

Instruction

Defense Intelligence Agency

DEFENSE INTELLIGENCE AGENCY
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Civilian Awards Program

References:

- (a) DIA Manual 22-16, DIA Civilian Awards Program, 1 September 1995 (canceled).
- (b) Title 5, United States Code, Chapter 45, Incentive Awards.
- (c) Title 10, United States Code, Chapter 83, Civilian Defense Intelligence Employees.
- (d) Title 5, Code of Federal Regulations, Part 451, Awards.
- (e) DoD Manual 1400.25-M, Subchapter 451, Awards.
- (f) Director of Central Intelligence Directive No. 7/1.

1. Purpose

- 1.1. Replaces reference (a).
- 1.2. Implements references (b) through (f).

2. Responsibilities

2.1 Employee Benefits and Services Division (b)(3):10
USC 424 is responsible for:

- 2.1.1 Administering, publicizing and promoting the program.
- 2.1.2 Providing assistance to supervisors.
- 2.1.3 Developing policy and procedures to improve program operations.
- 2.1.4 Reviewing awards to ensure employees meet the criteria of this instruction.

2.2. Deputy Directors For or Chiefs of Special Offices establish guidance for:

- 2.2.1 Ensuring subordinate elements comply with established policy for the DIA civilian awards program and approve awards under delegated authority.
- 2.2.2 Ensuring that management officials under their jurisdiction identify program and operation areas where superior work results may warrant recognition.
- 2.2.3 Ensuring that awards under this instruction are granted consistent with Equal Employment Opportunity program policies and are free from discrimination regardless of race, color,

religion, age, sex, national origin, or disability.

2.2.4 Ensuring that all members of their organization are given equal consideration for recognition, under the civilian awards program, for their contributions.

2.2.5 Approving all quality step increase (QSIs).

2.2.6 Reviewing nominations for all awards between \$3000 and \$9000.

2.2.7 Approving all Performance Awards (SP) ranging from \$3,000 to \$9,000.

2.2.8 Signing and forwarding nomination memorandums to the Director for approval.

2.2.9 Approving suggestion, invention, and scientific achievement awards up to \$2,500. This authority *may not* be delegated.

2.2.10 Delegating approval authority for awards for special act award up to \$1000.

2.2.11 Ensuring that subordinate offices are funded to allow them to participated in the on-the spot special act award which ranges from \$100 to \$450 and the special act award (SAA) which ranges from \$500 to \$2500.

2.2.12 Ensuring that employees are recognized one time only for exceptional performance and are not given multiple agency awards for the same contribution.

2.3. Office Chiefs are responsible for:

2.3.1 Identifying exceptional performance and make appropriate award recommendation.

2.3.2 Identifying exceptional performance and make appropriate recommendations.

2.3.3 Ensuring that supervisors/managers review suggestions and constructive ideas for implementation within their organization and other organizations inside and outside DIA.

2.3.4 Ensuring that awards under this instruction are granted consistent with Equal Employment Opportunity program policies and are free from discrimination regardless of race, color, religion, age, sex, national origin, or disability.

2.3.5 Approving SAA up to \$1,000 if delegated approval authority is granted by deputy directorate.

2.3.6 Approving on-the-spot awards for \$100 to \$450, or time off award for up to 40 hours, as the second level supervisor.

2.3.7 Ensuring that employees are recognized one time only for exceptional performance and are not given multiple agency awards for the same contribution.

2.4 Supervisors will:

2.4.1 Initiate award recommendations and process them through the chain-of-command.

- 2.4.2 Identify exceptional performance and make appropriate recommendations.
- 2.4.3 Ensure that awards under this instruction are granted consistent with Equal Employment Opportunity program policies and are free from discrimination regardless of race, color, religion, age, sex, national origin, or disability.
- 2.4.4 Initiate award recommendations and process them through the chain-of-command.
- 2.4.5 Encourage employees to submit suggestions and evaluate suggestions promptly.
- 2.4.6 Approve on-the-spot awards for \$100 to \$450 and/or time off awards for up to 8 hours.
- 2.4.7 Ensure that employees are recognized one time only for exceptional performance and are not given multiple agency awards for the same contribution.

2.5. Civilian Awards Committee, CAC, will:

- 2.4.1 Review agency awards policy and procedures and make recommendations for changes.
- 2.4.2 Review and make recommendations to the Director (DR) for approval of the agency's annual honorary awards and external awards.
- 2.4.3 Review and make recommendations to the Chief of Staff (CS) for awards for which the CS has approval authority.

3. Procedures – see enclosure 1

//signed//

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Deputy Director for Administration

Enclosures - 1

E1. Procedures

E1. PROCEDURES

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C1. CHAPTER 1

AWARD CATEGORIES

C1.1. AWARD CATEGORIES

DIA encourages the recognition of exceptional performance in an appropriate, timely, and equitable fashion. The DIA awards program offers 6 categories to recognize exceptional performance:

- Sustained Contributions Awards.
- Achievement Awards.
- Impact Awards.
- Team Awards.
- Special Awards.
- External Awards.

C1.2. ELIGIBILITY

Employees are also eligible to participate in the DIA program for suggestion, invention and scientific achievements. Eligible participants are:

- U.S. civilian employees paid from appropriated funds.
- U.S. civilian employees paid from non-appropriated funds may receive awards if the awards are paid from non-appropriated funds.
- Former U.S. civilian employees or estates of deceased employees may receive awards for contributions made while employed by DIA.
- Military members are eligible for the following awards:
 - Certificate of Commendation.
 - Diversity Management Award.
 - Director's Annual Agency Team Award.
 - DIA Teamwork Award.
 - Intelligence Community Awards.
 - Director's Award for Humanitarian Service.
 - Director's Award of Honor for Safety, Health, and/or Environment.
 - The Director's Award for Outstanding Office Performance in Safety, Health, and Environment.
 - Suggestion, Inventions, and Scientific Achievement Awards.
- Foreign national employees are eligible for career service recognition and honorary awards only. See DIAM 100-1 and the Embassy Mission awards for other award options.

C2. CHAPTER 2

SUSTAINED CONTRIBUTIONS AWARDS

C2.1. DIA AWARD FOR EXCEPTIONAL CIVILIAN SERVICE

This award recognizes excellence, initiative, and outstanding contributions over a period of several years. Generally, this award will recognize at least seven years of DIA civilian service. This award consists of a medal, a lapel pin, and a certificate. This is the Agency's highest civilian award. [redacted] solicits nominations for this award annually, normally in May. Recipients will be recognized at the agency's annual honorary awards ceremony.

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DIA AWARD FOR EXCEPTIONAL CIVILIAN SERVICE**Criteria**

Employees may be nominated for accomplishments such as:

- Accomplishing assigned duties in a clearly exceptional manner so that contributions stand out among all others.
- The initiation of a new principle or major procedure which has a significant, positive impact on the Agency.
- A superior improvement to the quality of a critical product, activity, program, or service to the Agency; or
- Outstanding contributions, acts, or significant services to DIA which the DR determines worthy of the award.
 - Contributions must have produced tangible results which had a positive impact on the mission or personnel of a major organization or the Agency as a whole.
 - Tangible results may be measured by improvements and/or savings in quality, customer service, manpower, time, space, materials, improved morale, safety, or health of employees.

Eligibility

- DIA civilians except DISES and DISL.

Submission Procedures

- Nomination by supervisor or manager by memorandum, signed by a deputy director for or chief of special office, (b)(3):10 USC 424
- Forward to [redacted] in accordance with guidance provided by [redacted] in the tasker.
- CAC reviews and makes recommendations to the DR.
- DR has final approval authority.

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C2.2. DEFENSE INTELLIGENCE DIRECTOR’S AWARD

This award recognizes contributions of an outstanding manner, which established a noteworthy record of achievement impacting DIA or the overall Defense Intelligence mission. This award can be recommended at any time.

