



Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 1432.02

MAY 24 2012

J-1

SUBJECT: Honorary Awards and Incentives Program

References: See Enclosure 1

1. PURPOSE. This Instruction, in accordance with (IAW) References (a) through (d), establishes policy and responsibilities IAW References (e) through (g), and authorizes the Honorary Awards and Incentives Program to recognize civilian employee contributions.

2. APPLICABILITY. This Instruction applies to the Joint Task Force National Capital Region Medical (JTF CapMed) Headquarters, Walter Reed National Military Medical Center (WRNMMC), Fort Belvoir Community Hospital (FBCH) [hereafter, WRNMMC and FBCH are referred to as Medical Treatment Facilities (MTFs)], and the Joint Pathology Center (JPC).

3. DEFINITIONS. See Glossary

4. POLICY. It is JTF CapMed policy that the Honorary Awards and Incentives Program shall:

a. Ensure that awards are used to motivate, recognize, and reward eligible personnel as individuals or groups for contributions to the efficiency, economy, or other improvements in government operations.

b. Ensure that the type of recognition granted is consistent with the value of the employee's contribution.

c. Ensure that awards are not used as a substitute for other personnel actions or as a substitute for pay.

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- d. Ensure that due weight is given to awards when qualifying and selecting an employee for promotion, and that all approved award recommendations are documented.
- e. Ensure that awards are used to the extent that shall best support and enhance organizational goals and objectives and meet employee recognition needs.
- f. Ensure that supervisory and management officials are trained properly in the effective use of awards covered by this Instruction.
- g. Ensure that adequate funds are available for payment of awards.
- h. Ensure the granting of awards is consistent with Equal Employment Opportunity (EEO) and Affirmative Employment Program policies and free from discrimination regardless of race, color, religion, age, sex, national origin, or disability.
- i. Provide to a final board (i.e., the Regional Incentive Awards Board) the opportunity to review and recommend approval or disapproval of honorary awards and monetary awards for which MTF Commanders and the JPC Director do not have authority.

5. RESPONSIBILITIES. See Enclosure 2

6. PROCEDURES. See Enclosures 3 through 9

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Issuances Web Site at: www.capmed.mil.

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8. EFFECTIVE DATE. This Instruction is effective immediately for non-bargaining unit employees. It will go into effect for bargaining unit employees upon the completion of statutory bargaining obligations.



SCOTT WARDELL
Executive Director for Administrative Operations
By direction of the Commander

Enclosures

1. References
 2. Responsibilities
 3. Incentive Awards
 4. Award Scale A
 5. Award Scale B
 6. Award Scale C
 7. JTF CapMed Honorary Awards
 8. Other Honorary Awards - Civilian Employees
 9. Formats
- Glossary

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ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force National Capital Region Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
- (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) Chapters 43 and 45 and section 2105 of title 5, United States Code
- (f) Sections 430 and 451 of title 5, Code of Federal Regulations
- (g) Subchapter 451 of DoD 1400.25-M, "Department of Defense Civilian Personnel Manual," December 1996
- (h) TRICARE Management Activity Administrative Instruction Number 21, "TRICARE Management Activity Implementing Guidance on the TMA Awards Program"

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ENCLOSURE 2

RESPONSIBILITIES

1. COMMANDER, JTF CAPMED (CJTF). The CJTF shall:
 - a. Review, and if merited, approve awards that would grant \$3,500 to \$9,999 to an individual employee in a single rating year.
 - b. Review and endorse, if merited, JTF CapMed recommendations for honorary Presidential or DoD-level awards.
 - c. Establish JTF CapMed-level awards and awards programs and delegate authority for the administration of such programs where appropriate.
 - d. Forward recommendations for awards that would grant \$10,000 to \$25,000 to an individual employee, to the Director, TRICARE Management Activity (TMA) for approval.
 - e. Designate a JTF CapMed Civilian Incentive Awards Program Administrator.

