

**VOLUME 12, CHAPTER 17: “DoD REWARDS PROGRAM”****SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by a \* preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue and underlined font***.

The previous version dated July 2011 is archived.

<b>PARA</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
170501	Extended rewards payment date until September 30, 2013.	Update

## Table of Contents

VOLUME 12, CHAPTER 17: “DoD REWARDS PROGRAM” .....	1
1701 PURPOSE AND APPLICABILITY .....	4
170101. Purpose.....	4
170102. Title 10, U.S. Code, section 127b .....	4
170103. The National Defense Authorization Act (NDAA) for Fiscal Year 2008, Public Law 110-181, Section 1033 .....	4
170104. Allied Forces .....	4
1702 RESPONSIBILITIES.....	5
170201. Under Secretary of Defense (Comptroller) (USD(C)).....	5
170202. Under Secretary of Defense (Policy) (USD(P)), Assistant Secretary of Defense Special Operations and Low Intensity Conflict (ASD SO/LIC).....	5
170203. Geographic Combatant Commander.....	5
170204. Director, Joint Staff.....	6
170205. Washington Headquarters Service (WHS).....	6
1703 IMPLEMENTING THE PROGRAM IN THE FIELD.....	6
170301. When a Reward May Be Paid .....	6
170302. Payment Amounts Greater than \$1,000,000 .....	6
170303. Geographic Combatant Commanders Nominations for Reward Lists.....	6
170304. Geographic Combatant Commander Approvals .....	7
170305. Geographic Combatant Commander’s Pre-approved Rewards List .....	7
170306. Deputy Geographic Combatant Commander Approvals .....	7
170307. Rewards Authorization Officer (RAO) Approvals .....	7
170308. RAO Certifies Reward Parameters are Met .....	7
170309. Types of Reward Payments.....	8
170310. Payments Made by Designated Disbursing Officers/Paying Agents .....	8
170311. Coordination with Departments of State and Justice .....	8
170312. Requests for Additional Funds.....	8
1704 PROCEDURES.....	8
170401. Allocation of Funds.....	8
170402. Improper Usage of Funds.....	8
170403. Delivery, Transporting and Safeguarding of Funds.....	9
170404. Appointment of Paying Agents.....	9
170405. Documentation of Payments .....	9
170406. Circumventing Limits .....	9
170407. Clearance of Accounts .....	9
170408. Certification of Payments.....	9

## Table of Contents (Continued)

170409.	Audits and Program Reviews.....	9
1705	PAYMENTS AND REWARDS THROUGH GOVERNMENT PERSONNEL OF ALLIED FORCES.....	10
170501.	Execution of Rewards Through Allied Government Personnel.....	10
170502.	Request for Payment of Reward .....	10
170503.	Appointment of Allied Government Personnel as Paying Agents.....	10
170504.	Allied Government Personnel Limitations.....	11
170505.	Allied Government Personnel Limitations.....	11
1706	INFORMATION DISSEMINATION .....	11
170601.	Information Dissemination.....	11
170602.	Program Identification and Combination with Other Programs .....	11
170603.	Advertisements.....	11
1707	REPORTS AND NOTIFICATIONS .....	12
170701.	Combatant Commander’s Quarterly Reports.....	12
170702.	Geographic Combatant Command Annual Reports.....	12
1708	WAIVERS.....	13
170801.	Request for Waivers or Exceptions to Law.....	13
Figure 17-1.	DoD Rewards Program Record of Payment.....	14
Figure 17-2.	DoD Rewards Program Quarterly Report Summary .....	15

## CHAPTER 17

**DoD REWARDS PROGRAM**

## 1701 PURPOSE AND APPLICABILITY

## 170101. Purpose

This chapter provides guidance on the implementation of the Department of Defense (DoD) Rewards Program and applies to all organizational entities within DoD. It covers the execution, management, recording and reporting of expenditures of U.S. appropriations available for the DoD Rewards Program. It assigns responsibilities for administering the DoD Rewards program; defines the purposes for which U.S. appropriations may be used; and provides specific procedures for executing, managing, recording and reporting such expenditures to ensure transparency and accountability of funds. The geographic combatant commanders are authorized to provide additional guidance consistent with this guidance.

