

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

ICE Directive 1001.2: ICE Awards Program

Issue Date: March 28, 2022

Superseded: ICE Policy 30006.1, ICE Awards Program (Dec. 12, 2006).

1. **Purpose/Background.** It is an institutional goal for U.S. Immigration and Customs Enforcement (ICE) to foster motivation in its workforce. Appropriate recognition is a key part of motivating employees to perform their jobs efficiently and effectively, while also promoting job satisfaction. Awards are used to recognize and reward employees, as well as non-employees, when they perform in an exemplary manner or otherwise make significant contributions to the ICE mission. This Directive and the *ICE Awards Program Manual*.¹ establish policy, procedures, and guidance for the administration of the ICE Awards Program for all eligible ICE employees and eligible non-employees, consistent with applicable law and regulation.²
2. **Policy.** Subject to the availability of funds and management discretion, ICE will promptly and equitably reward those employees and non-employees who perform in an exemplary manner or make significant contributions that help ICE achieve its goals and objectives. Through the ICE Awards Program, ICE will have the ability to reward and recognize employees with three categories of awards, to include: Director's Awards, Monetary Awards, and Non-Monetary Awards.³ ICE may also nominate individuals for External Awards, which are awards given by other organizations. Nominations for External Awards must be approved by the ICE Ethics Office.
 - 2.1. **Non-Discrimination.** The granting of awards shall be free from discrimination on the basis of race, color, religion, age, sex, national origin, marital status, sexual orientation, genetic information, or disability.
 - 2.2. **Director's Awards and External Awards.** The Office of Human Capital will be provided the names of all ICE employees nominated for Director's Awards and External Awards and report any history of discipline or adverse actions to the Director's Awards

¹ See *ICE Awards Program Manual*.

² Federal law, including Chapter 45 of Title 5 of the United States Code (U.S.C.) and sections 451.101 through 451.107 of Title 5 of the Code of Federal Regulations (CFR), provide authority for agency awards to federal employees. Awards to non-federal persons requires a specialized fiscal necessary expense analysis. See *ICE Awards Program Manual* § 3.8(4).

³ Contractor personnel are not eligible to receive awards or recognition of monetary value. However, contractors may be notified via letter of outstanding contract support and contribution to the achievement of the ICE mission. Under no circumstances may a political appointee receive an award in the form of cash, including any honorarium or stipend that may be associated with an ICE Honorary Award. Awards for political appointees are governed by applicable Office of Personnel Management regulations and current presidential memoranda.

Board.

- 2.3. Monetary Awards.** An employee may only receive one Monetary Award for a specific achievement or contribution that occurred during a performance cycle. However, employees may receive multiple Monetary Awards for separate achievements and contributions during the performance cycle. Those under consideration for any Monetary Award, either employees or non-employees, shall not be informed that they have been nominated prior to issuance of a Monetary Award.⁴
- 3. Definitions.** The following definitions apply for purposes of this Directive only.
- 3.1. Approving Officials.** Any management official in the chain of command who is authorized to approve specific awards; this responsibility generally falls to second line supervisors or higher.
- 3.2. Availability of Funds.** The level of resources available to afford all types of Monetary Awards through ICE program budget execution (allocation).
- 3.3. Award.** An honor bestowed, or an action taken to recognize and reward an individual or team achievement that contributes to meeting organizational goals; improving the efficiency, effectiveness, and economy of the government; or is otherwise in the public interest.
- 3.4. Awards Coordinator.** A mission support representative on the staff of each Directorate, Program Office, or Field Office who is responsible for the proper processing of awards and who reviews award nominations for compliance with nomination guidelines, monitors the awards account, and otherwise assists the Directorate, Program Office, or Field Office head in the operation of the Awards Program.
- 3.5. Director's Award.** ICE's most prestigious award for employees (and certain non-employees). Director's Awards recognize and reward an individual or team achievement that addresses ICE's mission or improves efficiency, effectiveness, and economy of the government or is otherwise in the public interest.
- 3.6. Director's Awards Board.** The board established by and at the discretion of the Director to receive, evaluate, and provide recommendations on Director's Award nominations. The members are appointed by and serve at the discretion of the Director.
- 3.7. Employee.** An individual as defined by 5 U.S.C. § 2105.
- 3.8. External Award.** An Honorary Award given to ICE employees by non-Department of Homeland Security (DHS) external organizations to recognize meritorious accomplishments or contributions which advance the ICE mission or the mission of the government, or to recognize excellence in a specific professional field associated with the ICE mission.

⁴ Notification is not provided until an award is approved to mitigate potential issues that could arise from instances when ICE decides not to grant/issue/approve an award to a nominated individual.

