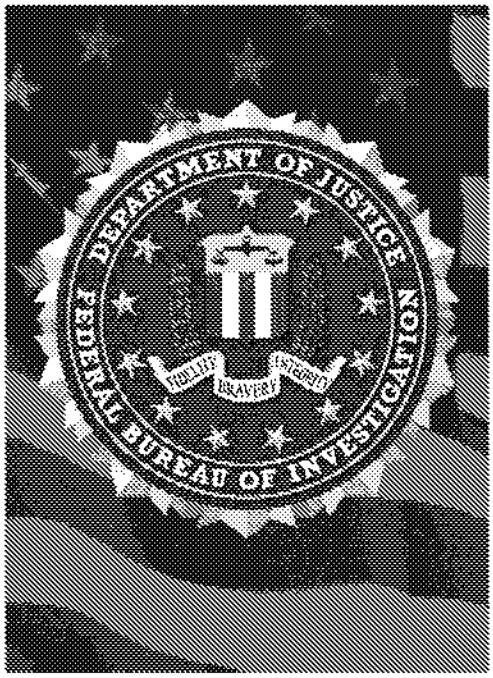
Awards Program Policy Guide



Federal Bureau of Investigation

Human Resources Division

1095PG

August 11, 2020

Approvals

Policy Information	
Last Updated	N/A
Effective Date	2020-08-11
Review Date	2023-08-11

Approval Information	
Sponsoring Executive Approval	**Hayden S. Temin** Assistant Director Human Resources Division
Final Approval	**Jeffrey S. Sallet** Executive Assistant Director Human Resources Branch

General Information

Questions or comments pertaining to this policy guide (PG) can be directed to:

Federal Bureau of Investigation Headquarters (FBIHQ), Human Resources Division (HRD)

Policy point of contacts (POC): unit chiefs (UC) of the Performance Appraisal Unit (PAU) and Communications, Honorary Awards & Policy Unit (CHAPU)

Supersession Information

This document supersedes the *Awards Program Policy Guide* (0981PG).

This document and its contents are the property of the Federal Bureau of Investigation (FBI). If the document or its contents are provided to an outside agency, it and its contents are not to be distributed outside of that agency without the written permission of the units listed in the contact section of this PG.

Revision Log

The revision log documents substantive changes made to the previous version of this policy, the *Awards Program Policy Guide* (0981PG), published on September 20, 2017. The numbers and titles in the "Revised" column refer to the subsections as they currently appear in this updated policy. "Deleted" subsection numbers refer to those in the previous published version of the policy.

Revised Section Number and Title	Deleted Section Number and Title
4.1. Awards Procedures	4.3.7. FBIHQ Division and Field Office Awards Programs
4.1.1. Name Checks, Indices Checks, and Nomination Process	
4.2.1. Principal Relief Supervisor Awards	
4.2.4. – 4.2.4.4. Acting Assignment Awards - Exemptions	
4.2.6. Awards for Employees on Joint Duty Assignments	
4.3. Nonmonetary Award Categories	

Table of Contents

1. Introduction 1
1.1. Purpose 1
1.2. Scope 1
1.3. Exemptions 1
2. Roles and Responsibilities 2
2.1. Assistant Director (AD)/Human Resources Officer (HRO), Human Resources Division (HRD) 2
2.2. Federal Bureau of Investigation Headquarters (FBIHQ) Division and Field Office (FO) Heads 2
2.3. Supervisor or Award Nominator 2
2.4. Federal Bureau of Investigation Headquarters Division or Field Office Awards Point of Contact 2
2.5. Performance Appraisal Unit (PAU) and Communications, Honorary Awards & Policy Unit (CHAPU), Human Resources Division 3
3. Policy Statement 4
4. Processes and Procedures 5
4.1. Award Procedures 5
4.1.1. Name Checks, Indices Checks, and Nomination Process 5
4.2. Monetary Award Categories 6
4.2.1. Principal Relief Supervisor Awards 8
4.2.2. Special Act/Achievement Awards 8
4.2.3. On-The-Spot Awards 10
4.2.4. Acting Assignment Awards 10
4.2.5. Exceptional Performance Award 13
4.2.6. Awards for Employees on Joint Duty Assignments (JDA) 14
4.3. Nonmonetary Award Categories 14
4.3.1. Attorney General's Awards 15
4.3.2. Director's Annual Awards for Excellence 16
4.3.3. Honorary Medals Program 16
4.3.4. Combat Theater Awards 16
4.3.5. Bureau Length of Service Awards 17
4.3.6. Time-Off Awards 18

4.3.7. Other Federal Government and External Awards 19
4.4. The Awards Budget 19
5. Authorities 21
6. Recordkeeping Requirements 22

List of Appendices

Appendix A: References A-1
Appendix B: Definitions and Acronyms B-1

1. Introduction

1.1. Purpose

The purpose of the *Awards Program Policy Guide* is to set forth the requirements and procedures related to the administration of the Federal Bureau of Investigation (FBI) Awards Program.

1.2. Scope

This policy guide (PG) applies to all FBI employees. In addition, for nonmonetary, honorary awards, this PG applies to members of the law enforcement (LE) community and the Intelligence Community (IC) and, in rare circumstances, private citizens.

1.3. Exemptions

Contractors and personal service contractors are not eligible to receive awards through the FBI Awards Program.