2. JTF CAPMED CIVILIAN INCENTIVE AWARDS PROGRAM ADMINISTRATOR. The JTF CapMed Civilian Incentive Awards Program Administrator shall:
 - a. Evaluate the implementation and effectiveness of regional JTF CapMed award program(s) and make recommendations as necessary.
 - b. Ensure the development, implementation, application, and evaluation of one or more awards programs for employees covered under this Instruction.
 - c. Recommend JTF CapMed-wide policies and procedures supporting the administration of awards and awards programs.
 - d. Ensure that awards program(s) does not conflict with or violate any other law or Government-wide regulation.
 - e. Coordinate with Incentive Awards Program Coordinators to ensure that supervisory and management officials are trained properly in the effective use of awards covered by this Instruction.
 - f. Coordinate with Incentive Awards Program Coordinators to develop standard operating procedures for timely processing of awards requiring JTF CapMed, TMA, or DoD approval.
 - g. Publish information on non-government awards available to employees, including details on sponsors, nomination procedures, and dates of submission.

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- h. Prepare and publish reports on awards usage across the region.
- i. Convene the Regional Incentive Awards Board as needed to review nominations for JTF CapMed-level awards and forward board recommendations to the CJTF for final decision.
- j. Coordinate the collection, analysis, and dissemination of JTF CapMed-wide awards information.
- k. Manage the procurement and availability of all award materials necessary to effectively administer the JTF CapMed Honorary Awards and Incentives Program.

3. MTF COMMANDERS AND THE JPC DIRECTOR. The MTF Commanders and JPC Director shall:

- a. Review, and if merited, approve recommendations for awards that would grant up to \$3,500 to a civilian employee.
- b. Endorse recommendations for awards if merited that would grant more than \$3,500 to a single civilian employee in a given year and forward it to the CJTF for review and approval.
- c. Ensure the equitable application of this Instruction throughout MTF or Center.
- d. Ensure that awards are used to the extent that best supports and enhances organizational goals and objectives and meets employee recognition needs.
- e. Ensure funds are obligated consistently with applicable JTF CapMed financial management controls and delegations of authority.
- f. Serve as voting members of the Regional Incentive Awards Board to recommend approval/disapproval of nominations for JTF CapMed, TMA, and DoD-level medals and awards.

4. ACTIVITY HUMAN RESOURCE (HR) DEPARTMENTS/CIVILIAN HUMAN RESOURCE (CHR) LIAISONS. The Activity HR departments/CHR liaisons shall:

- a. Act as the Activity Incentive Awards Program Coordinator.
- b. Evaluate the implementation and effectiveness of activity-level awards use and make recommendations as necessary.
- c. Recommend activity-wide policies and procedures supporting the administration of awards and awards programs.
- d. Ensure that the use of awards within the activity does not conflict with or violate any law or applicable regulation.

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- e. Provide training to ensure that supervisory and management officials are properly trained in the effective use of awards covered by this Instruction.
- f. Coordinate with the JTF CapMed Incentive Awards Program Administrator in the preparation and publication of reports on awards within the region.
- g. Coordinate the submission of activity nominations for awards requiring approval at the JTF CapMed, TMA, or DoD-level to the JTF CapMed Incentive Awards Program Administrator.
- h. Prepare and process requests for personnel actions for awards, as required.

5. DEPUTY COMMANDERS AND SECOND-LEVEL SUPERVISORS. The Deputy Commanders and Second-Level Supervisors shall:

- a. Ensure that supervisors identify individuals or groups deserving award consideration and submit award recommendations.
- b. Forward recommendations for awards requiring higher-level approval to the Activity Incentive Awards Program Coordinator for action.

6. MANAGERS AND SUPERVISORS. The Managers and Supervisors shall:

- a. Recognize employees whose accomplishments, achieved through special acts of services, suggestions, or inventions, have improved government efficiency, economy, and effectiveness by recommending appropriate awards.
- b. Ensure that awards recommended and approved are commensurate with the value of the contributions to the organization, the region, and/or the government.

7. REGIONAL AWARDS BOARD MEMBERS. Regional Awards Board members shall meet as required to review nominations for JTF CapMed Medals and recommend approval/disapproval of the nominations to CJTF.

