superior Civilian Service Award

The following provides specific information regarding the DLA Superior Civilian Service Award:

- Eligibility: All civilian employees are eligible.
- Approval Authority: The Superior Civilian Service Award is the third highest DLA honorary recognition for civilian employees. The award consists of a bronze medal, a lapel button, and a certificate. It is awarded by the Heads of PLFAs or, for Headquarters employees, by the Heads of Headquarters Business Areas and/or the Director of DLA.
- Required period of service: There is no minimum required period of service.
- Performance Requirements: This award is not normally granted in conjunction with retirement. It may be awarded for such services as significant contributions through consistent high quality performance, special acts or achievements of an PLFA-wide impact, or for any other services that are not broad enough in scope to warrant the DLA Meritorious Civilian Service Award.
- Submission Requirements: Nominations will be submitted in the following format:
 - DLA Form 38 or any other appropriate approved form
 - Specific justification, not exceeding two pages, citing examples and details in support of the recommendation
 - A proposed citation of not more than 90 words to be printed on the certificate

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- A chronology of previous awards and other significant DLA recognition

DLA Meritorious Civilian Service Award

The following provides specific information regarding the DLA Meritorious Civilian Service Award:

- Eligibility: All civilian employees are eligible.
- Approval Authority: The Meritorious Civilian Service Award is the second highest DLA honorary recognition for civilian employees. The award consists of a bronze medal, a lapel button, and a certificate. It is awarded by the Heads of PLFAs or, for Headquarters employees, by the Heads of Business Areas and/or the Director of DLA.
- Required period of service: There is no minimum required period of service.
- Performance Requirements: This award is not normally granted in conjunction with retirement. It may be awarded for services such as
 - performing assigned duties in an exemplary manner
 - setting a record of individual achievement and inspiring others to improve the quality and quantity of their work performance
 - exercising unusual initiative in devising new or improved work methods and procedures that result in substantial savings of time or manpower or improves the safety or health of employees

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- outstanding achievement in improving the morale of workers with a consequent improvement in work performance
- demonstrating unusual courage or competence in an emergency while performing assigned duties, or
- other outstanding performance relating to official employment, deemed by the approving official to be worthy of recognition; all of which are not broad enough in scope to warrant the DLA Exceptional Civilian Service Award.
- Submission Requirements: Nominations will be submitted on DLA Form 38. Nominations will include a justification, not exceeding three pages, and include the following:
 - Examples and details supporting the recommendation
 - A description of present duties
 - A significant employment record
 - The proposed citation of not more than 90 words to be printed on the certificate
 - A chronology of previous awards and other significant recognition

DLA Exceptional Civilian Service Award

The following provides specific information regarding the DLA Exceptional Civilian Service Award:

- Eligibility: All Civilian Employees are eligible.

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- Required Period of Service: There is no minimum required period of service. However, the employee is expected to have previously received the DLA Meritorious Civilian Service Award when the nomination is based on career achievements.
- Performance Requirements: The DLA Exceptional Civilian Service Award is the Agency's highest honorary award. This award may only be granted by the Director, DLA. The award consists of a gold and silver medal, a lapel button, and a certificate signed by the Director, DLA. This award is not normally granted in conjunction with retirement. It may be awarded for services such as the following:
 - Accomplishment of assigned duties in such a manner as to have been clearly exceptional among all persons who have performed like or similar duties in a superior manner
 - Development or improvement of methods and procedures or inventions that accomplish extraordinary results in the advancement of DLA, DOD, or Government operations
 - Exhibition of great courage and voluntary risk of personal safety in the face of danger, over and beyond the call of duty, related to or in the performance of assigned duties which resulted in direct benefit to the Government or its personnel
 - Other exemplary performance related to official employment, comparable to that above, deemed by the Director of DLA to warrant the Agency's highest honorary civilian recognition
- Submission Requirements: Recommendations must be submitted on DLA Form 38 within 60 days of the act or service being cited on DLA Form 38 and include the following:

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- Specific justification, not exceeding three type-written pages, citing examples and details in support of the recommendation
- Description of the employee's present duties
- Significant employment record for the employee
- Proposed citation of not more than 90 words
- Chronology of previous awards and other significant recognition

DLA Distinguished Career Service Award

The following provides specific information regarding the DLA Distinguished Career Service Award:

- Eligibility: All civilian employees are eligible.
- Required Period of Service: This award is granted upon retirement. The period of service may include both military and civilian service. There is no minimum required period of service.
- Approval Authority: The Distinguished Career Service Award is awarded by Heads of PLFAs and, for Headquarters employees, by the Heads of Business Areas and/or the Director of DLA. The award consists of a bronze medal, a lapel button, and a plaque. The plaque can be given as a separate award or in conjunction with the medal and lapel button.
- Performance Requirements: The Distinguished Career Service Award may be given to an employee who has demonstrated a record of sustained superior performance that has had some impact on the effective accomplishment of mission objectives. Generally speaking, the nominee should have received some

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recognition for superior performance or special achievement; however, this is not a prerequisite for eligibility. This award will not be granted in conjunction with the DLA Exceptional, Meritorious, or Superior Civilian Service Awards, the DLA Certificate of Achievement, or the Commendable Service Certificate.

- Submission Requirements: Nominations will be submitted in the following format: DLA Form 38 along with the following:
 - Specific justification citing examples and details in support of the recommendation
 - Chronologies of prior recognition and awards and significant employment
 - A proposed citation to be read during a presentation ceremony

Career Service Award

The following provides specific information regarding the Career Service Award:

- Eligibility: All civilian employees are eligible.
- Required Period of Service: The Career Service Award is awarded for 10, 15, 20, 25, 30, 35, 40, 45, etc. years.
- Performance Requirements: This award is used to recognize long and faithful service, and to stimulate an employee's pride and interest in the organization and the Federal career service. For the purpose of this award, "Federal service" includes honorable military service, civilian service in departments or agencies of the Federal Government, and in the Municipal Government of the District of Columbia. The award consists of a Certificate of Service and a lapel button.

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Retirement Certificate

The Retirement Certificate is automatically generated when an employee submits his or her retirement paperwork to HR. The certificate is forwarded to the employee's organization for signature and presentation.

Invention Awards

Introduction

An invention is a device or process, not previously in existence, that is not only novel and useful but reflects creative genius and makes a distinct contribution. Invention awards are monetary grants for inventions by civilian or military personnel that are of interest to DLA and for which patent coverage is sought or granted.

A monetary award may be considered if the invention either

- contributes to the efficiency, economy, or other improvement in Government operations, or
- is in the public interest and is associated with the employee's official employment.

Note: Even though the creation of an invention is considered to be within the employee's official duties the inventor may be considered for cash and honorary recognition.

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Award eligibility

DLA employees whose invention disclosures are received by an Activity Incentive Awards Coordinator or committee will be eligible for an initial award of \$100 upon advice of the Office of General Counsel (GC) that the following conditions have been met:

- Based on analysis of the prior state of the art, the invention appears to contain patentable subject matter.
- The invention is determined to be of sufficient value to the Government to require protection under the patent laws of the United States.
- There has been a determination that the invention was made under circumstances that warrant the Government to obtain either a full title to or a license on the invention.
- The inventor(s) has/have executed a license or an agreement to license the Government in return for the Government filing and processing the patent application.

Employees may be considered for an additional award of \$300 upon notification that the patent covering the invention has been issued. When two or more eligible persons are co-inventors, each employee will receive an initial award of \$100. Any additional awards will be divided equally. If an employee's application for patent is placed under a secrecy order, the employee will become eligible for the additional award of \$300 when a Notice of Allowability of the application is issued.

Supervisor's responsibility

Although the invention is submitted for consideration directly to the servicing Human Resources Office, as with suggestions, you

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are responsible for evaluating the merits and value of inventions that are referred to you for evaluation.

Required documentation

Inventions are submitted in accordance with local activity policy and with a complete description of the device or process.