2. Roles and Responsibilities

2.1. Assistant Director (AD)/Human Resources Officer (HRO), Human Resources Division (HRD)

The AD of HRD, as the HRO, is responsible for the overall administration of the FBI Awards Program. In this regard, the AD/HRO (or designee) must:

- Ensure that the award processes are promulgated, properly administered, and applied.
- Waive any requirements set forth in this PG based on the needs of the FBI, when permitted by law.
- Provide oversight of the FBI Awards Program to ensure compliance with this PG and any applicable laws.

2.2. Federal Bureau of Investigation Headquarters (FBIHQ) Division and Field Office (FO) Heads

FBIHQ division and FO heads (or designees) must:

- Ensure that employees under their purview are fully considered for award recognition, as appropriate, in a timely manner.
- Review and make determinations on all award recommendations within their areas of responsibility (AOR) to ensure that the awards are justified and the performances meet the awards' requirements.

2.3. Supervisor or Award Nominator

The supervisor or award nominator must:

- Confirm that award criteria and eligibility requirements are met for the proposed award.
- Complete the FD-255, "Recommendation for Award," or corresponding award nomination form.
- Submit the award nomination to the FBIHQ division or FO awards point of contact (POC) by the established deadline.
- Ensure that all award documentation is complete and accurate.

2.4. Federal Bureau of Investigation Headquarters Division or Field Office Awards Point of Contact

The FBIHQ division or FO award POC must:

- Confirm that award criteria and eligibility requirements are met for all proposed awards within his or her FBIHQ division or FO.
- Submit award nominations approved by the FBIHQ division or FO head (or designee) in the Enterprise Process Automation System (EPAS) awards module, and ensure accuracy of information before completing the entries.
- Ensure that all awards are submitted by the established deadlines.

2.5. Performance Appraisal Unit (PAU) and Communications, Honorary Awards & Policy Unit (CHAPU), Human Resources Division

PAU and CHAPU must:

- Provide strategic direction for the FBI Awards Program based on an ongoing assessment of the program, best practice research, industry benchmarks, and stakeholder input.
- Conduct an annual review (or at any time deemed appropriate) of the FBI Awards Program, and institute any actions necessary to ensure compliance with applicable laws, regulations, or policies set forth in this PG.
- Administer, coordinate, and manage the awards processes.
- Manage the EPAS awards module, including making any necessary modifications to existing awards and developing new modules, as necessary.
- Review and process award recommendations in accordance with this PG.
- Manage the procurement and distribution of award certificates and devices.

PAU must also load budget information for monetary awards for FBIHQ divisions and FOs into the EPAS awards module, and coordinate the addition of cost codes in the EPAS awards module following organizational changes.

CHAPU must also coordinate, plan, and execute honorary award ceremonies in conjunction with the Director's Office (DO).

3. Policy Statement

Pursuant to Title 5 United States Code (U.S.C.) Chapter 45, the FBI may pay a monetary award, grant time off, or incur necessary expenses for the honorary recognition of an employee (individually or as a member of a group). The FBI Awards Program allows managers to formally recognize employees who make significant contributions to the FBI mission or to effective government operations or to both through the issuance of monetary and nonmonetary awards. Recognition is intended for work that exceeds expected performance. Nonmonetary, honorary awards are also given to recognize members of the LE community and IC and, in rare circumstances, members of the public and private sectors for their outstanding contributions to the FBI mission.

4. Processes and Procedures

4.1. Award Procedures

FBI employees are eligible to receive from the FBI, the Department of Justice (DOJ), and other federal agencies monetary and nonmonetary incentive awards and honorary awards in recognition of their outstanding performances and special acts. FBI employees are also eligible to receive nonmonetary awards from nongovernment organizations. Incentive awards include all those listed in subsections 4.2. and 4.3.6. of this PG. Honorary awards include those listed in subsections 4.3.1. through 4.3.5. of this PG. Nominations for all awards are processed through the FBI Awards Program. Upon approval, ceremonies are scheduled to present the selected awards and honor the recipients, as the budget allows.

An employee must not receive multiple monetary awards, or a combination of monetary awards and Time-Off Awards (TOA), for the same accomplishment. However, receipt of a monetary award or a TOA does not preclude an employee from receiving an honorary award for the same accomplishment.

To be eligible for an award, an employee must have, on his or her last performance rating, at least "Successful" (on a Performance Appraisal Report [PAR]) or "Consistent Performer" (on a Performance Wrap-Up). Only one award per employee can be submitted per pay period. Monetary awards cannot be paid to employees who have separated from the FBI.

FBI Awards Program funds cannot be used for the purchase of nonmonetary items, such as gift cards, challenge coins, or clothing, to be given to employees.

4.1.1. Name Checks, Indices Checks, and Nomination Process

Every FBI employee nominated for an incentive award undergoes an administrative Office of Professional Responsibility (OPR) check. Any employee who is found to be the named subject of any OPR action—open, pending, or closed investigation or complaint—during the past three years will be subject to a name check.

All honorary award nominees undergo a name check, which queries employee records retained by the following:

- OPR
- Security Division (SecD)
- Inspection Division (INSD)
- HRD
- Office of Disciplinary Appeals (ODA)
- Office of Equal Employment Opportunity Affairs (OEEOA)
- Office of the General Counsel (OGC)

Any name check that returns findings on the nominated employee will be submitted to the AD, HRD. The AD, HRD will make a final determination on whether to preclude the employee from consideration. The decision of the AD, HRD will be based on several factors, including historical precedent, severity and recentness of the administrative action, and penalties imposed by the

queried FBIHQ division. The decision of the AD, HRD is independent and considered final. In the event that an employee award nomination is rejected, the notification to the FBIHQ division or FO will only state that the award has been denied and no reason will be given. The FBIHQ division or FO has no official need for this information in accordance with the Privacy Act.

