



Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 2008
September 12, 2012

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition

References: See Enclosure 1

1. PURPOSE

a. Instruction. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume.

(1) 2000 Volume Series. The 2000 Volume series of this Instruction, in accordance with the authority in Reference (a), DoDD 5143.01 (Reference (b)), DoD Instruction 1400.25 (Reference (c)), and DoDD 1400.35 (Reference (d)), establishes policy, assigns responsibilities, and provides guidance for DCIPS. Hereinafter the 2000 Volume series of this Instruction shall be referred to as “the DCIPS Volumes.”

(2) Volume. This Volume reissues DoD Instruction 1400.25-V2008 (Reference (e)) and, in accordance with Intelligence Community Directive Number 655 (References (f)), establishes policy, assigns responsibilities, and prescribes guidance for DCIPS awards and recognition programs.

2. APPLICABILITY. This Volume:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD (hereinafter referred to collectively as the “DoD Components with DCIPS positions”).

b. Does not apply to employees covered by the Federal Wage System or equivalent, non-appropriated fund employees or foreign national employees. It does not apply to members of the Defense Intelligence Senior Executive Service or the Defense Intelligence Senior Level unless specifically noted in this Volume or addressed in other Volumes of this Instruction.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. DCIPS awards and recognition programs serve as important components of the overall DCIPS compensation philosophy by creating a positive work environment and a culture of recognition that continually identifies and rewards contribution to mission. Properly applied, awards and recognition programs provide management a continuous means of communicating important organizational and mission values. Awards programs will be monitored to ensure they do not inadvertently encourage or provide incentives for actions detrimental to another Component.

b. DCIPS awards programs shall complement but not duplicate or undermine the annual performance-based bonus or performance-based pay processes, described in Volume 2012 of this Instruction, for DoD Components with DCIPS positions operating under the DCIPS pay banded structure or tenure-based performance increases for those Components operating under the DCIPS graded structure.

c. DCIPS awards are discretionary.

d. DCIPS awards programs shall promote the overall efficiency and effectiveness of the DoD Components with DCIPS positions.

e. Heads of DoD Components with DCIPS positions may approve lump-sum monetary awards in amounts up to \$25,000 to a single employee, with appropriate amounts determined by the Component commensurate with the contribution being awarded. Awards more than \$25,000 require Presidential approval.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. RELEASABILITY. UNLIMITED. This Volume of this Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Volume of this Instruction:

a. Is effective October 22, 2012.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (g)). If not, it will expire effective October 22, 2022 and be removed from the DoD Issuances Website.



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Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures for DCIPS Awards and Recognition Programs