DEFENSE INTELLIGENCE DIRECTOR’S AWARD

Criteria	<p>Examples of outstanding achievements:</p> <ul style="list-style-type: none">• accomplishing assigned duties in an outstanding manner and establishing a noteworthy record of achievement• exercising significant creativity and resourcefulness in introducing new ideas or solutions to the work situation; or establishing authoritative leadership in a technical or administrative area, which is recognized by DIA and in the broader Defense Intelligence Community, or• rendering outstanding performance, related to official employment comparable to the above, which the DR deems worthy of this award.
Eligibility	<ul style="list-style-type: none">• All Federal civilian employees and other people who support the DIA mission.
Submission Procedures	<ul style="list-style-type: none">• Nomination by supervisor or manager by memorandum with narrative justification and unclassified citation.• Deputy directors for or chiefs of special offices forward the nomination to the DR by a desk note.• DR approves or disapproves award.• Command Element staff forwards approved awards to for processing and returns disapproved awards to directorate or special office. <div style="text-align: right;"><div style="border: 1px solid black; display: inline-block; width: 60px; height: 1.2em; vertical-align: middle;"></div><div style="display: inline-block; vertical-align: middle; margin-left: 5px;"><div style="color: red; font-size: 0.8em;">↖</div><div style="color: blue; font-size: 0.8em;">(b)(3):10 USC 424</div></div></div>

C3. CHAPTER 3

ACHIEVEMENT AWARDS

C3.1. ACHIEVEMENT AWARDS

Achievement awards are an effective tool for rewarding outstanding performance and sustaining employee morale.

C3.2. DIA AWARD FOR MERITORIOUS CIVILIAN SERVICE

This award is presented annually to employees who have been approved by the DR to receive an agency-level bonus (\$10,000 to \$25,000). The award consists of a medal, a lapel pin, and a certificate.

DIA AWARD FOR MERITORIOUS CIVILIAN SERVICE

- | | |
|------------------------------|---|
| Criteria | <ul style="list-style-type: none"> • This award is based exclusively on an individual's job performance. It is awarded through a two-tier, competitive process consisting of an Agency Bonus Board (AAB) and Directorate/Special Office Bonus Boards (DBB). • Award categories are: <ul style="list-style-type: none"> – Support/Intelligence Assistants (all grades). – Intelligence Officers (GG-12 and below). – Intelligence Officers (non-supervisory GG-13 to GG-15). – Intelligence Officers (supervisory GG-13 to GG-15). – Support Officers (GG-12 and below). – Support Officers (non-supervisory GG-13 to GG-15), and – Support Officers (supervisory GG-13 to GG-15). |
| Eligibility | <ul style="list-style-type: none"> • All GG and FWS employees, except for foreign national employees, assigned to DIA when DR renders the final approval on the bonus and who received a meets expectations or higher rating at the end of the appraisal period. • Part-time employees' bonuses are adjusted based on the number of hours they are scheduled to work each week. |
| Responsibility | Deputy directors for or chiefs of special officers will be responsible for assembling all the appraisals that employees assigned to their organizations have received over the rating period. |
| Submission Procedures | <ul style="list-style-type: none"> • DBB reviews employee appraisals, ranks the employees and forwards a percentage/number of the top ranked employees in each of the awards categories to the AAB for review and recommendation to the DR. Recommendations not approved by the DR will be returned to the respective DBB for reinsertion into their rankings for consideration for Directorate bonuses and QSIs. • will provide directorates and special offices submission procedures by tasker. |

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C3.3. DIRECTORATE/SPECIAL OFFICE BONUS

A superior performance (SP) award consists of a certificate and a lump-sum cash award ranging from \$3,000 to \$9,000. Part-time employees' bonuses are adjusted based on the number of hours they are scheduled to work each week. The award is based on an employee's performance of his or her duties as reflected in their performance appraisal(s) for the rating period. The employee's performance appraisal may be used only once to recognize superior performance and may not be the basis for granting multiple awards for the same period of service or contribution. Employees may receive only one superior performance award per fiscal year.

DIRECTORATE/SPECIAL OFFICE BONUS

- | | |
|------------------------------|---|
| Criteria | <ul style="list-style-type: none"> • This award is based exclusively on an individual's job performance. It is awarded through a competitive process consisting of a Directorate/Special Office Bonus Boards (DBB). • Award categories are: <ul style="list-style-type: none"> - Support/Intelligence Assistants (all grades). - Intelligence Officers (GG-12 and below). - Intelligence Officers (non-supervisory GG-13 to GG-15). - Intelligence Officers (supervisory GG-13 to GG-15). - Support Officers (GG-12 and below). - Support Officers (non-supervisory GG-13 to GG-15), and - Support Officers (supervisory GG-13 to GG-15). |
| Eligibility | <ul style="list-style-type: none"> • All GG and FWS employees (including employees appointed to time limited appointments (temporary employees) are eligible for SP's. The employee must have a current performance rating of meets expectations or higher. • Foreign national employees are not eligible for SP's. • Non-appropriated fund employees may receive this award only if it is paid from non-appropriated funds. • Employees who are a DIA employee at the time the DBB renders the final approval on the bonus and who received a meets expectations or higher rating at the end of the appraisal period. |
| Submission Procedures | <ul style="list-style-type: none"> • Directorates and Special offices will review performance appraisals, at the meets expectations or higher level, for all employees assigned to their organization at the end of the rating period. • will provide directorates and special offices submission procedures by tasker. |

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C3.4. QUALITY STEP INCREASE (QSI)

This award is used to recognize an employee for the continued performance of duties and responsibilities at a substantially higher level of achievement than is ordinarily expected for the position. Award consists of a certificate and the equivalent of one within grade step pay increase.

QUALITY STEP INCREASE (QSI)

- | | |
|------------------------------|---|
| Criteria | <ul style="list-style-type: none"> • The employee's current performance appraisal serves as the justification for a QSI. • An employee's performance appraisal may be used only once for the purpose of granting a QSI and may not be the basis for granting multiple awards for the same period of service or contribution. • A QSI may not be granted to an employee who has received a QSI within the preceding 52 calendar weeks. Employees may receive only one performance award (director/agency bonus or QSI) per fiscal year. The performance, which is the basis for the award recommendation, must be expected to continue in the future. |
| Eligibility | <ul style="list-style-type: none"> • All GG permanent employees of DIA are eligible for QSI's. The employee must have a current performance appraisal rating of superior performance. • Temporary (NTE), intermittent (WAE) employees, wage grade, and foreign national employees are not eligible for QSI's. • Non-appropriated fund employees may receive this award only if it is paid from non-appropriated funds. |
| Submission Procedures | <ul style="list-style-type: none"> • The process described above used by deputy directors for and chiefs of special offices to determine which employees receive director bonuses will also be used to determine which employees receive QSIs. • The DBB reviews employee appraisals, ranks the employees and forwards a percentage/number of recommendations for employees in each of the above categories to the AAB for review and recommendations to the DR. • The recommendations not approved by the DR will be returned to the respective DBB for reinsertion into their rankings for consideration for director bonuses and for QSI's. |

C3.5. DIA AWARD FOR EXCELLENCE

The award consists of a certificate, which may be given in recognition of a level of outstanding performance of duty that is distinguishable by a series of outstanding acts or achievements, such as exercising significant creativity and resourcefulness in introducing new ideas, concepts, or solutions to the work environment which produce tangible results. Tangible results may be measured by improvements and/or savings in quality, customer service, manpower, time, space, materials, morale, safety, or health of employees. This award can be recommended at any time during the calendar or fiscal year.