Beginning in fiscal year (FY) 2019, a non-FBI employee nominated for an honorary award will be subject to an indices check. Any check that returns findings on the nominated non-FBI employee will be submitted to the AD, HRD. The AD, HRD (or his or her designee) will make the final determination on the eligibility of the nominee.

4.2. Monetary Award Categories

Monetary awards must only be granted to FBI employees or employees of other federal agencies detailed to the FBI who have contributed substantially to the FBI mission. Paid FBI interns may be given monetary awards, with the exception of the Exceptional Performance Award (EPA). Monetary awards must not be granted to anyone who has not been formally appointed to a position in the federal civil service, including contractors, personal services contractors, and task force officers (TFO). Senior Executive Service (SES) and Senior Level (SL) employees are not eligible to receive monetary or TOAs under this program. For more information on monetary awards for SES and SL employees, see the *Senior Executive Service and Senior Level Policy Guide* (0760PG).

Employees cannot nominate themselves for monetary awards. Monetary awards must be approved by an employee's FBIHQ division or FO head (or designee). The designated award POC for each FBIHQ division and FO is responsible for entering his or her FBIHQ division's or FO's approved award nominations in the appropriate EPAS awards module.

FBIHQ division or FO heads can approve monetary awards up to $7500. Monetary awards that exceed $7500 require the Attorney General's (AG) approval. Awards exceeding $10,000 require both DOJ and Office of Personnel Management (OPM) approval.

The FBI Awards Program is responsible for the final review of all monetary awards submitted in the EPAS awards module, with the exception of the On-The-Spot (OTS) Award and the Special Act/Achievement Award, which are processed without FBI Awards Program review. Any submitted nomination that does not meet the award requirements may be rejected.

All monetary awards are managed and administered by PAU. See the PAU BUNet site for additional information.

Monetary Award Categories					
Award	Description	Minimum Value	Maximum Value	Annual Maximum	Approval
Principal Relief Supervisor (PRS) Award	Recognizes an officially designated PRS who has served as acting supervisor for at least six months	None	$1000 per year	$1000	FBIHQ division or FO head (or designee)
Special Act or Achievement Award	Recognizes performance that substantially exceeds job parameters in a single act or an accomplishment	$300	$7500	$7500	FBIHQ division or FO head (or designee)
On-The-Spot Award	Recognizes high-quality contribution to a difficult or important project or assignment	$50	$500	$2000	FBIHQ division or FO head (or designee)
Professional Staff and Special Agent (SA) Acting Assignment Award	Recognizes an employee serving temporarily in a chief division counsel (CDC), associate division counsel (ADC), special assistant, or supervisory position for more than 30 consecutive days	$527	$6000	$6000	FBIHQ division or FO head (or designee)

Monetary Award Categories					
Award	Description	Minimum Value	Maximum Value	Annual Maximum	Approval
Acting Senior Executive Service Award	Award for non-SES SAs and professional staff serving in acting SES assignments for more than 30 consecutive days	$930	$7500	$7500	AD or higher
Exceptional Performance Award	Recognizes an FBI employee with sustained exemplary performance	$2000 (depending on grade)	$6000 (depending on grade)	1 award	FBIHQ division or FO head (or designee)

4.2.1. Principal Relief Supervisor Awards

An FBI employee who has been officially designated as the PRS for at least six months is eligible for a PRS award. The recommending official must state in the submitting communication that the employee has, on his or her last performance rating of record, at least "Successful" (on a PAR) or "Consistent Performer" (on a Performance Wrap-Up) in all of his or her duties and the dates in which the PRS has served as acting supervisor. The FBIHQ division or FO head (or designee) must personally endorse the recommendation. A qualified employee must only receive this particular award once in a 12-month period; however, the same individual may be recognized during subsequent 12-month periods if all qualifications continue to be met. FBIHQ division or FO heads are authorized to grant PRS awards in any increment up to $1000. The nomination must be received within 60 days following the conclusion of the PRS assignment, is dependent upon funding being available, and is at the discretion of the FBIHQ division or FO head. Funding for this award comes from the FBIHQ division's or FO's allocated incentive award budget.

The FBIHQ division or FO award POC must submit awards through the appropriate EPAS awards module.

4.2.2. Special Act/Achievement Awards

Special Act/Achievement Awards allow supervisors to recognize employees for performances that substantially exceed job performance standards. These awards can recognize individuals or groups for a single act or accomplishment. The justification provided by the nominating FBIHQ division or FO should address the type of accomplishment, associated duties and responsibilities, and the overall impact of the accomplishment.

All Special Act/Achievement Awards must be approved by the FBIHQ division or FO head (or designee) prior to being entered in the EPAS awards module. FBIHQ division or FO award POCs must submit approved award nominations in the EPAS awards module. HRD will review nominations to ensure compliance with this PG.

The requested amount must be commensurate with the events defined in the Special Act/ Achievement Award criteria table below.

