



Defense Logistics Agency
AWARDS AND RECOGNITION HANDBOOK

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Accountable Office: DLA Human Resources Policy (J14)



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Introduction

The DLA Awards and Recognition Program provides a means to reward employees for working towards and accomplishing DLA goals. Awards both acknowledge employee contributions to DLA's mission and incentivize behaviors and outcomes that support that mission. The Handbook is envisioned to be an easy-to-use reference for supervisors as they explore opportunities to recognize their employees, as well as a procedural guide for taking specific award actions.

The DLA Awards and Recognition Handbook is designed to supplement, not supersede, existing law, regulation, and policy on awards and recognition, including DoD Instruction 1400.25, volume 451, "DoD Performance Management System: Awards" and DLA Instruction 1432.01, "Defense Logistics Agency Awards and Recognition Program." In addition, any provision in a collective bargaining agreement (CBA) that conflicts with this handbook will take precedence for employees covered by the applicable CBA.

Awards must be granted consistent with Equal Employment Opportunity and Affirmative Employment Program policies, laws, regulations and Executive Orders that prohibit unlawful discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, marital status, political affiliation or any other unlawful factor.

Monetary and Time-Off Awards

Performance-Based Awards

A performance-based award (PBA) (previously called a "sustained superior achievement" award) is a lump-sum cash payment based on a performance rating of record (i.e., annual performance appraisal).

Ratings-based awards such as this are to be applied in a way that makes meaningful distinctions based on levels of performance.

Criteria and eligibility

To be eligible for a PBA:

- Any Federal Wage System (FWS) or General Schedule (GS) employee may be considered for this award.
- The employee must have an official rating of record.
- His or her most recent performance rating of record must be at or above the fully successful level.
- Performance should be above that ordinarily expected in the position for at least 90 consecutive days during the rating period.
- The high level of performance must have been at the same grade level unless the employee was demoted during the rating period for reasons other than for cause.
- The performance contribution must not have already been recognized (in whole or in part) with a previous monetary award.

Because PBAs are based on ratings of record, they are not appropriate when solely prompted by the departure of an employee, when prompted by other actions that are correctly recognized by non-rating award types, or when prompted by an employee's pay rate being subject to legal limitations or pay caps.

Award amount

PBA amounts must be managed so that the awards recognize and distinguish performance quality. The rationale and/or justification used for differentiating amounts must be maintained by the requesting organization and available for inspection. Element rating levels and narratives imbedded in ratings of record may serve as justification if they effectively differentiate levels of performance.

In most cases, a PBA may not exceed 10 percent of the employee's annual rate of basic pay. If in doubt, please check with your servicing DLA Human Resources Services, DLA Customers office (hereafter referred to as DHRS) for case-by-case clarification on the "rate of basic pay." A PBA may exceed 10 percent of the employee's annual rate of basic pay if the DLA Director determines that the employee's exceptional performance merits it. In such cases, the DLA Director may authorize an award of up to 20 percent of the employee's annual rate of basic pay.

Submission

At the end of each performance cycle, the "Performance Awards Tool" (PAT) is used to submit and approve ratings of record and PBAs. Organizations populate the PAT with PBA amounts for each employee to be recognized. Once approved by the appropriate management official (see approval section below), the PAT is sent to DHRS by an individual officially designated to do so. PATs are processed all together, and they result in Standard Form (SF) 50 personnel actions and electronically paid awards.

Approval

If \$7,500 or less, PBAs are documented in the PAT and must be approved by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs.
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel.
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

If more than \$7,500, or if greater than 10% of the employee's annual rate of basic pay, special processing is required through DLA Human Resources and approval must come from the DLA Director or higher level authority.

Records disposition

The reasoning and/or justification for differing award levels must be filed and retained by the requesting office in accordance with the DLA Records Disposition Schedule.

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Quality Step Increase (QSI) Award

A quality step increase (QSI) is an additional within-grade increase (WGI) used to recognize and reward employees who display outstanding performance as reflected on the most recent rating of record (i.e., annual performance appraisal). A QSI has the effect of moving an employee through the GS pay range faster than by periodic step increases alone.

Criteria and eligibility

To be eligible for a QSI, employees must:

- Be a General Schedule (GS) employee at any grade level;
- Be below step 10 of their grade level;
- Have received the highest rating of record available under the performance management program;
- Have sustained performance of outstanding quality over a period sufficient to conclude that the level is characteristic of the employee's ongoing performance;
- Not have received a QSI within the preceding 52 consecutive calendar weeks; and
- Occupy a permanent position.

Effective date and timing

A QSI provides the employee the benefit of receiving an additional step increase at an earlier date than he or she originally would have. A QSI does not affect the timing of an employee's next regular WGI unless the QSI places the employee in step 4 or step 7 of his/her grade. In these cases, while the wait time already served towards the next WGI is not lost, the employee must complete the balance of the wait period for the new step (104 weeks for steps 4-6 or 156 weeks for steps 7-9).

Generally, QSIs should be made effective as soon as practicable after approved, usually at the beginning of the next pay period. Because a QSI must be applied to the rate of pay for the position on which the rating of record was based, particular care must be taken with timing when an employee is changing jobs or serving on (or will soon serve on) a temporary promotion or assignment. The QSI cannot be made effective until the temporary promotion expires or the employee is permanently assigned. DHRS can provide information and advice to assist with timing that maximizes the impact of the award.

Submission

A narrative justification is required for all QSIs and must address the factors in the "Criteria and eligibility" section above. At the end of the performance cycle, a "Performance Awards Tool" (PAT) is used to submit and approve ratings of record and QSIs. Organizations access the PAT and annotate which employees are to be recognized with QSIs. Once approved by the appropriate management official (see approval section below), the PAT is submitted to DHRS by an individual officially designated to do so. If timing is important (as discussed in "Effective date and timing" above), clearly communicate the intended timing directly to the DHRS specialist who will process the action.

Approval

QSIs are documented in the PAT and must be approved by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs.
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel.
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Records disposition

The required justification and any other supporting documentation for a QSI must be retained on file by the requesting office in accordance with the DLA Records Disposition Schedule. Element rating levels and narratives imbedded in the rating of record may serve as justification if they effectively address the criteria.

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Special Act or Service (SAS) Award

A special act or service award (SAS) is granted to an employee or a group of employees for specific, non-recurring achievement(s) or a period of exceptional productivity. The amount of an SAS award is commensurate with the value of the contribution to the Government and may be based on tangible and/or intangible benefits. The minimum award amount is \$500.

Criteria and eligibility

Nominations for SAS awards must be submitted within 60 days of the contribution or achievement upon which the nomination is based. Both permanent and temporary employees are eligible.

Examples of appropriate achievements or contributions are:

- Identifying an innovative solution to an issue outside an employee's planned work assignments that benefits the organization as a whole.
- Saving significant money for the organization or Government as a whole.
- Using new technologies or methods to greatly improve an organization's (or a Government-wide) product or service.
- Streamlining a process, which helps the organization provide its products and services, or meet its goals, more effectively.
- Directing a team effort with exceptional skill and sensitivity.
- Handling an unforeseen problem with minimal disruption to the overall work assignments.
- Maintaining exceptional productivity during a period.
- Making a non-recurring contribution in the public interest, achieving a scientific advancement, or committing an act of heroism, whether within or outside of job responsibilities.
- Completing an absent co-worker's major assignment with exceptional skill and success so that organizational goals are met.
- Deploying overseas in support of contingency operations (see "Civilian Deployment Awards and Recognition" chapter in this handbook).

The granting of an SAS does not affect the employee's eligibility for a performance-based award (PBA) unless the PBA is based in whole or in part on the same contribution recognized by the SAS. Likewise, the receipt of a PBA does not affect eligibility for an SAS provided the contribution used to support the PBA is not used either wholly or in part as the basis for an SAS.

Award amount

When submitting an SAS award, the value of the contribution to the Government must be considered and the amount awarded commensurate with the contribution. The award amount may be based on tangible and/or intangible benefits.

When the award is for a group, all members of the group may receive equal shares or the total may be divided in proportion to the individual contributions to the group effort.

In the event a recommended SAS exceeds \$7,500 for an individual (whether alone or as part of a group), special processing is required through DLA Human Resources, and approval must come from the DLA Director or higher level authority.

Inter-organizational SAS awards

SAS awards are paid from the awardee's home organization's budget. Prior to submitting and processing an award originating outside of the home organization, the senior leader of the originating organization must obtain and document the concurrence of the senior leader of the home organization. For this purpose, "senior leader" is defined as the SES/Flag rank officer who is Commander/Director of a PLFA, the Director of a J code, or the DLA Chief of Staff for Director's staff organizations.

Submission

To recommend an SAS award, submit the following through activity-level channels to DHRS:

- A "Request for Personnel Action" (SF 52) or other vehicle approved by DHRS, and
- A narrative justification describing specifically and factually the contribution and resultant benefits. When the recommendation is based on measurable tangible benefits, the narrative must show how these benefits were computed. Recommendations based on intangible benefits must identify the value of benefits, the extent of application, and the rationale used for establishing the award amount.

When in doubt about the submission or routing requirements, check with your organization's Awards Administrator for internal process flow.

The award approval, signed at the level indicated below, may only be submitted to DHRS by an individual officially designated by the organization's senior leader. DHRS will generate a Personnel Action (SF 50), and the award will be electronically paid.

Approval

Nominations that do not exceed \$7,500 may be recommended by the immediate supervisor and approved by an official at least one level above the immediate supervisor (unless the organization requires additional/higher level approval). The director of an organization may sign as both recommending and approving official.

Nominations that exceed \$7,500 require special processing through DLA Human Resources, and approval must come from the DLA Director or higher level authority. Requests at this level must be submitted by the heads of the PLFAs or, for DLA Headquarters employees, by a DLA Executive Board member.

Record disposition

A copy of the required justification and any other supporting documentation must be retained on file by the requesting office in accordance with the DLA Records Disposition Schedule. An SAS is not a ratings-based award so a rating of record will not normally serve as appropriate documentation.

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On-the-Spot (OTS) Award

On-the-spot (OTS) awards are special act or service (SAS) awards within the range of \$50-\$475. By design, they may be processed quickly to recognize exceptional day-to-day work accomplishments.

Criteria and eligibility

This award recognizes superior day-to-day work accomplishments exceeding normal job requirements but not significant enough in scope to warrant a larger SAS monetary award. Both permanent and temporary employees are eligible.

Examples of appropriate achievements or contributions are:

- Initiating or developing work methods or procedures that improve efficiency rates or lower costs;
- Demonstrating sensitivity and responsive performance that improves relationships or services; or
- Enabling the mission of a unit to be accomplished during difficult or austere periods through personal dedication to duty and/or application of innovative solutions to day-to-day problems.

Inter-organizational OTS awards

OTS awards are paid from the awardee's home organization's budget. Prior to submitting and processing an award originating outside of the home organization, the senior leader of the originating organization must obtain and document the concurrence of the senior leader of the home organization. For this purpose, "senior leader" is defined as the SES/Flag rank officer who is Commander/Director of a PLFA, the Director of a J code, or the DLA Chief of Staff for Director's staff organizations.

Submission

To request an OTS award, submit the following through activity-level channels to DHRS:

- A "Request for Personnel Action" (Form SF 52) or other vehicle approved by DHRS, and
- A brief narrative description addressing the reasons for recommending the award.

When in doubt about the submission or routing requirements, check with your organization's Awards Administrator for internal process flow.