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ENCLOSURE 3INCENTIVE AWARDS1. GENERAL PROVISIONS

a. Acceptance of a monetary award constitutes an agreement that government use of an idea, method, or device for which the award is made does not form the basis of a further claim of any nature against the government by the employee, his or her heirs, or assignees.

b. Expenditures for superior accomplishment, special act or service, supervisor's cash, and performance awards for Senior Executive Service (SES) (excluding performance bonuses), scientific or professional, or general physician employees who are assigned permanently, or on detail from other organizations to activities for which operational support is provided by the JTF CapMed Civilian Human Resource Center (CHRC), shall be paid from, and not exceed, the organization's annual awards budget allocation.

c. Either a monetary award or time-off award (TOA) may be granted to an employee for a contribution. A contribution shall not serve as the basis for more than one monetary award (including a performance award or bonus) and/or a TOA.

d. Persons or organizations having a commercial or profit-making relationship with JTF CapMed, an MTF, or Center shall not be granted recognition unless the contribution is substantially beyond that specified or implied within the terms of the contract establishing the relationship or the recognition is clearly in the public interest, in which case the recognition shall be honorary only.

2. SUPERIOR ACCOMPLISHMENT AWARD. A superior accomplishment award is a monetary form of recognition granted for a contribution resulting in tangible benefits or savings (see Award Scale A, Enclosure 4) and/or intangible benefits (see Award Scale B, Enclosure 5) to the government. MTF Commanders and the JPC Director shall accomplish this monetary form of recognition within awards budget allocations.

a. Eligibility. Civilian employees covered by this Instruction.

b. Format. See Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program Coordinator at the MTF/Center level for required form or other paperwork.

3. SPECIAL ACT OR SERVICE AWARD. A special act or service award is a monetary form of recognition granted for a contribution or accomplishment in the public interest that is a non-recurring contribution either in or outside of job responsibilities, a scientific achievement, or for the courageous handling of an emergency situation. MTF Commanders and the JPC Director shall accomplish this monetary form of recognition within awards budget allocations.

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a. Eligibility. Civilian employees covered by this Instruction.

b. Format. See Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program Coordinator at the MTF/Center level for required form or other paperwork.

4. SUPERVISOR'S CASH AWARD (SCA). A SCA is a monetary form of recognition (not to exceed \$500) granted for day-to-day accomplishments. The MTF Commanders and the JPC Director shall ensure monetary forms of recognition are within awards budget allocations. In determining the amount of this award, consideration shall be given to the significance of the employee's contribution, and the period worked. Examples of achievements warranting the SCA are streamlining, eliminating, or modifying an office procedure to improve effectiveness, efficiency, or timeliness or accomplishing a specific, short-suspense project that contributed to the mission of the organization.

a. Eligibility. Civilian employees covered by this Instruction.

b. Format. See Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program Coordinator at the MTF/Center level for required form or other paperwork.

c. Limitation. This award shall not exceed \$500 (gross).

5. TOA. A TOA is intended to increase employees' productivity and creativity by rewarding contributions to the quality, efficiency, or economy of government operations. A TOA is an alternative to a monetary or honorary award and may be granted for superior accomplishments, special acts or service, contributions that are of a one-time, nonrecurring nature, etc. In determining the amount of the TOA, consideration must be given to the cost in lost production and the benefits realized from the employee's contributions (see Award Scale C, Enclosure 7). A TOA may not be used as a substitute for, or in addition to, a performance-based monetary award or bonus. A TOA does not convert to a cash payment under any circumstances.

a. Eligibility. Civilian employees covered by this Instruction, including members of the SES.

b. Format. See Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program Coordinator at the MTF/Center level for required form or other paperwork.

c. Limitations

(1) Full-time employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay. The maximum amount of time off that may be granted a full-time employee for any single contribution is 40 hours.

(2) For part-time employees or employees with less than a 40-hour work week, the total time which may be granted during any leave year is the average number of hours of work in the

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employee's biweekly scheduled tour of duty. The maximum award for any single contribution for these employees is half of the maximum amount of time that could be granted during the year.

(3) A TOA that has been approved and not used at the time an employee covered by this Instruction transfers to a non-JTF CapMed organization cannot be transferred. Every effort shall be made to allow the employee to use the TOA prior to transfer.

d. Scheduling Time Off

(1) Time off may not be used and recorded on time and attendance records until documentation, approval, and processing requirements are completed, usually within 14 workdays after submission. The Standard Form (SF) 50 shall serve as confirmation that the TOA has been approved and processed.

