



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

JAN 10 2003

Personnel Center

DoDEA Regulation 5451.9

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
REGULATION SYSTEM TRANSMITTAL

SUBJECT: DoDEA Regulation 5451.9 - Change 2

The following pen changes to DoDEA Regulation 5451.9, "Incentive Awards," July 10, 1997, have been authorized:

Page 2, Section E.1.c. - Change to Read:

"Approve or disapprove award nominations in excess of \$5,000, but not more than \$10,000."

Page 2, Section E.2. - Change to Read:

"Area and Associate Directors shall approve or disapprove award nominations up to \$5,000. District Superintendents and Division Chiefs at the GS-15 or above shall approve or disapprove award nominations up to \$2,500."

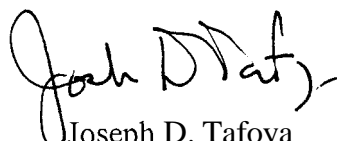
Enclosure 1, Page 1-1, Section B.1.c. - Change 1st and 2nd Sentences to Read:

"District Superintendents and Division Chiefs at the GS-15 or above may approve award nominations up to \$2,500, and Area and Associate Directors may approve up to \$5,000. The Director, DoDEA, shall approve awards of \$5,001 to \$10,000."

Enclosure 1, Page 1-1, Section B.2.a. - Change to Read:

"The Director, DoDEA, and Area and Associate Directors may approve a SCA up to \$1,000. District Superintendents and DoDEA Division Chiefs at the GS-15 may approve a SCA up to \$500. All other approving officials may approve a SCA up to \$250."

These changes are effective immediately.


Joseph D. Tafoya
Director





DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

OCT - 8 1998

Educational Support
Policy and Legislation

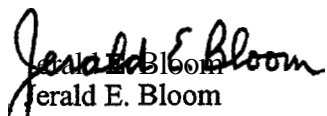
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
REGULATION SYSTEM TRANSMITTAL

SUBJECT: DoDEA Regulation 5451.9 - Change 1

The following page changes to DoDEA Regulation 5451.9, "Incentive Awards," dated June 10, 1997, are authorized!

Remove: Enclosure 6 (including Attachment 1)

Replace: Enclosure 6 (Changes appear only on 6-1 and 6-2 and are indicated by marginal asterisks.)


Gerald E. Bloom
Chief, Educational Support
Policy and Legislation

Attachments:
As stated



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635



PERSONNEL CENTER

DODEA REGULATION 5451.9
JUN 10 1997

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
INCENTIVE AWARDS

- References:
- (a) Title 5, **United States Code**, Chapters 43 and 45
 - (b) DS Regulation 5430.9, "Performance Management System," December 5, 1988, with change 1
 - (c) DoD Directive 5120.15, "Authority for Approval of Cash **Honorary Awards for DoD Personnel**," August 13, 1985
 - (d) DoD Instruction 5120.16, "Department of Defense **Incentive Awards Program: Policies and Standards**," July 15, 1974, with change 1
 - (e) Executive Order 10717, "The President's Award for Distinguished Federal Civilian Service," June 27, 1957, as amended
 - (f) Title 5, Code of Federal Regulations, **Part 451**, "Incentive Awards," current edition

A. PURPOSE

This regulation establishes the Department of Defense Education Activity (DoDEA) Incentive Awards Program. It establishes policy, assigns responsibilities, and prescribes procedures under reference (a) to carry out an incentive awards program.

B. APPLICABILITY AND SCOPE

This regulation is applicable to Department of Defense Dependents Schools (DoDDS) personnel serviced by the DoDEA Personnel Center, including the Headquarters, DoDEA, and the Domestic Dependent Elementary and Secondary Schools (DDESS), and Department of Defense Dependents Schools (DoDDS). Excluded from coverage are employees assigned to DDESS at the installation level and foreign national employees.

C. DEFINITIONS

1. **Contribution.** An individual or group accomplishment in the form of a suggestion, a special act, or a service in the public interest connected with official employment, which contributes to the efficiency, economy, or other improvement of Government operations or reduces paperwork significantly.
2. **Incentive Award.** Recognition for special achievements or acts, superior job performance, beneficial suggestions or inventions, or long and satisfactory or better service which resulted in tangible or intangible benefits that merit special recognition. Recognition can be in the form of a cash award, an honorary award, a career service award, or a time-off award. Incentive awards may not be granted in the place of Performance Awards.
3. **Intangible Benefits.** Benefits to the Government that are not measured in dollar savings.
4. **Monetary Award.** A cash award which does not increase an employee's base pay and is subject to the withholding of income taxes.

5. Performance Awards. Performance Awards are based on the employee's rating of record for the current appraisal period and consist of either a cash award or a Quality Step Increase. Performance awards may not be given in the place of an Incentive Award. For information regarding performance awards see DS Regulation 5430.9, "Performance Management System," dated December 5, 1988.