Glossary

TABLE OF CONTENTS

REFERENCES5

RESPONSIBILITIES6

 UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS
 (USD(P&R))6

 USD(I).....6

 ASD(R&FM)6

 HEADS OF THE DoD COMPONENTS WITH DCIPS POSITIONS6

PROCEDURES FOR DCIPS AWARDS AND RECOGNITION PROGRAMS8

 GENERAL8

 EXCEPTIONS TO VOLUME 451 OF THIS INSTRUCTION8

 LUMP-SUM MONETARY AWARDS9

 BASE-PAY INCREASE MONETARY AWARDS9

 TIME-OFF AWARDS11

 NON-MONETARY AWARDS11

 SUGGESTION AND INVENTION AWARDS12

 ELIGIBILITY FOR AWARDS12

 AWARDS AND RECOGNITION PROGRAM PLANS13

 PROGRAM REVIEW13

 DoD AND PRESIDENTIAL AWARDS14

 DEFENSE INTELLIGENCE ENTERPRISE AWARDS14

 NATIONAL INTELLIGENCE COMMUNITY AWARDS PROGRAMS14

 AWARDS FOR NON-DCIPS EMPLOYEES14

 COMPONENT-SPECIFIC AND OTHER AWARDS PROGRAMS14

GLOSSARY15

 PART I. ABBREVIATIONS AND ACRONYMS15

 PART II. DEFINITIONS15

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I))," November 23, 2005
- (c) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," current edition
- (d) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 24, 2007
- (e) DoD Instruction 1400.25-V2008, "DoD Civilian Personnel Management System: Defense Intelligence Personnel System (DCIPS) Awards and Recognition," January 15, 2010 (hereby cancelled)
- (f) Intelligence Community Directive Number 655, "National Intelligence Awards Program," May 23, 2007, as amended
- (g) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
- (h) Sections 1603 and 1612 of title 10, United States Code
- (i) Sections 2301, 2302, and 4502 of title 5, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall coordinate with the USD(I) on DCIPS awards and recognition policies.

2. USD(I). The USD(I) shall:
 - a. Establish policies, in consultation with the USD(P&R), governing awards programs for DCIPS employees.

 - b. Ensure that DCIPS awards and recognition programs comply with sections 1603 and 1612 of title 10, United States Code (U.S.C.) (Reference (h)).

 - c. Monitor compliance with this Volume within the DoD Components with DCIPS positions through USD(I) established reporting requirements and in accordance with Volume 2013 of this Instruction.

3. ASD(R&FM). The ASD(R&FM), under the authority, direction and control of the USD(P&R), shall coordinate on and forward all requests for awards more than \$25,000, through appropriate channels, to the Secretary of Defense for further action.

4. HEADS OF THE DoD COMPONENTS WITH DCIPS POSITIONS. The Heads of the DoD Components with DCIPS positions shall:
 - a. Distribute regulations and guidance implementing DCIPS awards policy for the DCIPS positions and personnel within their Components. Such regulations and guidance shall recognize the important role that acknowledging accomplishments and achievements serves for individuals and teams at all levels of a component in supporting the DCIPS performance culture and mission success.

 - b. Monitor compliance with this Volume and respond to reporting requirements established by the USD(I).

 - c. Ensure their awards programs do not inadvertently encourage or provide incentives for actions detrimental to another Component.

 - d. Endorse proposed awards more than \$25,000 to the USD(I) following procedures in Enclosure 3 of this Volume. Provide a copy of nominations for Intelligence Community awards

made in accordance with Reference (f) to the USD(I) through the Director, Human Capital Management Office.

ENCLOSURE 3

PROCEDURES FOR DCIPS AWARDS AND RECOGNITION PROGRAMS

1. GENERAL. In setting budgets for monetary awards, the DoD Components with DCIPS positions shall ensure that awards programs do not potentially reduce the impact of payouts made through, or undermine the processes used by, the DCIPS performance-based compensation system set forth in Volume 2012 of this Instruction. Awards budgets shall be determined in consideration of the goals of DCIPS performance-based compensation and are intended to use bonuses rather than monetary awards to reward performance under the DCIPS performance management system detailed in Volume 2011 of this Instruction.

a. The DoD Components with DCIPS positions may establish length of service awards to recognize employees as they pass meaningful career milestones. Such programs shall consist of non-monetary forms of recognition such as certificates, pins, letters, or other commemorative items, and shall not be paired with monetary awards intended to recognize specific achievements or outcomes. Length of service awards shall normally be presented soon after the employee attains eligibility. However, the date of presentation may be set within a reasonable period of time after the date of eligibility to arrange presentation ceremonies for employees or groups of employees.

b. Awards and recognition programs and practices, including those for suggestions and inventions being implemented and honorary and time-off awards, shall generally conform to Volume 451 of this Instruction. Other than the specific limitations in section 2 of this enclosure, nothing in this Volume should be construed to limit an employee's eligibility under DoD, Intelligence Community, or Federal Government awards and recognition programs.

c. Employees may not be rewarded more than once for the same effort or accomplishment. When considering awards and recognition, receipt of other awards or recognition should be considered to ensure the same or related efforts or accomplishments are not the basis for the proposed award or recognition. Previous awards and recognition must also be considered during the annual pay pool process in considering what bonus may be appropriate.