## 170102. Title 10, U.S. Code, section 127b

Under [Title 10, U.S. Code, section 127b](#), "Assistance in Combating Terrorism: Rewards," the Secretary of Defense may pay rewards to persons for providing U.S. Government personnel or government personnel of allied forces participating in a combined operation with U.S. Armed Forces with information or non-lethal assistance that is beneficial to: (1) an operation or activity of the armed forces or of allied forces participating in a combined operation with allied forces conducted outside of the United States against international terrorism; or (2) force protection of the armed forces or allied forces participating in a combined operation with U.S. Armed Forces. This authority is useful to encourage the local citizens of foreign countries to provide information and other assistance, including the delivery of dangerous personnel and weapons, to U.S. Government personnel or government personnel of allied forces. The DoD Rewards Program makes available incentives that U.S. Government personnel of allied forces can use to encourage cooperation.

170103. The National Defense Authorization Act (NDAA) for Fiscal Year 2008, Public Law 110-181, Section 1033

[The NDAA for Fiscal Year 2008, Public Law 110-181, Section 1033](#), "Improved Authority to Provide Rewards for Assistance in Combating Terrorism," amends 10 U.S.C., section 127b to (1) increase the maximum amounts payable; and (2) allow the involvement of allied forces.

## 170104. Allied Forces

For the purposes of this document only, the term "allied forces" is defined as foreign government personnel participating with U.S. Armed Forces in combined operations outside of the United States against international terrorism.

## 1702 RESPONSIBILITIES

## 170201. Under Secretary of Defense (Comptroller) (USD(C))

The USD(C) shall provide funds to the Director, Washington Headquarters Services (WHS), for the DoD Rewards Program.

## 170202. Under Secretary of Defense (Policy) (USD(P)), Assistant Secretary of Defense Special Operations and Low Intensity Conflict (ASD SO/LIC)

ASD SO/LIC shall:

- A. Implement policy for the DoD Rewards Program.
- B. Maintain a single consolidated Secretary of Defense pre-approved rewards list. This list will include the identity, nominating headquarters or office, the amount approved and other relevant data. Combatant Commanders may nominate individuals or items to be placed on the pre-approved rewards list through the Director, Joint Staff.
- C. Coordinate the Secretary of Defense pre-approved rewards list with the Department of State and the Department of Justice to ensure that a reward does not duplicate or interfere with the payment of reward authorized by those Departments.

## 170203. Geographic Combatant Commander

Each geographic combatant commander shall:

- A. Designate, in writing, a program liaison officer to serve as the point of contact for all disbursement of funds, goods, or services;
- B. Establish procedures for the accounting, obligating, cash management, and disbursement of funds;
- C. Establish procedures and processes to coordinate notification of awards with appropriate representatives of the Department of State and the Department of Justice to ensure the making a reward does not duplicate or interfere with the payment of a reward authorized by those Departments.
- D. Establish internal controls and review procedures for classified voucher processing when required and in accordance with Volume 5, Chapter 11: "Disbursements."
- E. Provide a copy of commander-approved lists to the Director, Joint Staff as updates occur.
- F. Report quarterly to the ASD SO/LIC, through the Director, Joint Staff using the format depicted at Figure 17-2, "DoD Rewards Program Quarterly Report."

G. Submit estimated rewards program budget requirement for the upcoming fiscal year on August 15 of the current fiscal year.

H. Report annually to the Director, Joint Staff, no later than October 15 of each year for the preceding fiscal year.

I. Request additional funds from ASD SO/LIC if all available funds for these purposes have been expended and additional funds are required.

170204. Director, Joint Staff

The Director, Joint Staff shall consolidate combatant command annual reports into a single report and provide to the ASD SO/LIC no later than November 1.

170205. Washington Headquarters Service (WHS)

WHS shall allocate funds to the geographic combatant commanders at the direction of the ASD SO/LIC.