6. Tangible Benefits. Benefits or savings to the Government that are measurable in terms of dollars.

D. POLICY

It is the DoDEA policy to encourage the participation of DoDEA personnel in improving Government operations and to recognize and reward eligible personnel at all levels, individually or in groups, for (a) contributions to efficiency, economy, and other improvements in Government operations that are above those normally expected, and (b) special achievements in the public interest in connection with or related to their official employment.

E. RESPONSIBILITIES

1. The Director, DoDEA, shall:

- a. Ensure that program and operational areas, where superior accomplishment may warrant award consideration, are identified through the management review and control process.
- b. Encourage supervisors to identify employees or groups of employees who deserve award consideration and promptly submit award recommendations.
- c. Approve or disapprove award nominations in excess of \$2,500 but not more than \$10,000.

2. The Area and District Superintendents, Area Service Center Chiefs, and HQ DoDEA Division Chief: shall review and approve or disapprove award nominations not in excess of \$2,500.

3. The Chief, Education Division, shall plan and coordinate or refer to Enclosure 3 School, Principal of the Year, and Teacher of the Year awards and arrange site visits, boards, and panels used to select award recipients.

4. The Incentive Awards Program Manager, Management-Employee Relations (MER) shall:

- a. Monitor program activities and be the point-of-contact for questions and procedures relating to the DoDEA Incentive Awards Program.
- b. Ensure supervisors are aware of award nomination requirements and deadlines, and forward approved award nominations to the appropriate Personnel Management Team (PMT) for processing.

5. The Chief, _____, shall:

- a. Ensure that the DoDEA Incentive Awards Program is administered in accordance with OPM regulations.

b. Approve cash payments not exceeding \$2,500 for adopted suggestions.

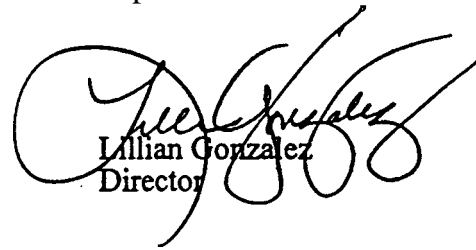
6. Supervisors at all levels shall:

a. Identify employees or groups of employees, whose superior accomplishments or suggestions merit special recognition, and promptly recommend them for appropriate awards.

b. Evaluate suggestions and ideas promptly to determine applicability within their respective administrative areas.

F. EFFECTIVE DATE

This regulation is effective 30 days after the date of publication.



Lillian Gonzalez
Director

Enclosures - 6

1. Cash Awards
2. Suggestion Program
3. School, Principal, and Teacher Awards
4. Honorary and Career Service Awards
5. Time-off Awards
6. DoDEA Awards

DISTRIBUTION: **E, N, O**

CASH AWARDS

Cash awards are used to recognize contributions based on either tangible or intangible benefits. **The minimum** amount of a cash award is **\$25**. To approve an award for a contribution with a tangible benefit, **the contribution must** have resulted in a benefit(s) having a value of **\$250** or more.

A. Amount of Awards. The amount of cash awards, unless otherwise specified, is based on the Award Scales. Award Scale A, Attachment 1-3-1, outlines awards for accomplishments having tangible benefits. Award Scale B, Attachment 1-4-2, shows intangible benefit awards. The scales are guidelines and do not entitle the award recipient to **an amount in** excess of the amount awarded by the approving authority. Approval authority for cash awards is in accordance with reference (c).

B. Types of Awards. There are generally four types of awards that have a monetary component as part of the recognition: Suggestion Awards, **outlined in Enclosure 2**; Principal and Teacher Awards, outlined in Enclosure 3; and Special Act or Service Awards and Supervisor's Cash Awards, outlined below. There may be other awards for which DoDEA/DoDDS personnel may be considered by outside and local agencies, and these **awards** will be announced as they occur.

1. Special Act or Service Award, outlined in reference (d), is granted for **nonrecurring contributions** or accomplishments, within or outside of job responsibilities, which contribute to the efficiency, economy, or other improvement of Government operations. It may **also be granted** for an heroic act of **unusual** courage or competence in an emergency connected with official employment.

a. To submit an award nomination, a DS Form 5502, "Award Recommendation **Transmittal**," Attachment 1-5-3, shall be completed along with a I-page justification concisely stating the act. The nomination is then submitted to the appropriate official for approval and forwarded to MER for review.

b. The dollar amount awarded should be based on the award scales. There is no limit to the amount which **can** be awarded.

c. **Area** and District Superintendents, HQ DoDEA Division Chiefs, **Area** Service Center Chiefs, may approve award nominations up to **\$2,500**. The Director, **DoDEA**, shall approve awards of **\$2,501 to \$10,000**. Award recommendations in excess of \$10,000 shall be forwarded to the Assistant **Secretary** of Defense (Force Management Policy) (ASD)(FMP) for approval.

