



DoDEA ADMINISTRATIVE INSTRUCTION 1432.01

INCENTIVE AND HONORARY AWARDS

Originating Division: Human Resources Directorate

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Incorporates and cancels: DoDEA Regulation 5451.9, "Incentive Awards," June 10, 1997, as amended
DoDEA Policy Memorandum 08-HRC-002, "Guidance on Time off Awards," April 28, 2008

Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes a DoDEA Incentive Awards Board and updates policies and responsibilities for the DoDEA Incentive and Honorary Awards Programs in accordance with Chapters 43 and 45 of Title 5, United States Code; Parts 430 and 451 of Title 5, Code of Federal Regulations; Volume 451 of DoD Instruction 1400.25; and DoD Directive 1342.20.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This Issuance applies to the Office of the DoDEA Director; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); and all other DoDEA region, district, community, and school leaders and support staff.

b. This Issuance does not apply to foreign national individuals who are paid on a cost reimbursable basis by agreement with a foreign country, i.e., an indirect hire employee, is not eligible to receive monetary awards but may receive non-monetary awards under this Issuance.

c. DoDEA employees in the Teacher Pay (TP) plan, teachers in the Administratively Determined (AD) pay plan, and those who are serving on appointments of one year or less are not eligible for time off awards.

1.2. POLICY. It is DoDEA policy to:

a. Encourage the participation of DoDEA personnel in improving Federal government operations by recognizing and rewarding eligible personnel at all levels, individually or in groups, for:

(1) Contributions to efficiency, economy, or other improvements in Federal government operations that are above those normally expected.

(2) Special achievements in the public interest in connection with or related to their official employment.

b. Strengthen the performance culture and influence employee engagement by using recognition throughout the appraisal cycle and recognize performance and achievements as they occur, preferably as close as possible to the act(s) being recognized.

c. Recognize employee or team efforts to increase employee performance, motivation, morale, and commitment to support the organization's mission by utilizing a recognition program that is fair, credible, and transparent to all employees.

d. Grant awards consistent with Equal Employment Opportunity and Affirmative Employment Program policies, free from discrimination regardless of race, sex, color, national

origin, age, religion, disability, genetic information, reprisal, marital status, sexual orientation, status as a parent, political affiliation, or labor organization membership.

e. Provide a final board of review (the DoDEA Incentive Awards Board) to review and recommend approval or disapproval of honorary awards and monetary awards requiring the Director's approval.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Retains overall responsibility for the DoDEA Incentive and Honorary Awards Program.
- b. Ensures program and operational areas, where superior accomplishment may warrant award consideration, are identified through the management review and control process.
- c. Encourages supervisors to identify employees or groups of employees who deserve award consideration and promptly submit award recommendations.
- d. Approves or disapproves award nominations in excess of \$5,000 up to \$10,000, to include any award that would cause the gross cumulative dollar amount of recognition (to include performance awards) for any individual employee to exceed \$5,000 up to \$10,000 in a fiscal year.
- e. Reviews and, if merited, forwards to the Assistant Secretary of Defense for Manpower and Reserve Affairs all Office of the Secretary of Defense (OSD) level honorary awards and monetary awards that would grant more than \$10,000 to an individual civilian employee, or any award that would cause the gross cumulative dollar amount of recognition (to include performance awards) for any individual employee to exceed \$10,000 in a fiscal year.
- f. Appoints members to serve on the DoDEA Incentive Awards Board. Members should consist of senior, permanent employees appointed in writing. The most senior member, with the longest tenure in DoDEA, will serve as the DoDEA Incentive Awards Board Chairperson.

2.2. DODEA ASSOCIATE AND REGION DIRECTORS. The Associate and Region Directors:

- a. Approve or disapprove award nominations in excess of \$2,500, and up to \$5,000, to include any award that would cause the gross cumulative dollar amount of recognition (to include performance awards) for any individual employee to exceed \$2,500 or reach \$5,000 in a fiscal year.
- b. Appoint, in writing, a senior level employee to represent them on the DoDEA Incentive Awards Board.

2.3. DODEA DISTRICT SUPERINTENDENTS AND DIVISION CHIEFS AT THE GS-15 LEVEL. The District Superintendents and Division Chiefs at the General Schedule (GS)-15 Level:

- a. Approve or disapprove award nominations up to \$2,500, to include any award that would cause the gross cumulative dollar amount of recognition (to include performance awards) for any individual employee to reach \$2,500 in a fiscal year.

- b. Approve or disapprove time off awards (TOA) that exceed one workday.

2.4. DODEA HUMAN RESOURCES CHIEF. The Human Resources Chief:

- a. Establishes policies and procedures in administering the DoDEA Incentive and Honorary Awards Program.
- b. Ensures that honorary and monetary awards meet the eligibility criteria and are in accordance with applicable laws, rules, regulations, policy, and provisions of this Issuance.
- c. Establishes the annual awards budget ceiling and manages awards budget allocations on a fiscal year basis. Allocations may change during a fiscal year as a result of augmentation or reduction in resources.