### 1703 IMPLEMENTING THE PROGRAM IN THE FIELD

170301. When a Reward May Be Paid

A reward may be paid for information or nonlethal assistance that is beneficial to (1) an operational activity of the armed forces or of allied forces participating in a combined operation with U.S. Armed Forces conducted outside the United States against international terrorism, or (2) force protection of the armed forces or of allied forces participating in a combined operation with U.S. Armed Forces.

170302. Payment Amounts Greater than \$1,000,000

A monetary payment or a payment-in-kind in an amount greater than \$1,000,000 and up to \$5,000,000 requires the approval of the Secretary of Defense or the Deputy Secretary of Defense, or pursuant to a separate written delegation, the USD(P). If any nominated reward (pre-approved or otherwise) is in excess of \$2,000,000, the Secretary of Defense by statute is required to first consult with the Secretary of State.

170303. Geographic Combatant Commanders Nominations for Reward Lists

Geographic combatant commanders may nominate individuals or items to be placed on the Secretary of Defense pre-approved rewards list for rewards in amounts that are in excess of the authority delegated to the combatant commanders. Geographic combatant commanders will submit nominations for the pre-approved rewards list through the Director, Joint Staff, to ASD SO/LIC. ASD SO/LIC will coordinate the Secretary of Defense pre-approved rewards list with the Department of State and the Department of Justice to ensure that a reward does not duplicate or interfere with the payment of a reward authorized by those departments, and will forward

nominations to the Secretary of Defense or Deputy Secretary of Defense for approval. ASD SO/LIC will maintain a single consolidated list of Secretary of Defense pre-approved rewards. This list will include the identity, nominating headquarters or office, the amount approved, and other relevant data.

170304. Geographic Combatant Commander Approvals

A Geographic Combatant Commander is authorized to approve rewards in an amount or with a value not in excess of \$1,000,000 per reward. Geographic combatant commanders are required to provide contemporaneous written notification to ASD SO/LIC when approving or pre-approving awards and payments of \$200,000 or more.

170305. Geographic Combatant Commander's Pre-approved Rewards List

The geographic combatant commander may provide a list of pre-approved rewards for information or assistance related to specific persons or items. Pre-approval of rewards will allow forces in the field to pay a reward quickly for the information or assistance of high interest to the U.S. Government, with the approval of the combatant commander reflected in the pre-approved list. Geographic combatant commanders will provide a copy of their geographic combatant commander-approved lists to the Director, Joint Staff as updates occur.

170306. Deputy Geographic Combatant Commander Approvals

A geographic combatant commander may delegate his authority to approve or pre-approve rewards to the deputy commander. Further, a geographic combatant commander may delegate this authority to the commander of a command directly subordinate to that geographic combatant commander, subject to Secretary of Defense or the Deputy Secretary of Defense approval of such delegation of authority.

170307. Rewards Authorization Officer (RAO) Approvals

A geographic combatant commander may further delegate the authority to approve for rewards in the amount or with a value not in excess of \$10,000 to any subordinate U.S. service member or civilian U.S. government employee by authorizing the appointment of RAOs. All appointments shall be in writing and shall clearly state the scope of the reward authority, any limitations thereon, and the accounting procedures to be used. When authorizing the appointment of RAOs, geographic combatant commanders shall establish procedures and criteria that RAOs should apply to determine if information or other assistance merits payment of a reward, the type of reward, and the amount.

170308. RAO Certifies Reward Parameters are Met

When promulgating a list of pre-approved rewards to forces in the field, geographic combatant commanders will establish procedures and assign responsibility for certifying that information or assistance received satisfies the criteria for the geographic combatant commander's approval. Responsibility to certify that information or assistance meets the

parameters of a pre-approved reward may be assigned without regard to the dollar value limits on delegation of reward approval authority. Only U.S. RAOs may be authorized to perform this function.

#### 170309. Types of Reward Payments

Rewards may be paid in cash, either in U.S. or foreign currency. RAOs may also authorize payments-in-kind, including with food, local amenities, necessities, or communal rewards.

#### 170310. Payments Made by Designated Disbursing Officers/Paying Agents

Once an RAO has authorized or certified a reward, that officer will notify the program liaison officer, or a designated disbursing officer or paying agent appointed in accordance with Volume 5, Chapter 2: "Disbursing Offices, Officers, and Agents", who will make the authorized payment.