DIA AWARD FOR EXCELLENCE

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none"> • This award should recognize performance over a period of time, generally at least a year, rather than a single act or service. Employees may be nominated for accomplishments such as: <ul style="list-style-type: none"> – outstanding leadership while being responsible for successful operation of a project, team, task force, unit, or other established organizational activity that required the exercise of judgment and resulted in decisions affecting plans, policies, operations, or the lives and well-being of others. – providing quality service that far exceeds expectations within the normal scope of responsibilities associated with the position and enhances the organization's operations, work products, organizational image, productivity, or other functions, or – significantly enhancing the quality of life, safety, or health of Agency employees through the initiation of unique and innovative approaches to problem solving, promotion of well-being within the work environment, or by providing invaluable contributions or acts to the furtherance of existing organizational or Agency-level programs. |
| Eligibility | <ul style="list-style-type: none"> • DIA civilian employees except DISES and DISL. |
| Submission Procedures | <ul style="list-style-type: none"> • Nomination by supervisor or knowledgeable official by memorandum with narrative justification and an unclassified citation. • Deputy directors for or chiefs of special office forward the recommendation to the DR by a desk note. • DR approves or disapproves award. • Command element staff forwards approved awards to for processing and returns disapproved awards to directorate or special office. |

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C4. CHAPTER 4

IMPACT AWARDS

C4.1. SPECIAL ACT AWARD

A special act award (SAA) is a lump-sum cash award acknowledging a one-time special act or achievement of a non-recurring nature. There is no limit on the number of awards an employee can receive. SAA awards do not impact eligibility for a QSI, SP, or the DIA award for Meritorious Civilian Service. Charts in 2 and 3 provide guidelines for selecting the appropriate dollar amount for a SAA award.

SPECIAL ACT AWARD

- Criteria**
- SAA may be given for achievements both within and outside an employee's job responsibilities. Recommending official must determine the degree to which the employee's contribution exceeds the normal requirements of the work for which he/she is being paid.
 - When the contribution is within the normal duties, the results of an employee's contribution must be sufficiently above normal expectations to warrant special recognition. Both the extent to which the contribution exceeds the normal job requirements and the amount of ingenuity and initiative reflected in the employee's contribution should be considered.

EXAMPLES

- Sustaining output of a work group under unusually adverse circumstances or noticeably increasing output of the group.
- Enabling the work group to meet unanticipated critical demands by unusual performance of duties for short periods of time at the same level or at a higher level than assigned duties.
- Enabling work of the unit to proceed on schedule during unplanned absence of associates or supervisors or by meeting unusual demands through performance of higher level duties, on the employee's own initiative, along with regularly assigned duties of the employee's position.

- Eligibility**
- All GG and FWS employees.
- Submission Procedures**
- Supervisors forward SF 52 with attached justification to the appropriate approval official in his or her organization.
 - Following approval, organization administrative officer inputs the award into eZHR and forwards the signed SF 52 and documentation to for (b)(3):10 USC 424 processing.

C4.2. TIME OFF AWARD

Provides an employee with time off without loss of pay or charge to leave in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of government operations. A time-off award is appropriate at any time. However, time off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave. Time off awards shall not be granted in conjunction with a military “down” or “training” day or the like which would grant the entire civilian employee population, or a majority of the civilian population, a time off award to be used for a specified day.

TIME OFF AWARD

- Criteria**
- Supervisors and managers shall consider wage costs and productivity loss when granting time-off awards and shall ensure that the amount of time-off granted as an award is commensurate with the individual’s contribution or accomplishments.

EXAMPLES

- Making a high quality contribution involving a difficult or important project or assignment
- Displaying special initiative or skill in completing an assignment or project before the deadline
- Sustaining a high-level of performance for an extended period
- Using initiative and creativity in making improvements in a product, activity, program or service
- Submitting a suggestion that has been adopted, but because the suggestion is considered to be within the employee’s normal job responsibilities, the employee is not eligible for a cash award, or
- Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unplanned requirements.

- Eligibility**
- All civilian employees.
- Submission Procedures and Guidelines**
- Division chief may approve up to one work day (8 hours). A higher level official must approve awards exceeding one workday.
 - Administrative officers will enter a PAR into eZHR.
 - Hard copy SF-52, signed by approval official, with justification attached, should be forwarded to for DH employees) for processing.

TIME OFF AWARD**Submission
Procedures
and
Guidelines****(Continued)**

- The maximum amount of time off allowed for any single contribution is 40 hours for full-time employees and the total time off may not exceed 80 hours in a calendar year.
- For part-time employees, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year. The total time a part-time employee may be granted during any calendar year is the average number of hours of work in the employee's bi-weekly pay period.
- Time off must be used within 1 year following date of approval. If the total amount of the time off award is not used within 1 year after its approval, any unused time off is forfeited and cannot be restored.
- If the employee transfers to another DoD activity, the time off award cannot be transferred, to avoid the loss of the time off, the employee should be allowed to use the incentive prior to the transfer.

C4.3. ON-THE-SPOT AWARD

This award provides supervisors with a means of informal recognition of employees who make a contribution, of a non-recurring nature, which is worthy of special, immediate recognition, but does not meet the criteria for an achievement award. An on-the-spot award can either be a SAA from \$100 to \$450 or a time off award of up to 8 hours. Ceremonial checks and time off certificates are available in the supply store for on-the-spot recognition. However, the *presentation must be followed by taking the actions in accordance with the submission procedures outlined below.*

ON-THE-SPOT AWARD

Criteria	<ul style="list-style-type: none">• Examples of contributions where an on-the-spot award would be appropriate recognition are as follows<ul style="list-style-type: none">– Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to un-programmed requirements.– Completing special, short-suspense projects that contribute to the mission of the organization, or– Streamlining, eliminating, or modifying an office procedure to improve effectiveness, efficiency, or timeliness.
Eligibility	<ul style="list-style-type: none">• All civilian employees.
Submission Procedures For SAA On-the-Spot Awards (\$100 to \$450)	<ul style="list-style-type: none">• The following procedures should be followed for giving on-the-spot awards<ul style="list-style-type: none">– nomination by supervisor or other knowledgeable official with a short justification for the award.– approval signature is required by division chief or higher.– on-the-spot award ranges from \$100 to \$450.– after ensuring that funds are available, a supervisor may present the employee with the ceremonial check immediately following the contribution which is being recognized. However, a follow-up SF-52, signed by the approval official, with justification attached, must be forwarded to for DH (b)(3):10 USC 424– administrative officer will enter a PAR action in eZHR for the award.
Submission Procedures For On-the-spot Time Off Awards (Up to 8 hours)	<ul style="list-style-type: none">• A certificate for up to eight hours time off without charge to leave may be given as an on-the-spot award.• The completion of a PAR action in eZHR is required.• Forward SF-52, with justification attached, to for DH (b)(3):10 USC 424• Administrative officer will enter a PAR action in eZHR for the award.• Time off award certificates are available in the DIA supply store.

C4.4. CERTIFICATE OF COMMENDATION

This award recognizes outstanding contributions in the employee's regularly assigned duties. It is also appropriate for morale building contributions and for contributions made by employees outside of their regular chain-of-command. Certificates may be given at any time.

CERTIFICATE OF COMMENDATION

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none">• This award recognizes performance that is<ul style="list-style-type: none">– above the expected, or– An exceptional accomplishment with a definite beginning and ending date. While the length of time is not a primary consideration, speed of accomplishment can be a factor in determining the value of an act. |
| Eligibility | <ul style="list-style-type: none">• Certificates of commendation may be given to a DIA or other Federal employee who made a contribution to DIA, military member, private citizen. They may also be given to a foreign national employee whose contributions have benefited DIA.• Civilian employee's overall performance must be at the meets expectation level or higher. |
| Submission Procedures | <ul style="list-style-type: none">• Nomination by supervisor or knowledgeable official by memorandum with narrative justification.• Approval signature by division chief or higher level management official.• Blank certificates are available through the DIA supply store. |

C5. CHAPTER 5

TEAM AWARDS

C5.1. DIRECTOR'S ANNUAL AGENCY TEAM AWARD

This is an annual award given to a DIA work unit or organization whose collective performance deserves special recognition. This is the highest DIA award to honor members of a work group. [REDACTED] solicits nominations for this award annually, usually in May. Nominations will be limited to contributions rendered during the period specified in the tasker. Recipients will be recognized at the agency's annual honorary awards ceremony.