2.5. DODEA LABOR MANAGEMENT AND EMPLOYEE RELATIONS CHIEF. The Labor Management and Employee Relations (LMER) Chief:

- a. Designates a Headquarters (HQ) DoDEA Incentive Awards Program Manager to administer DoDEA Incentive and Honorary Awards Program.
- b. Reviews award submissions to ensure compliance with Chapters 43 and 45 of Title 5, United States Code; Parts 430 and 451 of Title 5, Code of Federal Regulations; Volume 451 of DoD Instruction 1400.25; and this Issuance.
- c. Documents all monetary and time off awards in accordance with Part 451 of Title 5, Code of Federal Regulations.
- d. Forwards approved cash and time off awards to the Defense Logistics Agency (DLA) Human Resources Center for processing.
- e. Communicates the relevant parts of this Issuance to managers, supervisors, and employees.

2.6. DODEA HEADQUARTERS INCENTIVE AWARDS PROGRAM MANAGER. The HQ DoDEA Incentive Awards Program Manager:

- a. Monitors and evaluates the DoDEA Incentive and Honorary Awards Program in accordance with Chapters 43 and 45 of Title 5, United States Code; Parts 430 and 451 of Title 5, Code of Federal Regulations; Volume 451 of DoD Instruction 1400.25; and this Issuance.
- b. Reviews the execution of DoDEA's awards programs and reports annually to the DoDEA Director on the effectiveness of the program.
- c. Recommends awards funding to the DoDEA Director.

- d. Advises supervisors on the procedures related to the DoDEA Incentive and Honorary Awards Program.
- e. Ensures that supervisors are aware of award nomination requirements and deadlines.
- f. Serves as the Administrator and non-voting member of the DoDEA Incentive Awards Board.

2.7. DODEA INCENTIVE AWARDS BOARD. The DoDEA Incentive Awards Board:

- a. Meets quarterly, and as needed, to review and make recommendations on incentive and honorary awards requiring the Director's approval or endorsement.
- b. Provides advice, guidelines, and recommendations relating to policy and the design of DoDEA-specific awards.
- c. Does not execute responsibility for reviewing cash award recommendations based on performance (rating based awards) that are subject to Chapter 43 of Title 5, United States Code.

2.8. SUPERVISORS. Supervisors at all levels:

- a. Identify employees or groups of employees whose superior accomplishments are significant in nature, and go above and beyond expectations, meriting special recognition and promptly (normally within 60 days) recommend them for appropriate recognition.
- b. Coordinate with the Awards Program Manager to ensure that similarly-situated employees with like performance and contribution are being rewarded in a consistent manner.
- c. Coordinate with Awards Program Manager to ensure that adequate funds are available for payment of awards.
- d. Base awards on merit, consistent with Equal Employment Opportunity and Affirmative Employment Program policies, free from discrimination regardless of race, sex, color, national origin, age, religion, disability, genetic information, reprisal, marital status, sexual orientation, status as a parent, political affiliation, or labor organization membership.
- e. Properly document and record the basis for all awards granted or recommended, and coordinate payments and approvals as required.
- f. Grant Supervisory Cash Awards (SCA) for subordinate employees up to \$500, unless the SCA would cause the gross cumulative dollar amount of recognition (to include performance awards) for any individual employee to reach \$2,500 in a fiscal year.
- g. Grant TOAs of one workday and nominate deserving employees of TOAs in excess of one workday to District Superintendents or Division Chiefs at the GS-15 level, or above.

SECTION 3: CASH AND TIME OFF AWARDS

3.1. CASH AWARDS.

a. Cash awards are used to recognize contributions on either tangible or intangible benefits. The minimum amount of a cash award is \$25. To approve an award for a contribution with a tangible benefit, the contribution must have resulted in a benefit having a value of \$250 or more. For all cash awards, the employee’s supervisor must provide a statement that the contributions have not been and shall not be recognized with any other monetary award (including a performance award or bonus) or a time off award.

b. On some occasions, a manager outside an employee’s chain of command may wish to give or nominate the employee for an award. On those occasions, the award or nomination must be coordinated with the employee’s immediate supervisor before it is submitted. Examples of such occasions are the following: When an employee has been assigned to a long term detail outside his or her organization, when an employee has completed a special project or has given extraordinary service benefiting a serviced organization, or when an employee is being recognized for an act of bravery or heroism. When the immediate supervisor disagrees, the award or nomination may not be submitted since the immediate supervisor is responsible for the employee’s overall performance.

c. The amount of cash awards, unless otherwise specified, is based on the award scales. The Award Scale at Table 1: Award Scale for Tangible Benefits of this Issuance outlines awards for accomplishments having tangible benefits. The Award Scale at Table 2: Award Scale for Intangible Benefits of this Issuance indicates the award amounts for suggestions and contributions resulting in intangible benefits to the Federal government. The scales are guidelines and do not entitle the award recipient to an amount in excess of the amount awarded by the approving authority. Approval authority for cash awards is in accordance with Volume 451 of DoD Instruction 1400.25.