2. EXCEPTIONS TO VOLUME 451 OF THIS INSTRUCTION. Specific exceptions to Volume 451 of this Instruction for DCIPS awards are:

a. Monetary awards payable to employees assigned to the DCIPS pay-banded structure pursuant to this Volume shall consist only of lump-sum monetary awards. Base-pay increase awards shall only be paid to employees in the DCIPS graded structure.

b. DCIPS employees are eligible for lump-sum monetary awards for special one-time acts and efforts, but are not eligible for lump-sum monetary awards designed to recognize annual performance under Volume 2011 of this Instruction. DCIPS employee performance under Volume 2011 of this Instruction shall be recognized in the annual bonus process provided

through the DCIPS performance-based compensation provisions of Volume 2012 of this Instruction.

c. A lump-sum monetary award paid to a DCIPS employee shall be an appropriate amount relative to the special act or effort, shall not exceed \$2,000 without an exception to policy approved by the Head of the DoD Component with DCIPS positions, and shall be consistent with the DCIPS compensation philosophy.

d. Time-off awards shall be consistent with the policy in Volume 451 of this Instruction, except that a time-off award cannot be used in lieu of or as a supplement to a DCIPS performance-based salary increase or bonus payout to an employee in a Component operating under the DCIPS pay banded structure, or a performance-based bonus for an employee in a Component operating under the DCIPS graded structure. However, a time-off or other incentive award may be considered at any time during the performance cycle to recognize the employee for a specific accomplishment or act.

e. Proposed awards more than \$25,000 must be submitted by the Head of the DoD Component with DCIPS positions to the Under Secretary of Defense for Intelligence (USD(I)) (Attn: Director, Human Capital Management Office) for coordination with the Assistant Secretary of Defense for Readiness and Force Management (ASD(R&FM)) prior to forwarding through appropriate channels to the Secretary of Defense who must approve them before submission to the President of the United States for final approval.

3. LUMP-SUM MONETARY AWARDS. Lump-sum monetary awards shall be used to reward special one-time acts or other extraordinary efforts, and may be used to acknowledge an individual or team contribution or exceptional accomplishment at any time. Lump-sum monetary awards shall not be used to reward performance based on an evaluation of record. Recognition of such performance may be made through non-monetary awards and performance-based pay increases or bonuses provided in Volumes 2012 of this Instruction for Components operating under the DCIPS pay banded structure, and through non-monetary awards and performance-based bonuses provided in Volume 2012 of this Instruction for Components operating under the DCIPS graded structure.

4. BASE-PAY INCREASE MONETARY AWARDS. Base-pay increase monetary awards may be used by Components operating under the DCIPS graded structure to reward the highest levels of performance based on an evaluation of record for a single performance cycle for a DCIPS Quality Increase (DQI), or evaluations of record for multiple consecutive performance cycles for DCIPS Sustained Quality Increase (SQI) awards. Base-pay increase monetary awards can be used, at Component discretion, to provide recognition for the highest levels of performance by granting a base-pay increase in the amount of one or two step increases at the employee's current grade. An annual process will be established to assess the use of these awards, determine fiscal restraints and guidance, and determine appropriate caps on the numbers of base-pay increase monetary awards that a Component can grant. Receipt of a base-pay increase monetary award does not preclude an employee from receiving other forms of recognition provided for in this

Volume or Volume 2012 of this Instruction, to include but not limited to non-monetary awards, lump-sum monetary awards, time-off awards, and performance bonuses through the pay pool process. Receipt by an employee of a base-pay increase monetary award may restrict the receipt of the same or similar base-pay increase monetary awards for a period of time.

a. General. Components may provide base-pay increase monetary awards, with consideration of budgetary constraints and aligned to this Volume and any additional Component-specific processes and practices. Components providing base-pay increase monetary awards will determine the initial pool of eligible employees through one of the two methodologies provided in paragraph 4.b. of this enclosure and will apply the chosen methodology Component-wide.