The award approval, approved at the level indicated below, may only be submitted to DHRS by an individual officially designated by the organization's senior leader. DHRS will generate a Personnel Action (SF 50), and the award will be electronically paid.

Approval

Nominations may be recommended by the immediate supervisor and approved by an official at least one level above the immediate supervisor (unless the organization requires additional/higher level approval). The director of an organization may sign as both recommending and approving official for OTS awards.

Records disposition

A copy of the required justification and any other supporting documentation must be retained on file by the requesting office in accordance with the DLA Records Disposition Schedule.

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Time-Off Award

A Time-Off Award (TOA) is time off from duty without loss of pay or charges to leave, granted to a civilian employee or team as a form of incentive or recognition. The amount of the award must be commensurate with the value of the contribution.

Criteria and eligibility

Most civilian employees (as defined in 5 U.S.C. 2105) are eligible to receive TOAs. They may be granted to individuals or members of a group for:

- A suggestion, invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork; or
- A special act or service in the public interest in connection with or related to official employment.

Although a TOA may be used to acknowledge accomplishments and high quality contributions, it is not intended as recognition of sustained high-level performance or as a wholesale replacement for monetary performance awards. TOAs may be used in combination with cash or honorary awards as long as the total value of the awards given is commensurate with the contribution being recognized.

When group contributions are recognized through a TOA, all group members typically will be granted the same amount of time off. However, members of the recognized group may be granted TOAs of varying duration if the difference in individual contribution levels is clearly supported by the narrative justification.

A TOA must be scheduled and used within one year of the effective date. If the TOA is not used during this time period, it will expire.

TOAs may not be converted to cash under any circumstances, and they may not be transferred between agencies. An effort should be made to ensure that the employee is able to use the award before he or she leaves DLA. TOAs should be scheduled and used so as not to adversely affect organizational productivity or an employee who is in an annual leave “use or lose” status.

Award amount

The maximum amount of time off granted to an individual for a single contribution is 40 hours. The minimum award is 4 hours or one-half workday. For purposes of this calculation, one workday equates to the number of hours scheduled for work on an approved day off. The total amount of time off which may be granted to an employee in any one leave year is 80 hours.

Civilian deployment

DLA civilian employees who deploy in contingency support (or similar) groups are entitled to receive a TOA upon completion of a deployment of 90 consecutive days or more. This provides time to take care of personal and professional matters that were deferred while deployed. Time off after deployment will normally begin as soon as possible, often within 72 hours following return to home station. Civilian employees will be granted 40 hours of time off after deployment in support of DLA or DoD activities.

Inter-organizational TOAs

TOAs impact the awardee's home organization. Prior to submitting and processing an award originating outside of the home organization, the senior leader of the originating organization must obtain and document the concurrence of the senior leader of the home organization. For this purpose, "senior leader" is defined as the SES/Flag rank officer who is Commander/Director of a PLFA, the Director of a J code, or the DLA Chief of Staff for Director's staff organizations.

Submission as part of the annual performance cycle

At the end of each performance cycle, the "Performance Awards Tool" (PAT) is used to submit and approve ratings of record and associated awards. Organizations populate the PAT with the number of TOA hours. Once approved by the appropriate management official, the PAT is sent to the DHRS office by an individual officially designated to do so. PATs are processed all together, and they result in SF 50 personnel actions and electronically paid awards. A narrative justification must be completed for this award; however, when based on an annual appraisal, element rating levels and narratives imbedded in the rating of record may serve as justification if they effectively differentiate performance levels.

Submission outside the annual performance cycle

To request a TOA award, submit the following through activity-level channels to DHRS:

- A "Request for Personnel Action" (Form SF 52) or other vehicle approved by DHRS, and
- A narrative justification addressing the reasons for recommending the award (see "Criteria and eligibility" above).

The award approval, signed at the level indicated in the appropriate section below, may only be submitted to DHRS by an individual officially designated by the organization's senior leader. DHRS will generate a Personnel Action (SF 50) for each individual, and the award will be electronically paid.

Approval of individual and team/group

Nominations are made by the immediate supervisor and approved by an official at least one level above the immediate supervisor. The director of an organization may sign as both recommending and approving official.

Approval for an entire organization/work unit

A TOA for an entire organization (e.g., J code, directorate, or PLFA), must be approved by the PLFA commander or J code Director of the requesting activity, defined as follows:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs.
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel.
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Records disposition

The justification and other supporting documentation for the award must be retained on file by the requesting office in accordance with the DLA Records Disposition Schedule.

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Civilian Deployment Awards and Recognition

As forward deployed representatives of DLA, this award recognizes those DLA employees who have successfully completed a forward deployment in support of contingency operations.

Criteria and eligibility

A civilian employee who is deployed overseas in support of contingency operations and who contributes to mission shall be awarded a Special Act or Service (SAS) award and a Time-Off Award (TOA) by his or her organization. For these purposes, *deployment* is defined as Request for Forces, Joint Individual Augmentee, and Title 10 tours.

Award amounts

Special Act or Service (SAS) –

\$3,500 for a successful six month deployment in support of contingency operations. “Successful” is defined as fully and consistently meeting the expectations established by the in-theater supervisor. Performance is of good quality, and the employee produces the expected quantity of work with normal supervision.

\$7,500 for an exceptional six month deployment in support of contingency operations. “Exceptional” is distinguished by demonstrated initiative; creative problem solving; or consistently produced work of extraordinary quality and quantity significantly ahead of established schedules or deadlines with very little supervision. The employee voluntarily completes assignments outside of the scope of his or her assigned duties and performs them at a sufficiently high level that does not sacrifice quality, quantity, or timeliness.

Award amounts are prorated for deployments less than six months (e.g. for a three month deployment, the amounts listed above would be reduced by one half). Any deployment orders scheduled less than the typical 179 days will result in amounts being prorated.

Time-Off Award (TOA) –

DLA civilian contingency support employees are entitled to receive a TOA of 40 hours upon successful completion of a contingency deployment of 90 consecutive days or more. See the Time-Off Award section in this handbook for more information.

Submission

The deployed employee’s home supervisor of record or Force Provider office is responsible for award submission. Funding for the award will be provided by the employee’s activity of record.

To request an SAS Award and TOA for civilian deployment, submit the following to the servicing DHRS office:

- A “Request for Personnel Action” (Form SF 52) or other vehicle approved by DHRS, submitted by the home supervisor of record or Force Provider office, and
- A standard performance feedback form (if available) and narrative justification provided by the in-theater supervisor, the home supervisor of record, or the Force Provider office.

The award approval, signed at the level indicated below, may only be submitted to DHRS by an individual officially designated by the organization’s senior leader. DHRS will generate a Personnel Action (SF 50), and the award will be electronically paid.

Approval

The in-theater supervisor, home supervisor of record, Regional Commander or Force Provider may approve the award.

Records disposition

The justification and other supporting documentation for these awards must be retained on file by the employee's activity of record in accordance with the DLA Records Disposition Schedule.

For additional information and forms, visit the Civilian Expeditionary Workforce page under "Policies" at <https://eworkplace.dla.mil/sites/S8/Pages/CivilianExpeditionaryWorkforce.aspx>.

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DLA Humanitarian Effort Award

The DLA Humanitarian Effort Award recognizes the contributions and accomplishments of DLA civilian employees who directly support peacekeeping or prolonged humanitarian operations either within the continental United States or outside the continental United States. The award demonstrates the value DLA places on the service of its workforce and the importance of the Agency's contribution in accomplishing the nation's objectives.

This award includes a DLA Humanitarian Service medal and certificate. For Category 1 and 2 awards (defined below), it also includes a cash award.

This award does not preclude employees from receiving the Armed Forces Civilian Service medal.

Criteria and eligibility

DLA civilian employees who provide support on operations of peacekeeping or prolonged humanitarian efforts, whether physically located at the event or from a location other than the area of eligibility, are eligible for this award.

(In accordance with [DoDI 1400.25](#), volume 451, contractor personnel are not eligible to receive recognition unless the contribution is unrelated to and completely outside the terms of the contract and the recognition is clearly in the public interest. In such cases, recognition is limited to a letter or a certificate of appreciation.)

For Category 1 and 2 awards, employees must be engaged in direct support for 30 consecutive days (or for the full period when an operation lasts less than 30 days).

- Direct support is defined as support provided in the area of eligibility or support to the area of eligibility from a location other than the area of eligibility. The area of eligibility is defined as the location where the man-made or natural disaster took place.
- The Operational Lead for each particular DLA Humanitarian Effort will determine any exceptions or modifications to this definition of the area of eligibility.

Other parameters –

- No more than one DLA medal may be awarded to any one civilian employee for the same humanitarian effort.
- The Humanitarian Effort Award may be awarded posthumously and presented to such representative of the deceased as may be deemed appropriate by the DLA Director.
- The awarding of the DLA Humanitarian medal will not be retroactive but employees will receive the award once the award package has been approved.

Award Amounts

- Category 1: An award of \$2,000, a medal, and a certificate may be given to employees physically located and providing substantial and direct support to the humanitarian effort for 30 consecutive days in the area of eligibility (or for the full period when an operation lasts less than 30 days).
- Category 2: An award of \$750, a medal, and a certificate may be given to employees providing substantial and direct support, beyond the scope of their regular duties, to the humanitarian effort from a location other than the area of eligibility for 30 consecutive days (or for the full period when an operation lasts less than 30 days). The alternate location may be the employee's official worksite.

- Category 3: An award consisting of a certificate and medal may be given to employees actively engaged in workload that significantly supports the humanitarian effort (e.g., filling in for an employee who has been deployed) but does not meet the substantial and direct level of support outlined in the categories above. The alternate location may be the employee's official worksite.

Submission and Approval

To request a DLA Humanitarian Effort Award, activity Commanders, J Code Directors, or the DLA Chief of Staff must submit the following –

- A [DLA Form 38](#) or other vehicle approved by DHRS (such as a CAC signed awards spreadsheet template).
- A justification, including dates and location of qualifying event.
- Copies of official orders or a statement signed by the authorizing commander to reflect that eligibility has been met. The commander's statement must include the name, inclusive dates, location of qualifying event, how long the individual was present, and a list of support/duties performed.

Submit the award package to the J1 Honorary Awards Program Manager. Upon approval by the DLA Director, the package for civilian employees will be forwarded to DHRS to process the monetary portion of the award(s) and add to the employee's electronic official personnel file.

Records disposition

The justification and other supporting documentation for these awards must be retained on file by the employee's activity of record in accordance with the DLA Records Disposition Schedule.

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Invention Award

Invention awards are monetary awards granted to one or more civilian or military personnel for inventions that are of interest to DLA and for which patent coverage is sought or granted.

Criteria and Eligibility

A monetary award may be considered if the invention either (1) contributes to the efficiency, economy, or other improvement in Government operations; or (2) is in the public interest and is associated with the employee's official employment. Even though the making of an invention is considered to be within an employee's official duties, the inventor may be considered for cash and honorary recognition.

The disclosure of an invention in a publication, or public use of an invention, or the sale of an article embodying the invention, for more than one year before the filing of a patent application thereon constitutes a statutory bar to the issuance of a valid United States Letters Patent. Therefore, to protect the interests of the originator and the Government, it is important that a suggestion or contribution which appears to be patentable be submitted promptly to allow ample time for patent processing.

Invention awards are not authorized if a cash award has been paid for the same contribution as a suggestion; however, in cases where a suggestion award has totaled less than the amounts payable under the Invention Award, the employee or member may be awarded the difference.