Special Act/Achievement Award Criteria			
Category A ($300–$500)	Category B ($501–$1200)	Category C ($1201–$2000)	Category D ($2001 and above)
Accomplishment			
Can result from any assignment or self-initiated contribution by an employee	Typically results from an assignment with specified goals and time frames	Must be associated with the objectives outlined in the FBI strategic objectives	Must be associated with the objectives outlined in the FBI strategic objectives
Duties and Responsibilities			
Work was within scope of position duties and employee applied extra effort	Work involved the sustained application of extra effort or the performance of additional duties beyond employee's position	Work involved the sustained application of extra effort or the performance of additional duties beyond employee's position	Success depended upon the ability to perform at a greater capacity than defined for the employee's grade
Impact			
Typically addresses a short-term objective of minor to moderate complexity Benefit may be limited to the immediate work area	Attainment of an objective of moderate to difficult complexity that notably supports the mission of the unit, program, or squad	Contributed toward the attainment of an FBI strategic objective Performance represents an uncharacteristically high level of achievement	Contributed toward the attainment of an objective in the FBI strategic plan Performance serves as a model for success or introduces new innovations in investigative strategy or technique

4.2.3. On-The-Spot Awards

An OTS award is given to an employee who has accomplished a project or a task exceptionally well that warrants immediate recognition but does not meet the guidance indicated in subsection 4.2.2. of this PG for a higher-level award. The request is initiated through the EPAS awards module by the FBIHQ division or FO award POC. All nominations should be made within two weeks of the occurrence, if funding is available, or as soon as funding becomes available. OTS awards are available in $50 increments, ranging from $50 to $500. Employees must not receive more than four OTS awards and cannot exceed a maximum of $2000 within a 12-month period.

4.2.4. Acting Assignment Awards

Acting assignment awards apply only to acting assignments of more than 30 consecutive days. After the thirty-first consecutive day, those on acting assignments are eligible to receive this award based on the total number of days in the acting assignment. An individual chosen for an acting assignment will not receive a change in grade.

An eligible employee must have both of the following:

- At least "Successful" (on a PAR) or "Consistent Performer" (on a Performance Wrap-Up) (or higher) on his or her last performance rating
- Equivalent authorities and responsibilities as the regular incumbent

Acting assignment awards are approved by the FBIHQ division or FO head (or designee) and entered in EPAS by the FBIHQ division POC at the completion of the acting assignment or at the six-month mark if the assignment is expected to continue beyond six months. The FBIHQ division or FO head (or designee) has the discretion to deny the award if the performance does not merit it. Acting assignment award requests submitted in the EPAS awards module that exceed the stated monetary structure will be denied and returned to the FBIHQ division or FO award POC for resubmission with a corrected amount. Acting assignment awards are funded by the FBI's acting compensation budget. The amount of time successfully spent in the acting role is the determinant of the amount awarded. The receipt of an acting assignment award does not preclude receipt of another award.

4.2.4.1. Professional Staff and Special Agent Acting Assignment Awards

The award amount is based on the number of days in the acting assignment, including weekends and holidays, multiplied by the allotted amount per day, up to a maximum of $6000 per FY.

The table below shows the dollar amount per day according to General Schedule (GS) grade level.

Acting Grade	Dollar Amount per Day
GS-15	$17.00
GS-14	$16.00
GS-13	$15.00

Acting Grade	Dollar Amount per Day
GS-12	$14.00
GS-11	$13.00
GS-9 and GS-10	$12.00

4.2.4.1.1. Professional Staff Acting Assignment Awards

An employee may only be selected to act in a position that is one grade level above his or her current grade, unless the employee has previously held a position one grade lower than the position to be filled or has equivalent specialized experience prior to employment with the FBI. If there is no employee at the appropriate grade level to act in the position that is of a higher grade and an employee in a position of a lower grade is selected to act, an FD-1057, "Electronic Communication," (EC) (Sentinel) must be submitted to the PAU unit chief (UC) for approval of the acting assignment award.

A professional staff employee serving temporarily in a supervisory, CDC, ADC, or special assistant position that is of a higher grade for more than 30 consecutive days in duration is eligible to be nominated for an acting assignment award in an amount commensurate with the duration of the assignment.

A nonsupervisory employee selected to act as a supervisor at the same grade would not be eligible for this award. For example, a GS-14 information technology specialist (ITS) can be assigned the role of an acting GS-14 supervisory ITS but would not be eligible for an acting assignment award. In this scenario, the employee can be given a Special Act/Achievement Award for work performed while acting, if warranted.

4.2.4.1.2. Special Agent Acting Assignment Awards

An SA serving temporarily in a GS-14 or GS-15 supervisory, CDC, ADC, or special assistant position that is of a higher grade for more than 30 consecutive days in duration is eligible to be nominated for an acting assignment award in an amount commensurate with the duration of the assignment.

- **Acting assignments for SAs in FOs:** An FO head may select any nonprobationary SA from either the affected squad or the FO to serve in an acting supervisory special agent (SSA) assignment. Consideration should be given to selecting the primary or secondary relief supervisor. An FO head may also select any field supervisor (or any SA with field supervisory experience) in the FO to serve in an acting assistant special agent in charge (ASAC) assignment and may select any nonprobationary SA from within the FO to serve in an acting non-supervisory assignment.
- **Acting assignments for SAs at FBIHQ**: An FBIHQ division head may select an acting UC or assistant section chief (ASC) from the pool of SSAs or professional staff employees within the affected unit, section, or FBIHQ division.

An SA must have two years of FBI investigative experience and be given equivalent authorities and responsibilities as the regular incumbent.

