



## DoD INSTRUCTION 1400.25, VOLUME 2008

# DoD CIVILIAN PERSONNEL MANAGEMENT SYSTEM: DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM AWARDS AND RECOGNITION

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<b>Originating Component:</b>	Office of the Under Secretary of War for Personnel and Readiness
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<b>Reissues and Cancels:</b>	DoD Instruction 1400.25, Volume 2008, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition," September 12, 2012, as amended
<b>Approved 03/31/2026 by:</b>	Anthony J. Tata, Under Secretary of War for Personnel and Readiness

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**Purpose:** This instruction is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5124.02 and DoW Directive 1400.25:

- This instruction establishes and implements policy, prescribes procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding civilian personnel management within the DoW.
- This volume:
  - In accordance with DoD Directives 5143.01 and 1400.35, and DoW Directive 1400.25, establishes policy, assigns responsibilities, and provides guidance for the Defense Civilian Intelligence Personnel System (DCIPS). The 2000 volume series of this instruction is referred to as "the DCIPS Volumes."
  - Consistent with Intelligence Community Directive Number 655, establishes policy, assigns responsibilities, and prescribes guidance for DCIPS awards and recognition programs.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This volume:

a. Applies to OSW, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of War, the Defense Agencies, the DoW Field Activities, and all other organizational entities within the DoW (referred to collectively in this issuance as the “DoW Components”).

b. Does not apply to:

(1) Employees covered by the Federal Wage System or equivalent, non-appropriated fund employees, or foreign national employees employed under other than DCIPS authority.

(2) Members of the Defense Intelligence Senior Executive Service or the Defense Intelligence Senior Level unless specifically noted in this volume or addressed in other volumes of this instruction.

### **1.2. POLICY.**

a. DCIPS awards and recognition programs serve as important components of the overall DCIPS compensation philosophy by creating a positive work environment and a culture of recognition that continually identifies and rewards contribution to mission. Properly applied, awards and recognition programs provide management a continuous means of communicating important organizational and mission values. Awards programs will be:

(1) Administered in compliance with appropriate law or Federal Government-wide regulation.

(2) Monitored by the office at each DoW Component responsible for directing the awards program, to ensure they do not inadvertently encourage or provide incentives for actions detrimental to another DoW Component.

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

c. DCIPS awards are discretionary.

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

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

## **SECTION 2: RESPONSIBILITIES**

### **2.1. UNDER SECRETARY OF WAR FOR PERSONNEL AND READINESS (USW(P&R)).**

The USW(P&R) coordinates with the Under Secretary of War for Intelligence and Security (USW(I&S)) on DCIPS awards and recognition policies.

### **2.2. ASSISTANT SECRETARY OF WAR FOR MANPOWER AND RESERVE AFFAIRS (ASW(M&RA)).**

Under the authority, direction, and control of the USW(P&R), the ASW(M&RA) coordinates on and forwards all requests for awards of more than \$25,000, through appropriate channels, to the Secretary of War for further action.

### **2.3. UNDER SECRETARY OF WAR FOR INTELLIGENCE AND SECURITY (USW(I&S)).**

The USW(I&S):

- a. Establishes policies governing awards programs for DCIPS employees in coordination with the USW(P&R).
- b. Ensures that DCIPS awards recognition programs comply with Sections 1603 and 1612 of Title 10, United States Code (U.S.C.).
- c. Monitors compliance with this volume within the DoW Components with DCIPS positions through USW(I&S)-established reporting requirements and in accordance with Volume 2013 of this instruction.

### **2.4. DOW COMPONENT HEADS WITH DCIPS POSITIONS.**

DoW Component heads with DCIPS positions:

- a. Distribute regulations and guidance implementing DCIPS awards policy for the DCIPS positions and personnel within their components. Such regulations and guidance must recognize the important role that acknowledging accomplishments and achievements serves for individuals and teams at all levels of a DoW Component in supporting the DCIPS performance culture and mission success.
- b. Monitor compliance with this volume and respond to reporting requirements established by the USW(I&S).

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

d. Endorse proposed awards of more than \$25,000 to the USW(I&S) following the procedures in this instruction. Provide a copy of nominations for Intelligence Community awards to the USW(I&S) through the Director, Human Capital Management Office.

e. Ensure records and information established and created in accordance with this issuance are retained in accordance with DoD Instruction 5015.02 and DoW Component records management disposition schedules.