2. Supervisor's Cash Award (SCA) is granted for day-to-day accomplishments. Examples of **achievements warranting** the SCA include the completion of a special, **short** suspense project that contributed to the mission of the organization; modifying an **office** procedure to improve effectiveness, efficiency or timeliness; or accomplishing a special, unprogrammed assignment that required a significant extra **effort**. Such awards should **recognize accomplishments** clearly outside of an employee's performance expectations.

a. The maximum dollar amount of a SCA is **\$250**.

b. It is a supervisory decision that **an** action is **worthy** of an award nomination. **The** next level supervisor **has** award approval.

c. The **DS Form 5506**, "Supervisor's Cash Award," Attachment 1-5-1 or 1-4-1, **shall** be completed **with** a description of the accomplishment entered **on** the form or attached **on** a separate sheet. The approved form is then-submitted **to MER** for review. The forms **may** be sent by facsimile **to MER at (703) 696-3736, or by mail to 4040 N. Fairfax Drive, Attn: MER, Arlington, VA 22203-1634. After** the form is **reviewed** by MER, it is **forwarded to** the appropriate servicing Personnel Management **Team** (PMT) for processing.

Attachments - 5

1. **Award Scale A - Tangible Benefits Scale**
2. **Award Scale B - Intangible Benefits Scale**
3. **DS Form 5502, "Award Recommendation Transmittal"**
4. **DS Form 5506, "DoDEA Supervisor's Cash Award"**
5. **DS Form 5506, "DoDDS Supervisor's Cash Award"**

AWARD SCALE A

AWARD SCALE FOR SUGGESTIONS, INVENTIONS, SPECIAL ACTS OR SERVICES,
AND SCIENTIFIC ACHIEVEMENTS RESULTING IN TANGIBLE BENEFITS TO THE
GOVERNMENT

<u>First-Year Tangible Benefits</u>	<u>Amount of Award</u>
Less than \$250	No cash award
\$250 - \$10,000	10 percent of benefits
\$10,001 - \$100,000	\$1,000 plus 3 percent of benefits over \$10,000
\$100,000 or more	\$3,700 plus 0.5 percent of benefits over \$100,000 (maximum \$25,000)

AWARD SCALE

AWARD SCALE FOR SUGGESTIONS, INVENTIONS, SPECIAL ACTS OR SERVICES AND SCIENTIFIC ACHIEVEMENTS RESULTING IN INTANGIBLE BENEFITS TO THE GOVERNMENT 1

Value of Benefits	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of office, facility, installation, or an organizational element at headquarters		Affects functions, mission or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau Affects a broad area of science or technology	Affects functions, mission or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond
MODERATE VALUE- Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement of rather limited value of a product, activity, program, or service to the public	2 \$25 - 100 (compare w/ \$250 - 1,000 intangible benefits)	\$100 - 250 \$100 - 250 (compare w/ \$1,000 - 2,500 intangible benefits)	+* @	\$500 - 1,000
SUBSTANTIAL VALUE- Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public	\$100 - 250 (compare w/ \$1,000 - 2,500 intangible benefits)	\$250 - 500 (compare w/ \$1,000 - 2,500 intangible benefits)	@ - 000	\$1,000 - 2,500
HIGH VALUE- Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public	\$250 - 4	\$500 - 1,000 (compare w/ \$5,000 - 10,000 intangible benefits)	\$1,000 - 2,500 (compare w/ \$10,000 - 60,000 intangible benefits)	\$2,500 - 5,000 \$2,500 - 5,000 (compare w/ \$250,000 - 360,000 intangible benefits)
EXCEPTIONAL VALUE- Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public	\$500 - 1,000	\$1,000 - 2,500	\$2,500 - 5,000 (compare w/ \$60,000 - 360,000 intangible benefits)	3 \$5,000 - 10,000 (compare w/ \$250,000 - 360,000 intangible benefits)

1. Intangible benefits

a. In determining awards on the basis of intangible results, the value to the Government shall be comparable to those contributions receiving equivalent awards on the basis of tangible results. Award justifications shall set forth clearly the rationale supporting the recommended amount in terms of this award scale.

b. When a contribution results in both tangible and intangible benefits, the intangible benefits only need be recognized to the extent that the contribution is not awarded adequately based on the tangible benefits realized. This limitation particularly is relevant to contributions from which not only significant tangible benefits are realized but also intangible benefits in the form of safety improvements. When intangible benefits resulting from a contribution outweigh the tangible benefits in significance, the award shall represent the total of the amounts derived from application of award scales A and B.

2. The minimum award for tangible benefits are granted only when the benefits reach or exceed \$250. The minimum award for intangible benefits requires a comparably high standard.

3. Recommendations for awards exceeding \$10,000 shall be submitted to the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Requirements), Office of the Assistant Secretary of Defense (Force Management and Personnel).