DLA General Counsel will review contributions for possible patent consideration at the request of the inventor or when patent consideration is recommended by the evaluating official. DLA General Counsel makes the determination of rights in inventions and whether the invention will be processed for patenting by DLA.

Award Amounts

DLA personnel whose invention disclosures are received by an activity incentive awards coordinator or committee will be eligible for an initial award of \$100 upon advice of DLA General Counsel that the conditions for the Preparation of Patent Application found in [A Guide to Filing a Design Patent Application](#) have been met.

When two or more eligible persons are co-inventors, each will receive an initial award of \$100. Any additional award will be divided equally.

The inventor(s) may be considered for an additional award of \$300 upon notification that the patent covering the invention has been issued. If an employee's application for patent is placed under a secrecy order, he or she will become eligible for the additional award of \$300 when a [Notice of Allowability](#) of the application is issued.

When the actual value of the invention can be determined, any additional award may be based on the savings accruing during the first year after the patent was issued. If the calculation or estimate of benefits to the Government does not fairly reflect the later years' benefits, consideration may be given to either an averaging of actual benefits during several years or using a more representative year, e.g., the benefits in the second or third year following use of the invention. When an additional award is granted, the amount of the award will be reduced by the amount of any awards previously granted.

Submission and Approval

To nominate for an Invention Award, submit the following through activity-level channels to the Office of the General Counsel for evaluation and endorsement:

- A “Request for Personnel Action” (Form SF 52) or other vehicle approved by DHRS, and
- A narrative justification and appropriate documentation of the invention and its usability.

The nomination must be signed by the immediate supervisor and an official at least one level above the immediate supervisor.

If endorsed by DLA Office of General Counsel, the nomination is forwarded to the J1 Honorary Awards Program Manager, who will complete the coordination process for the award and send the completed approval to DHRS for generating a Personnel Action (SF 50) to pay the award electronically.

Records Disposition

The justification and other supporting documentation for award must be retained on file by the requesting office in accordance with the DLA Records Disposition Schedule.

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Honorary Awards

DLA Exceptional Civilian Service Award



This is the highest DLA honorary award. It is granted by the DLA Director to those civilian employees who have distinguished themselves by exceptional service or contributions of the broadest scope to DLA or DoD as a whole. The award consists of a gold and silver medal, a lapel button, and a certificate signed by the DLA Director.

Criteria and eligibility

This award may be granted for contributions such as, but not limited to, the following:

- Accomplishment of assigned duties in such a preeminent manner as to have been clearly exceptional among all persons who have performed similar duties;
- Development or improvement of methods and procedures or inventions which accomplish extraordinary results in the advancement of DLA, DoD, or Government operations;
- Exhibition of great courage and voluntary risk of personal safety in the face of danger, above and beyond the call of duty, related to or in the performance of assigned duties, which resulted in direct benefits to the Government or its personnel; or
- Other exemplary performance related to official employment, comparable to that above, deemed by the Director, DLA to warrant the Agency's highest honorary civilian recognition.

This award may be granted in conjunction with retirement. When the nomination is based on career achievements, it is expected that the nominee would have previously received the DLA Meritorious Civilian Service Award.

Recommendations for this award must be submitted within 60 days of the act, achievement, or period of service being cited.

Submission and Approval

To request a DLA Exceptional Civilian Service Award, submit [DLA Form 38](#) along with the following:

- A justification not exceeding three pages, citing examples and details in support of the recommendation;
- A description of present duties;
- A proposed citation of not more than 90 words;
- A chronological list of career employment history; and
- A chronological list of awards and other significant recognition.

(Note: The chronological lists of career employment history and awards and other significant recognition can be requested from your servicing DHRS Customer Account Manager.)

This award is first recommended for approval by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs.
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel.
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Once approved at the activity level, submit the award package to the J1 Honorary Awards Program Manager. Allow at least 60 days for processing by J1 and the graphics office.

The J1 Honorary Awards Program Manager processes the award including –

- Obtaining approval by the DLA Director, including coordination with the DLA Human Resources, DLA General Counsel, DLA Chief of Staff, and DLA Vice Director;
- Preparing the award certificate and ordering the medal from the graphics office;
- Contacting the requesting office for award pickup when all actions are completed; and
- Notifying DHRS to record the action in the employee's electronic personnel file.

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DLA Meritorious Civilian Service Award



This is the second highest DLA honorary recognition for civilian employees. The award consists of a bronze medal, a lapel button, and a certificate signed by the PLFA commander or J code Director of the requesting activity.

Criteria and eligibility

This award may be granted for service such as the following, which are not as broad in scope as the examples listed for the DLA Exceptional Civilian Service Award:

- Accomplishing assigned duties in an exemplary manner, setting a record of individual achievement, and inspiring others to improve the quality and quantity of their work performance;
- Exercising unusual initiative in devising new or improved work methods and procedures that result in substantial savings in manpower, time, space, materials, or other items of expense, or improving safety or health of employees;
- Outstanding achievement in improving the morale of workers in an organizational unit with consequent improvement in work performance;
- Demonstrating unusual courage or competence in an emergency while performing assigned duties; or
- Other outstanding performance relating to official employment, comparable to that above, deemed by the DLA Director or the head of the PLFA or J code director to be worthy of recognition.

This award may be granted in conjunction with retirement.

Submission and Approval

To request a DLA Meritorious Civilian Service Award, submit [DLA Form 38](#) along with the following –

- A justification not exceeding three pages citing examples and details in support of the recommendation;
- A description of present duties;
- A proposed citation of not more than 90 words;
- A chronological list of career employment history; and
- A chronological list of awards and other significant recognition.

(Note: The chronological lists of career employment history and awards and other significant recognition can be requested from your servicing DHRS Customer Account Manager.)

This award is approved by –

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs.
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel.
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Once approved, follow organizational procedures for requesting award materials. In addition, provide the approved DLA 38 to DHRS to record the action in the employee's electronic personnel file.



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DLA Superior Civilian Service Award



This is the third highest DLA honorary recognition for civilian employees. The award consists of a bronze medal, a lapel button, and a certificate signed by the Director of the requesting activity.

Criteria and eligibility

This award may be granted for services such as the following, which are not as broad in scope as the examples listed for the DLA Meritorious Civilian Service Award:

- Significant contributions through consistent high quality performance; or
- Special acts or achievements with PLFA-wide impact.

This award may be granted in conjunction with retirement.

Submission and Approval

To request a DLA Superior Civilian Service Award, submit [DLA Form 38](#) along with the following:

- A justification not exceeding two pages citing examples and details in support of the recommendation;
- A description of present duties;
- A proposed citation of not more than 90 words;
- A chronological list of career employment history; and
- A chronological list of awards and other significant recognition.

(Note: The chronological lists of career employment history and awards and other significant recognition can be requested from your servicing DHRS Customer Account Manager.)

This award is approved by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs.
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel.
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Once approved, follow organizational procedures for requesting award materials. In addition, provide the approved DLA Form 38 to DHRS to record the action in the employee's electronic personnel file.



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DLA Distinguished Career Service Award



This award may be granted to civilian employees upon their retirement in recognition of highly distinguished service. The award consists of a bronze medal, a lapel button, a plaque, and certificate.

Criteria and eligibility

The DLA Distinguished Career Service Award recognizes a record of sustained superior performance that has had significant impact on the effective accomplishment of mission objectives. The recipient must have received previous recognition for superior performance or special achievement; however, prior receipt of top-level honorary recognition is not a prerequisite for eligibility.

The period of service covered may include both military and civilian service, and this award may be granted in conjunction with any of the following:

- DLA Exceptional Civilian Service Award
- DLA Meritorious Civilian Service Award
- DLA Superior Civilian Service Award
- DLA Certificate of Achievement
- DLA Commendable Service Certificate

Submission and Approval

To request a DLA Distinguished Career Service Award, submit [DLA Form 38](#) along with the following:

- A justification not exceeding two pages citing examples and details of noteworthy accomplishments in support of the recommendation;
- A description of present duties;
- A proposed citation of not more than 90 words;
- A chronological list of career employment history; and
- A chronological list of awards and other significant recognition.

(Note: The chronological lists of career employment history and awards and other significant recognition can be requested from your servicing DHRS Customer Account Manager.)

This award is approved by –

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs.
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel.
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Once approved, follow organizational procedures for requesting award materials. In addition, provide the approved DLA Form 38 to DHRS to record the action in the employee's electronic personnel file.

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Federal Career Service Length of Service Emblem

The Federal Career Service Emblem pin, along with the Certificate of Service, is used to recognize long and faithful service and to stimulate employees' pride and interest in their organization and Federal career service.

Criteria and eligibility

The emblem may be awarded in recognition of the completion of 10 years of Federal service and thereafter for each 5 year period (i.e., 10, 15, 20, 25, 30, 35, 40, 45, etc.).

For purposes of this award, "Federal service" includes civilian service in departments or agencies of the Federal Government, service in the municipal Government of the District of Columbia, and all honorable military service as documented on the employee's DD 214 (Report of Separation from Military Service), as long as the employee has served at least one year as a DLA civilian employee. In those instances where there is an overlap of civilian and uniformed service time (instances of terminal leave, active reserve time, etc.), that time will only be counted once.

Submission and Approval

DHRS prepares the certificate and pin for each employee who meets the above criteria. Certificates will be forwarded to appropriate heads of PLFAs and DLA Executive Board members for signature. The Federal Career Service Emblem pin is included with the certificate sent forward.

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DLA Employee of the Quarter Program Award

This award is intended to recognize individuals for meritorious actions including, for example, superior performance, innovative improvement, humanitarian service, teamwork with other employees, savings to the Government, performance of an act or service that reflects positively on DLA, and/or any other notable contribution.

Criteria and eligibility

All DLA Headquarters and DLA PLFA civilian employees are eligible for this award. No individual may be selected as Employee of the Quarter more than once in any 12-month period.

The following categories were established to mirror the structure of the DLA workforce and are designed to provide equitable competition DLA-wide:

- GS/WG/WL 1-6
- GS/WG/WL 7-12
- GS 13-15/WS

Any of the criteria listed below may be used as criteria for selecting an employee for this honor:

- Superior performance
- Innovative improvement
- Humanitarian service
- Teamwork with other employees
- Responsibility for savings to the Government
- Performance of an act or service that reflects positively on DLA
- Other similar meritorious actions

As part of the Annual DLA Recognition Program each year, Agency Employee of the Quarter winners will automatically be considered for selection as the Agency Employee of the Quarter Annual Winner.

Submission and Approval

The DLA Director approves final selections after the following prescreening is completed. Nominations are initially approved and forwarded by –

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Nominations must be received by the J1 Honorary Awards Program Manager by the 15th of January, April, July, and October. All nominations must contain the following:

- Full name of the nominee
- Position title and grade of nominee
- Organization to which the nominee is assigned
- Narrative justification addressing the criteria described above
- Nominator's name, email address, organization, and telephone number

The DLA Recognition and Awards Board reviews all nominations, selects category winners, and recommends the winners to the DLA Director for approval.

The J1 Honorary Awards Program Manager processes the award including:

- Preparing the award certificate;
- Obtaining the approval of the DLA Director including coordination with DLA Human Resources, DLA Office of General Counsel, DLA Chief of Staff, and DLA Vice Director; and
- Contacting the requesting office for award pickup when all actions are completed (or mailing when necessary).

DLA activities should recognize winners in an upcoming All Hands or Town Hall event.

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DLA Commendable Service Certificate

The DLA Commendable Service Certificate recognizes civilian employees for significant contributions to the efficiency, effectiveness, or economy of operation of the immediate function to which they are assigned.