Table 1: Award Scale for Tangible Benefits

Award Scale for Suggestions, Inventions, Special Acts or Services, and Scientific Achievements Resulting in Tangible Benefits to the Federal Government	
Estimated First-Year Tangible Benefits	Amount of Award to Employee
Less than \$250	No cash award
\$250 to \$100,000 in benefits	10% of benefits
\$100,001 and above in benefits	\$10,000 plus 1% of benefits above \$100,001 (maximum \$25,000)

Table 2: Award Scale for Intangible Benefits

Award Scale for Suggestions, Inventions, Special Acts or Services, and Scientific Achievements Resulting in Intangible Benefits to the Federal Government				
Value of Benefits	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission or personnel of several regional areas or commands, or an entire Department or Activity. Affects an extensive area of science or technology.	Affects functions, mission or personnel of more than one Department or Activity, or is in the public interest throughout the nation and beyond.
<u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$125	\$126 - \$325	\$326 - \$650	\$651 - \$1,300
<u>SUBSTANTIAL</u> Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public.	\$125 - \$325	\$326 - \$650	\$651 - \$1,300	\$1,301 - \$3,150
<u>HIGH</u> Complete revision of a basic principle or procedures; a highly significant improvement to the value of a product or service.	\$325 - \$650	\$651 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300
<u>EXCEPTIONAL</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$650 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

d. There are generally three types of awards that have a monetary component as part of the recognition: Special Act or Service Awards, Supervisor’s Cash Awards, and Suggestion Awards, which are outlined below. There may be other awards for which DoDEA personnel may be considered by outside and local agencies, or through the Education Department, and these awards will be announced as they occur.

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

(a) The “Award Recommendation Transmittal,” (Appendix 1 of this Issuance) shall be completed along with a one page justification concisely stating the act for submission of an award nomination. The nomination is then submitted to the appropriate official for approval and forwarded to the employee’s regional servicing LMER office for review, normally within sixty (60) days from when the act occurred.

(b) The dollar amount awarded should be based on the award scales.

(c) Upon approval by the appropriate approval authority, the Award Recommendation Transmittal shall be forwarded to the HQ/Regional LMER office for review. The regional servicing LMER office will initiate and submit U.S. Office of Personnel Management (OPM) Standard Form (SF) 52, “Request for Personnel Action (RPA)” to DLA for processing.

(d) Once the RPA has been processed, the regional servicing LMER office will provide a copy of the OPM SF 50, “Notification of Personnel Action (NPA)”, to the supervisor to present to the employee with the original template describing the accomplishment.

(2) Supervisor’s Cash Award.

(a) This award is a small cash award (not to exceed \$500) which may be given by the employee’s supervisor for day to day accomplishments of subordinate employees. Processing of SCAs will be accomplished as expeditiously as possible. Examples of achievements warranting this award include the completion of a special, short suspense project that contributed to the mission of the organization; modifying an office procedure to improve effectiveness, efficiency or timeliness; or accomplishing a special assignment that required a significant extra effort. Such awards should recognize accomplishments clearly outside of an employee’s performance expectations.

(b) The “Supervisor’s Cash Award,” template (Appendix 2 of this Issuance) shall be completed with a description of the accomplishment entered on the form or attached on a separate sheet. The approved form is then submitted to the regional servicing LMER office by facsimile, e-mail, or mail for review.

(c) After the form is reviewed by the HQ/Regional LMER office, the regional servicing LMER office will initiate and submit a OPM SF 52, “RPA” to DLA for processing.

(d) Once the RPA has been processed, the regional servicing LMER office will provide a copy of the OPM SF 50, “NPA” to the supervisor to present to the employee with the original template describing the accomplishment.

(3) Suggestion Awards.

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

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

(c) Suggestions should be submitted to the HQ/Regional LMER servicing office using “Employee Suggestion,” template (Appendix 4 of this Issuance) and continued on a separate piece of paper if needed. The template should contain a complete and factual explanation of the suggestion including the present practice, the suggested change, where and how it should be used, and the benefits to be derived from adoption.

1. Suggestion specific to school or office. If the suggestion is specific to the school or office, it shall be submitted to the immediate supervisor or other official within the office or school. That individual will either adopt or disapprove the suggestion using “Suggestion Evaluation,” template (Appendix 5 of this Issuance) and forward it to the HQ/Regional LMER servicing office for review.

a. In coordination with the HQ/Regional LMER servicing office, the supervisor will determine the award amount of the monetary award based on the award scales in Table 1 or Table 2: Award Scale for Intangible Benefits of this Issuance (above). The nomination is then submitted to the appropriate approving official based on the amount of the monetary award. Upon approval, the regional servicing LMER office will initiate and submit a OPM SF 52, “RPA” to DLA for processing.

b. Once the RPA has been processed, the regional servicing LMER office will provide a copy of the OPM SF 50, “NPA” to the supervisor to present to the employee with the original template.

2. Suggestion with wider applicability. If the suggestion has wider applicability, it shall be submitted directly to the HQ DoDEA Awards Program Manager by the employee’s supervisor, with the District Superintendent or GS-15 level Division Chief’s endorsement. The HQ DoDEA Awards Program Manager will send out the suggestion to the appropriate evaluating office within five (5) work days of receipt. Using the template, the evaluating office has twenty (20) work days to analyze, adopt, or disapprove and, if applicable, determine the amount of the monetary award and inform the HQ DoDEA Awards Program Manager.

a. The amount of the monetary award for an approved and adopted suggestion shall be based on the award scales in Table 1: Award Scale for Tangible Benefits or Table 2: Award Scale for Intangible Benefits of this Issuance (above). This amount will be reviewed by the DoDEA Incentive Awards Board.

b. Upon approval by the appropriate approving authority, the HQ Awards Program Manager will notify the HQ/Regional LMER servicing office to initiate and submit a OPM SF 52, “RPA” to DLA for processing.

c. Once the RPA has been processed, the regional servicing LMER office will provide a copy of the OPM SF 50, “NPA” to the supervisor to present to the employee with the original template.