(THIS FORM MUST BE TYPED)

AWARD RECOMMENDATION TRANSMITTAL	DATE
---	------

1. TYPE OF AWARD RECOMMENDED	2. IF GROUP AWARD, PREPARE DS FORM 5502 FOR EACH EMPLOYEE AND CHECK BOX <input type="checkbox"/>
------------------------------	--

3. EMPLOYEE RECOMMENDED (Last Name, First Name, Middle Initial, SSN)	4. PRESENT POSITION, TITLE, GRADE, STEP, AND SALARY
--	---

5. PREVIOUS RECOGNITION AND DATES (For awards outside the approval authority of the installation, show recognition for the last 3 years.)	6. POSITION, TITLE, GRADE, STEP, AND SALARY DURING PERIOD OF CONTRIBUTION (If other than Item 4)
---	--

	7. RECOMMENDING OFFICIAL (Name, Organization, Office Symbol, DSN, Signature and Title)
--	--

8. BENEFITS (Complete for all monetary awards and for honorary awards where appropriate. Attach as part of justification, method of computing tangible benefits and/or explanation of intangible benefits.)

a. Estimated First Year Tangible Benefits: \$ _____

b. Intangible Benefits:

(1) VALUE OF BENEFIT : MODERATE SUBSTANTIAL HIGH EXCEPTIONAL

(2) EXTENT OF APPLICATION : LIMITED EXTENDED BROAD GENERAL

ACTION ON RECOMMENDATION

(See DS Regulation 5451.9 for authority. Disapproved recommendations must be accompanied by explanation. In the Amount or Percent Columns, show either the total percent recommended or approval of each level. In the Cumulative Approved Payable Amount Column, show the total cumulative amount approved to date.)

ACTION	AMOUNT	PERCENT	CUMULATIVE APPROVED PAYABLE AMOUNT	DATE	AUTHORIZING OFFICIAL (SHOW SIGNATURE AND TITLE)
APPROVED					
DISAPPROVED					
APPROVED					
DISAPPROVED					
APPROVED					
DISAPPROVED					
APPROVED					
DISAPPROVED					

NOTICE TO EMPLOYEE

Upon acceptance of cash awards, the use of this contribution by the United States shall not form the basis of a further claim of any

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS

presents

(Recipient/SSN)

(School/District or Area Office)

with a

SUPERVISOR'S CASH AWARD

In the net amount of \$ _____

for a contribution deserving immediate recognition

(brief description of accomplishment)

Recommending Official

Date

Approving Official

Date

DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY

presents

(Recipient/SSN)

(Division)

with a

SUPERVISOR'S CASH AWARD

In the net amount of \$

for a contribution deserving immediate recognition

(brief description & accomplishment)

Recommending Official

Date

Approving Official

Date

SUGGESTIONS

Employees whose submitted suggestions are approved and adopted are paid monetary awards if their suggestions result in measurable savings to the government, such as a reduction in workhours, materials, supplies, **cost**, or an improvement in service. However, the first-year tangible benefit must be more than **\$250** for a monetary award to be approved.

A. **Limitations**. Some suggestions are excluded from the program. These include suggestions that specify the **need** for routine maintenance work, recommend enforcement of existing policies, call attention to errors or alleged violations to regulations, propose an employee service or benefit unrelated to productivity, or propose changes in working conditions for personal comfort.

B. **Procedures**. Suggestions should be submitted using DS Form **5503**, "Employee Suggestion," Attachment **2-1-1**, and continued on a separate piece of paper if needed. The form should contain a complete and factual explanation of the suggestion including the present practice, the suggested change, where and how it may be used, and the benefits to be derived from adoption.

1. If the suggestion is specific to the school or office, it shall be submitted to the immediate supervisor or other official within that office or school. That individual will either adopt or disapprove the suggestion using DS Form **5504**, "Suggestion Evaluation," Attachment **2-2-1**, and forward it to MER.

2. If the suggestion has wider applicability, it shall be submitted directly to MER. MER will send out the suggestion to the appropriate evaluating office within **5** workdays of receipt. Using the DS Form **5504**, the evaluating office has 20 workdays to analyze, adopt, or disapprove and, if applicable, determine the amount of the monetary award. If the evaluating office is outside the DoDEA, that office has 30 calendar days to evaluate the suggestion.

3. The amount of the monetary award for an approved and adopted suggestion shall be based on the award scales in Attachment **1-1-1** and **1-2-1**.

4. MER will forward suggestions involving cash awards not exceeding **\$2,500** to the Chief, DoDEA Personnel Center, for approval. For awards of **\$2,501** to **\$10,000**, the Director, DoDEA approves the award. An award recommendation in excess of **\$10,000** will be submitted through the Director, DoDEA, to the ASD(FMP) for approval.