b. Eligibility Criteria. Each year, Components awarding base-pay increase monetary awards shall choose one of two available methodologies to determine initial eligibility for a base-pay increase monetary award; this methodology will apply consistently across the entire Component. Eligibility does not imply that such an award will be given; it serves only to identify the initial pool of employees eligible for initial consideration, and to whom additional criteria will be applied. There are two available methodologies to choose from. The first is to choose employees with a current evaluation of record of “Outstanding.” Second, Components may choose from employees whose performance evaluations of record identify them as top performers by being in a percentage of top scores for the components, which shall not exceed 10 percent.

c. Awards Beyond Step 10 of the Employee’s Grade. A base-pay increase monetary award may be given when the employee’s base-pay rate is at or exceeds step 10 of the current grade by increasing the employee’s rate of pay to a rate equivalent to the value of one or two steps (as appropriate for the type of award). A one-step increase or a two-step increase may not result in a salary that exceeds the top of the extended pay range (i.e., the equivalent of the virtual step 12 rate of the employee’s grade) nor may it result in basic pay exceeding the statutory limitation of the level IV rate of the Executive Schedule.

d. Employees on Retained Pay, or Those Otherwise At or Above the Equivalent of the Step 12 Rate of Their Grade. Employees on retained pay, or those otherwise at or above the equivalent of the step 12 rate of their grade, are not eligible for base-pay increase monetary awards.

e. Data Requirements for Base-Pay Increase Monetary Awards. Components shall maintain data and provide information on their use of base-pay increase monetary awards in accordance with Volume 2013 of this Instruction.

f. Types of Base-Pay Increase Monetary Awards and Specific Criteria. Base-pay increase monetary awards available to Components are the DQI and SQI. While these are the only options for base-pay increase monetary awards available to those operating under the DCIPS graded structure, Components may choose to award any, all, or none of these awards on an annual basis.

(1) DQI. DQI is a base-pay increase monetary award in the form of an increase in an employee's pay from one step of the grade of his or her position to the next higher step of that grade. Components may use a DQI to reward employees deemed initially eligible under the provisions of paragraph 4.b. of this enclosure and who have not received a base-pay increase monetary award of any type within the preceding 52 consecutive weeks. Component discretion may be used to provide additional criteria for this award.

(2) DCIPS SQI. DCIPS SQI provides the highest base-pay increase monetary award available to employees of Components operating under the DCIPS graded structure. The DCIPS SQI is a sustained performance award reserved to recognize truly exemplary sustained performance. The award consists of a base-pay increase monetary award in the form of an increase in an employee's pay of two steps at their current grade. Components may use the SQI to reward employees who were deemed initially eligible for consideration (under the criteria provided in paragraph 4.b. of this enclosure) for a base-pay increase monetary award for 3 consecutive years, the current and two preceding performance evaluation cycles. Employees need not have received a DQI during the preceding 2 years. Employees to be awarded an SQI must have been under the DCIPS Performance Management system and in the same DCIPS grade for the last 3 years. Time spent under DCIPS bands may be considered if the employee's current grade was encompassed in the prior band in the same work category. An employee may not receive more than one SQI during any 3-year period.

5. TIME-OFF AWARDS. Time-off awards may be used at any time to provide employees with time off without loss of pay or charge to leave in recognition of special one-time acts or other extraordinary efforts, except that time-off awards cannot be included in the pay pool process executed under Volume 2012 of this Instruction. Time-off awards may be used to acknowledge an individual or team contribution. Time off granted as an award must be used within 1 year after the effective award date and will not transfer with an employee to a new DCIPS Component or other government organization. Time-off awards must be commensurate with the individual's contribution or accomplishment and may not exceed 40 hours for any one contribution or accomplishment and may not exceed 80 hours for any one employee in any leave year. Limitations for time-off awards for part-time employees and those with an uncommon tour of duty are explained in Volume 451 of Reference (c).