3.2. TIME OFF AWARDS.

a. Time off from duty may be approved in accordance with Part 451 of Title 5, Code of Federal Regulations to employees without the loss of pay or charge to leave, in recognition of one-time, superior accomplishments or other personal effort that contribute to the quality, efficiency, or economy of Federal government operations.

b. A TOA is an alternative to a monetary or honorary award and can be given at any time when not granted in connection with a performance appraisal. With the exception of time-off awards granted in connection with a performance appraisal, a contribution shall not serve as the basis for a monetary award and a time-off award. A TOA related to a performance appraisal, however, may be used alone or in combination with a performance award to recognize an employee’s end-of-year performance contributions. In determining the amount of the TOA, consideration must be given to the cost in lost production and the benefits realized from the employee's contributions. A TOA does not convert to a cash payment under any circumstances.

(1) Eligibility. DoDEA employees in the TP plan, teachers in the AD pay plan, and those who are serving on appointments of one year or less are not eligible for time off awards.

(2) Limitations.

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

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

(3) Scheduling and Use. Approved time off must be scheduled and used within one (1) calendar year after approved, and the scheduling of its use is subject to supervisory approval. Awards cannot be converted to cash payments under any circumstance nor transferred to another employee. A TOA does not transfer with employees leaving DoDEA.

(4) Approval and Documentation.

(a) Supervisors are authorized to approve TOAs that do not exceed one workday. Awards in excess of one workday must be reviewed and approved by a District Superintendent or Division Chief (at the GS-15 level or above).

(b) Supervisors must complete, "Time Off Award," template (Appendix 3 of this Issuance) describing the accomplishment, the number of hours approved, and the employee's full name.

(c) Upon approval, supervisors must forward one copy of the template to their regional servicing LMER office. Once reviewed, the HQ/Regional LMER office will initiate and submit an OPM SF 52, "RPA" to DLA for processing. The TOA is not available for use by the employee until the RPA has been processed and is reflected on the employee's Leave and Earnings Statement (LES).

(d) Once the RPA has been processed, the regional servicing LMER office will provide a copy of the OPM SF 50, "NPA" to the supervisor to present to the employee with the original template describing the accomplishment.

SECTION 4: HONORARY AND LENGTH OF SERVICE AWARDS

4.1. HONORARY AWARDS.

a. Honorary awards are available to recognize achievements and contributions by employees. They may be granted independently of, or in addition to, cash awards. Supervisors are encouraged to use non-monetary awards, especially when funds for monetary awards are limited and restricted, as they have been shown to be highly effective for motivating employee performance. Associate and Region Directors are encouraged to establish internal awards programs within the limitations set by this policy.

b. Unless otherwise stated, nominations for awards shall be submitted using “Award Recommendation Transmittal” (Appendix 1 of this Issuance). Awards based on a specific act, achievement, or period of service should be submitted within sixty (60) days of occurrence. A recipient of an honorary award may be considered for the same award in the future provided that the subsequent consideration is based on a different achievement or service performed during a different period.

(1) Certificate of Appreciation.

(a) Supervisors may grant certificates of appreciation to employees, contractors, and others for such things as:

1. Specific instances of contributions or achievements that warrant special recognition. This type of recognition is also appropriate for recognizing unusual work performance or an act or service which clearly exceeds that normally expected.

2. Outstanding contributions that do not meet the criteria for monetary awards may warrant presentation of a certificate of appreciation.

3. Outstanding performance while on a special assignment or during short periods where an unusual work situation or other emergency exists.

4. Contributions to civic or professional activities related to assigned duties, such as speaking or participating in conferences.

(b) Certificates can be given at any time to express appreciation. Certificates should contain a complete and concise description of the work performance, act, suggestion, or service being recognized. Blank certificates of appreciation, for completion and presentation are available from the regional servicing LMER office.

(2) Director’s Recognition of Excellence Award.

(a) This award is granted by the DoDEA Director to recognize exceptional performance and achievement in meeting the challenge of the organization’s strategic goals and high customer service objectives. While Associate and Region Directors may establish internal

awards programs within the limitations set by this policy, approval of the Director's Recognition of Excellence Award may not be further delegated.

(b) In addition to granting this award to DoDEA Employee of the Quarter winners, the Director may also grant this award at any time.

(c) Recipients of this award may include individuals or groups of DoDEA employees, including those assigned overseas, as well as other DoDEA stakeholders whose efforts on behalf of DoDEA meet the criteria described below. It consists of a citation, DoDEA Organizational Coin, and certificate signed by the DoDEA Director.

(d) The nominations procedures:

1. Nominations may be submitted by any DoDEA supervisor within the employee's chain of command, with the District Superintendent's, or Division Chief's (at the GS-15 level or above) endorsement, to the DoDEA Awards Program Manager for consideration by the DoDEA Incentive Awards Board.