Attachments - 2

1. DS Form **5503**, "Employee Suggestion"
2. DS Form **5504**, "Suggestion Evaluation"

SECTION I - GENERAL INFORMATION		EMPLOYEE SUGGESTION <i>(See reverse for instructions)</i>	
1. Name of Suggester (Last, First, Middle Initial)	2. Position, Title, Grade and Social Security Number		
3. Installation or Activity	4. Organization	5. Office Phone	
Subject of Suggestion			
The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.			
7. Does the suggester want his/her name used with the suggestion?			8. Date
Yes <input type="checkbox"/> No <input type="checkbox"/>			
9. Signature of Suggester			10. Date
SECTION II - SUGGESTION		1. Suggestion Number	
I believe this suggestion will (x all that apply)			
a. Save Time		b. Save Material	
		c. Improve Methods	
e. Simply Work		f. Other (Specify)	
Description (Describe the present practice and your suggestion for change or improvement. Include where and how it can be used, and identify estimated tangible/intangible benefits which would result from adoption.)			
<i>(Use additional sheets if necessary)</i>			
SECTION III - SUGGESTION ACKNOWLEDGEMENT		1. Suggestion Number and Subject	
1. Thank you for your suggestion. It has been assigned the above suggestion number. Careful consideration will be given your suggestion and you will be kept advised as to the action taken. Your interest in presenting this idea is appreciated.			
3. Signature of Personnel Center Representative			4. Date Signed
5. Return to: (Please print your name and office or home address where you want an acknowledgement sent.)			

SUGGESTION EVALUATION

(Use of this form is prescribed by DS Regulation 5451.9)

TO: (Include ZIP Code)

FROM: (Include ZIP Code)

1. Suggestion Title

2. Suggestion Number

3. ACTION TAKEN OR RECOMMENDED

- a. Approved for Adoption Totally Partially or with Modification (explain in Item 4)
 Date suggestion was or will be put into effect: Recommend consideration for wider application as indicated in item 4
- b. Already in use or under consideration (Explain in Item 4, indicating whether this suggestion contributed to the action in any way.)
- c. Not approved for adoption for reasons shown in item 4
- d. Recommend adoption, but approval not within jurisdiction of this office. (Explain in Item 4.)
- e. Other (Specify in Item 4)

4. Reasons for action taken or recommended. Include a statement as to how the suggestion was or will be implemented, if adopted. (If more space is needed, use additional sheets.)

5. BENEFITS (Complete for all suggestions adopted or recommended for adoption.)

a. TANGIBLE (Show actual or estimated dollar savings, including the cost of conversion and first year savings.)

(1) Factors	Labor			Material			Total Cost of Labor and Material
	Manhours Involved	Cost Per Manhour	Total Cost	Number of Units	Cost Per Unit	Total Cost	
Former Method							
New Method							
Total Dollar Benefits							

(2) Cost of Converting to New Method

Labor \$ _____ Actual Estimated

Material \$ _____ Actual Estimated

Total \$ _____

(3) Total first year net dollar benefits (Labor and material, less cost of conversion) \$ _____ - \$ _____ - \$ _____

b. INTANGIBLE (Describe effect on operations, health, safety, welfare, or morale and number of people and specific organizations affected. Indicate the value of the benefits and the extent of application.)

(1) Value of benefit is: Moderate High Substantial Exceptional

(2) Extent of Application: Limited Broad Extended General

(3) Explain the factors selected in (1) and (2). Indicate amount of award recommended for intangible benefits.

6. Date

7. Name, Title and Telephone Extension of Evaluator

8. Signature and Title of Responsible Official

SCHOOL, PRINCIPAL, AND TEACHER AWARDS

DoDEA sponsors **annual** Principal of the **Year** and Teacher of the Year awards and participates in the National Teacher of the **Year** Award program, the National Distinguished Principal program, and the Blue Ribbon Schools program. HQ DoDEA announces the criteria and time lines for the awards, organizes the selection process, and **submits** the **nominations** for these national awards.

A. **The Teacher of the Year Award** recognizes an exceptionally **skilled** and dedicated teacher. The recipient **of** this award is selected **from** among those who have received the DoDDS Districts Teacher of the **Year** award. The chosen teacher becomes the DoDDS **nominee** for the National Teacher of the Year program.

B. **The Principal of the Year Award** recognizes outstanding educational leadership. District **Superintendents nominate** one principal and submit the application to HQ DoDEA. HQ DoDEA convenes a panel to select a finalist, and a site visit to the chosen principal's school is normally conducted to verify the application.

C. **The National Distinguished Principal program** recognizes two outstanding elementary school **principals and is based on self-nomination**. **Areas** may submit an unlimited **number** of nominations to HQ DoDEA for consideration. HQ DoDEA selects two **of the nominees** and forwards their applications to the National Association of Elementary School Principals, who choose the winners.