(2) Time off granted as an award should be scheduled and used normally within 90 days of the effective date of the award, but in no case more than 1 year after the effective date.

6. SUGGESTIONS. To be considered for an award, a suggestion must identify an improvement in the quality of operations, a cost-reduction opportunity, or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government, and be adopted in whole or in part for implementation. The suggestion must set forth a specific proposed course of action to achieve the improvement or cost reduction and must not already be under consideration.

a. Eligibility. Civilian employees and members of the Armed Forces covered by this Instruction.

b. Format. See Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program Coordinator at the MTF/Center level for required form or other paperwork.

c. Exclusions. The following types of submissions are not eligible for an award; however, the Activity Incentive Awards Program Coordinator will forward them to the organization having responsibility for the work procedure or rule that is the subject of the suggestion:

- (1) Pointing out the need for routine maintenance work.
- (2) Recommending enforcement of an existing rule.
- (3) Proposing changes in housekeeping practices or working conditions for personal comfort.
- (4) Calling attention to errors or alleged violations of regulations.
- (5) Intangible benefits of "good will."

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d. Time Limits. Ideas submitted for award consideration after the suggestion is adopted shall be submitted not more than 3 months after adoption to be eligible for an award.

e. Processing Suggestions

(1) The employee shall submit suggestions (Department of Defense (DD) Form 355, "Employee Suggestion") through his or her immediate supervisor or directly to the Civilian Incentive Awards Program Coordinator (JTF CapMed-level) or Activity Incentive Awards Program Coordinator at the MTF/Center level.

(2) The Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program Coordinator at the MTF /Center level shall route the suggestion to the office of primary responsibility for evaluation.

(3) Normally within 5 working days from receipt of the suggestion, the evaluator shall determine whether the suggestion is eligible or ineligible for adoption. The evaluator shall forward the evaluation (DD Form 2800, "Suggestion Evaluation") to the Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program Coordinator at the MTF /Center level for referral to the appropriate approving authority within the activity.

(4) Normally within 20 working days, the official having the authority to approve the suggestion for adoption shall:

- (a) Analyze and adjudicate the suggestion evaluator's findings and recommendations.
- (b) Adopt or disapprove the suggestion.
- (c) Recommend the amount of the monetary award, in accordance with Enclosures 4 through 7.
- (d) Forward the suggestion and completed DD Form 2800, with certification that the suggestion has been or shall be implemented and a recommendation of the award amount, to the Civilian Incentive Awards Program Coordinator or activity Incentive Awards Program Coordinator at the MTF/Center level.

(5) The Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program Coordinator at the MTF/Center level shall:

- (a) Review suggestions for compliance with established tangible and intangible benefits scales and recommend approval or disapproval of recommended awards.
- (b) Forward the suggestion to the appropriate approval level, based upon the recommended award amount, and prepares the award recommendation to be forwarded for approval/disapproval.
- (c) Track the award to ensure timely approval/disapproval.

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1. If approved, coordinate the creation of necessary documentation to effectuate payment and work with the supervisor or designated administrator on an award presentation. When a suggestion is adopted by another JTF CapMed organization, the benefiting organization shall share in the cost of the total award commensurate with the benefit when the award exceeds \$250 (gross). In such cases, the Civilian Incentive Awards Program Coordinator or Activity Incentive Awards Program coordinator at the MTF/Center level will notify his or her counterpart in the benefiting organization(s) of the amount due, and the benefiting organization(s) shall take prompt action to transfer the funds.
2. If disapproved, the employee shall be informed of the reason for disapproval.

7. INVENTIONS AND SCIENTIFIC ACHIEVEMENTS

- a. Members of the Armed Forces and civilian employees are encouraged to submit communications on inventions to the office responsible for patent matters in the appropriate Military Department.
- b. Recognition for inventions and scientific achievements will be processed in accordance with the provisions of TMA Administrative Instruction Number 21 (Reference (h)).

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ENCLOSURE 4

AWARD SCALE A

Comptrollers budget for civilian awards in the Personnel Operations and Maintenance report. Due to budgetary constraints, there is no latitude to go beyond the cap without prior approval by the CJTF or designee.

