



# Instruction

Defense Intelligence Agency

DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, DC 20340-5100

DIAI 1432.001

02 JUN 2004

OPR:

Change 1 dtd 16 May 2005

(b)(3):10  
USC 424

## 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  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.