D. **The Blue Ribbon Schools program**, sponsored by the **U.S. Department of Education**, recognizes outstanding **schools and those that are making** significant and visible signs of improvement. HQ DoDEA convenes a panel and **submits** four applications to the Department of Education, who selects schools to receive site visits and then selects schools for **national** recognition.

E. **Other Awards**. There may be other awards that DoDEA personnel **are invited to** participate in, such **as** the Presidential Awards for Excellence in Science and Math. These will be announced **as** they occur.

HONORARY AND CAREER SERVICE AWARDS

A. Honorary Awards

1. Procedures

a. **Honorary**, non-monetary, awards are available to recognize achievements and contributions by employees. They may be granted independently of, or in addition to, cash awards. However, **honorary** awards are not intended to serve as substitutes for deserved cash awards.

b. Unless otherwise stated, nominations for awards shall be submitted using DS Form 5502, "Award Recommendation Transmittal," Attachment 1-3-1.

c. Awards based on a specific act, achievement, or period of service should be submitted within 60 days of its occurrence.

d. A recipient of an honorary award may be considered for the same award in the future provided that the subsequent consideration is based on a different achievement or service performed during a different period.

2. **Presidential Award for Distinguished Federal Civilian Service**. This award was established by E.O. 10717 (reference (e)) and is the highest honor a career employee may receive for extraordinary achievement in the federal service. The award is given only to career service personnel or to those whose federal service, in the opinion of the Presidential Board, may reasonably be considered to be career service. The award consists of a gold medal suspended from a blue and white neck ribbon, a citation signed by the President, and a lapel rosette made from the ribbon on which the medal is suspended. The award recognizes individuals whose outstanding achievements currently impact on improved Government operations or the public interest and exemplify to an exceptional degree, imagination, courage, and high ability in carrying out the mission of the Government. Nominations shall be submitted through the MER Branch. Nominating criteria and deadlines for recommendations shall be announced periodically.

3. **DoD Distinguished Civilian Service Award**. Established by DoD Instruction 5120.16 (reference (d)), this award consists of a citation signed by the Secretary of Defense, a large medal, a miniature medal, and a rosette. Not more than six competitive awards are granted annually to DoD employees. The award is granted for exceptional devotion to duty and extremely significant contributions to the operation of the DoD. Recommendations shall be submitted by February 1 of each year through the MER Branch. Criteria for submitting recommendations shall be announced in accordance with enclosure 3, subsection I.A., of reference (d).

4. **DoD Meritorious Civilian Service Award**. Established by DoD Instruction 5120.16 (reference (d)), this award is the second highest civilian service award and is given to career civilian employees who have distinguished themselves by exceptional meritorious service of major significance to the DoD. The award consists of a citation signed by the Secretary of

Defense, a large medal, a miniature medal, and rosette. Supporting narrative justification and a double-spaced draft of a proposed citation shall be **submitted** by the Division Chief, Principal, District Superintendent, or **Area** Superintendent to the MER Branch in an original version with **six** copies. In addition to personnel covered by this regulation, this award may be granted to employees of other DoD activities or other Government agencies for services deemed applicable by the Secretary of Defense. The Secretary of Defense is the final approval authority for **this** award.

5. DoDEA Equal Employment Opportunity (EEO) Award

a. The **DoDEA** EEO Awards Program is designed to **recognize** supervisors and managers who deserve special honor and praise for exemplary and significant efforts and contributions that further the goals and objectives of the EEO Program and Affirmative Employment Program. Selection for awards shall be based on demonstrated achievements in one or more of the following:

- (1) Outstanding results in selecting or promoting members of targeted groups consistent with merit principles.
- (2) Outstanding efforts or support in ensuring that members of targeted groups receive educational opportunities or training.
- (3) Outstanding accomplishments in using the abilities of members of targeted groups to the fullest extent or assigning underutilized members of targeted groups to higher positions.
- (4) Exemplary or noteworthy participation in organizations or activities resulting in improvements in EEO or affirmative employment for members of targeted groups.

b. Nomination Procedures:

(1) **Nominations** shall cover the period from October 1 through September 30 and shall be submitted by the HQ DoDEA or DoDDS Division Chief, Area or District Superintendents to the MER Branch by November 1.

(2) A narrative description of the achievements of each nominee is not to exceed two typewritten pages and shall include the following information:

- (a) Facts supporting the achievements.
- (b) Results obtained in a specific endeavor.
- (c) Period covered.

(d) Statistical ~~data~~, when appropriate.

c. **Selection of Winners**. An ad hoc committee shall be established by the EEO Officer to review nominations and submit final recommendations to the Director, EEO, for selection and notification of final winners. Award winners shall receive a Certificate of Achievement signed by the Director, EEO, along with an engraved plaque.