An SA acting in a GS-14 or GS-15 SSA, ASAC, UC, or ASC position does not receive supervisory credit. That is, SAs who are not already supervisors receive no supervisory credit for time served in an acting supervisory capacity. Field supervisors serving in acting ASAC positions will continue to receive field supervisory credit that counts toward the FO supervisory term limit policy. For more information about the FO supervisory term limits, see the *Special Agent Midlevel Management Selection System Policy Guide* (0946PG).

Field SAs and SSAs cannot receive acting assignment awards for time served in an acting capacity at FBIHQ. Only an employee assigned to FBIHQ and serving time in an acting GS-14 or GS-15 position may receive an acting assignment award. FBIHQ managers should make every effort to assign acting roles to unit, section, or FBIHQ division personnel assigned to FBIHQ before selecting field SAs or SSAs. Field SAs and SSAs may receive acting assignment awards for time served in an acting GS-14 or GS-15 capacity in legal attaché (Legat) offices.

4.2.4.2. Acting Senior Executive Service Awards

Non-SES professional staff and SAs temporarily serving in acting SES assignments for more than 30 consecutive days in duration will not receive promotions while acting, but should be nominated for acting assignment awards in an amount commensurate with the duration of the assignments.

An AD (or higher) must approve an EC designating a long-term (more than 30 consecutive days) acting assignment of an employee temporarily filling an SES assignment (other than a special agent in charge [SAC] position) at the start of the assignment. An assistant director in charge (ADIC) or the deputy director (DD) (or higher) must approve an EC designating a long-term (more than 30 consecutive days) acting assignment of an employee temporarily filling an SAC assignment at the start of the assignment.

An SA temporarily filling an SAC position must have at least two years of FBI investigative experience.

The award amount is based on the number of days in the acting assignment multiplied by $30 per day, up to a maximum of $7500 per calendar year.

Supervisory credit is not affected by an SA's service in an acting SES assignment. Field supervisors serving in acting SES positions will continue to receive field supervisory credit that counts toward the FO supervisory term limit policy. For more information about the FO supervisory term limits, see the *Special Agent Midlevel Management Selection System Policy Guide* (0946PG).

Employees temporarily acting in SES positions for more than 60 days are required by the United States (U.S.) Office of Government Ethics (OGE) and the FBI's Office of Integrity and Compliance (OIC) to file an OGE Form 278, "Executive Branch Personnel Public Financial Disclosure Report," as described in the *FBI Ethics and Integrity Program Policy Directive and Policy Guide* (0754DPG).

HRD's Leadership Selection Unit (LSU) will confirm the position and role as SES and that the position is approved for an acting assignment award.

4.2.4.3. Required Documentation

The FBIHQ division or FO must document the long-term (more than 30 consecutive days) acting assignment by an EC at the start of the assignment and indicate the effective start date. A second closing EC must be submitted at the end of the acting assignment to document the duration of the assignment, including start and end dates.

The first line of both ECs title must be "Acting Assignment." The title of the EC must also include the official Bureau name of the employee, the position title for the acting assignment, and the grade level of the employee. The EC must not have a lead and must be serialized into [redacted] (FBIHQ division/FO subfile). b7E

The FBIHQ division or FO award POC will submit an acting assignment award request in the EPAS awards module in an amount commensurate with the award structure in subsections 4.2.4.1. and 4.2.4.2. of this PG, respectively, based on the duration of the employee's assignment. A PDF [Portable Document Format] file of the closing EC must be submitted along with the award request in the EPAS awards module.

HRD reviews and processes all acting assignment awards through the EPAS awards module, subject to the availability of funds and in accordance with this PG.

4.2.4.4. Exemptions

If an employee is reassigned from an acting assignment as a result of performance or conduct issues, the management official is not permitted to nominate the employee for an acting assignment award.

SES employees acting in other SES positions are excluded from this policy because they are eligible for performance incentives through the pay-for-performance system. See the *Senior Executive Service and Senior Level Policy Guide* (0760PG).

4.2.5. Exceptional Performance Award

The EPA recognizes those exemplary FBI employees who have sustained a high level of performance. Annually, HRD will release an EC notifying each FBIHQ division or FO head of the number of EPAs allocated for his or her respective FBIHQ division or FO. EPAs will be distributed at the discretion of FBIHQ division or FO management, not to exceed the authorized number of allocated EPAs.

Every supervisor must ensure that an FBI employee nominated for an EPA received "Outstanding" (on a PAR) or "Exemplary Performer" (on a Performance Wrap-Up) on his or her last performance rating of record.

The EPA includes a monetary amount for GS, Wage Grade (WG), Wage Leader (WL), and Wage Supervisor (WS) employees based on their grade levels at the time of submission in the EPAS awards module. The Medal of Excellence accompanies the monetary award.

EPA nominations must be submitted in the EPAS awards module by the FBIHQ division or FO award POC. Only one EPA may be awarded to an FBI employee per FY.

The following table includes a breakdown of the dollar amounts given to EPA recipients by grade and pay scale. These amounts are subject to change.