- 3.9. **Field Responsible Officials (FROs).** The highest-ranking official in any ICE field location. This includes Special Agents in Charge, Field Office Directors, ICE Attachés, Chief Counsels, and any other officials who have been designated, in writing, by the Director.
- 3.10. **Headquarters Responsible Officials (HROs).** The Executive Associate Directors (EADs) of Homeland Security Investigations, Enforcement and Removal Operations and Management and Administration; the Associate Director of the Office of Professional Responsibility; the Principal Legal Advisor⁵; and the Assistant Directors, Officers, or equivalent positions who report directly to the Director, Deputy Director, or the Chief of Staff.
- 3.11. **Informal Recognition Award.** Provide recognition of employee or group efforts that do not merit Monetary or Honorary Awards but are worthy of appreciation.
- 3.12. **Monetary Award.** Monetary remuneration based on tangible or intangible benefits to the government.
- 3.13. **Nominating Officials.** Management officials in the chain of command who are authorized to recommend or nominate awards, generally first-line supervisors or team leaders. With few exceptions, Nominating Officials should not be the same as the Approving Official.
- 3.14. **Non-Employee.** Anyone who is not an Employee of ICE, as defined in Section 3.7 of this Directive. This includes non-ICE Federal employees, contractors, and civilians.
- 3.15. **Non-Monetary Award.** Non-cash recognition awards such as but not limited to Retirement Certificates, Honorary Awards, Length of Service Awards, and Time-Off Awards (TOAs).

4. Responsibilities.

- 4.1. **HROs**, or their designee(s), are responsible for:
 - 1) Establishing implementation guidance specific to their Directorate or Program Office, consistent with policy, law, and any applicable collective bargaining agreements;
 - 2) Designating an Awards Coordinator to perform the responsibilities outlined in this Directive and the *ICE Awards Program Manual*;
 - 3) Ensuring funds for awards are available, budgeted, and administered fairly and consistently with policy and regulations;
 - 4) Annually reviewing and evaluating the effectiveness of the ICE Awards Program within their Directorate or Program Office as appropriate, and providing

⁵ This Directive applies to the Office of the Principal Legal Advisor (OPLA) to the extent it is not inconsistent with directives, policies, or formal guidance issued by the General Counsel of DHS. DHS Delegation No. 0400.2, Delegation to the General Counsel (Sept. 14, 2004).

recommendations for changes to the Chief Human Capital Officer (CHCO); and

- 5) Developing or maintaining internal programs to encourage recognition and implementation consistent with the spirit of this Directive and the *ICE Awards Program Manual*.

4.2. FROs, or their designee(s), are responsible for:

- 1) Establishing implementation guidance specific to their Field Office, consistent with policy, law, Directorate or Program Office guidance, and any applicable collective bargaining agreements;
- 2) Designating an Awards Coordinator to perform the responsibilities outlined in this Directive and the *ICE Awards Program Manual*;
- 3) Ensuring funds for awards are available, budgeted, and administered fairly and consistently with policy and regulations;
- 4) Annually reviewing and evaluating the effectiveness of the ICE Awards Program within their Field Office as appropriate, and providing recommendations for changes to their HRO; and
- 5) Developing or maintaining internal programs to encourage recognition and implementation consistent with the spirit of this Directive and the *ICE Awards Program Manual*.

4.3. The CHCO, or their designee, is responsible for:

- 1) Developing policy, procedures, and guidance for the implementation of the ICE Awards Program, including the *ICE Awards Program Manual*;
- 2) Advising and assisting ICE employees and non-employees on all aspects of the ICE Awards Program;
- 3) Reviewing employee personnel records of nominees for Director's Awards and External Awards to determine if any nominee has been the subject of any disciplinary or adverse action within the year prior to the date of the award;
- 4) Processing the appropriate personnel actions to effectuate approved awards for ICE employees;
- 5) Computing and confirming retirement eligibility for retirement certificates; and
- 6) Generating and distributing reports of employee source data to ICE Directorates, Program Offices, and Field Offices for Length of Service Awards.

- 4.4.** The **Chief Financial Officer**, or their designee, is responsible for:
- 1) Setting overall agency funding allocations consistent with Office of Management and Budget and DHS guidance, including monetary award funding levels; and
 - 2) Administering and reporting funding allocations at the required program, project, or activity level set forth by appropriations law or accompanying reports.
- 4.5.** The **Assistant Director of the Office of Public Affairs (OPA)**, or their designee, is responsible for reviewing and approving all new or individualized award designs and ensuring they conform to DHS and ICE branding guidelines and efficiency requirements.
- 4.6.** The **ICE Ethics Office** is responsible for reviewing and approving nominations for External Awards.
- 4.7.** The **Director's Awards Board Members** are responsible for:
- 1) Receiving and evaluating Director's Award nominations; and
 - 2) Considering and presenting recommendations to the Director concerning:
 - a) Nominations for cash awards that exceed designated Approving Officials' authority⁶ (over \$5,000); and
 - b) Nominations that are competitive and involve the evaluation of the accomplishments of several individuals or groups.
- 4.8.** **Approving Officials**, or their designee(s), are responsible for approving non-performance award nomination packages (i.e., nomination form and justification letter). The management level needed to authorize Monetary or TOAs is determined by the amount of the award as specified in the Approval Authority table located in section 1.6 of the *ICE Awards Program Manual*.
- 4.9.** **Nominating Officials**, are responsible for:
- 1) Nominating employees and non-employees for either Non-Monetary or Monetary Awards, and submitting these nominations to the designated Approving Official through their chain of command;
 - 2) Providing documentation for each type of award as described in the *ICE Awards Program Manual*, as appropriate;

⁶ This guidance does not apply to Senior Executive Service (SES), Scientific and Professional (ST), and Senior Level (SL) position performance awards as these awards are governed by statute and other departmental policies.