6. **Other Awards**. A variety of other awards are presented by non-Government organizations or organizations outside the DoDEA for which competition is opened to all government employees or those within a particular career field. The Incentive Awards Program Manager will announce the nominating procedures for these awards as they are received. These awards include:

a. **Arthur S. Flemming Award**. Annually sponsored by the Junior Chamber of Commerce of Washington DC, this award recognizes federal employees under the age of 40 who have made significant contributions to the Government.

b. **William A. Jump Memorial Award**. Sponsored by the William A. Jump Memorial Foundation, this award is presented to a federal employee who has not reached 37 years of age and whose performance demonstrates outstanding competence, integrity, interest in public administration, qualities of leadership, and close adherence to the basic principle of enlightened public service.

c. **Financial Management Awards**. Sponsored by the Washington Chapter of the Federal Government Accountants Association, these awards recognize outstanding achievement in the improvement of financial management in the Federal service.

7. **Recognition Letters**. Outstanding contributions that do not meet the criteria for monetary or honorary awards may warrant presentation of letters of commendation or appreciation.

a. **Letters of Commendation** may be used to commend an employee for unusual work performance or an act or service which clearly exceeds that normally expected. Letters may be awarded for any unusual achievement or performance which does not meet the criteria for monetary or honorary recognition but is sufficiently valuable to warrant official commendation. Such instances include, but are not limited to, an adopted suggestion for which the employee is ineligible to receive a cash award because of job responsibility; superior work performance while on special assignment; or exceptional participation in civic or professional activities related to official employment. Letters of commendation should contain a complete and concise description of the work performance, act, suggestion, or service being recognized. They should be signed by the school Principal, Branch Chief, or an official of at least an equivalent level. Letters of Commendation may be filed in an employee's Official Personnel Folder (OPF).

b. **Letters of Appreciation** may be given at any time to express appreciation to an employee for **work** performance or an act or service which is above that which normally would be expected. They are appropriate for recognizing performance while on special assignment or during short periods where an unusual work situation or other emergency exists, or contributions to civic or professional activities related to assigned duties, such as speaking or participating in conferences. The letters may be signed by the immediate supervisor, higher-level supervisor, or any individual having knowledge of the services rendered. Letters of Appreciation are not filed in an employee's **OPF**.

B. **Career Service Awards**

1. A Certificate of Service, along with the standard federal career service emblem, will be used to recognize long and faithful service and to stimulate an employee's pride and interest in his or her organization and the Federal career service. The award will be presented to an employee who completes 10 years of satisfactory federal service and thereafter for each 10 year period. Total Federal civilian and all honorable military service is creditable towards eligibility for career service awards.

2. The Personnel Management Teams shall identify employees who are eligible for career service awards and provide certificates and pins to the office of assignment. A career service award in recognition of 10, 20 and 30 years of service shall be awarded by a DoDEA representative of at least the School Principal or Division Chief level. An award recognizing 40 and 50 years of service shall be presented by a representative of at least the Area Superintendent level. Presentation ceremonies shall be arranged by the offices in which the eligible employees are assigned.

TIME-OFF AWARDS

Time-off **from** duty may be approved in accordance with reference (f) to employees without the **loss** of pay or charge to leave, in recognition of one-time, **nonrecurring** accomplishments or other personal effort that contributes to the quality, efficiency, or economy of Government operations.

A. **Eligibility.** DoDEA employees in the TP pay plan and those who are serving on appointments of 1 year or less are not eligible for Time-Off Awards.

B. Limitations

1. The total amount of time-off which may be approved to full-time employees during any one leave year is 80 hours. The maximum award that may be approved for part-time employees is the average number of hours of work in the employee's biweekly scheduled tour of duty.

2. The maximum amount of time off which may be approved to full-time employees for any single contribution is **40** hours. In the case of part-time employees or those with an uncommon tour of **duty**, the maximum amount of time off which may be approved for a single contribution is one-half the maximum amount of time that could be granted during the leave year.

C. Scheduling and Use. Approved timesff must be scheduled and used within 120 days after approved, and the scheduling of its use is subject to approval by the employee's supervisor. Awards can neither be converted to cash payments under any circumstance nor transferred to another employee.

D. Approval and Documentation

1. Supervisors are authorized to approve Time-Off Awards that do not exceed 1 workday. Awards in excess of 1 workday must be reviewed and approved by an official at an organizational level higher **than** the individual making the initial decision, unless the award is recommended by the Director, DoDEA.


2. Supervisors shall complete a DS Form **5507**, "Time-Off Award," Attachment **5-1-1** or **5-2-1**, describing the accomplishment, the number of hours approved, and the employee's **full name and** social security number.

3. After approval, supervisors should present the original DS **Form 5507** to the employee, forward one copy to the employee's timekeeper for time and attendance recording, and forward one copy to MER.

4. The use of approved timesff by an employee is subject to supervisory approval.

Attachment - 2

1. DS Form **5507**, "DoDEA **The-Off** Award"
2. DS Form **5507**, "DoDDS Time-Off Award"



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY**

(Division/Office)

(Recipient/SSN)

is presented a

TIME-OFF AWARD

For

_____ *Hour(s)*

for a noteworthy accomplishment

(Brief Description of Accomplishment)

Recommending Official

Date

Approving Official
(If more than 1 day)

Date

Time-Off must be used within one hundred and twenty (120) days of the approval date.