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DIRECTOR'S ANNUAL AGENCY TEAM AWARD

- | | |
|------------------------------|---|
| Criteria | <ul style="list-style-type: none"> • Performance by an officially recognized work unit or organization whose collective performance rises above all others and deserves special recognition. • The unit displayed superior performance of exceptionally difficult tasks set it apart and above all other units. The following will be considered <ul style="list-style-type: none"> – Nature and scope of assignment. – Teamwork and cooperation. – Creativity and innovation, and – Results of unit performance. • Results may be measured by improvements and/or savings in quality, customer service, manpower, time, space, materials, improved morale, safety, or health of employees. |
| Eligibility | <ul style="list-style-type: none"> • All Agency work units are eligible. A work unit is defined as any formally established organization (i.e. section, branch, etc.) task force, committee or other official group of employees. |
| Submission Procedures | <ul style="list-style-type: none"> • Nomination by memorandum with narrative justification and unclassified citation. • Deputy directors for or chiefs of special offices must endorse the nomination. • Forward to [REDACTED] for processing in accordance with guidance provided by the tasker. • CAC makes recommendations to the DR. • DR has final approval authority. • DR signs certificates. |

(b)(3):10 USC 424

C5.2. DIA TEAMWORK AWARD

This award recognizes outstanding performance of a team which displays superior performance of exceptionally difficult tasks that set the unit apart from and above other units with similar missions.

DIA TEAMWORK AWARD

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none">• This award is appropriate for short-term periods of performance or immediate response to crisis situations. Except in unusual circumstances, a work unit will not be recognized more than once in a 2-year period. |
| Eligibility | <ul style="list-style-type: none">• All DIA employees, and employees of other Federal agencies assigned to DIA, who comprise an officially recognized work unit who have combined their individual knowledge, talents, and abilities to complete a difficult task. |
| Submission Procedures | <ul style="list-style-type: none">• Deputy directors for or chiefs of special offices signs the memorandum forwarding the justification to for processing.• Nominations may be submitted at any time. (b)(3):10 USC 424• CAC reviews the nominations and has final approval authority.• DR signs certificates. |

C6. CHAPTER 6

SPECIAL AWARDS

C6.1. DIA DIVERSITY MANAGEMENT AWARD

This award recognizes significant achievements in the furtherance of the Diversity Management program. Awards will be presented at the Agency's annual awards ceremony.

DIA DIVERSITY MANAGEMENT AWARD

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none">• This award recognizes significant achievements such as unusually effective leadership, skill, imagination, innovation, and perseverance in extending equal opportunity to DIA employees. |
| Eligibility | <ul style="list-style-type: none">• All DIA employees and military members. |
| Submission Procedures | <ul style="list-style-type: none">• Nominations will be solicited by tasker annually.• Deputy director for or chief of special office signs the memorandum forwarding the nominations in accordance with guidance provided in the tasker.• CAC reviews the nominations and makes recommendations to the DR.• DR has final approval authority. |

C6.2. DIA OUTSTANDING EMPLOYEE WITH A DISABILITY AWARD

This award recognizes employees with disabilities who have made outstanding contributions to the Agency mission. Award will be presented at the DIA annual honorary awards ceremony.

DIA OUTSTANDING EMPLOYEE WITH A DISABILITY AWARD

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none">• This award recognizes significant mission accomplishments that exemplify excellence and initiative in the workplace. The award recognizes employees with disabilities who have excelled in their personal lives and professional careers, and are recognized as role models. Previous recipients of this award may not be nominated again for a period of 3 years. |
| Eligibility | <ul style="list-style-type: none">• All DIA civilian employees and military members. |
| Submission Procedures | <ul style="list-style-type: none">• Diversity Management and Equal Opportunity Office (MD) will solicit nominations for the award in June of each calendar year.• Nomination may be submitted by a knowledgeable employee or supervisor in accordance with guidelines provided in the tasker.• Nomination must be endorsed by the nominee's deputy director for or chief of special office.• Forward to MD for processing.• CAC reviews the nomination and makes recommendations to the DR.• DR has final approval authority. |

C6.3. THE DIRECTOR’S AWARD OF HONOR FOR SAFETY, HEALTH, AND/OR ENVIRONMENT

This award recognizes employee accomplishments in the furtherance of the Occupational Safety, Health, and Environment (OSHE) programs.

THE DIRECTOR’S AWARD OF HONOR FOR SAFETY, HEALTH, AND/OR ENVIRONMENT

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none">• Employee must have exhibited accomplishments and shown dedication in the mission of accident prevention, environmental stewardship, preventive health measures, innovative attitude toward Occupational Safety, Health, and Environment (OSHE) and participation in the effective implementation of a sound OSHE program.• The correspondence announcing the awards provides the criteria and format for the nominations. |
| Eligibility | <ul style="list-style-type: none">• All DIA civilian employees and military members. (b)(2),(b)(3):10 USC 424 |
| Submission Procedures | <ul style="list-style-type: none">• Nominations are solicited annually by <input type="text"/> The correspondence announcing the awards provides the criteria and format for the nominations. |

C6.4. THE DIRECTOR’S AWARD FOR OUTSTANDING OFFICE PERFORMANCE IN SAFETY, HEALTH AND ENVIRONMENT

This award recognizes office-level accomplishments in the furtherance of the Occupational Safety, Health, and Environment (OSHE) programs.

THE DIRECTOR’S AWARD FOR OUTSTANDING OFFICE PERFORMANCE IN SAFETY, HEALTH AND ENVIRONMENT

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none">• Recognizes offices that have demonstrated a systemic process commitment to the OSHE Program.• The correspondence announcing the awards provides the criteria and format for submitting nominations. |
| Eligibility | <ul style="list-style-type: none">• All DIA organizations. |
| Submission Procedures | <ul style="list-style-type: none">• Nominations are solicited annually by <input type="text"/> |
- (b)(3):10 USC 424

C6.5. DIA DEFENSIVE DRIVER’S AWARD

This award recognizes employee accomplishments in safe driving.

DIA DEFENSIVE DRIVER’S AWARD

Criteria	<ul style="list-style-type: none">• Drivers who have driven over 10,000 miles in a duty capacity during the year that have: experienced zero at-fault accidents or moving-traffic violations; and who are known by their supervisor to be a safe and courteous driver.• The correspondence announcing the awards provides the criteria and format for submitting nominations.
Eligibility	<ul style="list-style-type: none">• All DIA drivers.
Submission Procedures	<ul style="list-style-type: none">• Nominations are solicited annually by <div data-bbox="1212 1162 1417 1247" style="border: 1px solid black; display: inline-block; width: 93px; height: 30px; vertical-align: middle;"></div>

(b)(3):10 USC
424

C6.6. DIRECTOR'S AWARD FOR HUMANITARIAN SERVICE

This award recognizes employees who perform voluntary acts of humanitarianism, or who have performed an act of heroism or sacrifice, with voluntary risk of personal safety in the face of danger either on or off the job which go above and beyond those expected for good citizenship.