Figure 1. Award Scale for Suggestions, Inventions, Special Acts or Service, and Scientific Achievements Resulting in Tangible Benefits to the Government

<u>BENEFITS</u>	<u>AWARDS</u>
<u>Estimated First-Year Benefits</u>	<u>Amount of Awards to Employee</u>
Up to \$100,000 in benefits	10 percent of benefits
\$100,001 and above in benefits	\$10,000 plus one percent of benefits above \$100,001, up to \$25,000, with the approval of the Office of Personnel Management Presidential approval is required for all awards of more than \$25,000.

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ENCLOSURE 5AWARD SCALE B

Figure 2. Award Scale for Suggestions, Inventions, Special Acts or Service, and Scientific Achievements Resulting in Intangible Benefits to the Government

<u>VALUE OF BENEFIT</u>	<u>EXTENT OF APPLICATION</u>			
	<u>LIMITED</u>	<u>EXTENDED</u>	<u>BROAD</u>	<u>GENERAL</u>
	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire Department or Agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one Department or Agency, or is in the public interest throughout the Nation and beyond.
<u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$125	\$126 - \$325	\$326 - \$650	\$651 - \$1,300
<u>SUBSTANTIAL</u> Substantial change or modification of procedures. An improvement to the value of a product, activity, program, or service to the public.	\$125 - \$325	\$326 - \$650	\$651 - \$1,300	\$1,301 - \$3,150
<u>HIGH</u> Complete revision of a basic principle or procedures; a highly significant improvement to the value of a product or service.	\$325 - \$650	\$651 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300

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Figure 2. Award Scale for Suggestions, Inventions, Special Acts or Service, and Scientific Achievements Resulting in Intangible Benefits to the Government, Continued

<u>VALUE OF BENEFIT</u>	<u>EXTENT OF APPLICATION</u>			
	<u>LIMITED</u>	<u>EXTENDED</u>	<u>BROAD</u>	<u>GENERAL</u>
<u>EXCEPTIONAL</u>				
Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$650 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

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ENCLOSURE 6

AWARD SCALE C

Figure 3. TOA Scale for Full-Time Employees for Suggestions, Inventions, Special Acts or Service, and Scientific Achievements

<u>VALUE OF BENEFIT</u>	<u>EXTENT OF APPLICATION</u>			
	<u>LIMITED</u>	<u>EXTENDED</u>	<u>BROAD</u>	<u>GENERAL</u>
Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.		Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire Department or Agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one Department or Agency, or is in the public interest throughout the Nation and beyond.
<u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact.	2 - 4 hours	5 - 7 hours	8 - 11 hours	12 - 16 hours
<u>SUBSTANTIAL</u> Substantial change or modification of procedures. An improvement to the value of a product, activity, program, or service to the public.	5 - 7 hours	8 - 11 hours	12 - 16 hours	17 - 24 hours
<u>HIGH</u> Complete revision of a basic principle or procedures; a highly significant improvement to the value of a product or service.	8 - 11 hours	12 - 16 hours	17 - 24 hours	25 - 32 hours

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Figure 3. TOA Scale for Full-Time Employees for Suggestions, Inventions, Special Acts or Service, and Scientific Achievements, Continued

<u>VALUE OF BENEFIT</u>	<u>EXTENT OF APPLICATION</u>			
	<u>LIMITED</u>	<u>EXTENDED</u>	<u>BROAD</u>	<u>GENERAL</u>
<u>EXCEPTIONAL</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	12 - 16 hours	17 - 24 hours	25 - 32 hours	33 - 40 hours

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ENCLOSURE 7JTF CAPMED HONORARY AWARDS