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS**

(School/District or Area Office)

(Recipient/SSN)

is presented a

TIME-OFF AWARD

For

_____ *Hour(s)*

for a noteworthy accomplishment

(Brief Description of Accomplishment)

Recommending Official

Date

**Approving Official
(If more than 1 day)**

Date

Time-Off must be used within one hundred and twenty (120) days of the approval date.



DoDEA Awards

- * A. The DoDEA Spirit of Excellence Awards. To recognize exceptional performance and *
* achievement in meeting the challenge of the organization’s strategic goals and high customer *
* service objectives, the Director, DoDEA, has established the DoDEA Spirit of Excellence *
* awards. Recipients of these awards may include individuals or groups of DoDEA employees, *
* including those assigned overseas, as well as other DoDEA stakeholders whose efforts on *
* behalf of DoDEA meet the criteria described below. *
1. There are four DoDEA Spirit of Excellence Awards: *
- a. Level 1. This is DoDEA’s highest honorary award. It is granted to individuals or *
* groups for exceptional contributions of the broadest scope. Accomplishments meriting this *
* level of recognition are developments or improvements with systemic impact, reform or *
* change, whose positive impact is evidenced throughout the organization. This award is the *
* Eagle trophy and a citation. *
- b. Level 2. This is DoDEA’s second highest honorary award. It is granted to *
* individuals or groups for significant accomplishments of substantial value that impact on at *
* least one major component of the organization. This is appropriate recognition for persons *
* named “Superintendent of the Year.” Other accomplishments meriting this level of recognition *
* include significant changes or modifications to an operating principle or procedure that *
* contributes to the effective achievement of DoDEA’s mission. They may also include *
* significant management improvements and/or substantial cost saving achievements. This *
* award is the Globe trophy and a citation. *
- c. Level 3. This is DoDEA’s third highest honorary award. It is granted to *
* individuals for notable accomplishments that contribute to the recognition of DoDEA as a *
* world-class educational program. This is appropriate recognition for persons named “Teacher *
* of the Year” or “Principal of the Year.” This award is the Star trophy and a citation. *
- d. Level 4. This honorary award is appropriate to recognize accomplishments in *
* support of special Emphasis Programs, the Combined Federal Campaign, the Savings Bond *
* Drive, and similar efforts. This award is a **DoDEA** pin or paperweight. *

- 2. Nomination Procedures. Nominations may be initiated by **any** DoDEA cabinet member. *
- a. A nomination package for a Level 1 or 2 award must include a complete narrative * description of the service or contribution rendered that specifies the impact on the organization * and describes the level of change or improvement that resulted. Statistical information and/or * monetary savings information should be included, when applicable. The nomination package * must include a one-page citation summarizing the contribution. *
- b. A nomination package for a Level 3 award requires only the one-page citation * detailing the support, assistance, participation or accomplishment of the individual. *
- c. A Level 4 award may be recommended by a Cabinet member and approved by **the** * Director without action of the review team. *
- 3. Review and Approval. A three-member team established by the Director for a term * of one year will review nomination packages (except for Level 4). The team will be called to * meet as required. The team will make recommendations to the Director to: *
- a. Approve the nomination as presented. *
- b. Approve the nomination as modified by the team. *
- c. Disapprove the nomination for the reasons specified by the review team. *

B. The Linda Brooks Award for Excellence. This award was established in honor of **an** outstanding former member of the DoDEA Personnel Center. The late Mrs. Linda Brooks was dedicated to providing exemplary services to DoDEA and for providing outstanding customer support. The award consists of a framed certificate signed by the Director, DoDEA, and a cash award of \$1,000.

1. Eligibility.

This award is for DoDEA Personnel Center specialists, assistants, and clerks, to include those assigned overseas. Nominees must have been employed with the Personnel Center for a minimum of 1 year at the time of the nomination.

2. Limitations.

Two awards are provided annually. One award will be given to a specialist and one to an assistant or clerk.

3. Documentation and Approval.

a. Nominations may be submitted by any employee of DoDEA using the “Linda Brooks Award of Excellence Employee Nomination **Form**,” Attachment 6-1-1 describing the specific accomplishments.

b. Nominations will be accepted from July 1 through close of business September 1.

c. Nominations will be reviewed by a selection panel that will consist of non-Personnel Center representatives from DoDEA Headquarters. The panel will convene during the month of September.

4. The awards will be presented in the month of December at a DoDEA **All** Hands Meeting. The name of each recipient will be displayed at a central location in the DoDEA Personnel Center.

Attachment-1

1. “Linda Brooks Award of Excellence Nomination”