Criteria and eligibility

All civilian employees are eligible to receive this award. Nominations should cover a minimum period of service of three months.

Submission

To request a DLA Commendable Service Certificate, submit [DLA Form 38](#) along with a justification and citation. Allow a minimum of 14 days for processing.

Submit the award package to DHRS. Once the certificate has been completed, the certificate and documentation will be returned to the requesting office for presentation.

Approval

Nominations are approved by managers at the directorate level.

Records disposition

A copy of the documentation will be filed in the employee's electronic official personnel folder.

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DLA Certificate of Achievement

This award recognizes employees for significant contributions, sustained high quality performance over a period of time, and/or special acts or achievements.

Criteria and eligibility

The DLA Certificate of Achievement recognizes civilian employees for significant contributions, which warrant official recognition but are not broad enough in scope to merit the granting of the DLA Superior Civilian Service Award.

Submission

To request a DLA Certificate of Achievement award, submit DLA Form 38 along with a justification and citation. Allow at least 14 days for processing.

Submit the award package to DHRS. Once the certificate has been completed, the certificate and documentation will be returned to the requesting office for presentation.

Approval

Awards are approved and forwarded by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Records disposition

A copy of the documentation will be filed in the employee's electronic official personnel folder.

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Letters of Commendation

Letters of commendation may be awarded for any above average achievement or performance or for an act or service which exceeds the normal expectation.

Criteria and eligibility

Letters of Commendation may be awarded for achievement, performance, or service that is sufficiently valuable to warrant official commendation but does not meet the criteria for monetary or honorary recognition. Such instances may include, but are not limited to:

- An adopted suggestion where, due to job responsibility, the employee is not eligible for a cash award;
- Above average work performance while on a specific assignment;
- Non-DLA recognition of outstanding accomplishments on DLA programs which reflects credit on the employee's contributions; or
- Exceptional participation in civic or professional activities related to official employment.

Submission

Letters of Commendation should contain a complete and concise description of the work performance, act, suggestion, or service being recognized.

Approval

Awards are approved and forwarded by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Records disposition

The justification and other supporting documentation for award must be retained on file by the requesting office in accordance with the DLA Records Disposition Schedule.

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Letters of Appreciation

A letter of appreciation may be given at any time to express appreciation to an employee for work performance or an act or service which is above that normally expected.

Criteria and eligibility

This recognition is appropriate for expressing appreciation in many types of situations. For example:

- Performance while on special assignment or during short periods where an unusual work situation or other emergency exists;
- Contributions to civic or professional activities related to assigned duties such as speaking, participating in conferences, or other leadership activities; or
- Other special efforts by employees.

Approval

Letters of appreciation may be initiated and approved by the immediate supervisor, higher-level supervisor, or any individual having knowledge of the services rendered.

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DLA Director's Award for Organizational Excellence

The DLA Director's Award for Organizational Excellence is awarded by the DLA Director. The award is a bronze eagle.

Criteria and eligibility

DLA PLFAs, DLA Headquarters J code organizations, DLA General Counsel, DLA Installation Support, DLA Headquarters Staff organizations, or other organizational units, groups, or teams may be nominated when their achievements have been of such high level of excellence that recognition is warranted.

Examples of achievement which may be considered for this award are:

- Significant contributions through consistent high quality performance;
- Exceptional accomplishment of newly assigned mission or function while significantly improving overall organizational productivity;
- Implementation of novel procedures and programs which are replicable DLA-wide;
- Achievement of exceptionally ambitious program or performance goals in a timely manner;
- Implementation of creative initiatives which significantly improve organizational morale and quality of life; or
- Community recognition for quality community service.

Submission and Approval

Nominations are based on personal and professional assessment of the organization, group, or team and may be submitted by the organization or requested personally by the DLA Director.

Nominations may be submitted at any time but should be submitted within a reasonable time after achievement of the goal or objective.

To request a DLA Director's Award for Organizational Excellence, submit [DLA Form 38](#) along with a justification and a citation as follows:

- A justification not exceeding three pages including examples and details in support of the recommendation, and
- A proposed citation of not more than 90 words.

This award is first recommended for approval by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Once approved at the activity level, submit the award package to the J1 Honorary Awards Program Manager, who will process the award. Processing the award includes:

- Seeking approval from the Executive Board;
- Obtaining the DLA Director's approval;
- Ordering the eagle and requesting preparation by the graphics office; and
- Contacting the requesting office for award pickup when all actions are completed.

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Director's Strategic Goals Quarterly Awards

The Director's Strategic Goals Awards aim to increase visibility of the Director's Strategic Goals and the five goal areas in the DLA Strategic Plan 2015-2022. The five goal areas are:

1. Warfighter First: Make promises and keep them. Deliver innovative and responsive solutions to Warfighters first, DoD components, and our other valued customers.
2. People and Culture: Valued team members; resilient and ready for the challenge. Hire, develop, and retain a high-performing, valued, resilient, and accountable workforce that delivers sustained mission excellence.
3. Strategic Engagement: Better outcomes through teamwork. Engage industry and other partners in the delivery of effective and affordable solutions.
4. Financial Stewardship: Affordable solutions and continued accountability. Deliver effective and affordable solutions.
5. Process Excellence: Always improving; finding smarter ways to do things. Achieve Enterprise process excellence.

Awards recognize teams or individuals for measurable contributions toward accomplishment of the DLA Director's ambitious agenda to significantly improve performance and dramatically reduce costs in each of the five focus categories.

Criteria and eligibility

All DLA civilian employees and military members are eligible. Five winners are selected each quarter, one in each category.

A "team" is defined as any group of people assembled in the workplace to achieve a common purpose or goal.

<u>Team Size</u>	<u>Numbers of Team Members</u>	<u>Number of Nominees</u>
Small	25 or less	1
Medium	26-50	1
Large	51-125	1

Protocol for recognizing teams and Individuals

Each recipient will receive a Director's Strategic Goals Award certificate and medal, and will be publically recognized at the local/command level. In addition, winners will be profiled in a *DLA Today* article. All nominations will be posted to the DLA website.

Submission

PLFAs, J code organizations, DLA Installation Support, and DLA Headquarters Staff organizations should submit nominations to the J1 Honorary Awards Program Manager with a one page narrative statement describing in simple terms how the individual or team directly contributed to advancing the Director's Strategic Goals. This nomination must be signed by the nominator/recommending official and

reviewer. The reviewer should be the DLA Chief of Staff (for DLA Installation Support and DLA Headquarters Staff organizations), J code Director, or PLFA Commander.

Approval

The DLA Headquarters Recognition and Awards Board will review the nominations and make recommendations to the DLA Director for approval. The J1 Honorary Awards Program Manager prepares certificates for the Director's signature.

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DLA Retirement and Other Farewell Recognition

A broad variety of gifts, awards, and paraphernalia may be appropriate for acknowledging an honorable retirement or farewell. Consideration should be given to the employee's preference for public or private settings. Decisions regarding ceremonies and events are to be made on an equitable basis across the workforce and not be based on the grade or rank of the individuals involved.

Gifts

The *Joint Ethics Regulation* (DoD 5500.7-R) sets forth DoD policy on gifts. The standard rules governing gifts apply. Government funds may not be used to purchase gifts; however, private contributions may be used. Some examples of "gift" items include flowers, paper weights, and flags (civilian), as well as "display" items such as shadow boxes and display cases. Consult a DLA General Counsel ethics counselor with any questions regarding these provisions.

Rules for gift giving from a group are as follows (note: dollar amounts are subject to change):

- A gift certificate may be given as long as it is not redeemable for cash.
- Fellow employees may be solicited for voluntary contributions of nominal amounts.
- If even one member of the donating group is a subordinate of the recipient, the aggregate market value of a group gift may not exceed \$300, regardless of the number of military and/or civilian employees contributing.
- There is no limit on the number of donating groups that may give a retirement gift. However, the number should be based on common sense and reasonableness. Also, donating groups may not "pool" their money to buy a gift over the \$300 limit. For example, it is not permissible for two donating groups each with \$250 to combine their money and buy a \$500 gift.
- The "nominal amount" of any voluntary contribution that may be solicited from an employee for a group gift should not exceed \$10.
- An employee may contribute to a group gift and may also give an individual gift, so long as the giving of both of these gifts is "appropriate to the occasion," i.e., the total amount spent is reasonable under the circumstances.
- The voluntary nature of any contribution must be made clear in any solicitation so that each employee understands that he or she may contribute nothing at all, or any amount that he or she desires up to \$10). Senior personnel may not pressure subordinates or junior personnel to make contributions.
- A nominal amount for refreshments may be solicited as a separate, *voluntary* contribution not subject to the \$10 limit. For example, it is permissible to solicit \$10 for the retirement gift and an additional \$2 to help pay for the cost of refreshments.
- Contributions cannot be solicited from "prohibited sources" (agency contractors or their employees). However, unsolicited contractor gifts are permissible. Note that they are subject to the \$20/\$50 rule.

Awards, plaques, and ceremony supplies

Official retirement and other farewell ceremonies that are inherent in the award process are permitted. Government funds may be used to purchase awards and ceremony supplies. For civilian employees, the awards must be made in accordance with the [5 U.S.C. 4501-4506](#) and for military members per [10 U.S.C. 1124 and 1125](#).

1. Sponsors may request the retirement and farewell recognition package items and services including the following:

For DLA employees and military members

- Invitations, programs, and other written materials.
 - Card stock paper may be of slightly heavier weight than plain paper
 - Program maximum size is 8 ½ x 11 inches
 - Maximum number: up to 100 (in-house); up to 300 via DLA Document Services
 - Program layout choices: tri-fold, 8 ½ folded in half (front and back), or ½ page front and back
 - Print: Regular
 - Background colors: various
- Photographer to officially document the event
- Traditional Military Spouse certificate(s) in Government frame or padded folder

For DLA Director, DLA Vice Director, and DLA Chief of Staff hosted events only

- The items listed above with raised printing on invitations and up to 750 invitations and programs
- Address and/or direction cards, Distinguished Visitor Passes, and VIP parking signs
- Videotaping

2. Retirement certificate: The retirement certificate is for all employees who retire. DHRS will process the retirement certificate. Allow 14 days for processing.
3. DLA retirement plaque: The retirement plaque is for all employees who retire. DHRS will process the request for a retirement plaque. Allow 14 days for processing.
4. Certificate of appreciation for the spouse: The certificate of appreciation for the spouse will be prepared by DHRS to be issued to the retiree's spouse. Allow 14 days for processing.
5. DoD and military service awards: Check with your servicing DHRS office, or the DLA Human Resources Services, Military Personnel and Administration office, for information on what awards are available.
6. A United States flag will be provided to military members retiring from active duty. Flags should be requested through transition centers.
7. Honorary awards: Additional civilian service and career service awards are permitted for individuals who qualify.
8. Local Awards: Local awards and awards made pursuant and consistent with the DLA Awards and Recognition Program and this handbook. Local award options (or similar in scope and cost) for residents of the DLA Headquarters:

- Frame (16x20) with photo (of one or both) of the DLA Headquarters and Cameron Station, with engraved plate.
- Frame with a smaller photo of the DLA Headquarters plus space for Commander's coin/s (if desired) and engraved plate.

Certificate awards will be presented in either the standard padded folders or Government stock frames; however, private contributions may be used to purchase custom framing, matting, and/or display items from public sources. The standard rules governing gifts apply.