1. JTF CAPMED DISTINGUISHED SERVICE AWARD. This award consists of a gold medal and citation signed by the CJTF. This is the highest honor by which JTF CapMed can recognize civilian contributions to the National Capital Region. It is awarded to persons who have distinguished themselves by exceptional devotion to duty and extremely significant contributions of a broad scope to the National Capital Region. Recommendations for the JTF CapMed Distinguished Service Award may be made at any time, and narrative descriptions must be submitted by an MTF Commander or Center Director to the JTF CapMed Incentive Awards Program Administrator. The JTF CapMed Incentive Awards Program Administrator will prepare the recommendation for consideration by the JTF CapMed Regional Awards Board.
2. JTF CAPMED EXCEPTIONAL SERVICE AWARD. This award consists of a silver medal and citation signed by the CJTF. This is the second-highest award available with which to recognize civilian contributions to the National Capital Region. The award may be given to persons who have distinguished themselves by exceptionally meritorious service of major significance to the National Capital Region, but is not broad enough in scope to merit the JTF CapMed Distinguished Service Award. Narrative justification for the nomination must be submitted by an MTF Commander or Center Director in the same manner as for the Distinguished Service Award.
3. JTF CAPMED OUTSTANDING SERVICE AWARD. Approval for this award is delegated to MTF Commanders and Center Directors. This is the third-highest JTF CapMed award. This award may be presented to persons who have distinguished themselves by outstanding service to the National Capital Region, but not of such scope as to warrant the JTF CapMed Exceptional Service Medal. Narrative justification for the nomination must be submitted by a Deputy Commander or equivalent to the MTF Commander or Center Director for approval.
4. JTF CAPMED ACHIEVEMENT AWARD. This award consists of a medal and citation and is approved and signed by an MTF Commander or Center Director. This is the fourth-highest award available for presentation by JTF CapMed. This award may be granted in recognition of a specific achievement and may be approved by an MTF Commander or Center Director.
5. JTF CAPMED CERTIFICATE OF APPRECIATION. This certificate provides honorary recognition of contributions to the operation of National Capital Region Medical MTFs and Centers. This award consists of a certificate signed by a MTF Commander or Center Director, upon the recommendation of a Deputy Commander or equivalent. Nominations will be in narrative form suitable for use in a cover letter to go with the certificate.
6. JTF CAPMED EEO ACHIEVEMENT AWARD. This award recognizes individuals or groups employed by JTF CapMed MTFs or Centers who have made outstanding contributions to Federal and non-Federal activities that promote EEO. Supervisors are responsible for nominating employees under their direction who qualify for this award. All nominations must be submitted to the EEO Office in the form of a memorandum, including justification for the award.

ENCLOSURE 8

OTHER HONORARY AWARDS--CIVILIAN EMPLOYEES

1. LENGTH OF SERVICE RECOGNITION

a. Civilian employees covered by this Instruction who complete satisfactory federal service shall be awarded length-of-service emblems and certificates applicable to their length of service beginning with 10 years of service and every 5 years thereafter until 50 years. Total federal civilian and all honorable military service shall be creditable toward eligibility for length-of-service recognition. Creditable service shall be figured from the service computation date established for each employee.

b. The Director, JTF CapMed CHRC, shall identify, on a monthly basis employees who are eligible for length-of-service recognition and provide that information to Activity Incentive Awards Program Coordinators or designated activity HR liaisons. Certificates and pins for employees who have less than 30 years of service shall be provided to the employee's office of record. Incentive Awards Program Coordinators shall coordinate with the JTF CapMed Incentive Awards Program Administrator to obtain pins and prepare citations signed by the CJTF for employees with 30 or more years of service. Presentation ceremonies shall be arranged by the MTF or Center to which eligible employees are assigned.

2. NONGOVERNMENTAL AWARDS. Periodically, federal civilian employees may be nominated for awards sponsored by non-federal organizations. Information about sponsors, nomination procedures, and dates of submissions for such awards will be announced by the JTF CapMed Incentive Awards Program Administrator.

3. DoD-LEVEL AWARDS FOR OUTSTANDING SERVICE. Civilian employees of JTF CapMed organizations who make contributions having broad impact outside JTF CapMed and its assigned organizations may be eligible for awards at the DoD-level. Nominations for these awards will be submitted in accordance with the guidelines established in Reference (h) and forwarded to the JTF CapMed Incentive Awards Program Administrator for action.

4. MISCELLANEOUS. Supervisors may grant letters of appreciation and letters of commendation to employees, contractors, and others for specific contributions or achievements that warrant special recognition.