## **SECTION 3: DCIPS AWARDS AND RECOGNITION PROCEDURES**

### **3.1. IN GENERAL.**

When establishing budgets for monetary awards, the DoW Components with DCIPS positions will ensure that awards programs do not potentially reduce the impact of payouts made through, or undermine the processes used by, the DCIPS performance-based compensation system set forth in Volume 2012 of this instruction. Awards budgets will be determined in consideration of the goals of DCIPS performance-based compensation and monetary awards will be used to demonstrate appreciation for specific achievements or outcomes.

- a. The DoW Components with DCIPS positions may establish length of service awards to recognize employees as they pass meaningful career milestones. Such programs will consist of non-monetary forms of recognition such as certificates, pins, letters, or other commemorative items, and will not be paired with monetary awards intended to recognize specific achievements or outcomes. Length of service awards will normally be presented soon after the employee attains eligibility. However, the date of presentation may be set within a reasonable period of time after the date of eligibility to arrange presentation ceremonies for employees or groups of employees.
- b. Awards and recognition programs and practices, including those for suggestions and inventions being implemented as well as honorary and time-off awards, will comply with Section 1603(a) of Title 10, U.S.C.
- c. Employees may not be rewarded more than once for the same effort or accomplishment. When considering awards and recognition for an employee, receipt of other awards or recognition must be considered to ensure the same or related efforts or accomplishments are not the basis for the multiple award or recognition for the same employee. Previous awards and recognition must be considered during the annual pay pool process to determine what performance based-salary increase may also be appropriate.

### **3.2. LUMP-SUM MONETARY AWARDS.**

- a. DCIPS employees are eligible for lump-sum monetary awards for special one-time acts and efforts but are not eligible for lump-sum monetary awards designed to recognize annual performance in accordance with Volume 2011 of this instruction. These DCIPS employee performances may be recognized in the annual performance-based salary increase process provided through the DCIPS performance-based compensation provisions of Volume 2012 of this instruction.
- b. Lump-sum monetary awards will be used to reward special one-time acts or other extraordinary efforts and may be used to acknowledge an individual or team contribution or exceptional accomplishment at any time. Lump-sum monetary awards will not be used to reward performance based on an evaluation of record.

c. Proposed awards of more than \$25,000 must be submitted by the DoW Component heads with DCIPS positions to the USW(I&S) for coordination with the ASW(M&RA) before forwarding through appropriate channels to the Secretary of War, who must approve the submission of the proposed award to the President of the United States for final approval.

d. Recognition of performance other than lump-sum monetary awards based on an evaluation of record may be made in accordance with Volume 2012 of this instruction for DoW Components operating under the DCIPS pay structures.

### **3.3. TIME-OFF AWARDS.**

a. Time-off awards cannot be used in lieu of or as a supplement to a DCIPS performance-based salary increase to an employee in a DoW Component operating under the DCIPS pay-banded structure, or a performance-based salary step increase for an employee in a DoW Component operating under the DCIPS graded structure. A performance-based salary increase is a one-step increase at the employee's current grade. However, a time-off or other incentive award may be considered at any time during the performance cycle to recognize the employee for a specific accomplishment or act.

b. Time-off awards may be used at any time to provide employees with time off without loss of pay or charge to leave in recognition of special one-time acts or other extraordinary efforts, except that time-off awards cannot be included in the pay pool process executed in accordance with Volume 2012 of this instruction.

c. Employees and their supervisors will comply with time limits in Enclosure 3, Paragraph 10.c. of Volume 451, DoDI 1400.25 when taking their time-off award.

d. Time-off awards must be commensurate with the individual's contribution or accomplishment and may not exceed 40 hours for any one contribution or accomplishment and may not exceed 80 hours for any one employee in any leave year. Limitations for time-off awards for part-time employees and those with an uncommon tour of duty are explained in Volume 451 of this instruction.

### **3.4. NON-MONETARY AWARDS.**

a. Non-monetary awards, commonly referred to as honorary awards, will be used to recognize and reward superior or sustained accomplishments and achievements and may be used to acknowledge an individual or team contribution or exceptional accomplishment at any time.

b. Team recognition awards are encouraged as a mechanism to support collaboration goals and unified efforts to support mission accomplishment. DoW Component awards programs will include team recognition awards.

### **3.5. SUGGESTION AND INVENTION AWARDS.**

DoW Components with DCIPS positions will follow guidance provided in Volume 2011 of this instruction when awarding or establishing component-specific programs for suggestion and invention awards.