Presidential Greetings

The White House Greetings Office receives and processes all requests for official greetings from the President of the United States. Guidelines and an online request form are available at [Presidential Greetings](#). Note that greetings may be requested well in advance with delivery approximately 14 days prior to the event.

Director's Silver or Gold Letter Plaques

The DLA Director can award a silver or gold letter to recognize the professional contributions and service of a DLA employee or military member. The letter can honor exceptional professional career accomplishments and performance as well as specific program achievements. These letters should be limited to the most deserving individuals whose contributions have had a highly significant impact on our operations or customer organizations. Individuals should have a minimum of 30-39 years of service to be eligible for a silver letter or 40 years for a gold letter.

Requests for letters from the Director are forwarded to the DLA Director's Executive Secretary with endorsement by –

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

The prepared submission should include the following:

- A staff summary sheet and endorsement
- Employee's full name and title
- Organization and organization address
- Date of retirement
- Date of ceremony
- Copy of the justification and/or citation
- Biography (if available)
- Point of contact for the action

Allow at least 30 days for processing. The DLA Director's Executive Secretary will obtain the signature of the DLA Director, forward the letter to the engravers, and contact the point of contact for pick-up.

DLA Flags

A DLA flag may be given in recognition of distinguished service, accomplishments, and/or sustained significant contributions to the Agency. Organizations must complete a memorandum stating the accomplishments and contributions for which the employee is to be recognized.

The memorandum must be endorsed by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

The endorsed package is submitted to the J1 Honorary Awards Program Manager for review and coordination. Once package has been coordinated, it will be forwarded to DLA Troop Support for processing.

Payment for the DLA Flag will be made from the requesting activity's Awards Fund.

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The Annual DLA Recognition Program

The annual DLA Recognition Program ceremony provides a highly visible means for the DLA Director to recognize DLA's men and women who exemplify the standard for excellence set by the Agency. The winners have demonstrated their leadership, hard work, and sense of commitment in support of DLA's mission and our nation's warfighters.

The ceremony is held to honor the winners in the categories below:

- Outstanding DLA Personnel of the Year (DLA Top Ten)
- DLA Leader of the Year Awards
- Team Performance Awards
- DLA Employee of the Quarter Program – Annual Winner
- DLA Awards for Achievement in Equal Employment Opportunity
- Outstanding DLA Employee with a Disability
- Acquisition Excellence Awards
- Morale, Welfare, and Recreation Operations Excellence Awards
- DLA Environmental Award
- Information Technology Operations Excellence Awards
- DLA Police Officer Awards
- Outstanding Policy Activity Award
- Annual DLA Fire and Emergency Services Awards
- Other appropriate annual awards that may be added with approval by DLA Human Resources Policy (J14)

Descriptions, criteria, and submission instructions for each of these awards are found in the individual categories below.

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Outstanding DLA Personnel of the Year (DLA Top 10)

The DLA Top Ten award provides a highly visible means for the DLA Director to recognize deserving civilian and military employees. It acknowledges superior performance in any segment of the DLA workforce and is presented at the DLA Annual Recognition ceremony. Awardees are presented with an engraved crystal trophy. Civilian awardees may also receive cash awards.

Criteria and eligibility

DLA civilian employees and military members may be nominated for this award. An awardee must demonstrate exemplary performance that is inspirational to others and have contributed significantly to the effective achievement of DLA's mission. Specific criteria and categories will be included in the nomination call letter.

Award amount

Civilian awardees are eligible to receive a cash award of \$2,500. Military members may not receive cash awards based on Title 5, United States Code, Chapter 45, which provides authority to pay military personnel for their contributions in the form of suggestions, inventions, or scientific achievements but not for performance.

Submission and approval

Nominations are solicited from the DLA PLFAs and Executive Board members, and submission indicates sponsorship and endorsement. Nominations must be fully vetted at the local level to ensure nominees have demonstrated integrity and high ethical standards throughout their careers with DLA.

Due dates, format, and nomination protocols will be included in the nomination call letter. A professional photograph is submitted with the nomination package. If the nominee is selected for the award, the photo will be used for the award ceremony brochure.

Nominees are recommended and endorsed by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Nominations are forwarded to the J1 Honorary Awards Program Manager. The DLA Headquarters Recognition and Awards Board reviews the nominations and recommends awardees to the DLA Director for approval.

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DLA Leader of the Year Awards

DLA Leader of the Year Awards acknowledges outstanding performance by a civilian employee based on proven leadership qualities as defined in DLA's leadership competencies. Award recipients are recognized at the DLA Annual Recognition ceremony.

There are four leadership levels:

Level 1 – Non-Supervisory Employees

Level 2 – Team Leaders and Project Leaders

Level 3 – New Civilian Supervisors who must satisfy a probationary period

Level 4 – Experienced Leaders and Managers (Supervisors of Supervisors) and Supervisors who are past their probationary periods

Each award winner will receive a trophy, certificate of commendation signed by the DLA Director, a cash award of \$2,500, and one year subscription to Harvard Business Review.

Criteria and eligibility

DLA civilian employees are eligible. There is one awardee per level.

Submission

Nominations will be solicited from the DLA PLFAs and Executive Board members. The due dates, specific criteria, and nomination form will be in the nomination call letter. Nominations are submitted to DLA Human Resources, Human Capital Program Development (J12).

Approval

The DLA Headquarters Recognition and Awards Board reviews nominations and recommends a selectee to the DLA Director for approval.

The J1 Honorary Awards Program Manager will provide the DLA Human Resources Services, DLA Training with the names and organizations of the winners, so they can process the one-year Harvard Business Review subscription.

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Team Performance Award

The purpose of the DLA Team Performance Award is to increase visibility of organizational goals, advance the use of teamwork in the work environment, and motivate DLA employees to improve the level of team performance.

Awardees are recognized at the DLA Annual Recognition ceremony. The team award includes a suitably engraved trophy presented to the team leader. Each team member is presented with a certificate signed by the DLA Director and a medallion/lapel pin (or other form of award to be determined at the time of presentation). For achievements that are based on measurable savings to the organization, cash awards may also be presented as determined appropriate by the DLA Headquarters Recognition and Awards Board.

Criteria and eligibility

This award recognizes DLA teams that have improved organizational performance by using structured improvement methods and/or advanced the principles of teaming and teamwork in the work environment. Specific criteria and team categories will be in the nomination call letter. The team must have successfully completed its project or mission at the time of the nomination. A project may be considered successfully completed even if it is not implemented, provided it has been so recognized by its chartering official.

A “team” is defined as any group of people assembled in the workplace to achieve a common purpose or goal. Any formally chartered, permanent, or ad hoc team in DLA is eligible to be nominated for this award. Individuals and organizational groups not structured as teams are not eligible to be nominated for this award, although they may be eligible for other group awards.

Award Amount

If presented, the amount of cash awards will be determined by the DLA Headquarters Recognition and Awards Board and will be equally shared by all members of the team. Any nomination that claims monetary savings as the result of the team’s achievement will attach substantiating documentation to the nomination. Reported savings should be reflected in budgetary planning for the affected organizational element for the following fiscal year.

Submission

Nominations are solicited annually from the DLA PLFAs and Executive Board members. The due dates and nomination form will be in the nomination call letter. Nominations are forwarded the J1 Honorary Awards Program Manager along with justification and, if appropriate, documentation of savings.

Nominations may be submitted by –

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Approval

The DLA Headquarters Recognition and Awards Board reviews the nominations and recommends a selection to the DLA Director for approval.

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DLA Employee of the Quarter Program – Annual Winner

This award recognizes an annual winner selected from the pool of DLA Employee of the Quarter Program recipients (described in the Honorary Awards section of this handbook). The selected recipient is recognized at the DLA Annual Recognition Ceremony and receives a trophy.

Criteria and eligibility

The candidate pool includes all DLA Headquarters and PLFA civilian recipients of the DLA Employee of the Quarter award from the fourth quarter of the previous fiscal year to the third quarter of the current fiscal year. The competition is for the employee whose exemplary performance, improvements for the agency, humanitarian service, teamwork with other employees, savings to the Government, and/or performance of an act or service that reflects positively on DLA merits further recognition at the agency level.

Submission

Award packages for quarterly recipients from the fourth quarter of the previous fiscal year to the third quarter of the current fiscal year should already be on file with the J1 Honorary Awards Program Manager. They will be forwarded to the DLA Headquarters Recognition and Awards Board for review/approval.

Approval

The DLA Headquarters Recognition and Awards Board reviews the candidate pool and recommends a selectee to the DLA Director for approval.

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DLA Awards for Achievement in Equal Employment Opportunity

The DLA Awards for Achievement in Equal Employment Opportunity (EEO) are based on criteria in two areas: 1) DLA Strategic Initiatives and 2) EEO leadership and commitment. Three separate awards are recognized at the DLA Annual Recognition ceremony and are described as follows:

- Outstanding Achievement in EEO by a DLA Organization
- Achievement in EEO by a Supervisor or Manager
- Achievement in EEO by an Employee

Outstanding Achievement in EEO by a DLA Organization

DLA Award for Achievement in EEO recognizes both the integration of workforce development, diversity, and demonstrated leadership and the commitment to EEO by a DLA organization.

There are three award categories representing the three distinct organizational levels throughout the DLA enterprise. An awardee will be selected for each category. Nominations must clearly identify which category best describes the nominated organization.

Category One: Primary Level Field Activities (PLFA)

Category Two: Corporate Staff – DLA Installation Support, DLA Human Resources, DLA Logistics Operations, DLA Strategic Plans and Policy, DLA Information Operations, DLA Acquisition, DLA Finance, DLA Joint Reserve Force.

Category Three: Service Activities – DLA Pacific, DLA Europe & Africa, DLA Central, DLA Logistics Information Services (J63F), DLA Document Services (J63E), DLA Transaction Services (J62K), DLA Strategic Materials, Joint Contingency Acquisition Support Office, DLA Depots, Defense Reutilization and Marketing Offices (DRMO), and Director's Staff

Nature of award: The award is an engraved traveling trophy for awardees in each category to be displayed for a year.

Award consideration period: Annually, June 1 through May 31.

Eligibility: DLA organizations are eligible as described by the category levels above. EEO offices are not eligible for this award. The focus is on workforce development, diversity, and demonstrated EEO leadership and commitment by a DLA organization. This is not an award to recognize an EEO office or how well the EEO staff supported an organization's EEO initiatives. EEO offices play a supporting role in an organization's EEO initiatives.

Criteria and justification: Executing EEO is a management responsibility. Due dates, format, and nominations protocols will be included in the nomination call letter.

Selection: An awards board will be selected and convened by DLA Equal Employment Opportunity Office. The board will consist of diverse representation and include senior level employees from across the DLA Enterprise. Upon notification of selection, one 5X7 inch color photograph depicting some aspect of the organization's support of the EEO program or a generic view of the organization must be

submitted to the DLA Equal Employment Opportunity Office. The photo must be in either JPEG or TIFF format. Please note this photograph will be used in the award program booklet.

Achievement in EEO by a Supervisor or Manager

DLA Award for Achievement in EEO recognizes the integration of workforce development, diversity, and demonstrated leadership and commitment to EEO by a supervisor or manager within his/her sphere of influence.

Nature of Award: The award is a suitably engraved plaque or trophy and, for civilian awardees, a cash award of \$1,500. Military members may not receive cash awards for performance based on Title 5, United States Code, Chapter 45. The cash award for civilian awardees is the responsibility of the nominating activity, including both funding and the paperwork necessary to initiate.

Award Consideration Period: Annually, June 1 through May 31.