Determination of patentability

The GC is responsible for determining the following:

- Whether the device or process is an invention that can be patented, and if so, who has the rights to the invention
- Whether the invention will be processed for patenting by DLA

Determining additional award amounts

When the actual value of the invention can be determined, any additional award may be based on the savings accruing during the first year after the patent was issued. If the calculation or estimate of benefits to the Government does not fairly reflect the later years' benefits, consideration should be given to either an averaging of actual benefits during several years of use of the invention by the Government or using a more representative year, i.e., the benefits in the second or third year following use of the invention. When an additional award is granted, the amount of this award will be reduced by the amount of any awards previously granted.

Note: Devices or processes that contain subject matter that may be patented are rare in DLA. Any contribution that appears to

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be patentable should be fully discussed with your Activity Incentive Awards Administrator.

Tangible Versus Intangible Benefits

Tangible Benefits

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

Computing the award amount

The amount of a monetary award that results in tangible savings to the Government is computed using the table below.

When the estimated first-year benefit is....	then the amount of the award is....
Up to \$10,000	10 percent of the benefits.
\$10,001 to \$100,000	\$1,000 for the first \$10,000 plus 3 percent of the benefits over \$10,000.
\$100,001 or more	\$3,700 for first \$100,000 plus .5 percent of the benefits over \$100,000.

Intangible Benefits:

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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.

This will be granted only when the contribution compares favorably with the minimum level of tangible benefits. As with tangible benefits, it would be impossible to consider all contributions. An example of a tangible benefit would be a new telephone answering system that would improve service to the customer through increased answering speed and efficiency of call routing to appropriate contact point.

Determining Appropriate Award Amounts:

Since contributions based on intangible benefits are not based on precise facts and provable calculations, determining appropriate award amounts should be based on several considerations. These considerations have been arranged on a scale that provides a range for the award amount. Within this range, the supervisor makes a judgment on the precise amount.

Two categories of considerations must be applied to the intangible benefit:

- Extent of Application
- Value of Benefit

Each is defined in detail on the scale and simplifies the process of determining appropriate award amounts for contributions resulting in intangible benefits to the Government. The scale can be found at

Additional information can be found in the DLA Instruction, DLA Awards and Recognition Program.

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QSI

The following provides specific information regarding a QSI:

- Eligibility: All General Schedule employees.
- Required period of service: The employee must have served a minimum of 90 days in the position.
- Performance requirements: The employee must have received the highest rating level possible. The employee's performance must be at the highest level used by the Agency's performance appraisal system.
- Documentation: [Click here.](#)
- Award amount: The amount is equal to a one-step increase in the employee's rate of pay.
- Special considerations: Only one QSI may be granted in a 52-week period. An employee may not be granted a QSI if the employee is already at step 10 of the grade or if the employee has not been performing the same or substantially the same duties for at least 90 days. A QSI differs from a Within-Grade Increase (WIGI) in that a QSI requires a high level of performance, while a WIGI requires only fully successful performance and is automatically awarded unless performance falls below the fully successful level.

Generally, a QSI does not affect a regularly scheduled WIGI. The exception to this rule is when the receipt of a QSI places an employee into step 4 or step 7. In this case, the employee's normal WIGI is delayed by 52 weeks. This is due to the employee changing from a 1-year waiting period to a 2-year waiting period; or from a 2-year waiting period to a 3-year waiting period. A good example of this can be found in the Performance

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Management section of the Office of Human Resources Web site, <http://www.hr.dla.mil>.

All QSI nominations are thoroughly reviewed by HR, and supervisors will be notified when the QSI will adversely affect an employee's WIGI.

Special Act or Service (SAS) Award

The following provides specific information regarding an SAS:

- Eligibility: All permanent and temporary employees are eligible.
- Required Period of Service: There is no minimum time requirement because the award is appropriate for a one-time, nonrecurring achievement or contribution, which can occur at any time.
- Performance Requirements: The award is granted for performance by an employee or group of employees that is substantially beyond expectations on a specific assignment or aspect of an assignment or job function. SAS awards also can be granted for such things as scientific achievements; acts of heroism; and disclosure of fraud, waste, or abuse in the Federal Government.
- Documentation: [Click here](#)
- Award Amount: Special Act awards range from \$50 to \$25,000 and are based on the value of the intangible or tangible (actual dollar savings) to the Government. For information on tangible and intangible benefits, supervisors should refer to the award chart.