### **3.6. ELIGIBILITY FOR AWARDS.**

#### **a. Impact of Employee Evaluations of Record.**

(1) Awards will be approved only for employees with current overall performance evaluations of record of “Met” or higher, as determined by each DoW Component’s evaluation system, in accordance with the DCIPS performance management system.

(2) Employees with current evaluations of record of “Not met” are not eligible for awards.

(3) If an employee does not have an evaluation of record from a DCIPS performance management system at the time an award is contemplated, the DoW Component with DCIPS positions will determine whether the latest rating is equivalent to “Successful” or above under the DCIPS or relevant evaluation system before granting an award.

(4) DoW Components with DCIPS positions will exercise discretion in determining award eligibility for new employees and others who have not received an evaluation of record from any system.

#### **b. Demotions, Suspensions, and Removals.**

Employees who have been demoted or suspended in the past 12 months for performance or conduct reasons, or who have been issued a final decision for removal, demotion, or suspension after a finding by a deciding official as addressed in Volume 2009 of this instruction, are not eligible for awards or recognition in accordance with this volume.

#### **c. Merit Principles.**

Awards and recognition programs will be implemented consistent with the merit principles identified in Section 2301 of Title 5, U.S.C.

#### **d. Prohibited Practices.**

Awards and recognition programs will be implemented free of the unlawful discrimination and prohibited personnel practices identified in Section 2302 of Title 5, U.S.C.

#### **e. Grievances.**

The grievance procedures of the DoW Components with DCIPS positions aligned to Volume 2014 of this instruction will include the provision that non-receipt, type, or amount of a DCIPS award or recognition will not be grievable.

**f. Contractors.**

Contractors and their employees are not eligible for monetary awards, non-monetary awards, and other recognition, except in the rare instances allowed for by Volume 451 of this instruction.

**g. Joint Duty Rotation Participants.**

Employees participating in a joint duty rotation are eligible to be considered for awards by the office where they are assigned, as well as by other offices with whom they work as part of that assignment.

**3.7. AWARDS AND RECOGNITION PROGRAM PLANS.**

The DoW Components with DCIPS positions will develop awards and recognition program plans that:

- a. Specify the organizational goals that the awards and recognition program are intended to achieve.
- b. State the awards and recognition program budget.
- c. Clearly distinguish the awards and recognition program budget and procedures from DCIPS performance-based compensation processes and payouts.
- d. Ensure that monetary awards are used judiciously as a form of recognition for employees that complements the performance-based compensation processes. Monetary awards will not in any way detract from, reduce the impact of, or undermine the impact of these processes, nor serve as a part of the expected compensation of employees or a substitution for premium pay.
- e. Ensure the delegation of authorities to the lowest practical levels.
- f. Identify roles and responsibilities for developing, planning, communicating, executing, and evaluating the success of the awards and recognition program.
- g. Prohibit inclusion of contractors and their employees for monetary awards, non-monetary awards, and other recognition, except in the rare instances when allowed by Volume 451 of this instruction.

**3.8. PROGRAM REVIEW.**

The USW(I&S) will review the awards and recognition programs and the execution of the awards and recognition programs of the Components with DCIPS positions as part of the USW(I&S) assessment of DCIPS. Specific details, requirements, and metrics will be provided in Volume 2013 of this instruction. The USW(I&S) will assess Component awards and recognition programs for their success in:

- a. Appropriately complementing the DCIPS compensation philosophy so as not to undermine the impact of performance-based salary compensation.
- b. Motivating, recognizing, and rewarding eligible employees.
- c. Exhibiting a close demonstrable link between the accomplishment or contribution to DoW Component and Defense Intelligence Enterprise goals and the receipt of an award or recognition.
- d. Providing awards and recognition commensurate with the value of the contribution or accomplishment.
- e. Delivering awards and recognition in a timely fashion.
- f. Being perceived by employees, supervisors, and managers to be effectively administered, fair, and having a positive impact on mission.

### **3.9. DOW AND PRESIDENTIAL AWARDS.**

This volume does not limit the use of DoW and Presidential awards. DCIPS employees are eligible for DoW and Presidential awards in accordance with the policies, procedures, and rules applicable to those awards, as specified in Volume 451 of this instruction.

