

## **5 CFR AND DODI 1400.25 V431 EXCERPTS**

### **(Lesson 7 – Recognizing and Rewarding Performance)**

#### **5 CFR § 430.206.**

**5 CFR § 451.104 (a)(3)(b) Awards-**(a) An agency may grant a cash, honorary, or informal recognition award, or grant time-off without charge to leave or loss of pay consistent with chapter 45 of title 5, United States Code, and this part to an employee, as an individual or member of a group, on the basis of—(3) Performance as reflected in the employee’s most recent rating of record (as defined in § 430.203 of this chapter), provided that the rating of record is at the fully successful level (or equivalent) or above, except that performance awards may be paid to SES members only under § 534.405 of this chapter and not on the basis of this subpart. (b) A cash award under this subpart is a lump sum payment and is not basic pay for any purpose.

#### **DODI 1400.25 V431 EXCERPT – RECOGNIZING AND REWARDING PERFORMANCE**

##### **2. ELIGIBILITY**

###### **a. General**

(1) Civilian employees who meet the definition of “employee” in section 2105 of Reference (e) are eligible to receive awards in accordance with this volume.

**3. AWARDS PROGRAM REQUIREMENTS.** The administration of DoD Component awards programs provides for:

a. Reviewing award recommendations for which approval authority has not been delegated to officials at lower levels within the organization.

b. Communicating the relevant parts of awards programs to personnel.

c. Evaluating and assessing awards and awards programs to ensure that awards:

(1) Are used to motivate, recognize, and reward eligible personnel.

(2) Exhibit a close, demonstrable link to performance, accomplishment, or contribution to DoD Component goals and objectives.

(3) Are granted commensurate with the value of the employee’s contribution or accomplishment.

d. Documenting all cash and time-off awards in compliance with section 451.106(e) of Reference (d).

This task includes:

(1) Filing awards documents in compliance with the requirements of section 451.106(f) of Reference (d).

(2) Reporting awards data to the Central Personnel Data File (CPDF) in compliance with section 451.106(g) of Reference (d).

(3) Reporting awards data as required by OPM on an as needed basis.

(4) Following appropriate DoD financial management regulations on civilian pay policies in accordance with Volume 8 of DoD 7000.14-R (Reference (m)).

e. Granting quality step increases consistent with the provisions of subpart E of part 531 of Reference (d) and section 6 of this enclosure.

f. Documenting justification for awards that are not based on a rating of record in accordance with section 451.103 of Reference (d).