Additional information can be found in the DLA Instruction, [DLA Awards and Recognition Program](#).

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- Special Considerations: All nominations for Special Act or Service Awards must be submitted for processing within 60 days of the act or closeout of the period of service on which they are based.
- Approvals: The award must be approved by the immediate supervisor and an official at least one level above the immediate supervisor. The Director of an organization may sign as both recommending and approving official.
- SAS Awards above \$7,500: The award must be approved by the Director, DLA. The request must be submitted by the Heads of the Primary Level Field Activities (PLFA) or, for HQ DLA personnel, by the Heads of the Corporate Board. The request will need to come must be sent to the Human Resources Policy and Procedures Office (DHRC–DP) for review to ensure adherence to regulatory guidance. DHRC–DP will forward the request with a recommendation to the Director, DLA for approval/disapproval. If approved, DHRC–DP will forward the package to the requesting activity's DHRC for processing. If disapproved, DHRC–DP will return the package to the requesting office.
- SAS Awards above \$25,000: When a recommended award would grant more than \$25,000 to an individual employee, OPM shall review the recommendation and submit it (if approved) to the President for final approval

Special Act or Service Award for Civilian Deployment

This award is give to recognize civilian employees who have done an extraordinary job beyond their job responsibilities while deployed overseas.

- Award Eligibility: An employee who is either deployed overseas with their organization or another DOD/Federal agency and performs their job in an extraordinary manner above and beyond that which was expected or makes an

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exceptional contribution may be awarded a special act or service award by their organization.

- Award Amounts:
 - Up to \$7,500 for outstanding performance for a 6-month tour in an overseas foreign area with Danger Pay of 30–35%
 - Up to \$5,500 for outstanding performance for a 6-month tour in an overseas foreign area with Danger Pay of 20%

OR

- Up to \$3,500 for outstanding performance for a 6-month tour in an overseas foreign area where no Danger Pay is authorized.

Award amounts will be prorated for tours less than 6 months (e.g., for a 90- day tour, the amounts listed above would be reduced by one-half.)

The deployed employee's home of record activity will be responsible for submitting and paying for the deployed employee's award.

If an employee is in a danger area for 3 months and a non-danger area for 3 months, the award will be prorated between the two areas.

- Award Submission: To request a Special Act or Service Award, an RPA along with a narrative justification must be completed. The justification must describe specifically and factually the contribution and resultant benefits. When the recommendation is based on measurable tangible benefits, the supporting data must show how these benefits were computed. Recommendations based on intangible benefits will identify the

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value of benefits and extent of application appropriate for achievement to be recognized with an explanation of the rationale used.

The award package should be submitted to the requesting activity's DHRC. The justification and other supporting documentation for award must be retained on file by the requesting office.

- Approvals: The award must be approved by the immediate supervisor and an official at least one level above the immediate supervisor. The Director of an organization may sign as both recommending and approving official.

OTS Award

The following provides specific information regarding an OTS:

- Eligibility: All permanent and temporary employees are eligible.
- Required Period of Service: There is no minimum required period of service because the award is appropriate for a one-time, nonrecurring achievement or contribution which can occur at any time.
- Performance Requirements: This award recognizes superior day-to-day work accomplishments exceeding normal job requirements but not significant enough in scope to warrant a larger SAS monetary award.
- Documentation: Nominations require submission of a Standard Form (SF) 52, Request for Personnel Action. The supervisor need only provide one or two sentences of supportive justification in Part D of the SF 52.

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- Benefits: When properly administered, OTS awards can be one of the most valuable awards available to you. An OTS allows you to immediately reward superior day-to-day performance and may motivate your other subordinates to strive for excellence as well.
- Award amount: The amount of this award can range from \$50.00 to \$475.00 and is within the discretion of the approving supervisor.

- End -