GS Grade	Award Amount	WG Grade	Award Amount	WL Grade	Award Amount	WS Grade	Award Amount
GS-7	$2000	WG-7	$2000	WL-7	$2200	WS-7	$2700
GS-8	$2200	WG-8	$2100	WL-8	$2300	WS-8	$2800
GS-9	$2400	WG-9	$2200	WL-9	$2400	WS-9	$2900
GS-10	$2700	WG-10	$2300	WL-10	$2500	WS-10	$3000
GS-11	$3000	WG-11	$2400	WL-11	$2600	WS-11	$3100
GS-12	$3500	WG-12	$2600	WL-12	$2700	WS-12	$3200
GS-13	$4000	WG-13	$2700	WL-13	$2800	WS-13	$3300
GS-14	$5000	WG-14	$2900	WL-14	$2900	WS-14	$3400
GS-15	$6000	WG-15	$3000	WL-15	$3000	WS-15	$3500

4.2.6. Awards for Employees on Joint Duty Assignments (JDA)

An FBI employee on a JDA is eligible to receive an award from the agency in which he or she is temporarily assigned. That agency must establish a reimbursable agreement with the Finance Division's (FD) Account Receivable Unit (ARU) to initiate the award process. Once the agreement is in place, PAU will process the award payment for the employee. ARU will later bill the agency for reimbursement of the award cost. This awards process also involves coordination with the Resource Planning Office (RPO).

The receiving agency will determine whether an employee on a JDA will receive an award (e.g., monetary or time off) in accordance with that agency's internal policies and procedures. That agency is responsible for reimbursing the FBI for the award.

FBI awards recommended for individuals employed by other agencies on JDAs at the FBI will be deducted from the awards budget of the nominating FBIHQ division or FO.

4.3. Nonmonetary Award Categories

Nonmonetary awards, including Combat Theater Awards, Bureau Length of Service Awards, and TOAs, must only be granted to FBI employees.

Nonmonetary honorary awards include the AG Awards, Director's Annual Awards for Excellence, and the Honorary Medals Program. These must only be granted to FBI employees; employees of other federal agencies; TFOs; federal, state, or local LE personnel; members of the IC; and members of the public and private sectors who have substantially contributed to the FBI mission. Contractors and personal service contractors are not eligible to receive awards through the FBI Awards Program.

An employee cannot self-nominate for a nonmonetary award in which he or she would be the sole recipient (also referred to as an "individual-only" award); however, an employee may nominate himself or herself as a member of a team or group nomination. Nonmonetary award nominations must be approved by the submitting FBIHQ division or FO head (or designee). The award POC for each FBIHQ division and FO must enter his or her FBIHQ division's/FO's approved nonmonetary award nominations into the appropriate EPAS award module.

The FBI Awards Program is responsible for the final review and approval of all nonmonetary awards submitted through the EPAS awards module, with the exception of TOAs, which are

processed without FBI Awards Program review. Any award nomination submitted that does not meet the criteria described may be denied.

Nonmonetary Award Categories			
Award	**Description**	**Frequency**	**Approval**
Attorney General's Awards	Honors DOJ employees and others who have distinguished themselves in pursuit of excellence and in support of furthering the DOJ mission in LE and national security	Annual	AG
Director's Annual Awards for Excellence	Recognizes FBI employees and others who have made extraordinary contributions to the successful accomplishment of the FBI mission	Annual	FBI Director
Honorary Medals	Recognizes FBI employees and LE or IC partners for acts of heroism, valor, bravery, and meritorious achievement	Annual	FBI Director
Combat Theater Awards	Honors FBI employees who have served in a war zone for 90 consecutive days or more	Specific to employee	FBIHQ division or FO head (or designee)
Bureau Length of Service Awards	Recognizes major milestone anniversaries	10, 20, 25, 30, 35, 40, 45, 50, 55, 60, and 65 years	None
Time-Off Awards	Recognize a high-quality contribution involving a difficult or important project or assignment	Specific to employee	FBIHQ division or FO head (or designee)

4.3.1. Attorney General's Awards

The AG Awards honor DOJ employees and others who assist the Department in meeting its LE and national security missions. These awards afford the opportunity to honor DOJ employees

who have distinguished themselves in the pursuit of excellence and private citizens who have substantially furthered the mission of the Department. The AG Awards are among the highest honors that can be achieved by DOJ employees at all levels of service. The DOJ Combined Incentive Awards Board/John Marshall Panel reviews AG Award nominations submitted by each component and recommends recipients to the AG, who selects the final recipients.

The FBI is permitted to submit only one nomination per category, and an individual can only be named in one nomination per canvass period. AG Awards are administered by CHAPU. The FBI Awards Program uses an executive review process to select the FBI nominations that will be submitted to DOJ. The Director retains final authority to approve finalists submitted to DOJ.

For the most up-to-date AG Awards information and nomination procedures, please visit the Attorney General's Awards BuNet site.

4.3.2. Director's Annual Awards for Excellence

The Director's Annual Awards for Excellence, also known as the Director's Awards, recognize employees, the FBI's domestic and international partners in the LE community and IC, and members of the public and private sectors who have made extraordinary contributions to the FBI mission. These awards are the highest honors bestowed by the FBI.

FBIHQ divisions and FOs are permitted to submit only one nomination per category to CHAPU, and an individual can only be named in one nomination per canvass period. The FBI Awards Program uses an executive review process to select the nominations that will be submitted to the Director for a final determination. The Director retains final authority to select recipients.

For the most up-to-date Director's Annual Awards for Excellence information and nomination procedures, please visit the Director's Annual Awards for Excellence BuNet site.

4.3.3. Honorary Medals Program

The Honorary Medals Program recognizes FBI employees and the Bureau's LE and IC partners for acts of heroism, valor, bravery, and meritorious achievement.

