DIRECTIVE

Recognition and Incentive Awards Program

DeCAD 50-08
January 10, 2014

Human Resources
OPR: DeCA/COH

References: See Enclosure 1.

1. REISSUANCE AND PURPOSE. This Directive:

a. Replaces Defense Commissary Agency (DeCA) Directive (DeCAD) 50-8, "Recognition and Incentive Awards", October 30, 1992, (Reference (a)), and cancels existing policies on Recognition and Incentive Awards that predate issuance of this Directive.

b. Establishes DeCA Manual (DeCAM) 50-8.1, "Recognition and Incentive Awards" (Reference (b)).

c. Establishes the DeCA Recognition and Incentive Awards Program.

d. Is established in compliance with references listed in Enclosure 1.

2. APPLICABILITY. This Directive applies to employees of the Defense Commissary Agency (DeCA) with the exception that the provisions of this Directive do not apply to contract employees or employees who are non-United States (U.S.) citizens.

3. PURPOSE. The DeCA Recognition and Incentive Awards Program is designed to motivate employees to increase productivity and creativity and achieve greater productivity, efficiency, economy, and improvement of operations. It provides a method for rewarding employees whose job performance and creativity are substantially above normal job requirements and performance expectations. It also provides for consideration of performance contributions throughout DeCA. The Recognition and Incentive Awards Program will be endorsed and vigorously supported by all levels of management and will be administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap.
4. POLICY. It is DeCA policy that:

a. Awards granted under the DeCA Recognition and Incentive Awards Program will be consistent with Equal Employment Opportunity (EEO) and Affirmative Employment Program (AEP) policies and shall be free from discrimination regardless of race, color, religion, age, sex, national origin, or disability.

b. Policies and standards governing awards for which both DoD civilian and military personnel are eligible shall be applied equitably to the extent consistent with applicable laws and regulations.

c. Awards granted under the DeCA Recognition and Incentive Awards Program shall be subject to applicable tax rules.

d. Awards granted under the DeCA Recognition and Incentive Awards Program shall be given due weight in qualifying and selecting an employee for promotion as required by Title 5 United States Code (U.S.C.) §3362, Chapter 33, 43, and 45 (Reference (d)).

e. Award recommendations for which authority has not been delegated to officials at lower levels within DeCA and DoD will be forwarded to the appropriate authority for approval.

f. Provisions of the DeCA Recognition and Awards Program will be communicated to managers, supervisors, and employees.

g. The DeCA Recognition and Awards Program will be evaluated and assessed to ensure that awards:

(1) Are used to motivate, recognize, and promptly reward eligible personnel;

(2) Exhibit a close, demonstrable link between performance, accomplishment, or contribution to DeCA Strategic Goals and Objectives and the receipt of an award; and

(3) Are granted commensurate with the value of an employee's contribution or accomplishment.

h. Awards under the DeCA Recognition and Incentive Awards Program will not be used as a substitute for overtime pay, promotion, or any other purposes not compatible with the applicable level of recognition.

5. AWARD REQUIREMENTS AND PROCEDURES.

a. General. Procedures and requirements for DeCA awards are documented in DeCAM 50-8.1, "Recognition and Incentive Awards Program Manual" (Reference (b)).
b. **DeCA Recognition and Incentive Awards Program Requirements include:**

(1) Documenting all cash and time-off awards in compliance with Title 5, Code of Federal Regulations (CFR), 451.106(b), Parts 103, 430, 451, 531 and 534 (Reference (e)).

(2) Ensuring that appropriate procedures are available for filing award documents in compliance with the requirements of 5 CFR 451.106(f), (Reference (e)).

(3) Ensuring that appropriate procedures are available for reporting awards data in compliance with 5 CFR 451.106(g), (Reference (e)).

(4) Following appropriate DoD financial management regulations on civilian pay policies and procedures under DoD 7000.14-R, (Reference (f)).

(5) Granting Quality Step Increases (QSI) consistent with the provisions of 5 CFR 531 Subpart E, (Reference (e)).

(6) Documenting award justification for awards that are not based on a rating of record under 5 CFR 451.103, (Reference (e)); and

(7) Developing guidelines requiring managers and supervisors to demonstrate involvement in EEO related activities to receive awards, as appropriate.

**6. RESPONSIBILITIES.**

a. **Director, DeCA shall:**

(1) Ensure the development, implementation, application, and evaluation of the DeCA Recognition and Incentive Awards Program for employees are covered under this Directive.

(2) Ensure that funds are obligated consistent with DeCA financial management controls and delegations of authority.

(3) Ensure that the DeCA awards program does not conflict with or violate any other law or Government-wide regulation.

(4) Ensure that the criteria for awards under this program do not discriminate against individuals on the basis of race, color, religion, age, sex, national origin, or disability.

(5) Ensure that the review or approval of a recommendation for awards that would grant more than $5,000.00 to a single individual is forwarded for approval.

b. **Director of Human Resources (HR) shall:**
(1) Direct the development of the DeCA-wide Recognition and Incentive Awards Program.

(2) Provide guidance and technical assistance on the DeCA-wide Recognition and Incentive Awards Program.

(3) Assure compliance with program requirements.

(4) Promote and support the Recognition and Incentive Awards Program.

(5) Administer and publicize the Recognition and Incentive Awards Program.

(6) Perform periodic evaluations of the effectiveness of DeCA's Recognition and Awards Program to determine if:

   (a) The program supports organizational goals.

   (b) Provides variety and flexibility to supervisors to appropriately recognize employees.

   (c) Employees understand award criteria and feel that the right people are being recognized.

   (d) Performance-based awards are based on meaningful distinctions of levels of performance.

   (e) Awards are used to motivate, recognize and reward eligible employees.