#### 170311. Coordination with Departments of State and Justice

The geographic combatant commander's procedures will include a process to coordinate with appropriate country team representatives of the Department of State and the Department of Justice to ensure making of a reward does not duplicate or interfere with the payment of a reward authorized by those departments.

#### 170312. Requests for Additional Funds

Geographic combatant commanders may request additional funds from ASD SO/LIC if all available funds for these purposes have been expended and additional funds are required. Each geographic combatant commander will submit estimated budget requirements for the upcoming fiscal year on August 15<sup>th</sup> of the current fiscal year.

### 1704 PROCEDURES

#### 170401. Allocation of Funds

The USD(C) shall ensure that DoD appropriations and other funds available for the Rewards Program are properly allocated to WHS for funds control and execution. Geographic combatant commanders will notify of the Director, Joint Staff of appropriate inter-theater allocation.

#### 170402. Improper Usage of Funds

A U.S. citizen, an officer or employee of the U.S. federal, state, or local government, or an employee of a U.S. Government contractor shall not be eligible for a reward under the DoD Rewards Program. Members of a security force of a foreign government are not eligible to receive rewards under this program. The USD(P) may waive the prohibition against rewarding



members of foreign security forces in specific countries, and will review such waivers at least annually. Requests for USD(P) approval of such authority should be sent to the ASD SO/LIC. Waivers approved prior to the effective date of this guidance remain in effect.

170403. Delivery, Transporting and Safeguarding of Funds

Any funds made available for the DoD Rewards Program shall be delivered, transported and safeguarded consistent with Volume 5, Chapter 3: "Keeping and Safeguarding Public Funds".

170404. Appointment of Paying Agents

Paying Agents responsible for making delivery of funds under the DoD Rewards Program shall be appointed consistent with Volume 5, Chapter 2: "Disbursing Offices, Officers, and Agents". The allied forces member shall receive the same training as U.S. paying agents and sign a statement of understanding. Foreign nationals and other non-U.S. citizens may not be held pecuniary liable for losses of funds, therefore when appointing non-U.S. citizens as paying agents consider the necessity and the risk of using allied paying agents. All funds advanced to and returned from the allied forces paying agents shall be documented on a DD Form 1081 (Statement of Agent's Officer's Account) in accordance with Volume 5, Chapter 19: "Disbursing Officers' Accountability Reports". Upon completion of authorized payments, the paid vouchers, negotiable instruments, and any balance of funds shall be returned to the disbursing officer with a properly completed DD Form 1081.

170405. Documentation of Payments

Payments under the DoD Rewards Program shall be made and documented consistent with Volume 5, Chapter 1: "Disbursements," and Volume 10, Chapter 8: "Supporting Documents to Payment Vouchers".

170406. Circumventing Limits

Monetary limits and approval requirements may not be circumvented by "splitting" a single reward through the multiple rewards, or otherwise.

170407. Clearance of Accounts

Accounts maintained under the Rewards Program shall be cleared consistent with, Volume 5, Chapter 2:"Disbursing Offices, Officers, and Agents".

170408. Certification of Payments

Payments made under the DoD Rewards Program shall be certified in a manner consistent with Volume 5, Chapter 33: "Accountable Officials and Certifying Officers".

170409. Audits and Program Reviews

The administration of the DoD Rewards Program will be subject to periodic audits by DoD's internal review and audit organizations, including the DoD Inspector General and the various audit agencies, as well as external organizations such as the Government Accountability Office and congressional oversight committees. All officials responsible for administering the Rewards Program shall cooperate fully with any review, audit or investigation conducted by such organizations.

## 1705 PAYMENTS AND REWARDS THROUGH GOVERNMENT PERSONNEL OF ALLIED FORCES

### 170501. Execution of Rewards Through Allied Government Personnel

The Secretary of Defense, geographic combatant commanders, and all delegated officials may use their authorities, acting through government personnel of allied forces to offer and make rewards. Rewards may not be paid acting through allied government officials after [September 30, 2013](#).