Recipients include FBI employees and federal, state, and local LE and IC members who are detailed to, working with, or under the direction of the FBI in an investigative or intelligence capacity and whose performances were in the direct line of duty or within the scope of their assigned duties relating to the FBI's mission.

The FBI Awards Program uses an executive review panel composed of executive assistant directors (EAD) who review the nominations and select those who will be submitted to the Director for final selection. The Director retains final authority to select recipients.

For the latest Honorary Medals Program information and nomination procedures, please visit the Honorary Medals Program BuNet site.

4.3.4. Combat Theater Awards

Combat Theater Awards honor those FBI employees who have exemplified dedication and sacrifice by serving in harm's way while contributing to the FBI's international mission in designated war zones in their official FBI capacity.

All employees who serve in an officially established war zone for 90 consecutive days or more are eligible to receive the Combat Theater Award. Award recipients are presented with a Combat

Theater Award coin and ribbon. Subsequent similar awards are commemorated with gold stars that can be affixed to the originally received ribbons.

This award may be issued for each tour of duty served by an employee in a combat zone. The FBI recognizes countries and dates of designated combat zones, as outlined by the Internal Revenue Service (IRS) combat zone Web site, located at <http://www.irs.gov/individuals/military/combat-zones>.

The supervisor who approved the employee's overseas deployment or the candidate's supervisor while deployed may nominate the candidate for the award. The supervisor must certify that the candidate meets the criteria set forth above by completing the FD-255, "Recommendation for Award." The FBIHQ division or FO award POC is responsible for entering the award request into the corresponding EPAS awards module, which will then be reviewed and processed by PAU.

For the most up-to-date Combat Theater Award information, please visit the Combat Theater Award BuNet site.

4.3.5. Bureau Length of Service Awards

The Bureau Length of Service Awards, also known as "Bureau service awards," recognize major milestone anniversaries. There is no submission form or initiation required by FBIHQ divisions or FOs for length of service awards. CHAPU processes these awards on a monthly basis.

The table below shows what achievers of milestone anniversaries will receive.

Length of Service	Award
10 years	FBI service key and certificate
20 years	FBI service key and certificate
25 years	FBI service key and certificate
30 years	FBI service key and certificate
35 years	FBI service key and certificate
40 years	Watch and FBI plaque with key cluster
45 years	Personalized statue with etched FBI seal
50 years	Diamond broach or cufflinks
55 years	Crystal eagle
60 years	FBI Medal for Meritorious Achievement
65 years	Engraved clock

Service anniversary awards should be presented to employees by their FBIHQ division or FO heads (or designees). Employees achieving 25 or more years of FBI service at milestone anniversaries are invited to FBIHQ to attend a ceremony and have their pictures taken with the Director (or the Director's designee). These presentations are held quarterly at a service award ceremony as the budget allows.

Employees with fewer than 40 years of service pay their own travel expenses to attend the ceremony. The FBI pays the travel expenses of an employee with 40 years of service or more, including the travel cost for a guest of the employee. This reimbursement comes out of the employee's FBIHQ division or FO travel budget. The employee will work with his or her FBIHQ division or FO award POC to coordinate the reimbursement.

For the latest Bureau Length of Service Awards information, please visit the "Service Awards Program" BuNet site.

4.3.5.1. Replacement Service Keys

A current or former FBI employee may request a replacement service key only if his or her original key has been stolen, lost, or damaged. However, replacement service keys are subject to availability. The employee must send the request via electronic mail (e-mail) to the program manager (PM) of the Service Award Program in CHAPU stating the reason he or she is requesting a replacement service key, his or her official Bureau name, and his or her entry on duty (EOD) date. The PM of the Service Award Program will determine if a replacement key is available and provide pricing. Payment for the key must be made by submitting a personal check or a money order made payable to the FBI for the total amount. HRD will replace a stolen key at no charge to the employee for the first occurrence; a police report must be submitted with the request. Any additional stolen keys will be replaced at the employee's expense.

4.3.5.2. Combined Federal Service Certificate

To qualify for the Combined Federal Service Certificate, an individual must have any combination of prior military or civilian service that is creditable for retirement purposes, in addition to at least one year of FBI service, that totals a minimum of 10 years. These certificates are prepared by CHAPU and mailed to FBIHQ divisions and FOs on a monthly basis. Certificates are awarded for major milestone anniversaries, including, but not limited to 10, 20, and 25 years of service.

4.3.6. Time-Off Awards

As an alternative to a monetary award, a TOA may be given to recognize an employee who has accomplished a project or a task exceptionally well and who warrants immediate recognition, but does not meet the guidance indicated in subsection 4.2.3. of this PG for a higher-level award. SES and SL employees, as well as FBI interns, are not eligible to receive TOAs.

FBIHQ division or FO heads (or designees) have approval authority for TOAs. Approved nominations are submitted through the corresponding EPAS awards module by the FBIHQ division or FO award POC.

When awarding a TOA, consideration should be given to the recipient's leave status (e.g., end-of-year "use or lose" hours) and whether time off could create a burden on the office and

adversely impact operational needs. TOAs are given to employees without loss of pay or charge to leave. They may be granted to FBI employees in amounts ranging from 4 to 40 hours.

TOAs expire after 26 pay periods in WebTA (Web-Based Time and Attendance) and will not be restored.

The value of a TOA equates to monetary recognition as depicted by the following:

- Four hours of time off is equal to 5 percent of an employee's biweekly salary.
- Forty hours of time off is equal to 50 percent of an employee's biweekly salary.