Eligibility: Any DLA supervisor or manager (civilian or military) who was employed by or assigned to DLA during the award consideration period may be nominated regardless of grade, rank, and occupation. Exception: Full-time DLA EEO personnel cannot be nominated. They may, however, be nominated for the Outstanding DLA Personnel of the Year or other appropriate awards for excellence in performance.

Criteria and justification: Due dates, format, and nomination protocols will be included in the nomination call letter.

Selection: When necessary, an awards board will be convened by DLA EEO. The board will consist of diverse representation and include senior level employees across the DLA Enterprise.

Achievement in EEO by an Employee

DLA Award for Achievement in EEO recognizes the integration of workforce development, diversity, and demonstrated leadership and commitment to EEO by an employee within his/her sphere of influence.

Nature of Award: The award is a suitably engraved plaque or trophy and, for civilian awardees, a cash award of \$1,500. Military members may not receive cash awards for performance based on Title 5, United States Code, Chapter 45. The cash award for civilian awardees is the responsibility of the nominating activity, including both funding and the paperwork necessary to initiate.

Award Consideration Period: Annually, June 1 through May 31.

Eligibility: Any DLA employee (civilian or military) who was employed by or assigned to DLA during the award consideration period may be nominated regardless of grade, rank and occupation. Exception: Full-time DLA EEO personnel cannot be nominated for this award. They may, however, be nominated for the Ten Outstanding DLA Personnel of the Year or other appropriate awards for excellence in performance.

Criteria and justification: Criteria, justification, due dates, format, and nomination protocols will be included in the nomination call letter.

Selection: When necessary, an awards board will convened by DLA EEO. The board will consist of diverse representation and include senior level employees across the DLA Enterprise.

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Outstanding DLA Employee with a Disability

This award recognizes an employee with a disability whose performance clearly exceeds job requirements in spite of severely limiting factors and who exhibits the abilities and initiative needed to overcome his/her disability.

The awardee is recognized at the DLA Annual Recognition ceremony. The award includes a trophy and a cash award of \$1,500.

The selected DLA awardee will be notified and is expected to attend the Annual Department of Defense Disability Awards Ceremony (October each year) and other Department-level forums that may be officially designated. Note that this may result in the DOD recognition occurring before the DLA Annual Awards Ceremony takes place.

Criteria and eligibility: Eligible nominees include appropriated and non-appropriated funded employees of DLA and foreign nationals employed overseas by DLA. Previous winners of this award may not be re-nominated until at least 10 years have passed. Nominees must have demonstrated performance that clearly exceeds job requirements in spite of severely limiting physical and/or mental factors, and exhibits abilities and initiative to overcome his/her disability. Due dates, format, and nomination protocols will be included in the nomination call letter.

If selected, the awardee's nominating activity is responsible for funding the monetary portion of the award and any related per diem and travel costs.

Submission

Nominations are made and submitted to the DLA EEO Office by –

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Approval

The DLA EEO Office convenes a panel to select one awardee from nominations received. Selectee information is forwarded to the DLA Director for final approval.

Selectee information is also provided to the DoD Office of Diversity Management and Equal Opportunity for recognition along with other DoD Outstanding Employees with a Disability.

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Acquisition Excellence Awards

The Acquisition Excellence Awards were created to recognize the contributions made across the broad spectrum of acquisition functions. Awards are presented in each individual and team category as follows:

Individual and team awards:

- Excellence in Pre-Award Contracting
- Excellence in Contract Administration
- Excellence in Time to Award

Individual only awards:

- Excellence in Pricing
- Excellence in Procurement Analysis
- Excellence in Acquisition Management

Recipients are recognized at the DLA Annual Recognition ceremony. Team Awards include a certificate and lapel pin for team members and a trophy for the team leader. Individual Awards include a trophy and a cash award of \$1,500.

Criteria and eligibility

One award recipient will be selected in each of the categories below. More specific criteria will be included in the nomination call.

- **Excellence in Pre-Award Contracting:** Recognizes the efforts of a pre-award military or civilian contracting officer, contract specialist, or team whose efforts made a significant impact on the agency's ability to support the military services.
- **Excellence in Contract Administration:** Recognizes the efforts of a post-award military or civilian contracting officer, contract specialist, or team who exemplifies success in contract administration.
- **Excellence in Time to Award:** Recognizes the efforts of a pre-award military or civilian team whose efforts made a significant impact on reducing the Agency's time to award.
- **Excellence in Pricing:** Recognizes efforts of a military or civilian contracting officer, contract specialist, contract cost/price analyst, or procurement analyst who demonstrates success in contract pricing.
- **Excellence in Procurement Analysis:** Recognizes the efforts of a military or civilian procurement analyst, industrial specialist or Agency employee in any other acquisition-related position who makes a direct contribution to mission success through staff work (to include automated system support).
- **Excellence in Acquisition Management:** Recognizes the efforts of a military or civilian leader/supervisor/manager within the DLA acquisition community who exemplifies excellence in acquisition management.

Submission

Nominations are solicited from Executive Board members with due dates, nomination form, and criteria specified in the nomination call. Each buying activity (DLA Headquarters or PLFA) may submit one nomination in each category, regardless of supply chain. Nominations must be approved and submitted to DLA Acquisition by the head of the Contracting Activity or, in the absence of such, the commander/director as appropriate.

Approval

Acquisition Excellence Award nominees are reviewed by a panel in DLA Acquisition. Recommendations are forwarded to the DLA Director for approval.

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Morale, Welfare, and Recreation Operations Excellence Awards

This award provides higher-level recognition of DLA employees for Morale, Welfare, and Recreation (MWR) programs and/or facilities. Selectees are recognized at the DLA Annual Recognition ceremony.

Criteria and eligibility

All agency employees working in MWR programs and/or facilities are eligible for nomination. Selections are made based on service and excellence. Due dates, format, and nomination protocols will be included in the nomination call letter.

Submission

Nominations must describe specific achievements and examples as described in the nomination call. Nominations are submitted to the Staff Director, DLA Headquarters MWR office. A DLA Installation Awards Review Panel reviews nominations and the names of recommended award recipient(s) are forwarded to the DLA Installation Support Director for approval.

Approval

The recommended selectees are forwarded to the DLA Director for approval.

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DLA Environmental Award

DLA Environmental Awards Program recognizes top performers in the environmental functional area and highlights to customers and communities our commitment to environmental stewardship. The DLA Environmental Award recipient is recognized at the DLA Annual Recognition ceremony with a trophy.

Criteria and eligibility

All qualified nominees for either the Secretary of Defense Environmental Award or the White House Closing the Circle Award will be considered for the DLA Environmental Award. In addition, nomination packages prepared for other purposes and award programs (e.g., Environmental Protection Agency Stratospheric Ozone Protection Awards, Virginia Governor's Defense Environmental Partnership Eagle Award) may also be considered or additional nominations may be solicited.

Submission and approval

Detailed guidance for this award program, including additional criteria and nomination procedures, is provided in DLAI 4101, Environmental Awards. For more information, contact the DLA Installation Support, DLA Environmental Quality Office.

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Information Technology Operations Excellence Awards

Information Technology Operations Excellence Awards recognize information technology professionals who have demonstrated the highest degree of proficiency, integrity, and dedication in executing a core competency of the Agency in carrying out its critical mission of providing support to our Nation's warfighters. In order to acknowledge achievements across the broad spectrum of information technology functions, awards are presented at the DLA Annual Recognition Ceremony in the following categories:

Individual Awards:

- Information Technology Program Manager of the Year
- Information Assurance Professional of the Year
- Information Technology Person of the Year

Team Awards:

- Information Technology Team of the Year

Team Size	Number of Team Members	Number of Nominees
Small	25 or less	1
Medium	26-50	1
Large	51-125	1

The above categories, established to mirror the structure of the Federal workforce, are designed to provide equitable competition DLA-wide.

The team award includes a certificate and lapel pin for team members and a trophy for the team leader. Individual award recipients receive a trophy and a cash award of \$1,500.

Criteria and eligibility

Any DLA information technology professional (military or civilian) and any formally chartered, permanent, or ad hoc team in DLA are eligible to be nominated for this award. Due date, format, and nomination protocols will be included in the nomination call letter.

Contracted personnel eligibility: In accordance with [DoD 1400.25-M, volume 451](#), section 11.b(2), contractor personnel are not eligible to receive recognition unless the contribution is deemed to be unrelated to and completely outside any contractual relationship with DoD and the recognition is clearly in the public interest. Recognition is limited to a letter or a certificate of appreciation to the individual or to the organization signed at the lowest applicable level of the organization.

Award Consideration Period: A minimum of 1 calendar year (January through December).

Selection Criteria: The criteria against which nominations will be evaluated are listed in the nomination call.

Submission

Each J code or PFLA may submit one nomination in each category. Formats and details of nomination preparation will be included in the nomination call.

Cash awards for individual award recipients are initiated by J1 after the annual ceremony and funded by the nominating J code or PFLA.

All nominations must be endorsed by the Commander or Director of the nominating activity or directorate.

Approval

All nominations will be reviewed by a panel convened by DLA Information Operations. Selectees are forwarded to the DLA Director for final approval.

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Police Officer Awards

Police Officer Awards recognize three outstanding DLA Police Officers (GS-0083 series) who have demonstrated the highest degree of proficiency, integrity, excellence, and dedication in the performance of their assigned duties during the consideration period. In order to acknowledge achievements across the broad spectrum of law enforcement functions, the Police Awards are presented at the DLA Annual Recognition Ceremony in the following categories:

- Police Officer of the Year
- Lead Police Officer of the Year, and
- Police Supervisor of the Year.

The individual awards consist of a trophy and a cash award of \$1,500.

Criteria and eligibility

Police Officer Awards are governed by the DLA Police Manual, specifically DLAM 4302.10.008. Definitive information on criteria and eligibility may be found there.

Eligibility: Nominees are limited to the following:

- Police Officer of the Year: non-supervisory GS-0083-6
- Lead Police Officer of the Year: GS-0083-7 leads
- Police Supervisor of the Year: all supervisory officers in the GS-0083 series

Award Consideration Period: Annually, from October 1 through September 30.

Selection Criteria: DLA Police Officer Awards are presented to officers who, during the award period, demonstrated outstanding performance, dedication, expertise, and support of DLA's mission and its employees. The awards reflect consistent, year-long, superior performance effort beyond that of their peers. Specific factors in each category are outlined in enclosure 1 of DLAM 4302.10.008.

Submission

The DLA Installation Support (DS), Chief Security and Emergency Services for Ft Belvoir, Richmond, Columbus, Susquehanna, and San Joaquin may nominate one police officer from their respective sites in each category. Nominations should be formatted and submitted in accordance with DLAM 4302.10.008.

Approval

A panel selected by the Staff Director, DLA Installation Support, Security and Emergency Services will review each award package and make a recommendation to the Staff Director. The Staff Director will be the approving authority within DLA Installation Support. Selectees are forwarded to the DLA Director for final approval.

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Outstanding Police Activity Award

This award recognizes one outstanding DLA Police Unit for excellence in the performance of assigned duties during the consideration period. The award is presented at the DLA Annual Recognition Ceremony and includes a trophy consistent with awards currently provided to other agency annual award winners. No cash award is given to the recipient in this category.

Criteria and eligibility

DLA Police Awards are governed by the DLA Police Manual, specifically in enclosure 1 of DLAM 4302.10.008. Definitive information on criteria and eligibility may be found there.

Eligibility: All DLA Police Departments are eligible.

Award Consideration Period: Annually, from October 1 through September 30.