   (f) Awards are granted commensurate with the value of the employee's contribution or accomplishment.

(7) Review and present award nominations from within DeCA requiring the approval of the Director, DeCA, or from agencies outside of DeCA to the Director for consideration.

(8) Submit new award instructions or changes thereto to the Defense Civilian personnel Advisory Service (DCPAS) to ensure consistency with DoD policy.

(9) Consultation and negotiation obligations with appropriate recognized labor organizations are accomplished in accordance with applicable provisions of Title VII of the Civil Service Reform Act of 1978 with regard to the implementation of this Directive.

(10) Awards recommendations made under DeCA’s Innovation Programs (Improve Defense Commissary Agency’s Efficiency and Service (IDEAS), the Idea Factory, and the Director’s Innovation Challenges) will be governed by Reference (i). All IDEAS Program
submissions will be reviewed by the IDEAS Program Panel and their recommendation will be approved, disapproved or tabled by the Enterprise Integration Panel (EIP).

c. Director of Resource Management (RM) shall:

   (1) Develop performance awards budgets.

   (2) Communicate awards budgets to DeCA directorates, areas, and zones.

d. Human Capital Management Board (HCMB) shall:

   (1) Provide support for and review applicable nominations and make recommendation for approval/disapproval.

   (2) Enforce criteria for selecting awardees.

e. DeCA Executive Directors, Area Directors, Functional Process Owners (FPOs), and Staff Office Managers shall:

   (1) Ensure that management and supervisory officials under their jurisdiction identify, through normal management reviews and control processes, areas where superior work results warrant award consideration.

   (2) Ensure that adequate funds are budgeted and that personnel are assigned to support the program and provide timely recognition.

f. Supervisors at all levels shall:

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

   (2) Provide support for and participate in the Recognition and Incentive Awards Program.

   (3) Exercise care in considering award recognition.

   (4) Ensure that nominations for awards are submitted as promptly as possible, and that all awards presentations are conducted in as timely a manner as possible.

7. MANAGEMENT CONTROL SYSTEM. This Directive contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 “Internal Control Program,” December 17, 2007 (Reference (g)) and DoD Directive 5105.55, “Defense Commissary Agency (DeCA),” March 12, 2008, (Reference (h)).
8. RELEASABILITY – LIMITED. This Directive is not approved for public release and is located on DeCA’s intranet Web site OneNet.

9. EFFECTIVE DATE.

   a. This Directive is effective January 10, 2014.

   b. Must be reissued, cancelled, or certified current within 5-years of its publication, in accordance with DoD Instruction 5025.1, “DoD Directives System,” (Reference (h)). If not, it will expire effective January 10, 2019 and be removed from the DeCA Issuances Website.

   [Signature]

   Timothy C. Ford
   Chief, Executive Services Division

Enclosures:
1. References
2. Definitions
3. Acronyms
ENCLOSURE 1

REFERENCES

(a) DeCA Directive 50-8, “Recognition and Incentive Awards,” October 30, 1992 (rescinded)
(d) Title 5, United States Code (USC) 3362, Chapter 33, 43, and 45
(e) Title 5, Code of Federal Regulations (CFR) 451.106, Parts 103, 430, 451, 531 and 534
(f) DoD Financial Regulation 7000.14-R
GLOSSARY

DEFINITIONS

**Award** - Something bestowed or an action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government.

**Component** - A term applied to individual units of DeCA HQ, regions and zones.

**Incentive Award** - A term that applies to either a cash or honorary award. The term does not apply to a quality step increase or a performance award.

**Monetary Award** - An award in which the recognition device is a cash payment that does not increase the employee's rate of basic pay.

**Non-monetary Award** - An award in which the recognition device is not a cash payment or time-off as an award but rather an award of honorific value; e.g., a letter, certificate, medal, plaque or item of nominal value.

**Performance Awards** - Cash awards that are based solely on employees' performance ratings of record assigned at the end of the appraisal period. These awards are intended to recognize sustained levels of successful performance over the course of the appraisal period.

**Performance Award Budget** - The total amount of money allocated for distribution as performance awards to covered employees. The total amount is determined annually by DeCA HQ/RM.

**Quality Step Increase** - Awards for sustained high-quality performance that provide faster-than-normal progression through the step rates of the General Schedule (GS). Unlike other forms of monetary recognition, QSIs permanently increase an employee's rate of basic pay.

**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.
<table>
<thead>
<tr>
<th>AEP</th>
<th>Affirmative Employment Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>DeCA</td>
<td>Defense Commissary Agency</td>
</tr>
<tr>
<td>DeCAD</td>
<td>Defense Commissary Agency Directive</td>
</tr>
<tr>
<td>DeCAM</td>
<td>Defense Commissary Agency Manual</td>
</tr>
<tr>
<td>DoD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>EIP</td>
<td>Enterprise Integration Panel</td>
</tr>
<tr>
<td>EEO</td>
<td>Equal Employment Opportunity</td>
</tr>
<tr>
<td>FPO</td>
<td>Functional Process Owner</td>
</tr>
<tr>
<td>GS</td>
<td>General Schedule</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>HCMB</td>
<td>Human Capital Management Board</td>
</tr>
<tr>
<td>IDEAS</td>
<td>Improve Defense Commissary Agency’s Efficiency and Service</td>
</tr>
<tr>
<td>OPM</td>
<td>Office of Personnel Management</td>
</tr>
<tr>
<td>QSI</td>
<td>Quality Step Increase</td>
</tr>
<tr>
<td>RM</td>
<td>Resource Management</td>
</tr>
<tr>
<td>U.S.</td>
<td>United States</td>
</tr>
<tr>
<td>U.S.C</td>
<td>United States Code</td>
</tr>
</tbody>
</table>