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ENCLOSURE 9FORMATS

1. SUPERIOR ACCOMPLISHMENT AWARD. Complete the worksheet for a Civilian Award Nomination and Approval as provided by the Civilian Incentive Awards Program Coordinator or activity Incentive Awards Program Coordinator at the MTF/Center level and forward to the appropriate approval authority. Ensure that the worksheet contains the following:

a. Name; last four digits of Social Security Number (SSN); title, series, and grade; organization and location; period covered by the award; length of time with the organization; and a statement that the contributions have not been and shall not be recognized with any other monetary award (including a performance award or bonus) or a TOA.

b. Description of the achievement(s) in detail. Tangible and intangible benefits must be described separately. The justification must refer to the applicable award scales in Enclosures 4 through 7.

c. Amount of award based on, and with reference to, the applicable award scales in Enclosures 4 through 7.

2. SPECIAL ACT OR SERVICE AWARD. See section 1 of this Enclosure.

3. SCA. Complete the worksheet for a Civilian Award Nomination and Approval as provided by the Civilian Incentive Awards Program Coordinator or activity Incentive Awards Program Coordinator at the MTF/Center level and signed by an official at least one level higher than the recommending official. The recommendation shall contain the following:

a. Name; SSN; title, series, and grade; organization and location; period covered by the award; and a statement that the contributions have not been and shall not be recognized with any other monetary award (including a performance award or bonus) or a TOA.

b. Description of the specific achievement(s).

c. Amount of award, not to exceed \$500.00 (gross).

4. TOA. Complete the worksheet for a Civilian Award Nomination and Approval as provided by the Civilian Incentive Awards Program Coordinator or activity Incentive Awards Program Coordinator at the MTF/Center level and signed by an official at least one level higher than the recommending official. Ensure it contains the following:

a. Name; SSN; title, series, and grade; organization and location; period covered by the

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award; length of time with the organization; and a statement that the contributions have not been and shall not be recognized with any monetary award (including a performance award or bonus).

b. Justification containing a description of the nominee's specific contributions to meeting organizational goals or improving the efficiency, effectiveness, and economy of the government.

c. Hours of time-off granted, based on the award scale in Enclosure 7.

d. Certification from the supervisor or recommending official that, "Consideration of the cost of this time-off award in lost production has determined that the benefits realized by the organization from the employee's contributions support the amount of time-off approved. The organization's workload and the employee's projected leave have been considered. The employee will be able to schedule the time off in addition to other projected leave not later than _____ (a date not later than 90 days from submission of the TOA for approval, if possible; otherwise, not later than 1 year thereafter). Other available forms of recognition and monetary awards were considered in determining the amount of this time-off award."

e. The approved TOA shall be documented on a SF 50, "Notification of Personnel Action," which shall be filed in the employee's official personnel folder. The TOA justification shall be submitted to the CHRC on a Recruiting Processing Action Form. A separate SF 50 shall be prepared for each TOA. The number of hours approved as time off shall be listed in item 20, "Total Salary/Award," of the SF 50.

5. SUGGESTIONS. Suggestions shall be typed or printed on DD Form 355, "Employee Suggestion." All blocks shall be completed and the form signed by the employee. The signature constitutes an agreement that the use of the suggestion by the U. S. shall not form the basis of a further claim of any nature against the U. S. by the employee, his or her heirs, or assigns; and a warranty that at the time the award is accepted, the employee has not assigned or otherwise been divested of legal or equitable title to any property right residing on the idea, method, or device for which this award is made. The DD Form 355 shall contain a complete, factual, and specific explanation of the suggestion and shall explain the present practice, the suggested change, where and how it may be used, and what benefits may be derived from it. It shall include all information available to the employee such as stock and form numbers, titles, etc.

6. JTF CAPMED MEDAL FOR DISTINGUISHED CIVILIAN SERVICE

a. MTF Commanders and Center Directors shall submit nominations to the JTF CapMed Incentive Awards Program Administrator for action. The format is a memorandum signed by the MTF Commander or Center Director that contains the following:

(1) Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.

(2) Significant prior awards and dates of approval.

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(3) Narrative justification of no more than one page that cites specific accomplishments that reflect a career of exceptional devotion to duty and contributions to the efficiency, economy, or other improvements in operations of a significantly broad scope. The nomination must show that the contributions to the mission of the organization are of such major significance that immediate recognition is warranted.

b. A double-spaced proposed draft citation consisting of 150 words or less is recommended.