Selection Criteria: Selection is based on the following:

- Achieving a high degree of excellence in mission performance.
- Activity's involvement in installation and community support.
- Individual performance of police officers who enhanced police integrity and contributed to the overall outstanding work of the force.
- Results of security program reviews, formal inspections, tests, or any other evaluations conducted during the evaluation period.

Submission

The DLA Installation Support (DS), Chief Security and Emergency Services for Ft Belvoir, Richmond, Columbus, Susquehanna, and San Joaquin may nominate their police units for this award. Nomination packages must be endorsed by the Site Director and submitted electronically to the Staff Director, DLA Installation Support, Security and Emergency Services in accordance with nomination call letter.

Approval

A panel selected by the Staff Director, DLA Installation Support, Security and Emergency Services will review each award package and make a recommendation to the Staff Director. The Staff Director will be the final approving authority.

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Annual DLA Fire and Emergency Services Awards

The *Annual DLA Fire and Emergency Services Awards* are established by DLAI 4308, DLA Fire and Emergency Services Program. This program recognizes the outstanding accomplishments of individuals, teams, and departments within the DLA. The awards program established several categories to recognize Fire and Emergency Services professionals who have demonstrated the highest degree of professionalism, leadership, job performance, and service to the Agency and Warfighter. Individual and team awards are presented in the following categories:

Individual Awards:

- Firefighter of the Year
- Fire Officer of the Year
- Fire Instructor of the Year
- Heroism Award

Team Awards:

- [DOD] Fire Department of the Year (small category)
- [DLA] Fire Prevention Program of the Year
- Heroism Award

For team and department awards, the team or department is presented a trophy or plaque. Individual awards winner receive a trophy or plaque along with a cash award of \$1,500.

Criteria and eligibility

Definitive information on criteria and eligibility for the *DLA Fire and Emergency Services Awards Program* may be found in DLAI 4308, DLA Fire and Emergency Services Program.

DLA fire and emergency services employees are eligible, individually or in teams, based on the categories above. The award consideration period is from January 1 through December 31 of the current year.

Team Awards Evaluation Criteria

1. DoD Fire Department of the Year (Small Category)

- Award Description: This annual organizational award recognizes DoD's most outstanding small fire department for achieving the highest degree of excellence in mission support and fire protection management.
- Eligibility: Component annual award recipients are the only organizations eligible to compete for this DoD level award.
- Criteria: Fire department with three (3) or fewer staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support)
- Nomination document describing significant achievements and contributions using the following headings:
 - Customer Service.
 - Department level awards, accreditation, certifications and other recognition.
 - Innovativeness.
 - Quality of Life initiatives (within or outside of the department).
 - Firefighter Health and Safety Initiatives.
 - Other (address anything not covered under the other headings).

2. Fire Prevention Program of the Year

- Award Description: This annual organizational award recognizes DLA's best fire prevention program based on its depth and breadth, effectiveness, educational value, and thoroughness in direct support of the organization's mission.
- Eligibility: The Agency's annual award winner is the only Fire Prevention Program eligible to compete for the DoD level award.
- Criteria: Nomination document describing significant achievements and contributions using the following headings:
 - Fire Prevention Inspections, Engineering, Code Compliance, Enforcement.
 - Community and Public Education Programs.
 - Innovativeness.
 - Other (address anything not covered under the other headings).

Individual Awards Evaluation Criteria

1. Firefighter of the Year

- Award Description: This annual award recognizes a civilian firefighter for superior job performance and outstanding contributions to a DLA fire and emergency services organization.
- Eligibility: Civilian Firefighters serving in one of the following duty positions: Firefighter, Driver Operator, Dispatcher, and Fire Inspector. Civilian firefighters with different duty position titles, but equivalent duty responsibilities, are also eligible.
- Criteria: Nomination document describing significant achievements and contributions using the following headings:
 - Accomplishments.
 - Job Performance.
 - Technical Competence.
 - Leadership Ability.
 - Initiative.
 - Resourcefulness.

2. Fire Officer of the Year

- Award Description: This annual award recognizes an individual fire officer for superior job performance and outstanding contributions and leadership to a DLA fire and emergency services organization.
- Eligibility: Fire Officer serving in one of the following duty positions: Lead Firefighter, Station Chief/Captain, Assistant Chief, Training Chief, Prevention Chief, Deputy Chief, Fire Chief or fire and emergency services staff positions above installation level. Fire Officers with different duty position titles, but equivalent duty responsibilities, are also eligible.
- Criteria: Nomination document describing significant achievements and contributions using the following headings:
 - Accomplishments.
 - Job Performance.
 - Technical Competence.
 - Leadership Ability.
 - Initiative.

3. Fire Instructor of the Year

- **Award Description:** This annual award recognizes superior job performance and outstanding contributions to a DLA fire and emergency services organization as instructors and educators.
- **Eligibility:** All civilian personnel assigned to fire departments or fire and emergency services organization or training institution and serving in one of the following duty positions: Assistant Chief for Training, Training Chief, Training Managers, Fire Service Instructor or Technical Training Instructor are eligible. Fire and emergency services personnel with different duty position titles, but equivalent duty responsibilities, are also eligible including operations personnel who serve as instructors.
- **Criteria:** Nomination document describing significant achievements and contributions using the following headings:
 - Outstanding, effective, or innovative training program development.
 - Development of training materials that enliven, support, or enhance instructor presentation.
 - Outstanding performance as an instructor, trainer, or speaker.
 - Personal enhancement of the image of the fire service instructor to other organizations, or within the general fire service through presentations, actions, or participation.

Individual or Team Heroism Awards Evaluation Criteria

Fire and Emergency Services Heroism Award.

- **Award Description:** This annual award recognizes an individual or team for acts of heroism that illustrate exceptional courage or bravery during a single fire and emergency services operation/event.
- **Eligibility:** Any member of a DLA fire emergency services organization from firefighter to the fire chief is eligible for this award. Acts of courage or bravery NOT in the performance of DLA Fire and Emergency Services functions are not eligible for this award.
- **Criteria:** Nominees must perform specific acts of exceptional courage or bravery. Merely participating in operations or being on-scene where others demonstrate exceptional courage or bravery does not constitute eligibility for this award. When a team is nominated, nomination documents must articulate the exceptional courage or bravery of each individual team member. Nominations shall focus on specific acts of exceptional courage or bravery while performing Fire & Emergency Services duties. Potential risk or the possibility of risk to the nominee is not valid justification for this award. There must be a clear and present risk to the nominee. Lifesaving incidents, while very noteworthy and special are not sufficient to justify this award absent exceptional courage or bravery. Additionally, since Fire and Emergency Services personnel are expected to operate within safety guidelines, nominations may not be made for individuals that violate established safety procedures even when exceptional courage or bravery is apparent. Use the following headings in nomination documents describing the act:
 - Description of Act of Exceptional Courage or Bravery.
 - Clear and Present Risk to the Member.
 - Operation Approach, Methods, Techniques, etc.
 - Outcome of the Operation.
 - Other (address anything not covered under the other headings).

Submission

Each installation may submit only one nomination in each category listed above; however, installations are not required to submit for each category. To meet the award criteria, nomination packages will be formatted as follows:

- Nominations will be on one typewritten page (8-1/2" by 11"). A second page is permitted to define up to a maximum of 10 acronyms. All acronyms used in the document must be defined.
- One inch margins on all four sides.
- 10 or 12 point text size.
- Times New Roman font.
- Graphics are permitted within the 1-inch margins only and are limited to official Component logos and DoD, Component, and Fire and Emergency Services graphics.
- Bullet statements describing accomplishments and specific results using headings specified in individual award criteria.
- Include only accomplishments and specific results performed from January 1 through December 31 of the award year.
- Provide a digital photograph for each nomination package.

Nomination packages must be approved by the installation's Site Director prior to submission. Each package must be accompanied by a cover letter with the Site Director or Deputy Site Directors endorsement of the nominees.

Nominations should be submitted electronically using the format procedures described above and include an electronic photo of the individual or individuals nominated for the award. All nomination packages must be submitted to the HQ DLA Security and Emergency Services, Fire and Emergency Services, Program Manager on or before February 20, each year. Packages received after the suspense date will not be considered and will be returned to the Installation Site Director's office.

Approval

The awards panel will be convened and selected by the DLA Fire and Emergency Services Program Manager consisting of a minimum of three fire service professionals and no more than five panel members.

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DLA Hall of Fame



The DLA Hall of Fame recognizes and honors former members of the DLA Community who have made significant and enduring contributions to the Agency. A prominent display honoring inductees is maintained at DLA Headquarters complex. The annual DLA Hall of Fame event includes a pre-reception, induction ceremony, and post-reception hosted by the DLA Director. Inductees are presented with a Hall of Fame Medallion and Hall of Fame Plaque/Shadowbox.

Criteria and eligibility

All former DLA military and civilian personnel regardless of rank/grade are eligible to be considered for membership. Nominees must have separated from DLA for a minimum of 3 years and have no reasonable prospects for future employment or assignment with DLA. The 3-year waiting period is waived for personnel who were killed in action. Those killed in action will be considered for the Hall of Fame at the first nomination window following their death. Absent unusual circumstances, those killed in action will be inducted into the Hall of Fame.

Nominees must be eligible at the time nominations are due (i.e., by the time the nomination window closes).

Nominees will be evaluated on their contributions and exceptional devotion to duty, efficiency, economy, and other improvements in DLA's operations that are significantly broad in scope.

Submission

Nominations are solicited from the DLA PLFAs, Executive Board members, and former DLA military and civilian employees via a nomination call. A nomination may be submitted by any current or former DLA employee.

Sponsorship/endorsement by a J code Director or PLFA commander/deputy is required to facilitate the preparation and justification of nominations. This sponsorship/endorsement includes the requirement that nominations be vetted at the local level to ensure that nominees have demonstrated integrity and high ethical standards throughout their careers with DLA. Appropriate endorsement levels are:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

Completed nominations are submitted to the J1 Honorary Awards Program Manager. Guidelines, format, and nomination package information are provided below. A nomination package includes general information on the nominee and nominator. Note that the nomination may include Personally Identifiable

information. If it is sent electronically, it **MUST** be sent encrypted. If a nominator does not have the means for encryption, the nomination package should be sent via the United States Postal Service.

Once received by the J1 Honorary Awards Program Manager, nominees will be vetted with DLA General Counsel, DLA Equal Employment Opportunity, and DLA Intelligence prior to submission to the Chief of Staff/Director for approval.

Approval

The nomination package is reviewed by the DLA Headquarters Recognition and Awards Board, and the final decision is made by the Director.

Induction

Inductees (or their next of kin if deceased) will be notified in writing and invited to attend the annual Hall of Fame ceremony and events. The ceremony will be held at the DLA Headquarters.

DLA Hall of Fame Nomination Package Information



Nominee's Name

Career Service in DLA Narrative

- Provide the nominee's former organization, position title, inclusive dates of service, and brief summary of career ladder.
- Include a narrative of the nominee's significant enduring contributions (not to exceed two pages). For nominations justified by contributions in more than one position or assignment, list each.
- Include supporting information, such as statements from current or former officials, published articles, manuals, reports, and other forms of documentation to support the narrative.
- Include a proposed citation (one paragraph).
- Include a portrait-style photograph of the nominee (official portrait, 5" x 7" preferred).

Nominee's Current Address (If deceased, provide data for a surviving spouse or next of kin.)