- 3) Coordinating with the applicable Awards Coordinator, as appropriate, for guidance and advice, particularly regarding the availability of funds for Monetary Awards;
- 4) Using Non-Monetary and Informal Recognition Awards to recognize employee accomplishments in a timely manner; and
- 5) Ensuring the award is based solely on merit and the award is commensurate with the value of the employee's contribution or accomplishment.

4.10. Awards Coordinators are responsible for:

- 1) Providing guidance to supervisors, managers, and employees on ICE Award Program requirements, award alternatives, procedures, documentation, and related awards issues;
- 2) Reviewing award nominations for compliance with award guidelines as described in the *ICE Awards Program Manual*;
- 3) Ensuring that proper approval, authorization, and/or endorsement is/are secured; that processing actions are completed; and that appropriate timeframes are met;
- 4) Ensuring that designs for all awards adhere to the guidelines established by the *ICE Branding Guide*;⁷
- 5) Submitting award designs to OPA for approval and to procure properly branded certificates, plaques, and other appropriate award items;
- 6) Seeking guidance from the ICE Ethics Office regarding the appropriateness of Non-Monetary Awards, if necessary;
- 7) Coordinating with appropriate office budget personnel on the availability of funds for Monetary Awards; and
- 8) Ensuring that documentation of an award is filed appropriately, records are maintained for reporting purposes for awards not otherwise recorded in existing systems of records, and that records containing Sensitive Personally Identifiable Information (PII) are stored appropriately.⁸

5. Procedures/Requirements. See the *ICE Awards Program Manual* for procedures and requirements regarding the various awards available to reward ICE employees and non-employees.

⁷ *ICE Awards Program Manual*, App. K.

⁸ DHS Instruction Manual 047-01-007, Revision #03, *Handbook for Safeguarding Sensitive Personally Identifiable Information* § 2.4 (Dec. 4, 2017).

- 5.1. **Award Selection.** The choice of an award should appropriately match the contribution by the employee or non-employee. A single award may match the accomplishment, or more than one award may be appropriate.
- 5.2. **Award Presentation.** Just as it is important that the recognition granted match the contribution that was made, the method of presentation, including holding ceremonies, shall suitably honor the individual and the contribution.

Awards should be given in a timely manner, as soon after the act(s) or contribution(s) meriting an award as practicable.

Designs for any and all awards must adhere to the guidelines established by the *ICE Branding Guide* as outlined in the *ICE Awards Program Manual*.

6. **Recordkeeping.** All relevant documents produced or provided in accordance with this Directive must be maintained in accordance with a General Records Schedule or a NARA-approved agency-specific records control schedule. If the records are not subject to a records schedule, they must be maintained indefinitely by the agency until an approved records schedule is in place. In the event the records are subject to a litigation hold, they may not be disposed of under a records schedule until further notification.

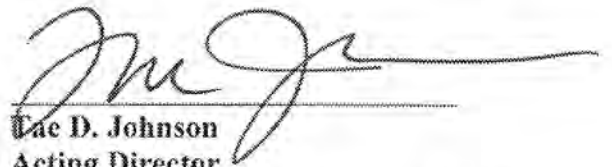
7. **Authorities/References.**

- 7.1. 5 U.S.C. Chapters 43, 45, and 53.
- 7.2. 5 U.S.C. § 2105.
- 7.3. 5 U.S.C. § 3362.
- 7.4. 5 C.F.R. Parts 451.
- 7.5. DHS Directive No. 255-01, *Honorary Awards* (Oct. 31, 2007).
- 7.6. DHS Directive No. 255-02, *Employee Recognition* (Oct. 31, 2007).
- 7.7. DHS Instruction Manual 047-01-007, Revision #03, *Handbook for Safeguarding Sensitive Personally Identifiable Information* § 2.4 (Dec. 4, 2017).
- 7.8. DHS Instruction No. 255-01-001, *Instruction Guide on Honorary Awards* (Nov. 6, 2007).
- 7.9. DHS Instruction No. 255-02-001, *Instruction Guide on Employee Recognition* (Nov. 6, 2007).

8. **Attachments.**

- 8.1. *ICE Awards Program Manual*, as amended.

9. **No Private Right.** This document provides only internal ICE policy guidance, which may be modified, rescinded, or superseded at any time without notice. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter. Likewise, no limitations are placed by this guidance on the otherwise lawful enforcement or litigative prerogatives of ICE.



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