DIRECTOR'S AWARD FOR HUMANITARIAN SERVICE

- | | |
|------------------------------|---|
| Criteria | <ul style="list-style-type: none"> • Service must: <ul style="list-style-type: none"> – be to the civilian community, to include the military family community. – be of sustained and direct hands-on nature and produce tangible results. – be voluntary and not part of assigned duties, or result in any personal gain. – be for a period of time, not just a single act or achievement (for example 500 hours)—except in the case where an employee places their life in danger to rescue an individual, and – reflect favorably on the DIA and the DoD. |
| Eligibility | <ul style="list-style-type: none"> • All DIA civilian and military employees. Personnel may be recognized for each contribution which meets the criteria for the award, but may not be recognized for the same type of contribution twice. |
| Submission Procedures | <ul style="list-style-type: none"> • Narrative nominations by supervisor or knowledgeable official endorsed by the employee's deputy director for or chief of special office. Nominations may be submitted at anytime. • Forward awards to for forwarding/processing. • CAC reviews nominations and has final approval authority. |

C6.7. DIA PUBLIC SERVICE AWARD

This award recognizes contributions of major significance to DIA which were performed as a public service, such as service in an advisory or technical capacity or as a consultant or expert.

DIA PUBLIC SERVICE AWARD

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none"> • Consists of a Public Service Award plaque and letter of appreciation signed by the DR. Recognizes contributions of major significance to the Agency performed as: <ul style="list-style-type: none"> – a public service to a DIA committee, program, or project. – direct assistance to DIA through actions or useful ideas that are beneficial in eliminating or minimizing problems or that otherwise contribute to mission accomplishment. – assistance through cooperative use of facilities, equipment or material. – courageous or heroic acts in support of the Agency's mission, or – any other action that significantly benefits the Agency. |
| Eligibility | <ul style="list-style-type: none"> • Non-career Federal employees, private citizens, and foreign nationals who do not derive his or her principal livelihood from U.S. Government employment. • Civilian and military employees are not eligible for this award. |
| Submission Procedures | <ul style="list-style-type: none"> • Forward letter prepared for the DR's signature by staff summary sheet (SSS), through appropriate deputy director for or chief of special office to SSS should include justification for the award and proposed inscription for the plaque. • will forward to the DR. • Upon DR approval, will order the plaque and provide it, with the signed letter, to the nominating organization for presentation. • Letters of appreciation for more modest contributions may be signed by deputy directors or chiefs of special offices. |

(b)(3):10 USC
424

(b)(3):10 USC 424

(b)(3):10
USC 424

C6.8. DIA CIVILIAN COMBAT SUPPORT AWARD

This award recognizes employees who provide direct hands-on support to the Armed Forces of the United States engaged in support of an overseas mission in support of the Global War on Terrorism. The DIA Civilian Combat Support Award is in addition to the DIA Civilian Expeditionary Medal which is awarded to individuals deploy for 60 days or more in support of the Global War on Terrorism.

	DIA CIVILIAN COMBAT SUPPORT AWARD
Criteria	<ul style="list-style-type: none">Employee must be deployed overseas in direct support of the Global War on Terrorism.Employee must have distinguished him/herself by outstanding performance of duty or meritorious achievement while providing support to a U.S. military operation.Employee’s contribution must have been clearly above that normally expected.
Eligibility	<ul style="list-style-type: none">All DIA civilian employees. Employees may receive this medal only once in his/her career, but may receive the accompanying certificate more than once.
Approved Locations	<ul style="list-style-type: none">Employees deployed to locations officially designated combat zones (Imminent Danger Zones). Currently, those locations include: Afghanistan, Bahrain, Croatia, Iraq, Kuwait, Kyrgyzstan, Macedonia, Montenegro, Oman, Pakistan, Philippines, Qatar, Saudi Arabia, Serbia (includes Kosovo), Tajikistan, Turkey (in some cases), United Arab Emirates, Uzbekistan, Yemen. Also, Persian Gulf, Red Sea, Gulf of Oman, Arabian Sea (North of 10 degrees N, and west of 68 degrees E), Gulf of Aden. (This list will be reviewed periodically).
Submission Procedures	<ul style="list-style-type: none">Nomination by supervisor or manager by memorandum with a narrative justification and unclassified citation.DDFor signs the memorandum and forwards to reviews and forwards to CAC who has final approval authority.If approved, forwards certificate to DR for signature.

(b)(3):10
USC 424

(b)(3):10
USC 424

(b)(3):10 USC
424

C6.9. DIA CIVILIAN MISSION SUPPORT CERTIFICATE

This certificate recognizes employees who provide support to the Armed Forces of the United States engaged in military operations. The service should be of a superior nature to merit special recognition.

DIA CIVILIAN MISSION SUPPORT CERTIFICATE

- | | |
|------------------------------|---|
| Criteria | <ul style="list-style-type: none">• The contribution must be related to support of a military operation.• The individual must display superior performance that sets him or her apart from other employees at the same grade with similar duties and responsibilities.• The contribution should be over a period of time, not just a single act or achievement.• This award may be given for in-country contributions that do not meet the criteria for a Civilian Combat Support Award or for contributions made from CONUS that are worthy of recognition. |
| Eligibility | <ul style="list-style-type: none">• All DIA civilian employees. |
| Submission Procedures | <ul style="list-style-type: none">• Memorandum with narrative justification attached may be forwarded to a deputy director for or chief of special office at any time.• Deputy directors for or chiefs of special offices forward approved nominations to for processing. |

C6.10. DIA CIVILIAN EXPEDITIONARY MEDAL

This award recognizes employees who have successfully completed an overseas temporary duty assignment for 60 days or more in support of the Global War on Terrorism. The DCEM is retroactive to 11 September 2001 and the approved locations are directly tied to Imminent Danger Zone localities approved by the military. The award includes a medal (for initial deployment only), lapel pin (for initial deployment only), and certificate. The DCEM is in addition to the current DIA Civilian Combat Support Award which is awarded to employee's who distinguished themselves by outstanding performance of duty or meritorious achievement while providing support to a U.S. military operation.

	DIA CIVILIAN EXPEDITIONARY MEDAL
Criteria	<ul style="list-style-type: none"> Employee must be deployed overseas in support of the Global War on Terrorism. Successful completion of 60 days or more of cumulative duty in a specific area of responsibility in support of the Global War on Terrorism during a 365-day period.
Eligibility	<ul style="list-style-type: none"> All DIA civilian employees. Employees may receive this medal only once in his or her career, but may receive the accompanying certificate more than once.
Approved Locations	<ul style="list-style-type: none"> Employees deployed to locations officially designated combat zones (Imminent Danger Zones). Currently, those locations include: Afghanistan, Bahrain, Croatia, Iraq, Kuwait, Kyrgyzstan, Macedonia, Montenegro, Oman, Pakistan, Philippines, Qatar, Saudi Arabia, Serbia (includes Kosovo), Tajikistan, Turkey (in some cases), United Arab Emirates, Uzbekistan, and Yemen. Also, Persian Gulf, Red Sea, Gulf of Oman, Arabian Sea (North of 10 degrees N, and west of 68 degrees E), Gulf of Aden. (This list will be reviewed periodically). <p>(b)(3):10 USC 424</p>
Submission Procedures	<ul style="list-style-type: none"> <input type="text"/> generates a PERSTMPO listing to identify TDY returnees, produces a listing and forwards to the directorate Admin Officer's for verification In addition, Directorates will notify <input type="text"/> when an employee returns from a qualifying deployment <p>(b)(3):10 USC 424</p>

C6.11. CAREER SERVICE RECOGNITION

This pin and certificate recognize length of continued Federal service beginning at 10 through 50 years.

- Eligibility**

 - All DIA civilian employees.
- Submission**

 - [redacted] processes the award
- Procedures**

 - The employee’s organization arranges for presentation.

(b)(3):10 USC 424

C6.12. ORGANIZATIONAL ELEMENT AWARDS

Each organization has the authority to develop honorary awards to meet its particular requirements. Awards such as "Excellence in Analysis" or "Outstanding Briefer" may be designed and administered at the deputy directorate or special office level.

(b)(3):10 USC 424

C6.12.1. Proposals to establish these awards must be forwarded to [redacted] and to FE for review.