### 170502. Request for Payment of Reward

Allied government personnel will forward requests for payment of rewards to the geographic combatant commander's appointed program liaison officer or to a RAO (U.S. service member or civilian U.S. Government employee) who has been delegated authority to approve a reward in the requested amount. That individual will determine if the information or other assistance merits payment of a reward, the type of reward, and the amount.

### 170503. Appointment of Allied Government Personnel as Paying Agents

When practical, rewards payments in support of allied forces will be directly distributed by U.S. personnel. When direct payment of rewards by U.S. personnel is not practical, commanders may appoint allied personnel as paying agents for the DoD Rewards Program, notwithstanding the requirement in the Department of Defense Financial Management (DoDFMR) that paying agents be U.S. service members or civilian U.S. Government employees. Commanders should adhere to the other provisions of the DoDFMR, Volume 5, Chapter 2: "Disbursing Offices, Officers, and Agents" when appointing allied paying agents. Commanders and disbursing officers must carefully consider the risks of using allied government personnel as paying agents. A paying agent is an agent to the disbursing officer, and the disbursing officer remains liable for public funds advanced to an allied paying agent. Commanders and disbursing officers must maintain prudent internal controls to minimize the potential risks of fraud, waste, and mismanagement by allied personnel. All funds advanced to and returned from the allied paying agent shall be documented on a DD Form 1081 in accordance with Volume 5, Chapter 19: "Disbursing Officers' Accountability Reports". Upon completion of authorized payments, the paid vouchers, negotiable instruments, and any balance of funds shall be returned to the disbursing officer with a properly completed DD Form 1081.

## 170504. Allied Government Personnel Limitations

Funds will not be advanced to allied paying agent until a specific reward has been approved for payment to an identified payee. Disbursing officers advance funds to allied paying agents after examination of the payment voucher for the rewards. All funds advanced to and returned from the allied paying agent shall be documented on a DD Form 1081.

## 170505. Allied Government Personnel Limitations

Combatant commands are responsible for ensuring all allied government personnel, nominated by their subordinate commands to offer or make rewards are properly qualified and trained. Combatant commands are also responsible for ensuring that allied government personnel through whom rewards are made perform their duties in accordance with DoD policy and procedures. Allied force government personnel participating in the reward program will have a designated U.S. liaison officer through whom to request reward funds or in-kind items and validate the information/non-lethal support.

## 1706 INFORMATION DISSEMINATION

## 170601. Information Dissemination

Media queries regarding the DoD Rewards Program shall be referred to the Office of the Assistant Secretary of Defense for Public Affairs.

## 170602. Program Identification and Combination with Other Programs

There is no requirement that this program be identified as a U.S. or DoD program or include an official U.S. or DoD symbol. Geographic combatant commanders may combine efforts with other U.S. Government rewards programs and are not required to differentiate this program from other U.S. Government Rewards Programs, provided the DoD Rewards Program does not duplicate or interfere with the payment or publicity of a reward authorized by the Department of State or the Department of Justice.

## 170603. Advertisements

Geographic combatant commanders are authorized to expend funds to publicize the DoD Rewards Program and to pay associated administrative costs. Advertisements may refer to coalition or allied headquarters as the agency offering the reward. Within a coalition or allied headquarters, U.S. control over reward offers and authorizations shall be maintained, with authorizations made by U.S. commanders at the level prescribed. Geographic combatant commanders are authorized, within existing authorities, to use theater information dissemination programs to support the DoD Rewards Program. Advertising programs should leverage Military Information Support Team (MIST) expertise to effectively advertise the DoD Rewards Program. MIST program funding may be used for advertising only if DoD Rewards Program advertising funds are insufficient. Funds expended to publicize and administer the program will be clearly identified and accounted for in quarterly and annual reports and include information on the target

audience, funds required, and objectives. Establishment of call centers using DoD Rewards Program funding shall be coordinated and approved through the Director, Joint Staff, to ASD SO/LIC.