2. Employees may be nominated for demonstrated superior performance that significantly exceeds standard expectations and contributes substantially to the DoDEA mission. This award may also be appropriate to recognize career service extending over a period of years and/or upon retirement.

3. The award justification narrative is limited to two-pages, single spaced, with 5-6 bullet points numerating specific duty and mission related examples of the nominee's exceptional accomplishments, achievements, and contributions to the organization and the impact of those contributions. The justification should include specific examples of performance or service that are exceptional when measured against position requirements. The justification should also explain how the performance or service exceeded those of others with comparable responsibilities, and therefore also include the employee's title, series, grade, and a brief description of the nominee's duties and responsibilities. Statistical information and/or monetary savings information should be included, when applicable.

4. The DoDEA Incentive Awards Board, established by the DoDEA Director will review nomination packages. The Board will be called to meet as required. Each Associate and Regional Director will appoint, in writing, one senior level employee at the GS-14/15 level or equivalent, to serve as their representative. The Director reserves the right to appoint additional board members. The most senior member, with the longest tenure in DoDEA, will serve as the DoDEA Incentive Awards Board Chairperson.

5. The DoDEA Awards Program Manager will submit the board's recommendation to the DoDEA Director to:

- a. Approve the nomination as presented; or
- b. Approve the nomination as modified by the Board; or
- c. Disapprove the nomination for the reasons specified by the Board.

(e) Presentation of Award: Winners of the Director's Recognition of Excellence Award will be presented with a citation, DoDEA Organization Coin, and certificate signed by the DoDEA Director in ceremonies appropriate for extending this honorary award. The DoDEA Director may authorize other management officials to present his award.

(3) Employee of the Quarter (EOQ) Program.

(a) This program is designed to recognize employees for distinguished or extraordinary service to their organization each calendar quarter. The winner will receive the Director's Recognition of Excellence Award, which consists of a citation, DoDEA Organizational Coin, and certificate signed by the DoDEA Director. The winner also receives a photo displayed in a central location and on the DoDEA Website.

1. The basis for the nomination is as follows:

a. Performance or service must be exceptional when measured against the position requirements and should far exceed contributions and service of others with comparable responsibilities.

b. Typical contributions of employees nominated for this award include unusual efforts or leadership in accomplishing work; contributions to improvement in organizational efficiencies; superior customer service; significant contributions to the public good; or creativity and initiative in overcoming challenges and obstacles.

c. To qualify for this award, the nominee must be assigned to the DoDEA position during the entire quarter on which the nomination is based.

2. The nomination procedures are as follows:

a. Nominations may be submitted by any DoDEA supervisor within the employee's chain of command, with the District Superintendent's, or Division Chief's (at the GS-15 level or above) endorsement.

b. EOQ nominations are due to the DoDEA Incentive Awards Program Manager, HQ LMER, by the first Friday of the following quarter. For example, nominations for the first quarter of the calendar year (January, February, and March) are due the first Friday in April.

c. The award justification narrative is limited to two-pages, single spaced, with 5-6 bullet points numerating specific duty and mission related examples of the nominee's exceptional accomplishments, achievements, and contributions to the organization and the impact of those contributions. The justification should include specific examples of performance or service that are exceptional when measured against position requirements. The justification should also explain how the performance or service exceeded those of others with comparable responsibilities, and therefore also include the employee's title, series, grade, and a brief description of the nominee's duties and responsibilities. Statistical information and/or monetary savings information should be included, when applicable.

d. Quarterly, the DoDEA Incentive Awards Board will carefully review each nomination received to determine which one nomination best meets the criteria for the award and make a recommendation for the Director's final approval.

e. The Incentive Awards Program Manager will receive nominations and forward all copies to the DoDEA Incentive Awards Board Members, coordinate DoDEA Incentive Awards Board Meetings with the Chairperson and DoDEA Incentive Awards Board Members, attend DoDEA Incentive Awards Board meetings in order to keep meeting minutes, submit the DoDEA Incentive Awards Board's recommendation to the Director for final approval, prepare the award certificate for the Director's signature, and arrange for the employee's photograph to be taken for display.

(4) Principal of the Year (POY).

(a) The purpose of the DoDEA POY program is to recognize outstanding DoDEA Principals who have succeeded in leading high-quality learning opportunities for students as well as demonstrating exemplary contributions to the profession, specifically setting high standards for instruction, student achievement, character, and climate for the students, families, and staffs in their learning communities. In addition, the program provides leadership growth opportunities within and outside our system in order to build capacity for continuous improvement. Furthermore, the program provides a platform to utilize distinguished DoDEA Principals as models, coaches or representatives for leadership excellence.

(b) DoDEA will recognize one school POY in each of the three regions: Pacific, Americas, and Europe. One of the selected Regional POY recipients will be selected as the DoDEA POY, and proceed through the appropriate national association nomination process, representing DoDEA at the national level. During the yearly period of honor, those selected as POY will serve as ambassadors to their profession, be provided additional leadership growth opportunities, and support DoDEA priorities and initiatives. Additionally, regional POY winners each receive a \$1,000 Special Act award, and the DoDEA POY winner will receive an additional \$3,000.