C6.12.2. Proposals may attach a monetary value to the award, subject to the approval of FE and

(b)(3):10 USC 424

C6.12.3. Sponsoring organization must appoint a custodian for the awards and maintain a record of inventory to validate residual balances.

C6.12.4. [redacted] provides guidance on implementation and administration of the awards programs.

(b)(3):10 USC 424

C7. CHAPTER 7

EXTERNAL AWARDS

C7.1. PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN EMPLOYEES

This is the highest honor a career employee may receive for extraordinary achievement in Federal service. The President grants it to career civil service employees whose accomplishments and achievements exemplify, to an exceptional degree, imagination, courage, and extraordinary ability in carrying out the mission of the Government. This award is highly selective, and nominees must have received the DoD Award for Distinguished Civilian Service to be considered. The award consists of a gold medal suspended from a blue and white neck ribbon and a citation. Nominations are forwarded through DR to the Under Secretary of Defense for Personnel Readiness. Information on nomination procedures may be obtained from

C7.2. DOD AWARD FOR DISTINGUISHED CIVILIAN SERVICE

This is the highest Department of Defense (DoD) award that may be bestowed on a DoD civilian employee. The award consists of a gold medal, a rosette, and a citation signed by the Secretary of Defense. Career DoD employees normally compete for this award with the competition culminating with an annual ceremony recognizing five to seven employees from throughout the Department of Defense. On rare occasions, the DR may recommend that the Secretary of Defense approve this award on a non-competitive basis.

DOD AWARD FOR DISTINGUISHED CIVILIAN SERVICE

Criteria

- Employees whose careers reflect exceptional devotion to duty and whose service reflects contributions to the efficiency, economy, or other improvement in DoD operations are of a significantly broad scope. The award may honor a recipient's distinguished duty and service to DoD spanning up to ten years. However, an employee's retirement eligibility should not be considered as part of the nominating criteria.
- Generally, nominees should have previously received DIA's highest award, but this is not a requirement.
- When granted non-competitively, the justification for the award must show that the nominee's contributions to the mission of the organization are of such major significance that immediate recognition is warranted.

DOD AWARD FOR DISTINGUISHED CIVILIAN SERVICE**Eligibility**

- All DIA civilian employees.

(b)(3):10 USC 424

**Submission
Procedures**

- Competitive nominations are solicited annually by [REDACTED] The correspondence announcing the awards provides the criteria and the format for nominations.
- On rare occasions, non-competitive nominations for this award may be submitted. Nominations will be submitted to the Director, Administration and Management, OSD, through the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS, for forwarding to the Secretary of Defense for approval. When granted non-competitively, the justification for the award must show that the nominee's contributions to the mission of the organizations are of such major significance that immediate recognition is warranted.
- Nominations should be coordinated with [REDACTED]

(b)(3):10 USC
424

C7.3. SECRETARY OF DEFENSE MERITORIOUS CIVILIAN SERVICE MEDAL

This is the second highest award that may be bestowed on a Department of Defense civilian employee.

SECRETARY OF DEFENSE MERITORIOUS CIVILIAN SERVICE MEDAL

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none"> • Employees who distinguish themselves by exceptional meritorious service of major significance to the Department of Defense. |
| Eligibility | <ul style="list-style-type: none"> • All DIA civilian employees paid from appropriated funds. |
| Submission Procedures | <ul style="list-style-type: none"> • Nominating memorandum to the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS, Attention: Executive Secretary to the Incentive Awards Board. • Memorandum should be prepared for DR's signature. The following information must be included in the nomination <ul style="list-style-type: none"> – name; title, series, and grade; organization and location; length of time with DIA, – period covered by the award, – significant prior awards and dates of approval, – narrative justification of no more than one (1) page that cites the nominee's exceptionally meritorious service outside of the scope of the nominee's regular job that is of major significance to the DoD, and – double-spaced draft of a proposed citation of 150 words or less. Submit the original and six (6) copies of the nomination package. • This award requires review by the OSD/JS Incentive Awards Board, which recommends approval or disapproval to the Secretary of Defense. • The Secretary of Defense makes final selections. |

C7.4. OFFICE OF THE SECRETARY OF DEFENSE MEDAL FOR EXCEPTIONAL CIVILIAN SERVICE

This award consists of a medal, lapel pin, and citation signed by the Under Secretary of Defense for Intelligence for DIA employees.

OFFICE OF THE SECRETARY OF DEFENSE MEDAL FOR EXCEPTIONAL CIVILIAN SERVICE

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none"> • This award recognizes career civilian employees who have distinguished themselves by exceptional service to the DoD component for which they are assigned (Under Secretary of Defense for Intelligence for DIA employees). |
| Eligibility | <ul style="list-style-type: none"> • Career civilian employees who have served in DIA for a minimum of three (3) years. • An exception to this requirement may be considered in highly unusual circumstances where the employee's contributions to the mission of the organization are of such major significance that accelerated recognition is warranted. |
| Submission Procedures | <ul style="list-style-type: none"> • One copy of the nomination memorandum should be submitted through the Under Secretary of Defense for Intelligence to the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS, prepared on DIA letterhead for the DR's signature. • Nomination package must include <ul style="list-style-type: none"> - name, title, series, grade; organization and location, - length of time with the organization; and period covered by the award, - significant prior awards and approval dates, - narrative justification of no more than one (1) page that cites the nominee's specific exceptional accomplishments outside the scope of his or her job and the significance of those accomplishment to the DoD, and - double-spaced proposed draft citation of 150 words or less. • Nominations must be signed by DR and forwarded through the Under Secretary of Defense for Intelligence. • Coordinate with prior to release. |

(b)(3):10
USC 424

C7.5. ARMED FORCES CIVILIAN SERVICE MEDAL

This award recognizes contributions and accomplishments of DoD civilians that directly support military forces that are engaged in military operations of a prolonged peacekeeping or humanitarian nature.

ARMED FORCES CIVILIAN SERVICE MEDAL

Eligibility

- The Armed Forces Civilian Service Medal (AFCSM) may be awarded to DoD civilian employees who, after 1 June 1992, to date to be determined, participate in direct support of a U.S. military operation for which military personnel have been awarded the Armed Forces Service Medal (AFSM). The medal may be awarded only once during an employee's civilian career.
- To be eligible, employees must be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) in a military operation awarded the AFSM or for 60 non-consecutive days in a AFSM operation provided this support involves the employee entering the area(s) of eligibility, specifically
 - the foreign territory on which military troops have actually landed or are present and specifically deployed for the operation.
 - adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation, and
 - the air space above and adjacent to the area in which operations are being conducted.

Submission Procedures

- Deputy directors for or chiefs of special offices will forward the information supporting the AFCSM to by memorandum, which includes the following information:
 - employee's name,
 - employee's social security number,
 - beginning and ending dates that employee provided direct support to a U.S. military operation for which military personnel have been awarded the AFSM,
 - name of operation the employee supported, and
 - area employee was physically located during support of operation.
 - In cases where the employee is officially assigned to another DIA organization, the memorandum should include a statement that the nomination was coordinated with the employee's organization.
 - Contact regarding the operations that qualify for the award.

(b)(3):10
USC 424

(b)(3):10
USC 424

C7.6. DEFENSE OF FREEDOM MEDAL

The medal acknowledges civilian employees of the Department of Defense and other civilians in service

to the DoD who are killed or wounded in the line of duty. The medal may be awarded only once. It may be awarded posthumously and, when so awarded, may be presented to a representative of the deceased employee's family.