## 1707 REPORTS AND NOTIFICATIONS

### 170701. Combatant Commander's Quarterly Reports

Quarterly reports shall be submitted to ASD SO/LIC, through the Director, Joint Staff, using the format at Figure 17-1, "Record of Payment." The combatant command's quarterly reports will be submitted no later than 15 days after the end of each quarter of the fiscal year and will report for the preceding quarter and will include:

A. The amount or value of each reward and whether the reward was provided as monetary payment or payment-in-kind.

B. The recipient of each reward, identified by true name or by reference to National File Number in the Defense Source Registry, Source Code Identifier in the Interagency Source Registry, or One Time Source number assigned with a Collector Reporter Code. Reports may be submitted at the level of classification necessary to protect intelligence sources and methods. Rewards to anonymous sources are not authorized.

C. A description of the information or assistance for which the reward was paid, with an assessment of the significance and benefit of the information or assistance. The significance and benefit of the specific information or assistance received will be ranked as high (1), medium (2), or low (3) in the categories of Operations or Force Protection.

D. The amount expended, if any, to publicize the availability of the rewards program. Provide a description of services and products resulting from the expenditure of funds to publicize the availability of the rewards program.

E. The amount expended, if any, to administer the program. Provide a description of the actions or products resulting from the expenditure of funds for administration.

F. Identification of those rewards that are made acting through government personnel of Allied Forces. Include the nationality, office or position, and organization of the Allied government official who requested payment of the reward.

### 170702. Geographic Combatant Command Annual Reports

Annual reports shall be submitted to the Joint Staff, no later than October 15 of each year for the preceding fiscal year. The annual report will consolidate the information contained in the quarterly reports and provide an assessment of the program. The Director, Joint Staff will consolidate the combatant command annual reports into a single report and provide that report to ASD SO/LIC no later than November 1.

## 1708 WAIVERS

## 170801. Request for Waivers or Exceptions to Law

Request for waivers or exceptions to any provision of law that would (but for the waiver) prohibit, restrict, limit or otherwise constrain the execution of the reward program must be submitted through ASD SO/LIC, the USD(C), and DoD General Counsel to the Secretary of Defense for approval.

## 170802. Request for Waiver or Exception to Guidance

Requests for waivers or exceptions to this guidance must be submitted through ASD SO/LIC to the USD(C) for approval.

Figure 17-1. DoD Rewards Program Record of Payment

<b>QTC</b>	<b>Reward Amount (US)</b>	<b>Reward Recipient</b>	<b>Description of Information/Assistance Provided</b>	<b>Significance/Benefit Assessment</b>

Figure 17-1. DoD Rewards Program Record of Payment

Figure 17-2. DoD Rewards Program Quarterly Report Summary

<b>FY 2008 Quarterly Report Summary</b>			
First Quarter	<b>ALLOTMENTS:</b>	<b>EXPENDITURES:</b>	
	Program Funds	Obligated/Paid	Advertising/Administration
	Allotted		
	Command		
	USCENTCOM		
	USEUCOM		
USPACOM			
USSOUTHCOM			
Totals:			
Second Quarter	<b>ALLOTMENTS:</b>	<b>EXPENDITURES:</b>	
	Program Funds	Obligated/Paid	Advertising/Administration
	Allotted		
	Command		
	USCENTCOM		
	USEUCOM		
USPACOM			
USSOUTHCOM			
Totals:			
Third Quarter	<b>ALLOTMENTS:</b>	<b>EXPENDITURES:</b>	
	Program Funds	Obligated/Paid	Advertising/Administration
	Allotted		
	Command		
	USCENTCOM		
	USEUCOM		
USPACOM			
USSOUTHCOM			
Totals:			
Fourth Quarter	<b>ALLOTMENTS:</b>	<b>EXPENDITURES:</b>	
	Program Funds	Obligated/Paid	Advertising/Administration
	Allotted		
	Command		
	USCENTCOM		
	USEUCOM		
USPACOM			
USSOUTHCOM			
Totals:			
Annual Totals	<b>ALLOTMENTS:</b>	<b>EXPENDITURES:</b>	
	Program Funds	Obligated/Paid	Advertising/Administration
	Allotted		
	Command		
	USCENTCOM		
	USEUCOM		
USPACOM			
USSOUTHCOM			
Totals:			

Figure 17-2. DoD Rewards Program Quarterly Report Summary