(c) The nomination procedures:

1. Students, teachers, leadership, parents, and military community members have the opportunity to nominate a DoDEA Principal to the DoDEA POY program. Nomination forms must be filled out completely and submitted to the correct regional point-of-contact prior to the nomination submission deadline. DoDEA Principals may not self-nominate. Nomination forms and applicable program information is accessible on the DoDEA POY webpage. (<http://www.dodea.edu/PrincipaloftheYear.cfm>).

2. The POY application consists of four components that include Personal Excellence, Collaborative Leadership, Instructional Leadership, and School Climate and Culture. A Regional Selection Panel selects the Regional POY candidate using a set of criteria.

3. The Regional POYs become the contestants for the DoDEA POY award. Using the selection criteria to review each application, the HQ Selection Panel (distinct from the DoDEA Award Program Panel) reviews each Regional POY submission. A virtual interview

with candidates is generally performed and scored using a total point value. The HQ Selection Panel selects the DoDEA POY in May.

(d) A selection panel will be established at the Regional and HQ level as follows:

1. Each Regional Director will establish a Regional Principal of the Year Selection Panel. The panel should be comprised of representatives of the Region's Superintendents, past Principal of the Years, and /or Instructional System Specialists. The panel will convene to review, score, and collaboratively select a Regional Principal of the Year. Final selections will be approved by the Director of Student Excellence.

2. The DoDEA Principal Deputy Director and Associate Director for Academics will establish the HQ level Principal of the Year Selection Panel. The panel should be representatives of HQ educational leadership, and should include, but not limited to HQ educators who have served in school and District leadership positions. The panel will convene to review, score, and collaboratively select the DoDEA Principal of the Year. Final selections will be approved by the DoDEA Director.

(5) Teacher of the Year (TOY).

(a) The DoDEA TOY Program is designed to recognize and honor outstanding educators who exemplify the qualities of professionalism and excellence in our teaching workforce. Each DoDEA District has a District TOY who competes for the honor to represent DoDEA at the national level in the role of State Teacher of the Year. The District TOY winners receive \$1,000 each, and the DoDEA TOY receives an additional \$3,000.

(b) The nomination procedures:

1. Teachers may be nominated by a peer, administrator, parent, or student. A person may not nominate themselves. Any nominated teachers may complete an application packet for the District TOY. Information and nomination forms can be found at the TOY Webpage: <http://toy.dodea.edu>.

2. The District application consists of seven components that include a professional biography, list of community involvement, an essay on their teaching philosophy and educational leadership. A District panel selects their candidate using a set of criteria.

3. Each school year, District TOYs are named, one per District. The District TOY's become the contestants for the DoDEA TOY and complete the DoDEA application, which consists of essays on the teaching profession and major public education issues, and provide a teaching video with a short platform. Using a rubric to review each application, the HQ Selection Panel (distinct from the DoDEA Awards Program Panel) reviews each District TOY submission. A virtual interview with semi-finalist candidates is generally performed and scored using a total point value. The HQ Selection Panel selects the DoDEA TOY in May.

(c) A selection panel will be established at the District and HQ levels as follows:

1. Each District Superintendent will establish a District TOY Selection Panel. The panel should be comprised of representatives of the District's leadership, and should include, but not limited to the Community Superintendents, past TOYs, and/or Instructional System Specialists. The panel will convene to review, score, and collaboratively select a District TOY. Final selections will be approved by the District Superintendent.

2. The DoDEA Principal Deputy Director and Associate Director for Academics will establish the HQ level TOY Selection Panel. The panel should be representative to HQ educational leadership, and should include, but not limited to HQ educators who have served in school and District leadership positions, and the current DoDEA TOY. The panel will convene to review, score, and collaboratively select the DoDEA TOY. Final selections will be approved by the DoDEA Director.

(6) DoD and Presidential Level Awards.

(a) President's Award for Distinguished Federal Civilian Service: Established by Executive Order 10717, this award 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 Federal government. This award is highly selective, and nominees should have received the DoD Medal 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. Information on nomination procedures may be obtained from the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy.

(b) Department of Defense Medal for Distinguished Civilian Service: This award is the highest honor granted to career civilian employees by the Secretary of Defense. The Secretary of Defense is the approval authority. This award consists of a citation signed by the Secretary of Defense, a large medal, a miniature medal, and a rosette.

(c) Secretary of Defense Medal for Meritorious Civilian Service: This is the second highest award granted to career civilian employees by the Secretary of Defense. This award requires review by the DoD Incentive Awards Board, administered by Washington Headquarters Services. The Board recommends approval or disapproval of the award. The Secretary of Defense is the approval authority. This award consists of a citation signed by the Secretary of Defense, a large medal, a miniature medal, and a rosette. An employee may receive this award more than once during his or her career. Subsequent awards consist of the foregoing recognition devices and a bronze, silver, or gold palm, as appropriate.

(d) Office of the Secretary of Defense Medal for Exceptional Civilian Service: This award was established to recognize career civilian employees covered by this Issuance who have distinguished themselves by exceptional service to the Component. This award consists of a medal, lapel pin, and citation signed by the Head of an OSD Component. An employee may receive this award more than once during his or her career. Subsequent awards consist of the foregoing recognition devices and a bronze, silver, or gold palm, as appropriate.