DEFENSE OF FREEDOM MEDAL

- | | |
|------------------------------|---|
| Criteria | <ul style="list-style-type: none"> • Eligibility criteria for the medal are aligned as closely as practicable to those for the Purple Heart for the members of the Armed Forces. This medal differs from other medals in that it is not “recommended.” The employee is “entitled” to the medal if the employee is eligible and if the conditions or criteria are present. • Hostile action may be involved, but is not limited to the use of conventional or nuclear weapons, chemical or biological agents, explosives, or missiles. • The medal shall be awarded to employees who are killed or sustained serious injury due to hostile action against the United States of America, or killed or wounded while rescuing or attempting to rescue any other employee or individual subjected to injuries sustained under such conditions. <ul style="list-style-type: none"> – The wound for which the award is made must have required treatment by a medical officer, and records of medical treatment for wounds or injuries received in action must have been made a matter of official record. |
| Eligibility | <ul style="list-style-type: none"> • DoD civilian employees including employees paid from non-appropriated funds when killed or wounded by hostile action while serving under any competent authority of the DoD under conditions for which a military member would be eligible for receipt of the Purple Heart. DR has been given authority to approve the award for DIA civilian employees. • Additionally, the Secretary of Defense has discretionary authority to award this medal to non-Defense personnel who are otherwise qualified to be awarded the medal based on their involvement in DoD activities. |
| Submission Procedures | <ul style="list-style-type: none"> • The deputy director for or chief of special office to which the employee was assigned must forward pertinent information regarding the wounding or death to as soon as possible, following the incident in which the employee was wounded or killed. • The award will be reviewed by the Chief, and approved by the DR. |

(b)(3):10
USC 424

(b)(3):10 USC
424

C7.7. OFFICE OF THE SECRETARY OF DEFENSE MEDAL FOR VALOR

OFFICE OF THE SECRETARY OF DEFENSE MEDAL FOR VALOR

- | | |
|-----------------|--|
| Criteria | <ul style="list-style-type: none"> • Recognizes acts of heroism or sacrifice, with voluntary risk of personal safety in the face of danger either on or off the job, as described below. • The nominating official must apply appropriate and prudent screening processes when recommending approval for this award. Acts are defined as follows |
|-----------------|--|

- DoD employees—the act of bravery may be related to his or her government position, may enhance the reputation of the Department, or may serve the public interest. DIA employees being nominated for this award must have been approved to receive the DIA Award for Humanitarian Service, and
- private citizens and other Federal employees—the act of bravery must be connected with a DoD employee or activity. The DoD in some way benefits from the act, e.g., one of our employees is saved by a private citizen.
- *LIMITATION:* Not more than one medal will be authorized for more than one act of heroism at the same instant.

Eligibility

- Government employees and private citizens who perform an act of heroism or sacrifice, with voluntary risk of personal safety in the face of danger either on or off the job.

Submission Procedures

- Deputy director for or chief of special office may submit nominations to with a forwarding memorandum prepared for DR signature and addressed as follows (b)(3):10 USC 424
 - Through the Under Secretary of Defense for Intelligence.
 - To the Assistant Director, Labor and Management Employee Relations Division, Directorate for Personnel and Security, WHS, through the Director, Administration and Management.
 - The memorandum should include a detailed description of the act of valor. It will be signed by the DR and documentation of the act should be enclosed.

C7.8. DEPARTMENT OF DEFENSE MEDAL FOR DISTINGUISHED PUBLIC SERVICE

This is the highest honorary award presented by the Secretary of Defense to non-career Federal employees, private citizens, and foreign nationals. The Secretary of Defense is the approval authority. This award consists of a gold medal, a miniature medal, a rosette, and a citation signed by the Secretary of Defense.

DEPARTMENT OF DEFENSE MEDAL FOR DISTINGUISHED PUBLIC SERVICE

- | | |
|------------------------------|--|
| Criteria | <ul style="list-style-type: none"> • Performed exceptionally distinguished service of significance to the DoD as a whole or distinguished service of such exceptional significance to a DoD Component or function that recognition at the DoD Component level is considered insufficient. • The service or assistance may have been rendered at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility. |
| Eligibility | <ul style="list-style-type: none"> • Non-career Federal employees, private citizens, and foreign nationals. |
| Submission Procedures | <ul style="list-style-type: none"> • Prepare memorandum for the Director of Administration and Management (DA&M), OSD, through the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS. Include: <ul style="list-style-type: none"> - name, title, series, and grade; organization and location; length of time with the organization and period covered by the award. - narrative justification that cites specific distinguished service or assistance of such exceptional significance that the nominee has rendered to the DoD which may have been at considerable personal sacrifice and inconvenience and motivated by patriotism, good citizenship, and a sense of public responsibility, and - double-spaced proposed draft citation of 150 words or less. Submit the original and six copies to for coordination and forwarding. |

(b)(3):10
USC 424

C7.9. SECRETARY OF DEFENSE MEDAL FOR OUTSTANDING PUBLIC SERVICE

This is DoD's second highest honorary award granted by the Secretary of Defense to non-career Federal civilian employees, private citizens and foreign nationals. This award consists of a silver medal, a miniature medal, a rosette, and a citation signed by the Secretary of Defense.

SECRETARY OF DEFENSE MEDAL FOR OUTSTANDING PUBLIC SERVICE

- | | |
|------------------------------|---|
| Criteria | <ul style="list-style-type: none"> • Contributions, assistance or support to DoD functions that are extensive enough to warrant recognition but are lesser in scope and impact than is required for the DoD Distinguished Public Service Award. |
| Eligibility | <ul style="list-style-type: none"> • Individual who does not derive his or her principal livelihood from the Federal government. |
| Submission Procedures | <ul style="list-style-type: none"> • Forward a memorandum signed by the DR to the Director of Administration and Management (DA&M, OSD), through the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS, that contains the following <ul style="list-style-type: none"> – name, title, series, and grade; organization and location, length of time with the organization and period covered by the award. – narrative Justification that cites the nominee's specific distinguished service or assistance of such exceptional significance that the nominee has rendered to the DoD which may have been at considerable personal sacrifice and inconvenience and motivated by patriotism, good citizenship, and a sense of public responsibility. – double-spaced proposed draft citation of 150 words or less. – submit the original and (6) copies of the nomination package to for coordination and forwarding. The Secretary of Defense is the final approval authority. |

(b)(3):10 USC 424

C7.10. INTELLIGENCE COMMUNITY AWARDS

The Director of Central Intelligence (DCI) established the Intelligence Community Awards (ICA) to honor individuals, units, or activities, who have provided exceptional service that had a significant, direct impact on the overall Intelligence Community. The five awards available through the ICA Program are:

- National Intelligence Distinguished Service Medal.
- National Intelligence Medal of Achievement.
- National Intelligence Certificate of Distinction.
- National Intelligence Meritorious Unit Citation.
- Intelligence Community Seal Medallion.

INTELLIGENCE COMMUNITY AWARDS

Eligibility • All civilian and military employees of the Intelligence Community. Guidelines for criteria are at annex 2.

Submission Procedures • Nominations are solicited quarterly by [REDACTED] (b)(3):10 USC 424

• Nomination by a deputy director for or chief of special office in response to a [REDACTED] tasker. (b)(3):10 USC 424

(b)(3):10 USC 424

- Forward to [REDACTED] in accordance with guidance provided by the quarterly tasker.
- CAC recommends nominees to the DR.
- DR endorses the nominations to the Intelligence Community Awards Review Panel (ICARP) for review.
- The Intelligence Community Awards Review Panel reviews the nominations and forwards them to the Director of Central Intelligence for final approval.
- Following DCI approval, CIA notifies DIA regarding presentation.

C7.11. PRESIDENT'S VOLUNTEER SERVICE AWARD

The President's Council on Service and Civic Participation was established in 2003 by President George W. Bush to recognize the valuable contributions that volunteers make in our Nation and to encourage greater civic participation. The Council created the President's Volunteer Service award as a way to recognize Americans who contribute a significant amount of time to volunteer service. The Award is given to individuals, families and groups who have demonstrated outstanding volunteer service and civic participation over the course of a twelve month period. More information can be found at www.presidentialserviceaward.gov.