- Name
- Relationship to Nominee
- Current Address
- Telephone Number (including Area Code)
- E-mail address, if known

Nominator's Information

- Name
- Organization
- Telephone Number (including Area Code)
- E-mail address

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Department of Defense (DOD) Awards

Commander-in-Chief's Annual Award for Installation Excellence



A model installation that has made innovative efforts to provide exceptional mission support and enhance the well-being of the community may be recognized by the President of the United States through the Commander-in-Chief's (CINC) Annual Award for Installation Excellence. The award consists of a large trophy with the presidential seal, the CINC's Flag for Excellence, and a congratulatory letter signed by the President of the United States.

Criteria and eligibility

All field commands are eligible and encouraged to compete for this award. The most recent recipient may not compete for one year.

Submission

Heads of PLFA will forward nominations to DLA Installation Support no later than the suspense date in the annual announcement. The announcement will contain requirements with respect to format and contents of nominations.

Although specific nomination format and contents will be announced each year, the following is provided as general guidance for planning purposes. DLA nominations should focus on:

- How the organization's work and support structure enable and encourage all employees to contribute effectively to achieve the organization's performance and culture objectives;
- How the organization maintains a work environment and work climate that supports the well-being, satisfaction, and motivation of employees;
- The efforts of the command to develop the full potential of the workforce and its efforts to use rewards and incentives to recognize individuals; and
- How all levels of senior management create and sustain a clear and visible quality value system, along with a supporting management system, to guide all activities of the installation.

Approval

Heads of PLFAs and/or DLA Executive Board members endorse the nominations. The DLA Recognition and Awards Board will review and recommend selectees to the DLA Director for approval.

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Secretary of Defense Medal for the Defense of Freedom

The Defense of Freedom Medal was established on September 27, 2001, to honor civilian employees injured or killed in the line of duty. It is the civilian equivalent of the military's Purple Heart. The first recipients were those civilians injured or killed as a result of the terrorist attack on the Pentagon on September 11, 2001.



The medal is a golden circle framing a bald eagle holding a shield which exemplifies the principles of freedom and the defense of those freedoms upon which our nation is founded. The reverse of the medal is inscribed with "On Behalf of a Grateful Nation" with a space for the recipient's name to be inscribed. The laurel wreath represents honor and high achievement. The ribbon is red, white, and blue commemorating valor and sacrifice, strength, and liberty. The four red stripes represent the terrorist attacks using hijacked airplanes and the single blue stripe represents the terrorist attack on the Pentagon on September 11, 2001.

Criteria and eligibility

The medal shall be awarded to any DOD civilian employee meeting the definition of "employee" in accordance with Title 5, United States Code, Chapter 21, who were killed or wounded during the performance of their official duties and is to be awarded to recognize future sacrifices of DoD employees. The Secretary of Defense re-delegates the authority to approve this medal to non-Defense personnel who are otherwise qualified to be awarded the medal based on their involvement in DOD activities to the Component heads.

Eligibility criteria for the medal are aligned as closely as possible to those for the Purple Heart for members of the Armed Forces. The medal is not "recommended," but is an entitlement if an employee is eligible and if the conditions or criteria for the award are present. Additional information can be found in [DODI 1400.25, V451](#), November 4, 2013.

Submission

Submit requests to the J1 Honorary Awards Program Manager using [DLA Form 38](#) and include –

- Name, title, series, grade, organization and location of employment.
- A description of the situation causing the injury/death in detail including the date, time, place, and scene of the incident and official medical documentation of the employee's injuries and treatment.
- Copies of official orders or a statement signed by the authorizing commander may be used to reflect eligibility has been met.

Approval

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

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Armed Forces Civilian Service Medal (AFCSM)



The AFCSM recognizes the contributions and accomplishments of the DOD civilian workforce who directly support the armed forces, when those members are engaged in designated military operations of peacekeeping or prolonged humanitarian nature. The medal symbolizes the importance DOD attaches to civilian service during military operations and its value in accomplishing the nation's objectives.

The medal is bronze and bears a demi-torch (as on the Statue of Liberty) on a burst of rays encircled at the top by a scroll inscribed "Supporting Freedom" and all enclosed by a laurel wreath. On the reverse, three crossed arrows point up with the inscription "Armed Forces Civilian Service Medal." The medal is suspended from a ribbon of green, medium blue, and gold. There is a corresponding lapel pin.

Eligibility

The medal is awarded only to civilian employees of DoD, including non-appropriated fund employees, who, after June 1, 1992, participated in direct support of a United States military operation for which military personnel have been awarded the Armed Forces Service Medal (AFSM). The AFCSM may be awarded only for a military operation approved for award of the AFSM for military personnel.

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 an AFSM operation provided this support involves the employee entering the area(s) of eligibility. "Direct support" is defined as services provided to participating military activities or armed forces in a military operation awarded the AFSM only if the employee actually enters the designated area of eligibility.

The areas(s) of eligibility are the same as designated for approved AFSM military operations, i.e., 1) the foreign territory on which military troops have actually landed or are present and specifically deployed for the operation; 2) adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation; and 3) the air space above and adjacent to the area in which operations are being conducted.

The AFCSM is a "theater" award and is authorized for all civilian employees who meet the eligibility requirements as described above. Award of the AFCSM does not preclude granting of other awards if the employee's contribution to the designated operation is so significant or extraordinary as to merit additional recognition.

No more than one medal may be awarded to any one civilian employee. Participation in subsequent military operations may be acknowledged with a certificate and/or a 3/16 inch bronze star. A contribution to or support of an AFSM military operation by employees assigned to remotely located activities, e.g., outside the areas of eligibility, is not justification for award of the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

The AFCSM may be awarded posthumously and, when awarded, may be presented to such representative of the deceased as may be deemed appropriate by the head of the component concerned.

Submission

Submit requests to the J1 Honorary Awards Program Manager using [DLA Form 38](#) along with a justification, travel orders, or a statement signed by the authorizing commander must be completed. Please make sure information on inclusive dates and location of qualifying service is on the form. In addition, please attach copies of official orders or a statement signed by the authorizing commander may be used to reflect eligibility has been met.

Approval

This award may be approved by –

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

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Secretary of Defense Medal for the Global War on Terrorism (GWOT)

The Global War on Terrorism Medal, commonly known as the “GWOT Medal,” recognizes the contributions and accomplishments of the DOD civilian workforce in directly supporting the armed forces, whose members are engaged in operations to combat terrorism in all forms throughout the world. The medal symbolizes the importance DOD places on the service of its civilian workforce to military operations and the value of its contribution in accomplishing the Nation’s objectives.



The medal is bronze, bearing a statue of freedom representing the ultimate goal of operations in support of the Global War on Terrorism. Laurel branches symbolize honor and achievement. The five stars allude to the military services, and the triangle, which is the traditional symbol of civilian service, denotes support. Spears enclose and defend “Freedom” and allude to support for military service. On the reverse, the disc represents a globe, with arrowheads suggesting that danger and terrorism may develop anywhere. The polestar is an ancient symbol of navigation denoting direction, preparation, and planning. The ribbon is medium blue, gold, black and red, white, and blue. The medium blue is associated with DOD. Gold represents excellence and achievement. Black and red symbolize the threat and danger of terrorism. Red, white, and blue, our national colors, are for patriotism and the love of freedom.

Criteria and eligibility

This medal may be awarded only to civilian employees of DOD, including non-appropriated fund employees, who, on or after September 11, 2001, participate abroad in direct support of a United States military GWOT operation in a location defined as a combat zone. The medal may not be awarded to contractor personnel. The GWOT medal criteria are aligned as closely as practicable with that of the Global War on Terrorism Expeditionary Medal (GWOTEM) awarded to members of the armed forces. Personnel who work (or whose duty station is located) in the United States are not eligible for this medal. To be eligible, the employee must actually enter the designated area of eligibility.

Employees must be engaged in direct support for 30 consecutive days in a combat zone in an area of eligibility (or for the full period when an operation is of less than 30 days duration) in a military operation awarded the GWOTEM or for 60 non-consecutive days in a combat zone provided this support involves the employee entering the area(s) of eligibility or, regardless of time, be killed or medically evacuated from the area of eligibility while providing direct support in the designated operation.

The areas of eligibility are the same as designated for approved GWOTEM military operations, i.e.,

- The foreign territory on which military troops have actually landed or are present and specifically deployed for the operation;
- The 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.

The GWOT is a “theater” award and is authorized for all civilian employees who meet the eligibility requirements as described above.

The medal may be awarded only once to a civilian employee for service to a GWOT military operation. An employee may not be awarded both the GWOT Medal and the Armed Forces Civilian Service Medal for the same operation. A contribution to or support of a GWOT military operation by employees

assigned to remotely located activities, e.g., outside the areas of eligibility, is not justification for award of the GWOT Medal. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

The GWOT Medal may be awarded posthumously and, when awarded, may be presented to such representative of the deceased as may be deemed appropriate by the head of the component concerned.

Submission

Submit the GWOT award package to the J1 Honorary Awards Program Manager including a [DLA Form 38](#), along with a justification, travel orders, or statement signed by the authorizing commander.

Information must include inclusive dates and location of qualifying service. In addition, copies of official orders or a statement signed by the authorizing commander may be used to demonstrate eligibility has been met.

Approval

This award may be approved by:

- Commanders, senior executive service (SES) directors, or deputy commanders for PLFAs;
- SES or general/flag officers for DLA Headquarters J code organizations and DLA General Counsel; and
- The DLA Chief of Staff for DLA Installation Support and DLA Headquarters staff organizations.

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DLA Local Safety/Voluntary Protection Program Awards

Under DLA DTM 14-005, PLFA Commanders, J code Directors (for their operationalized activities), and the DLA Chief of Staff for DLA Headquarters Complex organizations may establish, in their local awards programs, a way to recognize employees for significant accomplishments that enhance workplace safety and occupational health.

These awards may be established under a Voluntary Protection Program (VPP) or under a traditional local awards and recognition program. Where more than one DLA activity is co-located, DLA leaders should partner and collaborate to establish a single safety awards program that covers all DLA employees at that site. This is both for efficiency's sake and in the spirit of "We Are DLA." Also, where applicable, Commanders and Directors should engage with local labor unions in the development and promotion of local safety awards.

Local safety awards programs must include the process to identify and reward safety-focused activities and the process to award employees or teams. Programs may include peer-based nominations. At a minimum, local safety/VPP award programs must include the following:

- **Award Eligibility:** DLA employees or teams who have improved occupational safety and health at their activity are eligible.
- **Award Submission:** Immediate supervisors will submit the justification and must address the reasons for recommending the award.
- **Award Approval:** Awards will be approved by PLFA Commanders, the DLA Chief of Staff, J/D code Directors, or their designees.

Local safety awards programs may include Safety Bucks. Safety Bucks are non-monetary awards of nominal value (less than \$25.00) given to recognize employees for significant achievements that enhance workplace safety. Safety Bucks may be exchanged for merchandise of nominal value in a Safety Buck Store. Examples of merchandise of nominal value include, but are not limited to: pens, flashlights, sun glasses, T-shirts, umbrellas, mugs, water bottles, first aid kits, backpacks, coasters, plaques, books, etc. These types of merchandise are permissible provided there are strict guidelines providing for proper auditability and accountability of the funds and items from date of purchase to date of award to the employee.

Four requirements must be met when issuing non-monetary awards:

- The item should be of nominal value and not be something that expresses monetary value;
- the item should have lasting value;
- the item should convey the employer-employee relationship; and
- the item should not jeopardize the legitimacy of the program.

Prior to finalizing local safety awards programs, DLA activities must coordinate with DLA Human Resources Policy (J14).

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