(e) Office of the Secretary of Defense Civilian Career Service Award: This award was established to recognize civilian employees' career service extending over a period of years and may include civilian and military service. The Head of an OSD Component may grant this award. The nominee shall have received some form of prior recognition (such as a quality step increase or a performance award) for above-average achievements. This award is very appropriate upon retirement. This award consists of an engraved plaque.

(7) Other Awards. There may be other awards that DoDEA personnel are invited to participate in. DoDEA personnel may also be invited to participate in awards given by outside or local agencies. These awards will be announced as they occur.

4.2. LENGTH OF SERVICE AWARDS.

a. A certificate of service, along with the standard Federal career service emblem, will be used to recognize long and faithful service and to stimulate an employee's pride and interest in his or her organization and the Federal career service. The award will be presented to an employee who completes five (5) years of satisfactory federal service, to include all honorable military service, and thereafter for each five (5) year period. All Federal civilian and honorable military service which is creditable for leave and retirement purposes is used in computing the length of service for this award.

b. The DoDEA Human Resources Directorate shall identify employees who are eligible for career service awards and provide certificates and pins to the office of assignment. A career service award in recognition of ten (10), twenty (20), and thirty (30) years of service shall be awarded by a DoDEA representative of at least the DoDEA principal or division chief level. An award recognizing forty (40) and fifty (50) years of service shall be presented by a representative of at least the District Superintendent level. Presentation ceremonies shall be arranged by the offices in which the eligible employees are assigned.

GLOSSARY

G.1. ACRONYMS.

AD	Administratively Determined
DLA	Defense Logistics Agency
EOQ	Employee of the Quarter
GS	General Schedule
HQ	headquarters
LES	Leaving and Earnings Statement
LMER	Labor Management Employee Relations
NPA	Notification of Personnel Action
OSD	Office of the Secretary of Defense
OPM	Office of Personnel Management
POY	Principle of the Year
RPA	Request for Personnel Action
SCA	Supervisor's Cash Award
SF	Standard Form
TOA	Time Off Award
TOY	Teacher of the Year
TP	Teacher Pay

G.2. DEFINITIONS. These terms and their definitions are for the purpose of this Issuance.

contribution. An individual or group accomplishment in the form of a suggestion, a special act, or a service in the public interest connected with official employment, which contributes to the efficiency, economy, or other improvement of Federal government operations or reduces paperwork significantly.

Honorary Award. An award that may be granted independently or in addition to a monetary or a time off award.

Incentive Award. Recognition for special achievement or acts, superior job performance, beneficial suggestions or inventions, or long and satisfactory or better service which resulted in

tangible or intangible benefits that merit special recognition. Recognition can be in the form of a cash award, an honorary award, a career service award, or a time off award. Except for Time Off Awards, Incentive awards may not be granted in the place of Performance Awards.

intangible benefits. Benefits to the Federal government that are not measured in dollar savings.

Monetary Award. A cash award which does not increase an employee's base pay and is subject to the withholding of income taxes.

Performance Awards. Performance Awards are based on the employee's rating of record for the current appraisal period and consist of either a cash award, TOA, or a Quality Step Increase. Except for TOAs, Performance Awards may not be given in the place of an Incentive Award.

Special Act/Service Award. A Special Act or Service award is a monetary form of recognition granted for a contribution or accomplishment in the public interest that is a non-recurring contribution either in or outside of job responsibilities, a scientific achievement, or for the courageous handling of an emergency situation.

Supervisor's Cash Award. A SCA is a monetary form of recognition (not to exceed \$500.00) granted for day-to-day accomplishments. In determining the amount of this award, consideration shall be given to the significance of the employee's contribution and the period worked.

tangible benefits. Benefits or savings to the Federal government that are measurable in terms of dollars.

Time Off Award. A TOA is an alternative to a monetary or honorary award and may be granted at any time for superior accomplishments, special acts or service, contributions that are of a one-time, nonrecurring nature, etc. TOAs can also be given in connection with a performance appraisal to recognize an employee's end-of-year performance contributions. A TOA related to a performance appraisal may be used alone or in combination with a performance award to recognize an employee's end-of-year performance contributions. In determining the amount of the TOA, consideration must be given to the cost in lost production and the benefits realized from the employee's contributions. A TOA does not convert to a cash payment under any circumstances. A TOA cannot be transferred to another agency outside of DoDEA.

REFERENCES

Code of Federal Regulations, Title 5

DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," October 19, 2007

DoD Instruction 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards," November 4, 2013

Executive Order 10717, "The President's Award for Distinguished Federal Civilian Service," June 27, 1957

United States Code, Title 5

U.S. Office of Personnel Management Standard Form 50, "Notification of Personnel Action (NPA)," current edition

U.S. Office of Personnel Management Standard Form 52, "Request for Personnel Action (RPA)," current edition

APPENDIX

*Fillable templates can be found by contacting the Regional Servicing LMER office.
Samples are provided below.*