### **3.10. DEFENSE INTELLIGENCE ENTERPRISE AWARDS.**

- a. The USW(I&S) may establish DoW awards for individuals, teams, or groups for especially meritorious conduct in service to the Defense Intelligence Enterprise.
- b. Awards may be honorary or monetary, and amounts for individuals will be in accordance with Section 4502 of Title 5, U.S.C.
- c. Upon establishment of a Defense Intelligence Enterprise awards program, the USW(I&S) will provide guidance for the criteria, nomination, and approval processes for such awards.

### **3.11. NATIONAL INTELLIGENCE COMMUNITY AWARDS PROGRAMS.**

- a. The DoW Components with DCIPS positions may participate in Intelligence Community awards programs to recognize distinguished service or exceptional contributions to the Intelligence Community within and beyond the DoW in accordance with the policies, procedures, and rules applicable to those awards.
- b. For situational awareness, copies of nominations for these awards must be provided on an ongoing basis by the DoW Component with DCIPS positions to the USW(I&S) through the Director, Human Capital Management Office.

### **3.12. AWARDS FOR NON-DCIPS EMPLOYEES.**

DCIPS employees must comply, as applicable, with the criteria established in this volume when granting awards to non-DCIPS employees.

### **3.13. COMPONENT-SPECIFIC AND OTHER AWARDS PROGRAMS.**

At DoW Component head discretion, DoW Components with DCIPS positions may participate in additional awards and recognition programs (e.g., those specific to a DoW Component, Military Service, or community of interest) as applicable, with appropriate approvals from the DoW Component's Office of General Counsel and ethics officials.

## GLOSSARY

### G.1. ACRONYMS.

<b>ACRONYM</b>	<b>MEANING</b>
ASW(M&RA)	Assistant Secretary of War for Manpower and Reserve Affairs
DCIPS	Defense Civilian Intelligence Personnel System
DoW	Department of War
OSW	Office of the Secretary of War
U.S.C.	United States Code
USW(I&S)	Under Secretary of War for Intelligence and Security
USW(P&R)	Under Secretary of War for Personnel and Readiness

### G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

<b>TERM</b>	<b>DEFINITION</b>
<b>award</b>	An item of value bestowed, or action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency and effectiveness of the government or is otherwise in the public interest.
<b>awards program</b>	The specific procedures and requirements established in a DoW Component with DCIPS positions for granting awards pursuant to this volume.
<b>evaluation of record</b>	A structured method for collecting information about an employee's past achievements. It is attached to a specific period of time, usually a rating cycle, and is useful for evaluating performance.
<b>Federal wage system</b>	A uniform pay-setting system that covers Federal appropriated fund and non-appropriated fund blue-collar employees who are paid by the hour. The system's goal is to make sure that Federal trade, craft, and laboring employees within a local wage area who perform the same duties receive the same rate of pay.
<b>lump-sum monetary award</b>	An award in which the means of recognition is a lump-sum cash payment. No lump-sum monetary award will increase the employee's rate of pay.

<b>TERM</b>	<b>DEFINITION</b>
<b>non-monetary award</b>	An award in which the means of recognition has a purely honorific value, such as a letter, certificate, medal, plaque, or other item of nominal cash value.
<b>performance-based pay increase</b>	An award in which the means of recognition is a salary increase in the equivalent of one or two steps at the employee's current grade.
<b>time-off award</b>	An award in which time off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment.

## REFERENCES

- DoD Directive 1400.35, “Defense Civilian Intelligence Personnel System (DCIPS),” September 24, 2007, as amended
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008, as amended
- DoD Directive 5143.01, “Under Secretary of Defense for Intelligence and Security (USD(I&S)),” October 24, 2014, as amended
- DoD Instruction 1400.25, Volume 451, “DoD Civilian Personnel Management System: Awards,” November 4, 2013, as amended
- DoD Instruction 1400.25, Volume 2009, “DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance-Based, and Adverse Action Procedures,” May 20, 2012, as amended
- DoD Instruction 1400.25, Volume 2011, “DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance Management,” May 7, 2016, as amended
- DoD Instruction 1400.25, Volume 2012, “DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance-Based Compensation,” April 28, 2012
- DoD Instruction 1400.25, Volume 2013, “DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Program Evaluation,” April 17, 2012
- DoD Instruction 1400.25, Volume 2014, “DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employee Grievance Procedures,” March 20, 2012
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoW Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996, as amended
- Intelligence Community Directive Number 655, “National Intelligence Awards Program,” May 23, 2007, as amended
- United States Code, Title 5
- United States Code, Title 10