Eligibility for a TOA is as follows:

- A high-quality contribution involving a difficult or important project or assignment
- Special initiative and skill in completing an assignment or a project before the deadline
- Completing additional work or a project assignment while maintaining one's own workload

For the latest TOA information, please visit PAU's TOA BuNet site.

4.3.6.1. Full-Time Employee Time-Off Award

A maximum of 40 hours of time off may be granted as an award to an employee for a single contribution that meets the criteria. The total amount of time off that may be granted to an employee during any one calendar year is 120 hours.

4.3.6.2. Part-Time Employee Time-Off Award

The maximum single TOA that can be given to a part-time employee is the equivalent of half of the number of hours scheduled to work in one pay period. For example, if an employee is scheduled to work 32 hours per pay period, the maximum TOA is 16 hours.

The maximum annual TOA that can be given to a part-time employee is the equivalent of the number of hours scheduled to work in one pay period. For example, if an employee is scheduled to work 32 hours per pay period, the maximum TOA annually is 32 hours.

4.3.7. Other Federal Government and External Awards

For current award canvasses and the most up-to-date external award information, please visit the External Awards Program BuNet site.

4.4. The Awards Budget

The funding allocated to grant monetary recognition for Special Act/Achievement Awards, OTS awards, and PRS awards is distributed to each FBIHQ division and FO in one lump sum and is used for the various awards as approved by the FBIHQ division or FO head. To achieve an equitable distribution of these funds, allocations are based on FBIHQ division or FO funded staffing levels (FSL). As awards are submitted through the EPAS awards module, the amounts will be subtracted from an FBIHQ division's or FO's allocated funding.

If an employee is nominated for a monetary award and then transfers to another FBIHQ division or FO before the award is processed, the award must be deducted from the budget of the nominating FBIHQ division or FO.

When an incentive award is submitted for an employee who works in another FBIHQ division or FO, the award amount is deducted from the budget of the nominating FBIHQ division or FO.

An FBI employee on a JDA is eligible to receive awards from the gaining agency while on the assignment. For more information, see the *Joint Duty Assignment Policy Guide* (0958PG).

Awards may also be recommended for an individual employed by another federal agency who is on a JDA at the FBI. A reimbursable agreement must be made between ARU and the other agency's financial office. Once approved, the award amount will be deducted from the nominating FBIHQ division's or FO's awards budget.

5. Authorities

- 5 U.S.C. Chapter 45
- Title 5 Code of Federal Regulations (CFR) Part 451
- 28 CFR Section (§) 0.138
- Human Resources (HR) Order DOJ 1200.1 Part 2, Chapter 18
- *Human Resources Division Statement of Authorities and Responsibilities Policy Directive*, (0795D)

6. Recordkeeping Requirements

In accordance with the FBI's disposition authority for "Awards" (General Records Schedule [GRS] 2.2 Item 030, [redacted], the FBI Awards Program must retain all records related to general award records, including those relating to department-level awards and excluding Presidential Rank Awards, for a period of two years after an award is approved or denied, whichever is later, but longer retention is authorized if required for business use. Case files include all of the following documentation: recommendations, approved nominations, correspondences, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards, such as incentive awards, OTS awards, EPAs, and TOAs. b7E

FBIHQ division and FO award POCs must retain all of their FBIHQ divisions' or FOs' award nominations for a period of two years after approval or denial.

Appendix A: References

See the FBI Awards Program BuNet site for additional information.

Appendix B: Definitions and Acronyms

Acronyms

AD	assistant director
ADC	associate division counsel
ADIC	assistant director in charge
AG	Attorney General
AOR	area of responsibility
ARU	Account Receivable Unit
ASAC	assistant special agent in charge
ASC	assistant section chief
CDC	chief division counsel
CFR	Code of Federal Regulations
CHAPU	Communications, Honorary Awards & Policy Unit
DD	deputy director
DO	Director's Office
DOJ	Department of Justice
EAD	executive assistant director
EC	electronic communication
EOD	entry on duty
EPA	Exceptional Performance Award
EPAS	Enterprise Process Automation System
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FD	Finance Division

FO	field office
FSL	funded staffing level
FY	fiscal year
GRS	General Records Schedule
GS	General Schedule
HR	human resources
HRD	Human Resources Division
HRO	human resources officer
IC	Intelligence Community
INSD	Inspection Division
IRS	Internal Revenue Service
ITS	information technology specialist
JDA	joint duty assignment
LE	law enforcement
Legat	legal attaché [office]
LSU	Leadership Selection Unit
ODA	Office of Disciplinary Appeals
OEEOA	Office of Equal Employment Opportunity Affairs
OGC	Office of the General Counsel
OGE	Office of Government Ethics
OIC	Office of Integrity and Compliance
OPM	Office of Personnel Management
OPR	Office of Professional Responsibility
OTS	On-The-Spot [Award]

PAR	Performance Appraisal Report
PAU	Performance Appraisal Unit
PDF	Portable Document Format
PG	policy guide
PM	program manager
POC	point of contact
PRS	principal relief supervisor
RPO	Resource Planning Office
SA	special agent
SAC	special agent in charge
SecD	Security Division
SES	Senior Executive Service
SL	Senior Level
SSA	supervisory special agent
TFO	task force officer
TOA	Time-Off Award
U.S.	United States
U.S.C.	United States Code
UC	unit chief
WebTA	Web-Based Time and Attendance
WG	Wage Grade
WL	Wage Leader
WS	Wage Supervisor