APPENDIX 1: AWARD RECOMMENDATION TRANSMITTAL

AWARD RECOMMENDATION				DATE		
1. TYPE OF AWARD RECOMMENDED				2. IF GROUP AWARD, PREPARE DS FORM 5502 FOR EACH EMPLOYEE AND CHECK BOX <input type="checkbox"/>		
3. EMPLOYEE RECOMMENDED (<i>Last Name, First Name, Middle Initial</i>)				4. PRESENT POSITION, TITLE, GRADE, STEP, AND SALARY		
5. PREVIOUS RECOGNITION AND DATES (<i>For awards outside the approval authority of the installation, show recognition for the last 3 years</i>)				6. POSITION, TITLE, GRADE, STEP, AND SALARY DURING PERIOD OF CONTRIBUTION (<i>If other than Item 4</i>)		
				7. RECOMMENDING OFFICIAL: (<i>Name, Organization, DSN, Signature and Title</i>)		
<p>8. BENEFITS (<i>Complete for all monetary awards and for honorary awards where appropriate. Attach as part of justification, method of computing tangible benefits and/or explanation of intangible benefits.</i>)</p> <p>a. Estimated First Year Tangible Benefits:</p> <p>b. Intangible Benefits:</p> <p>(1) VALUE OF BENEFIT: <input type="checkbox"/> MODERATE <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> HIGH <input type="checkbox"/> EXCEPTIONAL</p> <p>(2) EXTENT OF APPLICATION: <input type="checkbox"/> LIMITED <input type="checkbox"/> EXTENDED <input type="checkbox"/> BROAD <input type="checkbox"/> GENERAL</p>						
ACTION OF RECOMMENDATION						
(See DS 5451.9 for authority. Disapproved recommendation must be accompanied by explanation. In the Amount or Percent columns, show either the total percent recommended or approval of each level. In the Cumulative Approved Payable Amount column, show the total cumulative amount approved to date.)						
	ACTION	AMOUNT	PERCENT	CUMULATIVE APPROVED PAYABLE AMOUNT	DATE	AUTHORIZING OFFICIAL (SHOW SIGNATURE AND TITLE)
	APPROVED					
	DISAPPROVED					
	APPROVED					
	DISAPPROVED					
	APPROVED					
	DISAPPROVED					

APPENDIX 2: SUPERVISOR'S CASH AWARD

Department of Defense Education Activity

This award is given to

Supervisor's Cash Award

Recommending Official

Date

Approving Official

Date

dodea
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

APPENDIX 3: TIME OFF AWARD



APPENDIX 4: EMPLOYEE SUGGESTION

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

APPENDIX 5: SUGGESTION EVALUATION

SUGGESTION EVALUATION							
TO: <i>(Include ZIP Code)</i>				FROM: <i>(Include ZIP Code)</i>			
1. Suggestion Title				2. Suggestion Number			
3. ACTION TAKEN OR RECOMMENDED							
<input type="checkbox"/> a. Approved for Adoption		<input type="checkbox"/> Totally		<input type="checkbox"/> Partially or with Modification <i>(Explain in item 4)</i>			
<input type="checkbox"/> Date Suggestion was or will be put into effect:				<input type="checkbox"/> Recommend consideration for wider application as indicated in item 4			
<input type="checkbox"/> b. Already in use or under consideration <i>(Explain in item 4, indicating whether this suggestion contributed to the action in any way.)</i>							
<input type="checkbox"/> c. Not approved for adoption for reasons shown in item 4.							
<input type="checkbox"/> d. Recommend adoption, but approval not within jurisdiction of this office. <i>(Explain in item 4.)</i>							
<input type="checkbox"/> e. Other <i>(Specify in item 4.)</i>							
4. Reasons for action taken or recommended. Include a statement as to how the suggestion was or will be implemented, if adopted. <i>(If more space is needed, use additional sheets.)</i>							
5. BENEFITS <i>(Complete for all suggestions adopted or recommended for adoption.)</i>							
<input type="checkbox"/> a. TANGIBLE <i>(Show actual or estimated dollar savings, including the cost of conversion and first year savings.)</i>							
(1) Factors	Labor			Material			Total Cost of Labor and Material
	Man Hours Involved	Cost Per Man Hour	Total Cost	Number of Units	Cost Per Unit	Total Cost	
Former Method							
New Method							
						Total Dollar Benefits	
(2) Cost of Converting to New Method				(3) Total first year net dollar benefits <i>(labor and material, less cost of conversion)</i>			
Labor	\$ _____	<input type="checkbox"/> Actual <input type="checkbox"/> Estimated	\$ _____ - \$ _____ = \$ _____ Labor & Material Cost of Conversion Total First Year Net Benefits				
Material	\$ _____						
Total	\$ _____						
<input type="checkbox"/> b. INTANGIBLE <i>(Describe effect on operations, health, safety, welfare or morale and number of people and specific organizations affected. Indicate the value of the benefits and the extent of application.)</i>							
(1) Value of the benefit is:				(2) Extent of the Application is:			
<input type="checkbox"/> Moderate	<input type="checkbox"/> High	<input type="checkbox"/> Substantial	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Limited	<input type="checkbox"/> Broad	<input type="checkbox"/> Extended	<input type="checkbox"/> General
(3) Explain the factors selected in (1) and (2). Indicate amount of award recommended for intangible benefits.							
6. Date		7. Name, Title and Telephone Extension or Evaluator			8. Signature and Title of Responsible Official		