PRESIDENT'S VOLUNTEER SERVICE AWARD

Criteria

- To earn an award, individuals, families and groups must keep a record of their volunteer activities and hours served.
- This record of service may be kept in a diary or calendar, or tracked online using the USA Freedom Corps Record of Service.

Eligibility

- All US citizens.

**Submission
Procedures**

- Individuals must submit their records to "certifying organizations" that will review and verify their records and order and distribute the award.
- To find out what organizations are certified, visit www.presidentialserviceawards.gov.

C8. CHAPTER 8

SUGGESTIONS, INVENTIONS AND SCIENTIFIC ACHIEVEMENTS

C8.1. SUGGESTIONS

C8.1.1. Suggestion program is based on 2 fundamental ideas:

- Individual closest to the job is in the best position to recommend suggestions and improvements for that particular function, process, or operation.
- No one individual employee, supervisor, or manager has all the good ideas in any organization.

C8.1.2. A suggestion may be considered under this program if

- Contribution is a constructive proposal that directly contributes to the economy, efficiency, or effectiveness of Government operations. The proposal may be patentable and need not be new or original.
- Proposal may result from the nominee's previous work experience, research, or education.

C8.1.3. The following items will not be considered under the suggestion program:

- Employment benefits.
- Maintenance of buildings and grounds.
- Working conditions.
- Housekeeping.
- Routine safety practices.
- Employee contract services (Cafeteria, Dry Cleaners, etc.).
- Enforcement of existing rules.
- Errors or alleged violations of rules.
- Improvements already under consideration.
- Proposals that do not include a specific course of action to bring about improvement.
- Proposals in which the cost of evaluation or implementation outweighs the benefit.
- Proposals which are a part of the employee's normal duties and responsibilities.


C8.1.4. However, when an idea results in benefit to the Government, it may be accepted as a suggestion and an appropriate award granted. An example would be reduction in the cost of contract services provided.

SUGGESTIONS

Eligibility	All civilian employees.	(b)(3):10 USC 424
Submission Procedures	<ul style="list-style-type: none">• Suggestions are submitted directly to [redacted] on Form OF-303 (Employee Suggestion).• All waivers and warranties for future claims on the suggestion must be signed.• (b)(3):10 USC 424 [redacted] will forward the suggestion with a suspense date through the chain-of-command to the office with the expertise and authority to evaluate and recommend adoption of the suggestion.• The office receiving the suggestion will review and recommend adoption, modification, or rejection (with justification).• Deputy director for or chief of special office will provide final review and may• approve appropriate monetary awards up to \$2,500 using the criteria under C4.1.• CAC will review suggestions for more than \$2,500. CS has approval authority for suggestion awards up to \$9,000. DR will approve awards ranging over \$9,000, up to \$25,000.• Monetary awards of more than \$25,000 constitute Presidential Awards and must be approved by the President.• (b)(3):10 USC 424 [redacted] will process the cash award.	

C8.2. INVENTION AND SCIENTIFIC ACHIEVEMENTS

(b)(3):10 USC 424

C8.2.1. Invention disclosures are submitted to  and forwarded to the CAC. Employee is eligible for an award of \$100 when notification is received from the appropriate patent office. An additional award of \$300 may be granted when a patent covering the invention has been issued. When the actual value of the invention can be determined, an additional award may be approved. The charts at enclosures 2 and 3 provide guidance for appropriate award amounts.

C8.2.2. The following criteria apply to the issuance of invention and scientific achievements:

- If an individual's application for patent is placed under a secrecy order, he/she will become eligible for the additional award when a Notice of Allowability of the application is issued by the U.S. Patent Office.
- When two or more individuals are co-inventors each may receive an initial award. The additional award should be divided equally.

C8.2.3. Invention awards are not authorized if a cash award has been paid for the same contribution as a suggestion except when the scientific award is greater. In that situation the employee may be paid the difference.

Suggestion and Invention and Scientific Achievement awards based on tangible savings shall not exceed amounts indicated by the following scales.

Awards based on tangible savings:

Tangible Savings	Award
Up to \$100,000	10% of savings
\$100,001	\$10,000 plus 1% of benefits over \$100,001, up to \$25,000 with the approval of the Office of Personnel Management

Presidential approval is required for all awards of more than \$25,000

Extent of Application				
Value of Benefit	Limited	Extended	Broad	General
	<p>Affects functions, mission, or personnel of one office.</p> <p>Affects a small area of technology of science or technology.</p>	<p>Affects functions, mission, or personnel of one major organization element.</p> <p>Affects an important area or technology.</p>	<p>Affects functions or personnel of entire Agency.</p> <p>Affects a broad area of science.</p>	<p>Affects functions or personnel of DIA, plus other Federal offices.</p>
<p>Moderate Value</p> <p>Change or modification of an operating principal or procedures which has moderate value sufficient to meet the criteria for a cash award; an improvement of rather limited value of a product, activity, program, or service to the Agency.</p>	\$25 - \$125	\$126- \$325	\$326 - \$650	\$651 - \$1,300

Intangible Benefits

Extent of Application				
Substantial Value Substantial change or modification of an operating principal or procedure or an important improvement to the value of a product, activity, program, or service to the Agency.	\$125 - \$325	\$326 - \$650	\$651 - \$1,300	\$1,301 - \$3,150
High Value Complete revision of a procedure or a highly significant improvement of the value of a product, major activity, program, or Agency service.	\$325 - \$650	\$651 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300
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 Agency.	\$650 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,00

Guidelines for Preparation of Intelligence Community Award Recommendation

Awards	In Recognition Of	Criteria
National Intelligence Distinguished Service Medal (NIDSM)	Distinguished meritorious service or achievement in a duty of great responsibility within the Intelligence Community which distinctly benefits the interest of the United States and constitutes a major contribution to the foreign intelligence mission of the Intelligence Community.	This award recognizes “duty of great responsibility” and normally will be awarded on a very selective basis. It is intended to recognize sustained superior service or achievements rather than one-time contributions. Performance within or on behalf of an individual component will be more appropriately recognized by the Distinguished Service Medal, or other comparable civilian awards. However, there may be instances where the accomplishments contribute to the effective functioning of the Intelligence Community as a whole.
National Intelligence Medal of Achievement (NIMOA)	Especially meritorious conduct in the performance of outstanding service by a member of the Intelligence Community. Recognizing performance of an especially difficult duty in a clearly exceptional manner. The service must relate directly to the Intelligence Community’s mission to provide the intelligence required for national security policy determinations.	This award is to recognize achievements which do not warrant the NIDSM. Service within and on behalf of an individual organization will be more appropriately recognized by the Department of Defense Legion of Merit, or other comparable civilian awards. However, there may be instances where the accomplishments benefit the Community as a whole.

Awards	In Recognition Of	Criteria
National Intelligence Certificate of Distinction (NICD)	Sustained superior performance of duty of high value by a member of the Intelligence Community or for a significant single act of special merit.	This award recognizes achievements on behalf of the Intelligence Community which do not warrant the NIDSM or NIMOA.
National Intelligence Meritorious Unit Citation (NIMUC)	Collective performance of a unit or group that has resulted in accomplishment of a clearly superior nature and of significant benefit to the Intelligence Community.	This award recognizes achievements by a unit whose collective performance deserves special recognition. Normally, individual awards to members of the unit will not be warranted, but such dual recognition of individual performance is not totally precluded.
Intelligence Community Seal Medallion (ICSM)	Sustained superior performance of duty of high value which distinctly benefits the interests of the United States and is directly related to the mission of the Intelligence Community.	This award recognizes achievements by contractors, consultants, or other US government officers, on behalf of the Intelligence Community of member agencies, who do not qualify for any other Intelligence Community award. The achievements must have made a vital and unique contribution to the successful accomplishment of an Intelligence Community mission.