7. JTF CAPMED MEDAL FOR MERITORIOUS CIVILIAN SERVICE. MTF Commanders and Center Directors shall submit nominations in a memorandum to the JTF CapMed Incentive Awards Program Administrator. The CJTF is the approval authority. The following information must be included in the nomination:

a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.

b. Significant prior awards and dates of approval.

c. Narrative justification of no more than one page that cites the nominee's exceptionally meritorious service outside of the scope of the nominee's regular job that is of major significance to JTF CapMed and the delivery of integrated medical care in the National Capital Region.

d. A double-spaced draft of a proposed citation consisting of 150 words or less is recommended.

8. JTF CAPMED MEDAL FOR EXCEPTIONAL CIVILIAN SERVICE. Forward to the Incentive Awards Program Administrator a memorandum signed by the MTF Commander or Center Director that contains the following:

a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.

b. Significant prior awards and approval dates.

c. Narrative justification of no more than one page that cites the nominee's specific exceptional accomplishments outside the scope of his or her job, and the significance of those accomplishments to JTF CapMed and the delivery of integrated medical care in the National Capital Region.

d. A double-spaced draft of a proposed citation consisting of 150 words or less is recommended.

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9. JTF CAPMED CIVILIAN CAREER SERVICE AWARD. Forward the Civilian Award Nomination and Approval worksheet as provided by the Civilian Incentive Awards Program Coordinator or activity Incentive Awards Program Coordinator at the MTF/Center level signed by the MTF Commander or Center Director to the JTF CapMed Incentive Awards Program Administrator. The form shall contain the following:

- a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
- b. Narrative justification that cites the nominee's specific accomplishments extending over a period of years.
- c. The original nomination package.

10. JTF CAPMED AWARD FOR EXCELLENCE. Forward to the MTF Commander or Center Director, via the Activity Incentive Awards Program Coordinator, a memorandum signed by the Deputy Commander or equivalent that contains the following:

- a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
- b. Narrative justification of no more than one page that cites the nominee's specific accomplishments.

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GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

CHR	Civilian Human Resource
CHRC	Civilian Human Resource Center
CJTF	Commander, Joint Task Force National Capital Region Medical
DD	Department of Defense
EEO	Equal Employment Opportunity
FBCH	Fort Belvoir Community Hospital
HR	Human Resource
IAW	in accordance with
JPC	Joint Pathology Center
JTF CapMed	Joint Task Force National Capital Region Medical
MTF	Medical Treatment Facility
SCA	Supervisor's Cash Award
SES	Senior Executive Service
SF	Standard Form
SSN	Social Security Number
TMA	TRICARE Management Activity
TOA	Time-Off Award
WRNMMC	Walter Reed National Military Medical Center

PART II. DEFINITIONS

award. Something bestowed upon or an action taken to recognize and reward an individual or

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team achievement that contributes to meeting organizational goals; improves the efficiency, effectiveness, and economy of the government; or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives that are based on predetermined criteria.

civilian employee. An employee who meets the definition of “employee” under section 2105 of Reference (e).

contribution. An accomplishment achieved through an individual or group effort in the form of:

A suggestion, invention, superior accomplishment, or other personal effort that contributes to the efficiency, economy, or other improvement of government operations or achieves a significant reduction in paperwork.

A special act or service in the public interest in connection with or related to official employment.

honorary (non-monetary) award. The recognition device is not a cash payment or time off, as an award, but rather an award of an honorific value, e.g., a letter, certificate, citation, medal, plaque, commander’s coin, or other similar item of nominal value.

intangible benefit. Savings to the government that cannot be measured in terms of dollars.

monetary award. The recognition device is a cash payment that does not increase the employee's rate of basic pay and is subject to applicable tax rules.

Superior Accomplishment Award. A monetary award for contributions resulting in tangible benefits or savings and/or intangible benefits to the government.

tangible benefit. Savings to the government that can be measured in terms of dollars.

TOA. An alternate means of recognizing the superior accomplishments or other personal efforts of employees, including members of the SES, which contribute to the quality, efficiency, or economy of government operations. Time-off from duty is granted without loss of pay or charge to leave of the employee. The number of hours granted is commensurate with the employee's contribution or accomplishment.