6. NON-MONETARY AWARDS. Non-monetary awards, commonly referred to as honorary awards, shall be used to recognize and reward superior or sustained accomplishments and achievements, and may be used to acknowledge an individual or team contribution or exceptional accomplishment at any time. Team recognition awards are encouraged as a mechanism to support collaboration goals and unified efforts to support mission accomplishment. Component awards programs shall include Team Recognition Awards and shall provide guidance that includes restrictions on including contractor personnel. DoD-level non-monetary awards are provided in Volume 451 of Reference (c).

7. SUGGESTION AND INVENTION AWARDS. DoD Components with DCIPS positions will follow guidance provided in Volume 451 of Reference (c) on these awards when awarding or establishing Component-specific programs for these awards.

8. ELIGIBILITY FOR AWARDS

a. Impact of Employee Evaluations of Record. Awards shall be granted only to employees with current overall performance evaluations of record of “Successful” or higher, in accordance with the DCIPS performance management system. Employees with current evaluations of record of “Unacceptable” or “Minimally Successful” are not eligible for awards. If an employee does not have an evaluation of record from the DCIPS performance management system at the time an award is contemplated, the DoD Component with DCIPS positions shall determine that the latest rating is equivalent to “Successful” or above under the DCIPS system and relevant prior to granting an award. DoD Components with DCIPS positions shall exercise discretion in determining award eligibility for new employees and others who have not received an evaluation of record from any system.

b. Demotions, Suspensions, and Removals. Employees who have been demoted or suspended in the past 12 months for performance or conduct reasons, or who have been issued a final decision for removal, demotion, or suspension after a finding by a deciding official as addressed in Volume 2009 of this Instruction, are not eligible for awards or recognition under this Volume.

c. Merit Principles. Awards and recognition programs shall be implemented consistent with the merit principles identified in section 2301 of title 5, U.S.C. (Reference (i)).

d. Prohibited Practices. Awards and recognition programs shall be implemented free of the unlawful discrimination and prohibited personnel practices identified in section 2302 of Reference (i).

e. Grievances. The grievance procedures of the DoD Components with DCIPS positions aligned to Volume 2014 of this Instruction shall include the provision that non-receipt, type, or amount of a DCIPS award or recognition shall not be grievable.

f. Contractors. Contractors are not employees covered under this Volume. As a general rule, and as noted in Volume 451 of Reference (c), persons or organizations having a commercial or profit-making relationship with the DoD or with a DoD Component with DCIPS positions shall not be granted recognition through the DCIPS awards and recognition program. A limited exception is authorized for non-monetary awards (i.e., honorary awards that do not require expenditure of appropriated funds) when the contribution is substantially beyond that specified in the terms of the contract establishing the relationship, or the recognition is clearly in the public interest. Simply performing on a team carrying out contract requirements is not sufficient to provide an award to contractor personnel. Contractor personnel can never be given monetary awards. Prior to awarding any non-monetary honorary award to contractor personnel, the nomination must be coordinated with the appropriate contracting officer’s representative,

contracting officer, and Office of the General Counsel to ensure it does not adversely impact contract administration or ongoing business issues with the particular contractor (e.g. does not raise preferential treatment concerns).

9. AWARDS AND RECOGNITION PROGRAM PLANS. The DoD Components with DCIPS positions shall develop awards and recognition program plans that:

- a. Specify the organizational goals that the awards and recognition program are intended to further.
- b. State the awards and recognition program budget.
- c. Clearly distinguish the awards and recognition program budget and procedures from DCIPS performance-based compensation processes and payouts.
- d. Ensure that monetary awards are used judiciously as a form of recognition for employees that complements the performance-based compensation processes. Monetary awards shall not in any way detract from, reduce the impact of, or undermine the impact of these processes, nor serve as a part of the expected compensation of employees or a substitution for premium pay.
- e. Ensure the delegation of authorities to the lowest practical levels.
- f. Identify roles and responsibilities for developing, planning, communicating, executing, and evaluating the success of the awards and recognition program.
- g. Restrict inclusion of contractors to non-monetary team awards when appropriate and applicable criteria is met.

10. PROGRAM REVIEW. The USD(I) shall review the awards and recognition plans and the execution of the awards and recognition programs of the DoD Components with DCIPS positions as part of the USD(I) assessment of DCIPS. Specific details, requirements, and metrics will be provided in Volume 2013 of this Instruction. The USD(I) shall assess Component awards and recognition programs for their success in:

- a. Appropriately complementing the DCIPS compensation philosophy so as not to undermine the impact of performance-based compensation.
- b. Motivating, recognizing, and rewarding eligible employees.
- c. Exhibiting a close demonstrable link between the accomplishment or contribution to DoD Component and Defense Intelligence Enterprise goals and the receipt of an award or recognition.
- d. Providing awards and recognition commensurate with the value of the contribution or accomplishment.

e. Delivering awards and recognition in a timely fashion.

f. Being perceived by employees, supervisors, and managers to be effectively administered, equitable, and to have a positive impact on mission.

11. DoD AND PRESIDENTIAL AWARDS. This Volume does not limit use of DoD and Presidential awards. DCIPS employees are eligible for DoD and Presidential awards in accordance with the policies, procedures, and rules applicable to those awards, as specified in Volume 451 of Reference (c).

12. DEFENSE INTELLIGENCE ENTERPRISE AWARDS. The USD(I) may establish DoD awards for individuals, teams, or groups for especially meritorious conduct in service to the Defense Intelligence Enterprise. Awards may be honorary or monetary and amounts for individuals shall be in accordance with section 4502 of Reference (i). Upon establishment of a Defense Intelligence Enterprise Awards Program, the USD(I) shall provide guidance for the criteria, nomination, and approval processes for such awards.

13. NATIONAL INTELLIGENCE COMMUNITY AWARDS PROGRAMS. The DoD Components with DCIPS positions may participate in Intelligence Community awards programs as provided by Reference (f) to recognize distinguished service or exceptional contributions to the Intelligence Community within and beyond the DoD in accordance with the policies, procedures, and rules applicable to those awards. A copy of nominations for these awards should be provided by the DoD Component with DCIPS positions to the USD(I) through the Director, Human Capital Management Office.

14. AWARDS FOR NON-DCIPS EMPLOYEES. DoD Components with DCIPS positions must comply, as applicable, with the criteria established in this Volume when granting awards to non-DCIPS employees.

15. COMPONENT-SPECIFIC AND OTHER AWARDS PROGRAMS. At Component Head discretion, DoD Components with DCIPS positions may participate in additional awards and recognition programs (e.g., those specific to a Component, Service, or community of interest) as applicable, with appropriate approvals from the Component's Office of General Counsel, ethics officials, and contracting officers, if contractors are involved.

GLOSSARY

PART I: ACRONYMS AND ABBREVIATIONS

ASD(R&FM)	Assistant Secretary of Defense for Readiness and Force Management
DCIPS	Defense Civilian Intelligence Personnel System
DoDD	Department of Defense Directive
DQI	DCIPS Quality Increase
SQI	Sustained Quality Increase
U.S.C.	United States Code
USD(I)	Under Secretary of Defense for Intelligence
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II: DEFINITIONS

Unless otherwise noted, these terms and their definitions apply to this Volume of this Instruction.

award. An item of value bestowed or action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency and effectiveness of the Government, or is otherwise in the public interest.

awards program. The specific procedures and requirements established in a DoD Component with DCIPS positions for granting awards pursuant to this Volume.

base-pay increase monetary award. An award in which the means of recognition is a salary increase in the equivalent of one or two steps at the employee's current grade.

DCIPS bonus. A lump-sum monetary award awarded through the DCIPS pay pool process provided in accordance with Volume 2012 of this Instruction.

lump-sum monetary award. An award in which the means of recognition is a lump-sum cash payment. No lump-sum monetary award shall increase the employee's rate of pay.

non-monetary award. An award in which the means of recognition has a purely honorific value, such as a letter, certificate, medal, plaque, or other item of nominal cash value.

time-off award. An award in which time off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment.