

Awards Program

Handbook



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FOREWORD

It is ICE's policy to recognize and, subject to the availability of funds, to reward employees promptly and equitably when they perform in an exemplary manner or make significant contributions to the efficiency and effectiveness of ICE. This Awards Program Handbook establishes standard implementing procedures for carrying out a comprehensive Immigration and Customs Enforcement (ICE) award program, identifies roles and responsibilities, and ensures that all awards activities are conducted fairly. This will be accomplished by using the framework of monetary and non-monetary award tools contained herein to recognize actions beyond normal expectations and to clearly identify and distinguish top performers.

Recognition of accomplishments is critical to effectively carrying out the ICE mission. This document supersedes all legacy issuances on the subject pertaining to programs incorporated into ICE. However, Program specific awards programs may continue to the extent they do not conflict with the overall ICE awards programs presented in this document.

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ICE Assistant Secretary

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1. GENERAL INFORMATION

1.1 Use of Awards.

Using awards to recognize and motivate individuals and teams is crucial. Active and fair incentive awards programs help to motivate individuals and groups to achieve their greatest potential, and by maximizing their potential, they facilitate the achievement of the ICE mission through the accomplishment of ICE goals and objectives. The following is a list of some fundamentals for successfully using the award tools:

- Identify deserving employees without showing favoritism and/or singling out individuals from a team effort;
- Select the most appropriate award tool based on the value of the employee's contribution;
- Reward outstanding performance at the time it occurs (or as soon as possible within awards framework) to provide strong motivation for employees to maintain their high performance level;
- Justify the award by describing the achievement or contribution and linking their outstanding behavior to the award;
- Focus on rewarding employees throughout their careers to emphasize continued appreciation of their efforts.

1.2 Selecting Awards.

The choice of an award should appropriately match the contribution. More than one award may be appropriate, or a single award may match the accomplishment perfectly. Within ICE, there are four categories of awards: ICE Assistant Secretary Awards, ICE Monetary Awards, ICE Non-Monetary Awards, and External Awards. In this Handbook, the Chapters are divided into these four categories. At the beginning of each chapter, quick reference guides are provided to assist in selecting the right award for the contribution. Additional and more specific procedural and approval requirements follow in the sections dedicated to each award category and type.

1.3 General Practices in Providing Awards.

Approval Authority.

Authority to approve awards includes those individuals occupying positions of approval authority regardless of their current grade unless a minimum grade is specified. The following table notes maximum approval authorities for approving officials.

| Approval Official | Maximum Approval Authority |
|--|-----------------------------------|
| Designated Office Supervisors/Managers | \$2,500 per individual |
| Headquarters Principal Staff | \$2,501-\$5,000 per individual |
| Assistant Secretary | \$5,001-\$10,000 per individual |
| DHS | \$10,001 and above per individual |

Confidentiality of Nominations.

Employees should not be informed that they are under consideration for or have been nominated for any award.

Sequence of Recognition.

Awards should follow a progressive sequence of recognition, except where the contribution is so extraordinary that recognition with a lesser award would be insufficient. Deserving employees should receive timely recognition, which in turns lets the employer lay the foundation for higher recognition as the employee's career advances.

Denial of Award.

A Supervisor at a higher level (who is not a designated approving official) cannot rescind a nomination for a superior accomplishment award submitted by a supervisor at a lower level of authority. Intervening level officials may provide comments to the approving official regarding the nomination. If a designated approving official disapproves an award nomination, he or she must provide valid reasons for the disapproval.

1.4 Equal Employment Opportunity and Adverse Action Certification.

All award nominations must include equal employment opportunity (EEO) and adverse action certification. No award will be approved for a nominee who was found to have personally acted in a discriminatory manner in violation of EEO guidelines or standards of conduct.

The Office EEO officer will furnish information based on review of founded EEO complaints.

The Office EEO officer, or a designee, will affirm that the nominee's records have been reviewed and there are no current EEO complaints. Employee and Labor Relations will affirm that the nominee has no adverse actions pending and no past history of adverse actions based on performance or conduct.

If there is a past adverse finding as a result of an EEO complaint, or a past adverse action based on conduct or performance, the approving official may evaluate the underlying facts and certify the award for the employee. A decision not to initiate an award or not to forward a nomination based on an EEO complaint, implicating the individual in discrimination or past adverse action(s) based on performance or conduct, will be made on an independent evaluation of facts.

1.5 Funding.

Based on funding availability, the Assistant Secretary designates an amount of award money to be shared equally (performance pool), by dollar amount, by all eligible employees. The performance pool will be used to pay for incentive awards such as Special Achievement Awards, Performance Awards, and On-The-Spot Awards, Assistant Secretary Monetary Awards, etc.

Recommendations for cash awards must include a statement that funds are available in the performance pool of the nominating activity.

A Cash Award to an employee will be paid from a performance pool fund of the activity primarily benefiting or the various activities benefiting from the employee's performance or services.

1.6 Award Records.

Awards must be documented, filed and reported in accordance with OPM requirements. Each servicing human resources office will maintain incentive awards records, including the forms and the justification/documentation to support award actions, for a period of two years from the approval date. Records of employee suggestions and the action taken on them will be retained for a period of two years from the date of final action on the suggestion.

Only Form SF-50B, Notification of Personnel Action, which documents approved Cash and Honor awards, or Quality Step Increases will be permanently filed in the employee's Official Personnel Folder. Copies of ICE Assistant Secretary Award Forms and/or ICE Significant Accomplishment Award Forms may be filed in the employee's Employee Performance File and may be retained for a period of 4 years from the approval date.

1.7 Ceremonies.

Just as it is important that the recognition granted match the contribution that was made, the method of presentation should also match the individual and the contribution made. For On-The-Spot or Non-Monetary Award items, there may be little ceremony involved and if a ceremony is held, it may be brief and informal. For the more prestigious awards granted, a more formal setting or event is appropriate.

It is important to publicize employee achievements and recognition, even minor ones. Such publicity is not only a source of pride to the recipient of the recognition, but serves as an incentive to others to make contributions above and beyond job requirements and shows management's commitment to recognizing such efforts.

A sample Ceremony checklist can be found in Appendix D.

2. ASSISTANT SECRETARY AWARDS

2.1 About ICE Assistant Secretary Awards.

The ICE Assistant Secretary Awards are ICE's most prestigious awards. ICE employees (and certain non-employees) that make extremely significant contributions should be recognized, not just in their immediate location, but service-wide. These awards recognize and reward an individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the government or is otherwise in the public interest.

Special Note: 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 honor award.

2.2 Procedures.

ICE Chief of Staff's Office initiates and oversees the Assistant Secretary Awards process in accordance with the ICE Awards Program Policy and the processes described herein.

- 2.2.1** The appropriate management official will nominate the employee and the nomination will be processed in accordance with the following:
- The nomination of employees or teams for the Assistant Secretary Awards will be from within the nominee's chain of command. The next higher official shall have approval authority for award recommendations.
 - As an alternative, an appropriate authority may re-delegate approval authority to an official who is serving in an acting capacity, provided the re-delegation is in writing.
- 2.2.2** The nomination is then sent through the Office's appropriate chain of command for concurrence within the Office. In no instance may the approving official also be the recommending official, except when the recommending official is the Assistant Secretary.
- 2.2.3** The Office submits nomination(s) to the Assistant Secretary Awards Board.
- 2.2.4** The Awards Board reviews the nomination and makes selections.
- 2.2.5** The Assistant Secretary, the appropriate boards, or the Secretary's designee may review all recommendations and nominations.

- 2.2.6 Selections are vetted through appropriate offices: Human Capital Office (HCO), Office of Professional Responsibility (OPR), Equal Employment Opportunity Office (EEO) and the Office of the Chief Financial Officer (CFO).

The approval process and time frame for the Assistant Secretary Awards is set out in the table below.

| Process | Timeframe | Responsibility |
|--|-----------|---|
| Office (Field or HQ) nomination(s) submitted. Office verifies and vets nominees. | 30 days | Offices submit nominations to the Assistant Secretary Awards Board. |
| Selection of Candidates | 15 days | Assistant Secretary Awards Board reviews and makes selections. |
| Vetting and Verification | 15 days | Assistant Secretary Awards Board notifies Headquarters' Principal Staff of selections. Appropriate vetting is done by HCO, OPR, EEO, etc. |

- 2.2.7 The Chief of Staff's Office will notify the appropriate ICE Office Awards Coordinator regarding the approval status of a nomination.
- 2.2.8 The Office Awards Coordinator will request from the servicing personnel office that evidence of an award, when granted, (e.g., Certificate and/or Citation) will be filed in the Official Personnel Folder (right side) and that the supporting documentation for the award will be filed in the Employee Performance File.
- 2.2.9 An appropriate ceremony may be provided to the awardee in accordance with Section 1.7 of this Handbook.

2.3 Assistant Secretary's Exceptional Service Award.

Description.

This is the most prestigious award presented within ICE. The Assistant Secretary will grant one award each year.

What are the Eligibility Requirements?

All employees are eligible for this award. Each organizational component within ICE will be limited to one nominee for the Exceptional Service Award. Nominees not selected will automatically be considered for the Assistant Secretary's Meritorious Service Award.

A nominee's achievements or contributions must reflect **at least one** of the following:

- The performance of a special service in the public interest, which is over and above normal requirements of the employee's position. An act or accomplishment of an employee that exemplifies an outstanding and distinctive accomplishment in terms of improved operations, public understanding of ICE's mission (or one or more of its organizational components), or accomplishments of one of the major goals of ICE;
- Exceptionally outstanding contribution to the organization or exceptionally outstanding leadership in the administration of major programs which resulted in highly successful accomplishments to meet unique or emergency situations; or,
- Demonstration of unusual skills or initiative and continuous quality improvements in the development of new work methods or procedures, or the conception of inventions which resulted in substantial savings in staff time, space, materials, etc., or the improved safety and health of the workforce.

Who Can Nominate?

Any Team Leader or Supervisor can submit nominations (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.4 Assistant Secretary's Meritorious Service Award.

Description.

This is the second highest award presented within ICE. The Assistant Secretary will grant eight Meritorious Service Awards.

What are the Eligibility Requirements?

All ICE employees are eligible for this award. Employees specifically nominated for this award will be considered along with the pool of non-selectees for the Exceptional Service Award. Each organizational component within ICE will be limited to one nomination for this award.

Outstanding performance of normal duties will not, by itself, justify nomination for this award. The employee's achievement or service must reflect **at least one** of the following:

- The accomplishment of assigned duties in such an outstanding and significant manner as to be clearly noteworthy among all those who have performed similar duties, or performance of assigned tasks in such an exemplary manner as to set a record of achievement that will inspire others to improve the quality and/or quantity of their work;
- The rendering of professional service of a unique or distinctive character worthy of significant honorary recognition;
- Demonstrated performance with a significantly valuable contribution to the strategic direction of ICE; and/or,
- A valuable contribution to law enforcement policy or research with a national or international scope.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.5 Assistant Secretary's Award for Excellence in Law Enforcement.

Description.

This award may be presented to recognize outstanding professional achievement by a law enforcement individual/team demonstrating unusual courage and best representing ICE through their leadership, initiative and teamwork.

What are the Eligibility Requirements?

All ICE law enforcement employees are eligible for this award. Recipients clearly demonstrate an extraordinary commitment to the mission of ICE by exercising unusual courage or bravery in the line of duty and/or perform exceptional acts of courage, honor, and dedication (e.g., undercover assistance which was instrumental in addressing a significant potential criminal incident). Each operational component within ICE will be limited to three nominations for this award.

To be eligible for consideration, the law enforcement employee's or team's achievement, service or contribution must show **at least one** of the following:

- Performance of duties resulting in significant law enforcement achievements, significant case operations, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States;
- Performance of duties in such an outstanding manner as to set a noteworthy record of achievement that will inspire other law enforcement personnel to attain equally high standards of performance; or,
- Demonstration of remarkable skills, initiative and/or creative ability in a complex assignment for which the nominee was primarily responsible, or through participation in a special ICE project or program, that resulted in significant benefits to the organization's program.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.6 Assistant Secretary's Award for Protecting the Homeland.

Description.

This award may be presented to recognize individuals/teams who demonstrate outstanding accomplishments and contributions in support of protecting the homeland through national security investigations or activities. Nominations will be judged on the extent to which the action/initiative is in line with the mission, goals, and objectives of ICE.

What are the Eligibility Requirements?

All ICE employees will be eligible for this award. Each organizational component within ICE will be limited to three nominations for this award.

To be eligible for consideration, the employee's or team's achievement, service or contribution must show **at least one** of the following:

- Performance of duties resulting in strengthening the organization's ability-in detecting vulnerabilities and preventing violations that threaten national security;
- Performance of duties resulting in identifying and dismantling key financial operations that support individuals or organizations threatening the national security of the United States;
- Significant accomplishments in the use of technology in support of national security investigations; or,
- Significant accomplishments in developing budget initiatives that resulted in ICE obtaining supplemental funding/additional positions that are/will be used specifically for national security activities.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.7 Assistant Secretary's Award for Distinguished Service by a Support Employee.

Description.

This award is for employees who excel in their particular occupational area. Because comparisons between deserving employees in various occupational areas are extremely difficult, more than one Assistant Secretary's Award for Distinguished Service by a Support Employee may be presented as explained below.

What are the Eligibility Requirements?

Employees in each of the occupational groupings that follow are eligible for the Assistant Secretary's Award for Distinguished Service by a Support Employee:

- Secretarial/clerical support;
- Administrative/technical support/front line (employees with considerable public contact not covered in the other categories). Employees in Personnel, Budget, Equal Employment Opportunity, Information Systems, Finance, General Services, and Training are examples of the occupational areas included within this category; and
- Federal Wage Systems.

Two awards may be presented in each of the occupational groupings. Each organizational component within ICE will be limited to one nominee for each of the occupational groupings.

To be eligible for consideration, the employee's achievement, service or contribution must show **at least one** of the following:

- Performance of duties in such an outstanding manner as to set a noteworthy record of achievement that will inspire others to attain equally high standards of performance;
- Demonstration of remarkable skills, initiative and/or creative ability in a complex assignment for which the nominee was primarily responsible, or through participation in a special ICE project or program, that resulted in significant benefits to the organization's program;
- Demonstrated leadership in spreading the use of modern technologies among the employee's peers;

- Demonstrated enthusiasm in learning to use and using modern technologies in the workplace; or
- Demonstrated enthusiasm in assisting the public in connection with official duties.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.8 Assistant Secretary's Award for Excellence in Management.

Description.

This award is to recognize managers who excel in their supervisory responsibilities. Because comparisons between deserving managers in various occupational areas are extremely difficult, more than one Assistant Secretary's Award for Excellence in Management may be presented as explained below.

What are the Eligibility Requirements?

Managers in each of the occupational groupings listed below are eligible for the Assistant Secretary's Award for Excellence in Management:

- Managers in grades GS-8 or Pay Band G and below;
- Managers in grades GS-9 through GS-12 or Pay Bands F through H; and,
- Managers in grades GS-13 through GS-15 or Pay Bands I through K.

Two awards may be presented in each of the above categories. Each component within ICE will be limited to two nominees for each category of the Assistant Secretary's Award for Excellence in Management.

To be eligible for consideration the nominee must exhibit **at least one** of the following:

- Unusual ability in overcoming organizational difficulties and/or shortages in manpower, funding and/or equipment resources to achieve objectives;
- Exceptional organizational and/or planning ability in the achievement of a major project or objective that was extremely complex, sensitive, and/or labor intensive; or,
- Ability to create a working environment in which subordinates work to utmost capacity and achieve objectives over a sustained period of time in an efficient manner and with exceptional quality.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.9 Assistant Secretary's Equal Employment Opportunity (EEO) Award.

Description.

This award may be presented to recognize a group of employees or an individual employee who excelled in actively contributing to equal employment opportunity. Each organizational component within ICE will be limited to one nominee for this award. The Assistant Secretary will grant one award annually.

What are the Eligibility Requirements?

All employees except full-time EEO and Special Emphasis Program employees are eligible for this award. These categories of employees are ineligible since EEO-related activities are an integral part of their daily activities. Employees may also be recognized who have provided outstanding leadership or support to community activities, which help or foster this goal.

The following are examples of the types of employees who may be recognized by this award:

- Supervisors at all levels of management who clearly excel in promoting EEO within their organizational entities by:
 - Motivating employees through direct encouragement and assistance to develop their full potential and utilize their skills to the greatest possible extent. This will be evidenced by promotion of lower graded/banded and underutilized employees, and recognition through awards of lower level employee achievements;
 - Achieving effective employee utilization as evidenced by integrating women, minority groups, and handicapped employees successfully in the unit; or,
 - Demonstrating concern for employee needs as evidenced by attendance at EEO training and consideration of EEO goals in providing training, promoting employees, assigning overtime and creating new job opportunities.
- Training Officers, Administrative Officers, Personnel Officers, and Management Officials involved in operations or administrative activities whom provide outstanding leadership in the development or fulfillment of recruitment and training programs which foster equal employment opportunity.
- Individual employees who establish a high level of respect and confidence through their work with minority or community groups in solving problems which interfere with the Government's recruitment and employment efforts.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.10 Assistant Secretary's Award for International Achievement.

Description.

This award may be presented to recognize individuals/teams who demonstrate outstanding accomplishments and contributions in support of international initiatives/efforts with foreign governments, international organizations, and/or the international trade community. Nominations will be judged on the extent to which the action/initiative directly supports the strengthening of national security and fosters cooperative global relations with foreign governments.

What are the Eligibility Requirements?

All ICE employees will be eligible for this award. Each organizational component within ICE will be limited to two nominations for this award.

To be eligible for consideration, the employee's or team's achievement, service or efforts must have contributed significantly to the international community and must show **at least one** of the following:

- Performance of duties that notably foster and facilitate collaborative and cooperative international working relations, including successful negotiations/agreements with foreign country governments and development of foreign programs/initiatives that enhance national security efforts;
- Providing manpower, technical advice, assistance and training to foreign governments and/or supporting joint international law enforcement initiatives to enhance national security efforts;
- Successfully promoting ICE initiatives overseas and/or improving international cooperation to protect U.S. national security;
- Performance of duties resulting in identifying and dismantling key criminal operations that support foreign individuals and/or organizations threatening U.S. national security; or,
- Significant accomplishments in developing budget initiatives that resulted in ICE obtaining supplemental funding/additional positions that are/will be used specifically for international efforts to protect U.S. national security.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.11 Assistant Secretary's Spirit of ICE Award for Excellence in Customer Service.**Description.**

This award recognizes individuals or teams who have demonstrated excellence in providing exceptional customer service to any ICE stakeholder, and that fully support the ICE mission and/or one or more ICE strategic goals.

What are the Eligibility Requirements?

All ICE employees are eligible for this award. Each organizational component within ICE will be limited to two nominees for this award category. The nominees must have significantly demonstrated excellence in customer service to include professionalism, positive attitude, willingness to serve, personal integrity, and dedication to public service. Achievements or contributions should include elements of teamwork, problem solving, customer focus, creative and innovative techniques and results.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.12 Assistant Secretary's Challenge Award.

Description.

This award is designed to recognize, in multiple categories, employees who have made major contributions to the challenges issued by the White House, the Congress, the public and the Assistant Secretary. More than one award may be presented in each category.

What are the Eligibility Requirements?

All employees are eligible as individual recipients. Any organizational unit within ICE is eligible as a group award. Each organizational component within ICE will be limited to two nominees for an individual award and two nominees for a group award in each category.

Significant measurable accomplishments that foster pride in public service, demonstrate a commitment to providing excellent service and/or superior enforcement of the nation's laws, and reflect positively on the operations of ICE will qualify an individual or group for this award in **any one** of the following categories:

- **Data Integrity.** Achievements in this category may be demonstrated by enhancing the integrity and integration of data and data systems supporting the enforcement and service functions; enhancing the sharing of relevant data with other Federal government agencies; and supporting ICE management and decision-making processes;
- **Enforcement.** Achievements in this category may be demonstrated by maximizing deterrence to acts of terrorism by targeting the people, money, and materials that support terrorist and criminal activities; preventing unlawful migration; identifying and shutting down vulnerabilities in the nation's border, economic, transportation and infrastructure security; enforcing immigration laws -through effective and coordinated use of resources to reduce the incentives of unauthorized employment and assistance; removing deportable/inadmissible aliens expeditiously; addressing smuggling and fraud; and through increasing inter-governmental cooperation and integration of activities between law enforcement entities at all levels of government;
- **Intelligence Ingenuity.** Achievements in this category may be demonstrated by those who are responsible for the major contribution to an initiative, program, action, significant event resulting in a major accomplishment(s) towards the mission and goals of the Office of Intelligence or other national security interest;

- **Community Impact.** Achievements in this category may be demonstrated by improving the development and implementation of ICE-related policies and practices by incorporating input from a broad range of internal and external contacts;
- **Infrastructure and Professionalism.** Achievements in this category may be demonstrated by enhancing our infrastructure to support an effective healthy work environment and improving professionalism in the workforce by strengthening integrity, reducing the backlog of Freedom of Information/Privacy Act requests, and reinforcing/enhancing recruitment and personnel sustainment programs; or,
- **Unification.** Achievements in this category may be demonstrated by overcoming a significant transition challenge while ensuring that the related operational or mission support activities (protecting the safety and security of our homeland) continue uninterrupted.
- **Budget and Performance.** Achievements in this category may be demonstrated by overcoming significant performance-budget integration issues, developing efficiencies in aligning financial systems to performance budgets, and developing efficiencies to monitor and report program performance.
- **Logistics.** Achievements in this category may be demonstrated by enhancing efficiencies and effectiveness of our logistics such that support to the front-line mission areas occurs seamlessly.
- **Policy and Strategy Development.** Achievements in this category may be demonstrated by developing risk-based policies and strategies that enable ICE to achieve the mission and vision it promotes.
- **Public Affairs and Congressional Relations:** Achievements in this category may be demonstrated by developing new methods to communicate the ICE strategic direction both internally and externally.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.13 Assistant Secretary's Core Value Award for Integrity.

Description.

This award is presented to an ICE employee who adheres to a code of high moral standards. They must be honest, trustworthy, and respectful of others. In addition, they must demonstrate leadership by providing direction to others toward achieving ICE's mission and making notable contributions to DHS/ICE as a positive role model.

What are the Eligibility Requirements?

All employees are eligible for this award. Each organizational component within ICE will be limited to one nomination for this award.

To be eligible for consideration a nominee must meet the following criteria:

- Have a record of significant and desirable contributions to ICE;
- Demonstrate a concern for fellow employees, promotes the potential, and encourages the growth of those individuals they lead;
- Use self-evaluation for growth and improved performance; and,
- Demonstrate a clear knowledge of ICE's mission especially current issues, problems and the direction in which it is headed

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.14 Assistant Secretary's Core Value Award for Courage — Valor.

Description.

To recognize employees who demonstrate extraordinary courage during the performance of duty and display valor in a highly dangerous, life-threatening situation involving efforts to save another person's life or the protection of property. This award is given to honor the memory of the many officers in ICE and in its legacy/component organizations who have given their lives in the line of duty.

What are the Eligibility Requirements?

All ICE law enforcement officers and others involved in day-to-day Federal law enforcement activities. There is no limitation on the number of submissions from each organizational component.

To be eligible for consideration, the award is based on the employee's accomplishments or actions to save persons or property in an emergency or the demonstration of unusual courage in the line of duty involving a high degree of personal risk in the face of danger.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.15 Assistant Secretary's Core Value Award for Excellence.

Description.

This award is presented to the ICE - individuals or groups service-wide that exemplifies initiative and excellence in public service, productivity, performance, compliance, and best practices.

What are the Eligibility Requirements?

All employees are eligible for this award. Each organizational component within ICE will be limited to one nomination for this award.

One or more of the following accomplishments will qualify an individual or a group of employees for this award:

- Meritorious action during an emergency or in response to an unforeseen urgent situation;
- Significant and noteworthy accomplishments of goals or programs despite problems or setbacks;
- Significant and noteworthy improvements in systems, operations, or procedures as a result of creative and/or innovative initiatives; and/or,
- Any activity taken over a significant period of time with high public visibility and resulting in efficient and effective furtherance of ICE's mission.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.16 Assistant Secretary's Distinguished Career Service Award.

Description.

This award shall be presented in recognition of the completion of noteworthy careers with ICE.

What are the Eligibility Requirements?

All employees who have had distinguished careers with ICE (and/or its legacy components/organizations) are eligible to receive this award at the time of their retirement from ICE. Nominations should reflect the projected date of their departure. Each organizational component within ICE will be limited to three nominations for this award.

To be eligible for consideration, the employee must have at least 20 years of service, and must meet **one** of the following:

- Consistent excellence and efficiency during his or her ICE career; and/or,
- Exceptional contributions to the employee's field during his or her tenure.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations must be submitted at least three months in advance of the employee's date of retirement.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.17 Assistant Secretary's Ambassador Award.

Description.

This honorary award recognizes ICE employees or teams who have exhibited exceptional cooperation and dedication in collaborating with other federal law enforcement organizations, ICE stakeholders and the community, promoting ICE initiatives, and/or improving inter-governmental programs and relations.

What are the Eligibility Requirements?

Any ICE employee is eligible for this award. Each organizational component within ICE will be limited to two nominations for the Assistant Secretary's Ambassador Award.

To be eligible for this award, the nominee's assistance or contribution must reflect **at least one** of the following:

- Submission of information that led to the successful conclusion of a major case impacting another federal law enforcement organization (e.g., CBP, FBI, DEA, etc.);
- Undercover assistance, which was instrumental in making a major case for another Federal law enforcement organization (e.g., CBP, FBI, DEA, etc.);

- Providing manpower, equipment and/or expertise, to assist another Federal law enforcement organization on a major case or with an emergent situation to which the organization could not otherwise have responded; or,
- Improving communication with state, local, and tribal law enforcement agencies so as to improve the national security of the United States.

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.18 Assistant Secretary's Humanitarian Award.

Description.

This honorary award recognizes individuals for handling selfless acts while off duty demonstrating compassion, exceeding normal expectations, in assisting individuals in extreme circumstances.

What are the Eligibility Requirements?

All ICE employees are eligible for this award. Each organizational component within ICE will be limited to two nominees for this award category.

The nominees must have significantly demonstrated an example of a selfless act while off-duty assisting individuals in extreme circumstances. Extreme circumstances are life-threatening situations requiring immediate response. In most cases, the recipient will not be placing his/her life in danger.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.19 Assistant Secretary's Distinguished Service to the Homeland Award.

Description.

This honorary award recognizes individuals for patriotic and distinguished service that contributes substantially to the ICE mission.

What are the Eligibility Requirements?

This honorary award can be awarded to any individual not employed by, or contracted to, the Department of Homeland Security. Awardee may be a Federal government official at the policy developmental level or a technical expert serving in an advisory capacity for Homeland Security activities. Each organizational component will be limited to one nominee for this award category.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor.

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.20 Assistant Secretary's Citizen Award.

Description.

This honorary award is given for providing exceptional public service to ICE deserving of greater recognition than that which can be granted at the Office-level.

What are the Eligibility Requirements?

This honorary award can be awarded to any individual not employed by, or contracted to, the Department of Homeland Security. Awardee can be a Federal government official at the policy developmental level or a technical expert serving in an advisory capacity for Homeland Security activities. Each organizational component will be limited to three nominees for this award category.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor.

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.21 Assistant Secretary's Interagency Assistance Award.

Description.

This honorary award may be presented to an employee, group of employees, or organization in another bureau or agency in recognition of assistance provided by the recipient(s) to ICE.

What are the Eligibility Requirements?

Any non-ICE, Federal, state, local and tribal government employee is eligible for this award. Each organizational component within ICE will be limited to one nomination for the Assistant Secretary's Interagency Assistance Award.

To be eligible for this award, the nominee's assistance or contribution to ICE must reflect **at least one** of the following:

- Submission of information that led to successful conclusion of a major case (e.g., smuggling, fraud documents, etc.);
- Undercover assistance, which was instrumental in making a major case for ICE;

- Providing manpower, equipment and/or expertise, to assist ICE on a major case or with an emergent situation to which the organization could not otherwise have responded; and/or,
- A long history of assistance to ICE and/or its legacy organizations with special skills, information and/or undercover work, on important assignments.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor.

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

2.22 Assistant Secretary's DHS Partner Award.

Description.

This honorary award may be presented to an employee, group of employees, or organization within ICE in recognition of exemplary assistance provided to other U.S. Department of Homeland Security directorates and components.

What are the Eligibility Requirements?

All ICE employees are eligible. There is no limitation on the number of submissions from each organizational component.

To be eligible for consideration, the award is based on the employee's, group of employees', or organization's special achievement in intra-Department of Homeland Security work accomplishments or actions that serve the greater good of the U.S. Department of Homeland Security and must show **at least one** of the following:

- Performing duties that notably foster and facilitate collaborative and cooperative interagency working relations, including successful negotiations/agreements with interagency partners and/or development of interagency programs/initiatives that enhance homeland security efforts; and/or

- Providing manpower, technical advice, assistance and training to interagency partners and/or supporting joint law enforcement initiatives to enhance homeland security efforts.

Who Can Nominate?

Nominations can be submitted by any Team Leader, Supervisor or Manager.

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What or How Much is the Award?

Awardees will be ceremoniously presented with a certificate and plaque.

3. ICE MONETARY AWARDS

3.1 About ICE Monetary Awards.

ICE Monetary Awards result in either the giving of money or time-off for achievements contributing to the ICE mission. These awards consist of:

- Special Achievement Awards;
- Performance Awards;
- Quality Step Increases;
- On-the-Spot Awards; and,
- Suggestion Awards.

The chart below provides a quick reference guide to select the appropriate award for the contribution. Specific procedural and approval requirements follow in sections dedicated to each award type.

Special Note: There is a ban on cash awards for political appointees.

3.2 Procedures.

The nominating official completes an ICE Monetary Award Form (see Appendix B) and submits to appropriate official(s) with any additional forms as follows:

| Type of Award | Additional Materials to Submit | Justification Should Note: |
|-----------------------|---|---|
| Special Achievement | Succinct and factual justification (no more than 2 pages unless contribution is very complex) | Activity which was beyond normal job requirements; What benefits can be measured or have been achieved (see intangible and tangible benefits charts on 3.2.6.1 and/or 3.2.6.2). (A sample justification for a Special Act award can be found in Appendix E.) |
| Performance | Brief justification (no more than 1 page); Copies of latest and previous performance appraisals. | Confidence that high-level of performance will continue and why. (A sample justification for a Performance award can be found in Appendix F.) |
| Quality Step Increase | Brief justification (no more than 1 page); | Why nominee was rated Outstanding or Pass |

| Type of Award | Additional Materials to Submit | Justification Should Note: |
|---------------|--|--|
| | Copies of latest and previous performance appraisals. | (Outstanding) in a detailed summary. |
| On-The-Spot | Brief justification (no more than 2-3 paragraphs). | Action deserving of an On-The-Spot Award (see intangible and tangible benefits charts on 3.5.6.1 and/or 3.5.6.2). |
| Suggestion | Succinct and factual justification (no more than 2 pages unless contribution is very complex) Copy of the submitted Suggestion. | What benefits can be measured or have been achieved (see intangible and tangible benefits charts on 3.2.6.1 and/or 3.2.6.2). |

- 3.2.1** Dependent upon the amount of the award (see Section 1.3), appropriate official(s) approves or disapproves the award.
- 3.2.2** A copy of the Nomination package will be sent through the Field Office Principal or Headquarters' principal staff to track how much money remains in ICE Pool.
- 3.2.3** The final approving official will notify the appropriate ICE Office Awards Coordinator regarding the approval status of the nomination. The Office Awards Coordinator will request from the servicing personnel office that evidence of an award, when granted, (e.g., Certificate and or Citation) will be filed in the Official Personnel Folder (right side) and that the supporting documentation for the award will be filed in the Employee Performance File.
- 3.2.4** After approval, an *SF-52 Request for Personnel Action Form* is generated by the nominating office and sent to the servicing Human Capital Office.
- 3.2.5** An appropriate ceremony will be provided to the awardee in accordance with Section 1.7.

3.3 Special Achievement Awards for Special Acts or Services.

Description.

Special Achievement Awards for Special Acts or Services are lump-sum cash awards granted in recognition of one-time, non-recurring contributions or accomplishments. They are connected with or related to official employment, such as:

- Performance which has overcome unusual difficulties;

- Creative efforts resulting in important contributions to law enforcement policy and/or research;
- Special efforts or innovations resulting in increased productivity, economy or other highly desirable benefits; or,
- Exemplary or courageous handling of an emergency situation related to official employment.

The purpose and intent of an award under this section is NOT to supplement performance awards or basic pay increases. This award is inappropriate if the performance for which the award is being granted is a duty or responsibility that appears in the employee's performance work plan.

What are the Eligibility Requirements?

All ICE GS and SES employees are eligible for these awards. They may be granted to an individual or to a group of employees. The employee or team must have contributed an intangible or tangible benefit as noted in "What or How Much is the Award."

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations may be submitted at any time up to one year from the date of the event or accomplishment that serves as the basis for the award.

What are Some Special Considerations?

When more than one person is involved in the special act or service (a group award), the total amount of a cash award to be shared normally should be the same as it would be had only one person been involved. An exception may be made when the amount to be shared would be too small to be meaningful and motivating.

What or How Much is the Award?

The appropriate amount of the award is based on the tangible and intangible benefits charts that follow:

3.3.1 Scale of Award Amounts Based on Intangible Benefits.

| Value of Benefit | Extent of Application | | | |
|--|--|--|--|---|
| | Limited: Affects functions, mission, or personnel of one facility, installation, or regional area, or an organizational element of Headquarters. Affects small area of law enforcement or mission support. | Extended: Affects functions, mission, or personnel of an entire regional area, several programs and/or ICE. Affects an important area of law enforcement or mission support. | Broad: Affects functions, mission, or personnel of several regional areas, and/or one or more DHS components. Affects an extensive area of law enforcement or mission support. | General: Affects functions, mission or personnel of more than one department or is in the public interest throughout the Nation and beyond. |
| Moderate: Change or modification of an operating principle or procedure with limited use or impact. | \$100-\$500 | \$501-\$750 | \$751-\$1,000 | \$1,001-\$1,500 |
| Substantial: Substantial change or modification on procedures. Important improvements to the value of a product, activity, program, or service to the public. | \$501-\$750 | \$751-\$1,000 | \$1,001-\$1,500 | \$1,501-\$3,150 |
| High: Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service. | \$751-\$1,000 | \$1,001-\$1,500 | \$1,501-\$3,150 | \$3,150-\$6,300 |

| | | | | |
|--|-----------------|-----------------|-----------------|------------------|
| Exceptional: 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. | \$1,001-\$1,500 | \$1,501-\$3,150 | \$3,151-\$6,300 | \$6,300-\$10,000 |
|--|-----------------|-----------------|-----------------|------------------|

3.3.2 Scale of Award Based on Tangible Benefits.

| Estimated First Year of Benefits | Award |
|----------------------------------|--|
| Up to \$10,000 | 10% of benefits |
| \$10,000-\$100,000 | \$1,000 plus 3-10% of benefits over \$10,000 |
| Greater than \$100,000 | \$3,700-\$10,000 for the first \$100,000 in benefits, plus ½ to 1% of benefits above \$100,000 (limited to \$25,000) with the approval of OPM via the DHS Office of the Secretary. Presidential approval is required for all awards of more than \$25,000. |

3.4 Performance Awards.

Description.

Performance Awards may be granted for demonstrated, sustained, and excellent performance for a specific period. The purpose and intent of this award is to recognize employees whose performance of the duties of their position exceeds the highest acceptable standard. This type of award is appropriate when an employee consistently performs substantially beyond expectations.

Performance awards are a one-time cash award and will not alter the employees' rate of pay. They are linked directly to the annual performance appraisal.

What are the Eligibility Requirements?

The following persons are eligible for performance awards: General Schedule Employees who exceed highest acceptable standard may receive this award. Employees will not be nominated automatically for a Performance award based on their latest rating. Performance awards should be used both to reward past performance and as an incentive to stimulate future high-level performance. Organizational accomplishments, including the employee's overall contributions to mission accomplishment, should be major considerations when recommending or approving performance awards. SES employees are exempt from these procedures as they are subject to a separate pay for performance system.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor within the employee's line of command (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Nominations should be submitted within 30 calendar days from the approval date of the rating of record.

What are Some Special Considerations?

Employees must have encumbered their position for 90 days or more to be eligible to receive a performance award.

Performance awards are separate and apart from the employee's base pay. Such awards are paid out in a lump sum on an annual basis after the end of the rating period.

Final action on award nominations should be completed by the nominating official within 30 days of initial submission.

Nominations should not be approved when:

- Prompted solely by the impending departure of a supervisor or employee;
- Prompted solely by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap) or the tenth step of the grade;
- An employee has received a previous Performance Award based in whole or in part on the performance currently being recommended for recognition (except when a rating of record has been extended);

Receipt of one or more awards (i.e., special achievement) does not prevent the receipt of a Performance Award unless the nomination for the Performance Award is based on the same accomplishment(s) for which the previous award was granted.

The performance pool will be used to pay out performance awards for all eligible employees who have achieved the highest rating regardless of the performance rating system (an overall annual rating of "Outstanding" or "Pass" under a Pass/Fail system).

What or How Much is the Award?

The amount of a Performance Award may be determined using a specific dollar amount or a percentage of basic pay. Basic pay is determined without taking into account any locality-based comparability, interim geographic adjustment, or special law enforcement adjustment. Awards will not exceed greater than 3% of basic pay. Any request for an exception to these caps should be forwarded through the ICE Assistant Secretary to the DHS Office of Management.

Managers/Supervisors may grant Performance Awards within the dollar thresholds noted in the following table:

| Approval Official | Maximum Approval Authority |
|------------------------------|---------------------------------|
| Office Supervisors/Managers | \$100-\$2,500 per individual |
| Headquarters Principal Staff | \$2,501-\$5,000 per individual |
| Assistant Secretary | \$5,001-\$10,000 per individual |
| DHS | >\$10,001 per individual |

3.5 Quality Step Increase (QSI).

Description.

A QSI is a permanent increase by one step within the recipient's grade level. It is used to reward employees in positions subject to the Classification Act whose performance greatly exceeds that ordinarily found in the type of position occupied.

What are the Eligibility Requirements?

General Schedule employees with current rating of record (appraisal) must be rated OUTSTANDING or PASS and there is an expectation that this high quality performance will continue in the future. Additionally, the employee must not have received a QSI or other performance-based within the preceding 52 calendar weeks and the employee's last rating of record must have been at least at the ACCEPTABLE or PASS level.

Who Can Nominate?

Any Supervisor within the employee's chain of command can submit nominations.

When Should Nominations be Submitted?

Within 30 days of approval of the rating of record.

What are Some Special Considerations?

A QSI is discretionary; however, it cannot be approved in conjunction with a cash award for the same performance.

A QSI is appropriate when faster than normal salary advancement is warranted. Although otherwise merited, a QSI is not appropriate when:

- The employee is nearing retirement and would benefit only for a limited period;
- The employee is about to receive or has just received a promotion, the selection for which included consideration of the outstanding performance the QSI would have recognized;
- The employee's contribution has been recognized through a performance award;
- The employee has been detailed to a position that includes a temporary promotion; (Any language within the employee's rating of record relating to performance of the employee while temporarily promoted may not be used as a basis to support or justify a QSI);
- The employee is in Step 10 of their pay range.

An employee who receives a QSI does not start a new waiting period to meet the time requirements for a regular within-grade increase. However, if a QSI places an employee in the fourth or seventh step of the grade, the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting period schedule prescribed by section 5335(a) of Title 5 of the U.S. Code.

The ICE Director, Office of Human Capital, will, on an annual basis, publicize the number of QSI's given during the year by Office and grade level.

What or How Much is the Award?

A one-step increase within the recipient's grade level.

3.6 On-The-Spot (OTS) Awards.

Description.

OTS Awards are given for a one-time achievement and are designed to quickly recognize employee short-term quality acts. This award is particularly appropriate for rewarding employee's efforts that might otherwise go unrecognized.

What are the Eligibility Requirements?

Any General Schedule or Senior Executive Service employee is eligible.

Who Can Nominate?

Any first level supervisor within the employee's line of command (normally the employee's immediate supervisor).

Who May Authorize?

Nominations must be approved by the nominee's second level supervisory.

When Should Nominations be Submitted?

Within 30 days of the employee's special effort.

What are Some Special Considerations?

Time-Off Awards can be used as On-the-Spot Awards, providing that the cash value of the time off does not exceed the maximum dollar limit for OTS Awards noted in "What or How Much is the Award." See Section 4.7 for more information about Time-Off Awards.

What or How Much is the Award?

The appropriate amount of the award is based on the tangible and intangible charts that follow:

3.6.1 Scale of Award Amounts Based on Intangible Benefits

| Value of Benefit | Extent of Application | |
|--|---|---|
| | Limited: Affects functions, mission, or personnel of one facility, installation, or regional area, or an organizational element of Headquarters. Affects small area of law enforcement or mission support. | Extended: Affects functions, mission, or personnel of an entire regional area, several programs and/or ICE. Affects an important area of law enforcement or mission support. |
| Common: Change or modification of a form, protocol, local operating procedure with very limited use or focus. | \$25-\$50 | \$51-\$75 |
| Moderate: Change or modification of an operating principle or procedure with limited use or impact. | \$51-\$75 | \$76-\$100 |

2.5.1 Scale of Award Amounts Based on Tangible Benefits

| Estimated First Year Benefits | Award |
|-------------------------------|-------------|
| Up to \$500 in benefits | Up to \$50 |
| Up to \$1,000 in benefits | Up to \$100 |

3.7 Suggestion Awards.

Description.

This award provides a formalized process to present ideas for improvement to management. The program was established to encourage the submission of ideas that will improve operations and/or decrease costs. A suggestion is an idea that originates on the job and benefits the government, but cannot be implemented by the suggestor. Employees whose suggestions are adopted are given recognition and, if appropriate, monetary awards.

What are the Eligibility Requirements?

Any General Schedule employee is eligible regardless of length of service and/or the receipt of prior cash, honor or other incentive award. To be considered for an award, the suggestion must:

- Identify:
 - a means to reduce mission risk;
 - an improvement in the efficiency of operations;
 - a cost reduction opportunity;
 - an improvement in the timeliness of service and delivery; or,
 - an enhancement that improves communication, cooperation and coordination with other DHS components;
- Result in tangible or intangible benefits to the government; and,
- Be adopted in whole or in part for implementation. The suggestion should identify specific proposed course of action to achieve the improvement or cost reduction.

Who Can Nominate?

By submitting a suggestion to the ICE Electronic Suggestion Box, the employee initiates a nomination process if his/her suggestion meets eligibility criteria.

Nominations are accomplished as follows:

Employee submits a suggestion to § (b)(7)(E) @dhs.gov or through the email directory at “ICE Suggestion.”

The Suggestions Box Coordinating official reviews eligible suggestions and makes a determination as to their tangible or intangible benefits based on consultation with appropriate subject matter experts, in consultation with the Office of the Assistant Secretary.

The Suggestions Box Coordinating Official completes and submits the ICE Monetary Award Form (See Appendix B) within 30 days of determination that suggestion is eligible for an award.

If it is determined that a suggestion provides a qualifying benefit, the suggestor will be contacted to determine if they would like to remain anonymous.

When Should Nominations be Submitted?

Suggestions may be submitted at any time.

What are Some Special Considerations?

The following are not eligible for consideration:

- Identification of the need for routine maintenance work;
- Recommendation to enforce existing rule;
- Proposal to change housekeeping practices;
- Effort resulting in intangible benefit of “good will;” or,
- Idea for an improvement that clearly falls within the employee’s job responsibilities.

When contributions are extraordinary and savings to the government are considerable, suggestors may be eligible for an honorary award in addition to a monetary award.

Suggestion must include identification of the existing or potential problem, the proposed method for resolution, and tell how the solution will: a) reduce mission risk, b) improve the quality of operations, c) reduce costs, d) improve the timeliness of service and delivery, or e) enhance communication, cooperation and coordination with other DHS components.

Benefit must equal or exceed \$250 to be considered.

What or How Much is the Award?

The appropriate amount of the award is based on the tangible and intangible benefits chart below and are at the discretion of the Office of the Assistant Secretary.

3.7.1 Scale of Award Amounts Based on Intangible Benefits

| Value of Benefit | Extent of Application | | | |
|---|--|--|--|---|
| | Limited: Affects functions, mission, or personnel of one facility, installation, or regional area, or an organizational element of Headquarters. Affects small area of law enforcement or mission support. | Extended: Affects functions, mission, or personnel of an entire regional area, several programs and/or ICE. Affects an important area of law enforcement or mission support. | Broad: Affects functions, mission, or personnel of several regional areas, and/or one or more DHS components. Affects an extensive area of law enforcement or mission support. | General: Affects functions, mission or personnel of more than one department or is in the public interest throughout the Nation and beyond. |
| Moderate: Change or modification of an operating principle or procedure with limited use or impact. | \$250-\$500 | \$501-\$750 | \$751-\$1,000 | \$1,001-\$1,500 |
| Substantial: Substantial change or modification on procedures. Important improvements to the value of a product, activity, program, or service to the public. | \$501-\$750 | \$751-\$1,000 | \$1,001-\$1,500 | \$1,501-\$3,150 |
| High: Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service. | \$751-\$1,000 | \$1,001-\$1,500 | \$1,501-\$3,150 | \$3,150-\$6,300 |
| Exceptional: 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. | \$1,001-\$1,500 | \$1,501-\$3,150 | \$3,151-\$6,300 | \$6,300-\$10,000 |

3.7.2 Scale of Award Based on Tangible Benefits

| Estimated First Year of Benefits | Award |
|----------------------------------|---|
| Up to \$10,000 | 10% of benefits |
| \$10,000-\$100,000 | \$1,000 plus 3-10% of benefits over \$10,000 |
| Greater than \$100,000 | \$3,700-\$10,000 for the first \$100,000 in savings, plus .5-1% of benefits above \$100,000 (limited to \$25,000) with the approval of OPM via the DHS Office of the Secretary. Presidential approval is required for all awards of more than \$25,000. |

4. ICE NON-MONETARY AWARDS

4.1 About ICE Non-Monetary Incentive Awards.

ICE non-monetary incentive awards consist of length of service, retirement, office honorary, informal recognition, non-employee honorary and time-off awards. The chart below provides a quick reference guide describing each award.

4.2 Procedures.

Additional and more specific procedural and approval requirements follow in sections dedicated to each award type.

4.3 Length of Service Certificate.

Description.

Length of service awards are designed to recognize significant milestones in an employee's career in the Federal Service. ICE employees will be given credit for total Federal service (based on his/her service computation date) when computing eligibility for this award.

What are the Eligibility Requirements?

All Federal career service employees are eligible. Certificates are issued in 5-year increments calculated from employee's employment start date (5, 10, 15, 20...).

Who Can Nominate?

Recognition of length of service is automatically generated by the Office of Human Capital.

When Should Nominations be Submitted?

30 days prior to the employee's applicable 5-year milestone.

What are the Procedures?

The Director, Office of Human Capital will automatically generate a Length of Service certificate and obtain the Assistant Secretary's signature.

The award will be forwarded to the employee's supervisor to present the appropriate length of certificate to the employee.

The Office Awards Coordinator will ensure that evidence of an award, when granted, (e.g., Certificate and or Citation) will be filed in the Official Personnel Folder (right side) and that the supporting documentation will be filed in the Employee Performance File.

What are Some Special Considerations?

Awards will be presented to employees within two weeks of the date they complete the appropriate number of years warranting the award (preferably on the date they complete that service).

What or How Much is the Award?

Employees will be given a lapel pin with the agency logo and number of years of service as well as a certificate signed by the Assistant Secretary.

Certificates for 5 to 50 years of service are the following forms:

- OPM Form WPS 101—5 years
- OPM Form WPS 102—10 years
- OPM Form WPS 103—15 years
- OPM Form WPS 104—20 years
- OPM Form WPS 105—25 years
- OPM Form WPS 106—30 years
- OPM Form WPS 107—35 years
- OPM Form WPS 108—40 years
- OPM Form WPS 109—45 years
- OPM Form WPS 110—50 years

Employees with 50, 55 and each successive 5-year interval will be presented with a specially designed award.

4.4 **Retirement.**

Description.

Retirement Awards are originated when an employee submits his/her retirement package.

What are the Eligibility Requirements?

There are several Retirement Award levels:

- **Distinguished Federal Service.** ICE employees who have made significant contributions that have had DHS-wide or national impact;
- **Distinguished ICE Service.** ICE employees who have had at least 15 years of service with a legacy ICE component are eligible to receive this award at the time of their retirement or resignation. To be eligible, employees will have:
 - Exhibited consistent excellence and efficiency during his or her career; and,
 - Made exceptional contributions to the employee's field during his or her tenure.
- **Exemplary Career Service.** Recognizes ICE employees who have made contributions of major significance to their organization;
- **Outstanding Career Service.** Recognizes ICE employees who have had at least 10 years of service in the Federal government recognizing outstanding accomplishments either within or beyond normal job requirements;
- **Certificate of Commendation.** Certificate given for significant contributions to an organization; and,
- **Retirement Certificate.** Can be given to any employee leaving the Federal service through retirement.

Who Can Nominate?

Award is automatically generated by the servicing Office of Human Capital upon receipt of eligible employee retirement packages.

When Should Nominations be Submitted?

The eligible employee submits his/her retirement package.

What are the Procedures?

The immediate supervisor is contacted by the Director, Director, Office of Human Capital, to confirm eligibility to receive the award.

If the Supervisor considers the employee eligible for more than a standard retirement certificate, they will submit the following to delegated Office Awards official(s):

- Non-Monetary Award Nomination Form for ICE Employees (see Appendix C).
- A no more than a 2 page justification summarizing the employee's Federal service and highlighting significant accomplishments over the course of their career noting retirement award for which nominated and retirement date.

The Nomination package will be sent for the following levels of approval:

- Distinguished Federal Service: Secretary of Homeland Security
- Distinguished ICE Service: Assistant Secretary
- Exemplary Service: Field Office Principal or Headquarters' Principal Staff
- Certificate of Commendation: Designated Office Supervisor

Is an SF-52 Required? If So, Who Generates?

ICE Office Awards Coordinators will be notified as to whether the nomination is approved or not. The Office Awards Coordinator will ensure that evidence of an award, when granted, (e.g., Certificate and or Citation) will be filed in the Official Personnel Folder (right side) and that the supporting documentation for the award will be filed in the Employee Performance File.

What are Some Special Considerations?

Generally, it is inappropriate to reward employees monetarily when they retire since awards are intended to not only recognize employees for their special efforts, but are intended to motivate the recipient and others who witness the presentation.

It may be fitting and appropriate to consider awarding some form of honor or non-monetary award in recognition of the employee's dedicated efforts to support ICE's mission.

What or How Much is the Award?

- **Distinguished Federal Service.** A certificate, bearing a generic citation, suitably framed with a gold medal, and a lapel pin.
- **Distinguished ICE Service.** A certificate, bearing a personalized citation and signed by the Assistant Secretary.
- **Exemplary Career Service.** A certificate, bearing a generic citation and signed by the Office Principal.
- **Outstanding Career Service.** A certificate with a generic citation.
- **Certificate of Commendation.** A certificate with a generic citation.
- **Retirement Certificate.** Standard retirement certificate given with a pin.

4.5 Office Employee Honorary Awards.

Description.

Office Honorary Awards provide a non-cash method for recognizing employees (teams and individuals) for significant contributions and accomplishments to the ICE mission. Note that honorary awards are not personal gifts or "give-away" items and should be given for the same types of achievements and accomplishments that are recognized by cash awards.

What are the Eligibility Requirements?

All ICE employees (individuals and teams) are eligible for these awards. The following should be considered for proposed recipients:

- Improved performance in core processes;
- Partnership and team efforts;
- Demonstrated exceptional service to customers;
- Demonstrated exceptional commitment to quality and efficiency; and,
- Strategic problem solving and data analysis.

Awards in this category will include, but are not limited to:

Certificate of Commendation: Granted for special interest in relation to official employment of such outstanding merit that recognition at the Director's Level is appropriate.

Certificate of Appreciation: General-purpose award that may be granted for special contributions in the public interest that is related to official employment.

Who Can Nominate?

A nomination is not required.

When Should Nominations be Submitted?

A nomination is not required.

What are the Procedures?

Each Office establishes its own internal procedures. However, the Office needs to adhere to the Special Considerations noted below.

What are some Special Considerations?

Evidence of the award, when presented, shall be filed in the Official Personnel folder (right side). The supporting documentation for the award will be filed in the Employee Performance File.

Funding for non-cash award items are paid from program operating expense (OE) funds so that what is spent on non-cash award items does not impact performance awards pool. Management officials are responsible for insuring that the granting of any award does not conflict with guidance in effect due to budgetary or other constraints.

When using ICE branding items that include the seal, approved vendors must be used. Headquarters and field offices may purchase traditional honorary awards directly from approved vendors without first contacting the ICE Executive Branding and Marketing Committee.

The purchase card may be used for non-cash award items in accordance with the Government Purchase Card manual. The sub-object class code established by the Office of Financial Management for use in purchasing non-cash award items for employees is GE-26-20-00.

Government Purchase Card codes related to amusement parks, theaters, sporting events, hardware stores, etc., are sanctioned by the ICE Office of Procurement. The care, custody, and disposition of the tickets, gift certificates, and merchandise purchased with the Government Purchase Card for non-cash awards are subject to

all ICE Director, Office of Human Capital guidance and local ICE management's procedures. Verification of adherence to such guidelines will require onsite observations through the ICE internal review process. Office of Acquisition Management (OAM), ICE National Purchase Card Program, will inspect the CARE Transaction Log section and original documents to see if the cardholder has provided further information about the transaction through its normal internal control processes.

Traditional non-cash honorary awards include medals, plaques, certificates, emblems, pins, or other items that can be used to recognize employee's contributions. Items should have some association with ICE or its mission.

Non-traditional, non-cash awards (e.g., tickets to local sporting and entertainment events, theme parks, etc.) may be used to supplement these honorary awards.

Headquarters and field offices may purchase non-cash honorary awards not to exceed \$300 in value.

The **value** of total non-cash awards per employee, per calendar year may not exceed \$600.

What or How Much is the Award?

- **Certificate of Commendation:** Certificate signed by the Office Director.
- **Certificate of Appreciation:** Certificate signed by a designated Office Supervisor.

Other ICE Employee Non-Monetary Honorary Awards are to be determined by Offices.

4.6 Informal Recognition Awards.

Description.

The purpose of informal recognition awards are to provide more frequent, timely and informal recognition of employee and group contributions that might not merit Monetary or Honorary awards. OPM considers these awards an appropriate method of providing recognition for employee and group contributions. These awards provide a non-cash method for recognizing employees for their contributions and accomplishments to the ICE mission.

What are the Eligibility Requirements?

Any ICE employee is eligible for these awards. Some contribution must form the basis for informal recognition and be clearly acknowledged as part of any

presentation, however informal. Further, the award item must be clearly recognizable and distinguished from other items that might be used as part of a recognition event.

Who Can Nominate?

A nomination is not required.

When Should Nominations be Submitted?

A nomination is not required.

What are the Procedures?

Each Office can establish procedures. However, the Office needs to adhere to the Special Considerations noted below.

What are Some Special Considerations?

Informal recognition awards are normally administered by the local office and, although they have less formal approval procedures and presentation than other awards, the following conditions must be met:

- Informal recognition items must not exceed nominal value of \$11 per individual per award. They should not exceed \$100 per individual per year.
- The value of the award should be commensurate with the contribution being recognized. These awards recognize contributions that would not ordinarily merit formal recognition.
- The item must demonstrate good judgment, take an appropriate form to be used in the public sector, and preserve the credibility and integrity of the Federal Government's awards program. Every item bestowed as an award reflects on the agency. Items should be chosen carefully and thoughtfully to avoid public disapproval and embarrassment to the agency.

A memo for the record must be completed and retained with the local accounting documentation to justify and document the granting of the award.

What or How Much is the Award?

Typically, these awards consist of coffee mugs, pen and pencil sets, paperweights, tee-shirts, etc.

4.7 **Non-Employee Recognition.**

Description.

This program allows ICE offices to recognize non-ICE employees with non-monetary award items. These awards are provided to individuals who make a significant contribution to the organization but who are not Federal employees.

What are the Eligibility Requirements?

Forms of recognition in this category include, but are not limited to:

- **Outstanding Civilian Service Recognition:** Honor for outstanding service or substantial contribution(s) to their respective office's mission. Given to U.S. Citizens not employed by, or contracted to, the Department of Homeland Security (individuals, groups, business firms, fraternal organizations and/or quasi-military/law enforcement units).
- **Director's Recognition for Public Service:** Honor for significant service or contribution(s) to their respective office's mission. Given to U.S. Citizens not employed by, or contracted to, the Department of Homeland Security (individuals, groups, business firms, fraternal organizations and/or quasi-military/law enforcement units).
- **Certificate of Gratitude:** Used to formally recognize the accomplishments of non-ICE persons (Federal or private sector) when a higher-level honor is not appropriate.

Who Can Nominate?

A nomination is not required.

When Should Nominations be Submitted?

A nomination is not required.

What are the Procedures?

Each Office can establish procedures. However, the Office needs to adhere to the Special Considerations noted below.

What are some Special Considerations?

To be justified under the Necessary Expense Doctrine, the following criteria must be met:

- The expenditure must bear a logical relationship to the appropriation sought to be charged – in other words, it must make a direct contribution to carrying out the authorized functions;
- The expenditure must not be prohibited by law; and,
- The expenditure must not be otherwise provided for, that is, it must not be an item that falls within the scope of some other appropriation or statutory funding scheme.

Non-Federal employees and organizations are generally prohibited from receiving recognition purchased with public funds. However, an occasional exception will be found based on an adequate justification under the Necessary Expense Doctrine. Based on examples of exceptions to the general prohibition found in certain Comptroller General Decisions, non-monetary items bearing the ICE insignia can be given to non-employees in recognition of particular special acts and contributions to the organization.

The sub-object class code established by the ICE Office of Financial Management for use in purchasing non-cash items for non-employees is GE-26-21-00.

Because there are only very limited exceptions to the general prohibition, proposed purchases must be vetted through the ICE Office of Acquisition Management (OAQ), ICE National Purchase Card Program, (for issues concerning whether or not the item(s) could be purchased using the Government Purchase Card), or through the ICE Office of Financial Management (for issues concerning whether or not the purchase is permissible under federal appropriation law).

Management officials are responsible for ensuring that the granting of recognition of these kinds to Non-Federal employees conforms to applicable guidance concerning budgetary, or other constraints.

What or How Much is the Award?

Outstanding Civilian Service Recognition: Bronze medal, lapel button, and personalized certificate from Office Director.

Director's Recognition for Public Service: Bronze medal, lapel button, and personalized certificate.

Certificate of Gratitude: Certificate signed by local supervisor and/or manager as determined by individual office policy.

Other ICE Non-Employee Honorary and Non-monetary recognition is to be determined by Offices.

4.8 Time-Off Awards.

Description.

Time-off from work may be granted, without loss of pay or charge to leave, in recognition of superior accomplishments or other personal efforts beyond their core mission that contribute to the efficiency and effectiveness of government operations. Time-Off Awards are discretionary in that there is no requirement to give such awards to their employees.

What are the Eligibility Requirements?

Any General Schedule employee is eligible regardless of length of service or receipt of prior cash, honor or other incentive award. Employee will have:

- Made a high quality contribution involving a difficult or important assignment; displaying special initiative and skill in completing an assignment or project before the deadline;
- Used initiative and creativity in making improvements in a product, activity, program or service;
- Ensured the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload; and,
- Accomplished a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unexpected requirements.

Who Can Nominate?

Nominations can be submitted by any Team Leader or Supervisor within the employee's line of command (normally the employee's immediate supervisor).

When Should Nominations be Submitted?

Within 90 days of the employee's qualifying effort.

What are the Procedures?

The nominating official submits the following to delegated Office Awards official(s):

- Non-Monetary Award Nomination Form for ICE Employees (see

Appendix B); and,

- Short, concise justification for the Time-Off Award either written on the Award Nomination Form or on an attachment that notes that activity that warranted the award and the period of time (dates) in which the activity occurred.

The nomination package will be sent to the approving official. The following must be observed:

- The approving official cannot be the initiating supervisor;
- First line supervisors may approve a Time-Off Award of up to 8 hours;
- Awards of 9 to 40 hours require the approval of the second-line supervisor; and,
- A designated Office Supervisor must approve awards greater than 40 hours.

After approval, an SF-52 *Request for Personnel Action Form* is generated by the nominating Office and sent to the servicing Human Capital office.

The nomination package is then sent to the Field Office Principal or Headquarters' Principal Staff for review and to forward to their Office's Awards Coordinator.

ICE Office Awards Coordinators will be notified as to whether the nomination is approved or not. The Office Awards Coordinator will ensure that evidence of an award (i.e., SF-50), when granted, is filed in the Official Personnel Folder (right side) and that the supporting documentation for the award will be filed in the Employee Performance File. The employee's Leave and Earnings Statement will reflect the time-off balance available to the employee.

Upon notification that the servicing Human Capital office has processed the award, the nominating supervisor will notify the employee of the award by presenting a recognition certificate that indicates the amount of time off.

The employee's timekeeper must document the award on the individual's Time and Attendance (T & A) record by entering code 61 in the Prefix field, code 66 in the Transaction Code field and the number of Time-Off hours used in the applicable Week 1/Week 2 fields.

What are Some Special Considerations?

When applying to use their Time-Off Awards, employees:

- Should request time-off in the same manner as they request annual leave;
- Should schedule their time-off in a manner that does not conflict with their use-or-lose annual leave;
- Must request time-off from their supervisors and use the time within one year of the date the award is presented; otherwise, the unused balance is forfeited and cannot be restored;
- May be asked by Supervisors/Managers to defer their time-off during heightened states of alert, increased mission activity or other special circumstances; and,
- May not use the Time-Off Award in lieu of sick leave.

Time-Off Awards can be used alone or in combination with cash or non-cash awards to recognize the contributions; however, Time-Off Awards should not be used as a replacement for ICE performance appraisals.

Time-Off Awards will not convert to a cash payment under any circumstances and; therefore, cannot be converted to a lump-sum payment upon an employee's separation.

Time-Off Awards are transferable between ICE components. However, they do not transfer when an employee transfers from one Federal agency to another.

Time-Off Awards will be used in blocks of four (4) hours or used in single blocks of time (8, 12, 16 hours, etc.) over the one year. The minimum block of time off awarded is 8 hours.

Employees can receive multiple Time-Off Awards during a rating period, but the total amount of a Time-Off Awards that may be presented to a full-time employee during one leave year is 80 hours.

For part-time employees or for employees with an uncommon tour of duty, the maximum amount of time off that can be awarded is one-half the average number of hours the employee is scheduled to work on a bi-weekly basis over a period of one year (e.g., part-time employee with an average biweekly schedule of 64 hours would be eligible for up to 32 hours of time off).

An employee's account cannot be re-credited with the Time-Off Award if he or she separates and returns after a break in service of more than 3 calendar days.

Annual leave cannot be transferred to an approved-leave recipient under the Voluntary Leave Transfer Program (VLTP) until the individual's Time-Off Awards balance has been exhausted.

A Time-Off Award cannot be granted to a political appointee during a Presidential Election period.

What or How Much is the Award?

The appropriate amount of time-off to grant as an award should be determined using the following Time-Off Awards Scale. Use of this scale will ensure that the amount of time-off granted is commensurate with the individual's contribution or accomplishment.

| Value to Organization | Number of Hours |
|---|------------------------|
| <i>Moderate</i> 1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition; 2) Beneficial change or modification of operating principles or procedures. | 1-10 |
| <i>Substantial</i> 1) An important contribution to the value of a product, activity, program or service to the public; 2) Significant change or modification to operating principles or procedures. | 11-20 |
| <i>High</i> 1) A highly significant contribution to the value of a product, activity, program, or service to the public; 2) Complete revision of operating principles or procedures with considerable impact. | 21-30 |
| <i>Exceptional</i> 1) A superior contribution to the quality of a critical product, activity, program, or service to the public; 2) Initiation of a new principle or major procedure with significant impact. | 31-40 |

5. EXTERNAL AWARDS

4.0 About External Awards.

At various times during the year, ICE is given the opportunity to nominate outstanding employees for awards presented by organizations outside the Department. Nominations for each of these awards are requested annually by the sponsoring organization through the Department. There is sufficient similarity in standards of competition for each award from year to year to permit advance planning for nominations.

4.0 Procedures.

Nominations for these awards should be submitted to the ICE Awards Board in the format required by the sponsoring organization.

The ICE Assistant Secretary's Awards Board will arrange for:

- Evaluation of nominations by the Incentive Awards Board;
- Personal endorsement by the Assistant Secretary;
- A Release of Information Statement being signed by each employee nominated for an external honor award; and
- Submission of nominations to the Executive Secretary of the Department's Incentive Awards Board or other appropriate official.

Evidence of the award, when presented, shall be filed in the Official Personnel Folder (right side). The supporting documentation for the award will be filed in the Employee Performance File.

An appropriate ceremony will be provided to the awardee in accordance with Section 1.7.

What are Some Special Considerations?

Publicity and Honor Awards. Maximum effort will be made to effectively and appropriately publicize performance awards and honorary awards in local and regional newsletters or in memorandums to all employees.

Impact of the Privacy Act. Routine data for promotion and publicity purposes (e.g., name, grade, organizational location, photograph of the recipient, type and amount of award, and recognition of contribution) is considered public information and, therefore, not subject to the provisions of the Privacy Act.

Personal information (e.g., date of birth, home address, professional affiliations, employment history) may not be publicized without prior permission from the employee. A Release of Information statement, once signed by a nominee, gives ICE the right to disclose the contents of the nomination to other sources and agencies, as requested, for the purpose of publicity. Necessary information connected with reporting on and processing incentive awards may be furnished to other agencies, the U.S. Office Personnel Management, and external organizations that sponsor awards for Federal personnel.

Where to Find Information About External Awards?

The Office of Personnel Management (OPM) provides a site that describes award programs sponsored by a variety of Federal and non-Federal organizations. The programs described on this site differ from those operated by Federal agencies only for their own employees. The programs listed are open to employees from all Federal agencies. Federal employees seeking information about award programs designed only for their own agencies should consult their respective servicing human resources offices. The web address for this site is <http://www.opm.gov/perform/HONORAWD.asp>. The OPM awards site noted is not all-inclusive as there are many local or regional awards that are not included.

Each year, the Office of the President of the U.S. confers awards on a select group of career members of the Senior Executive Service who have provided exceptional service to the American people over an extended period of time. The Office of the Assistant Secretary will notify Offices each year as to when to nominate eligible persons. Basic information about these awards is outlined in the table below.

| Name of Award: | Description of Award: | Value: |
|---|--|---|
| Presidential Rank Award-Distinguished Executive | Awarded to leaders who achieve extraordinary results | 35% of Basic Salary, Gold Pin, Framed Certificate signed by President |
| Presidential Rank Award-Meritorious Executive | Awarded to leaders for sustained accomplishments | 20% of Basic Salary, Silver Pin, Framed Certificate signed by President |

APPENDIX A

ICE ASSISTANT SECRETARY AWARD NOMINATION FORM

| | |
|---|--|
| <input type="checkbox"/> Exceptional Service | <input type="checkbox"/> Core Value Integrity |
| <input type="checkbox"/> Meritorious Service | <input type="checkbox"/> Core Value Courage-Valor |
| <input type="checkbox"/> Excellence in Law Enforcement | <input type="checkbox"/> Core Value Excellence |
| <input type="checkbox"/> Protecting the Homeland | <input type="checkbox"/> Distinguished Career |
| <input type="checkbox"/> Distinguished Support Employee | <input type="checkbox"/> Ambassador |
| <input type="checkbox"/> Excellence in Management | <input type="checkbox"/> Humanitarian Award |
| <input type="checkbox"/> EEO | <input type="checkbox"/> Distinguished Service to Homeland |
| <input type="checkbox"/> International Achievement | <input type="checkbox"/> ICE Public Service Award |
| <input type="checkbox"/> Excellence in Customer Service | <input type="checkbox"/> Interagency Assistance |
| <input type="checkbox"/> Challenge | <input type="checkbox"/> Other |

Individual Nominee:

Last Name First Name Initial

Attach memorandum of 500 words or less.

Team Nomination:

Last Name First Name Initial

Last Name First Name Initial

Last Name First Name Initial

Last Name First Name Initial

Attach memorandum of 500 words or less.

CONCURRENCE AND APPROVALS

Supervisor: _____ Title: _____ Date: _____

Concurrence: _____ Title: _____ Date: _____

Concurrence: _____ Title: _____ Date: _____

Concurrence: _____ Title: _____ Date: _____

Principal Concurrence: _____ Title: _____ Date: _____

Awards Committee Results: Selected _____ Non-Selected _____

Date: _____

Vetted by Human Resources: _____ Date: _____

APPENDIX B

| MONETARY AWARD NOMINATION FORM | | | | |
|--|--------------------------------------|--|---|--------------------------------------|
| To: Director, Office of Human Capital | | | | |
| 1. NOMINEE INFORMATION | | | | |
| <i>Employee's Name (Last, First, MI):</i> | <i>Social Security Number:</i> | <i>Position:</i> | <i>Series, Grade and Step:</i> | <i>Organization / Location:</i> |
| | | | | |
| <i>FFMS Financial Code for Component Paying Award:</i> | | | | |
| 2. AWARD INFORMATION | | | | |
| <i>Type of Award:</i> | | <i>Percentage of Salary, Dollar Amount</i> | <i>Period of Accomplishment (From-To)</i> | |
| <input type="checkbox"/> Special Achievement | <input type="checkbox"/> Suggestion | | | |
| <input type="checkbox"/> Performance | <input type="checkbox"/> On-The-Spot | List other awards received within the last 12 months: | | |
| <input type="checkbox"/> Quality Step Increase | | | | |
| <i>Description of Accomplishment (Attach sheet):</i> | | | | |
| <i>Estimate of Benefits (Complete A and/or B for Superior Accomplishment Awards):</i> | | | | |
| A. Intangible Benefits: | | | | |
| Value: | <input type="checkbox"/> Moderate | <input type="checkbox"/> Substantial | <input type="checkbox"/> High | <input type="checkbox"/> Exceptional |
| Extent of Application: | <input type="checkbox"/> Limited | <input type="checkbox"/> Extended | <input type="checkbox"/> Broad | <input type="checkbox"/> General |
| B. Tangible Benefits: Compute savings at actual cost for first year of application, if applicable and attach on separate sheet. | | | | |
| 3. AWARD REVIEW AND APPROVAL | | | | |
| <i>Nominating Official Printed Name and Signature:</i> | <i>Title:</i> | <i>Phone Number:</i> | <i>Date:</i> | |
| | | | | |
| <i>Approving / Authorizing Official(s) Printed Name and Signature:</i> | <i>Title:</i> | <i>Phone Number:</i> | <i>Date:</i> | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| <i>Amount of Award Approved by Approving / Authorizing Official:</i> | | | | |
| <i>Eligibility Review (To be completed by HCO):</i> | | | | |
| <input type="checkbox"/> Qualified and Eligible <input type="checkbox"/> Ineligible/Return to Originating Office (Provide reason) | | | | |
| HCO Reviewing Officer's Signature | | | | |
| <i>Financial Management Review—Availability of Funds</i> | | | | |
| <input type="checkbox"/> Funds are available to Pay this Award Account to be Charged: _____ | | | | |
| Financial Reviewing Officer's Signature: _____ | | | | |
| <i>Personnel / Payroll System Entry</i> | | <i>Effective Date:</i> _____ | | <i>Pay Period:</i> _____ |

APPENDIX C

| NON-MONETARY AWARD NOMINATION FORM | | | | |
|---|--------------------------------|------------------------|--|---|
| To: Director, Office of Human Capital | | | | |
| 1. NOMINEE INFORMATION | | | | |
| <i>Employee's Name (Last, First, MI):</i> | <i>Social Security Number:</i> | <i>Position:</i> | <i>Series, Grade and Step:</i> | <i>Organization / Location:</i> |
| | | | | |
| 2. AWARD INFORMATION | | | | |
| <i>Type of Award:</i> | | | <i>Time-Off Recommended:</i> | <i>Period of Accomplishment (From-To)</i> |
| <input type="checkbox"/> Length of Service <input type="checkbox"/> Informal Recognition | | | | |
| <input type="checkbox"/> Retirement <input type="checkbox"/> Time-Off | | | List other awards received within the last 12 months: | |
| <input type="checkbox"/> Office Honorary <input type="checkbox"/> Non-Employee Honorary | | | | |
| <i>Description of Accomplishment (Attach sheet):</i> | | | | |
| 3. AWARD REVIEW AND APPROVAL | | | | |
| <i>Nominating Official Printed Name and Signature:</i> | | <i>Title:</i> | <i>Phone Number:</i> | <i>Date:</i> |
| | | | | |
| <i>Approving / Authorizing Official(s) Printed Name and Signature:</i> | | <i>Title:</i> | <i>Phone Number:</i> | <i>Date:</i> |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| <i>Value of Award Approved by Approving / Authorizing Official:</i> | | | | |
| <i>Eligibility Review (To be completed by HCO):</i> | | | | |
| <input type="checkbox"/> Qualified and Eligible <input type="checkbox"/> Ineligible/Return to Originating Office (Provide reason) | | | | |
| HCO Reviewing Officer's Signature | | | | |
| <i>Financial Management Review—Availability of Funds</i> | | | | |
| <input type="checkbox"/> Funds are available to Pay for this Award Account to be Charged: _____ | | | | |
| Financial Reviewing Officer's Signature: _____ | | | | |
| <i>Personnel / Payroll System Entry</i> | | <i>Effective Date:</i> | | <i>Pay Period:</i> |

APPENDIX D**SAMPLE CEREMONY CHECKLIST**

- 1) Establish the date of the ceremony based on the availability of recipients and key officials/speakers/presenters.
- 2) Budget for the event (cost of award, reception, decorations, etc.)
- 3) Draw up invitation list and prepare invitations. Request RSVP at least one week in advance.
- 4) Determine location for event.
- 5) Arrange for podium or microphone for speakers, if necessary.
- 6) Create and price ceremonial booklet.
- 7) Procure awards:
 - a. prepare certificates;
 - b. procure pins, buttons, etc.;
 - c. arrange for cutting checks, if monetary award
- 8) Determine food selections (including paper products, utensils, beverages).
- 9) Determine food source—canteen, caterer, etc.
- 10) Ask for donations to ceremony, if appropriate.
- 11) Plan and procure decorations.
- 12) Determine if travel expenses are justified and make any necessary travel arrangements.
- 13) Make accommodations for persons with impairments.
- 14) Obtain flags for ceremony.
- 15) Arrange for photographers.
- 16) Prepare speeches for master of ceremonies and other key speakers.
- 17) Arrange for building clearances for visitors (friends/family) that might be invited to the ceremony.

APPENDIX E

SAMPLE JUSTIFICATION FOR A SPECIAL ACT AWARD

Employee's Name

(Name) is an Immigration Enforcement Agent, GS-9, in the (Name of Unit), (Name of Office). In his/her position, he/she (general description of everyday duties). A copy of his/her position description is attached.

During the period (Date to Date), (Name) was tasked, as part of a special project team, to assist in the development of a communications network to facilitate processing of detainees at remote sites. He/She contributed to the success of the team, providing input from a subject matter expert point of view that resulted in simplification of some aspects of the input documentation and clarification of the description of the system and the instructions to future users.

The communications network will have extensive impact upon ICE operations. (Name's) contributions have resulted in substantial changes to the proposed procedures. Examples of these changes are as follows: (List some examples)

For his/her two weeks of service on this special project, it is recommended that (Name) be granted a Special Act Award in the amount of \$750.

PROPOSED CITATION

(Name), Immigration Enforcement Agent, GS-9, in the (Name of Unit), (Name of Office), is recognized for his/her contributions during the period (Date to Date) as a member of the special project team tasked to develop a DRO communications network. His/her contributions resulted in simplification of input documentation and clarification of the system description and the instructions to users. (Name) has benefited ICE through his/her work on this special project and has brought credit upon himself/herself while doing so.

APPENDIX F

SAMPLE JUSTIFICATION FOR PERFORMANCE AWARD

Employee's Name

(Name) is a Procurement Specialist, GS-12, in the (Name of Unit), (Name of Office). In his/her position, he/she must process approximately XXX procurement requests per month, and is expected to be timely and correct on not less than XX% of these requests in order to be rated satisfactory. He/She must also provide advice and assistance to two lower grade Procurement Specialists on day-to-day functions. During the period from (date) to (date), he/she exceeded expectations by processing XX+% of procurement actions correctly and in a timely fashion, thus contributing directly to an improved organizational posture. His/her advice and assistance to the Procurement Specialists resulted in improved performance on their part and increased the overall level of performance of the branch. This performance is recognized in/her her performance appraisal, attached, which reflects a rating of Outstanding.

Recommend (Name) be granted an award of \$2,000.

PROPOSED CITATION

(Name), Procurement Specialist, GS-12, in the (Name of Unit), (Name of Office) is recognized for his/her outstanding performance of duties during the period from (date) to (date). He/she exceeded expectations in the number of procurement actions correctly processed in a timely fashion, thus contributing directly to an improved organizational posture. In addition, his/her advice and assistance to the Procurement Specialists resulted in improved performance on their part and increased the overall level of performance of the branch. (Name's) performance reflects credit upon himself/herself, (Unit/Office), and ICE.

Assistant Secretary Awards Matrix

| Award | Description | Type | Scope of Contribution | Eligible Persons | Individual / Team | Award |
|--|---|----------|--------------------------------------|--|--------------------|---------------------|
| Exceptional Service | ICE's highest award for performance of duties above and beyond normal requirements. | Honorary | Significant / Continuing | All ICE Employees | Individual | Certificate, Plaque |
| Meritorious Service | ICE's second highest award for outstanding performance coupled with other significant accomplishments worthy of high recognition. | Honorary | Significant / Continuing | All ICE Employees | Individual | Certificate, Plaque |
| Excellence in Law Enforcement | Outstanding law enforcement achievement demonstrating commitment to ICE mission. | Honorary | Significant / Continuing | All ICE Employees | Individual or Team | Certificate, Plaque |
| Protecting the Homeland | Outstanding accomplishments / contributions through national security investigations / activities. | Honorary | Significant / Continuing | All ICE Employees | Individual or Team | Certificate, Plaque |
| Distinguished Service by a Support Employee | Excellence in a particular occupational area including Secretarial/clerical, Administrative Technical, or Federal Wage Systems. | Honorary | Significant / Continuing | Any ICE employee | Individual | Certificate, Plaque |
| Excellence in Management | Managers who excel in their supervisory responsibilities | Honorary | Significant / Continuing | Any ICE Manager / Supervisor | Individual | Certificate, Plaque |
| Equal Employment Opportunity (EEO) | Active Contribution to EEO efforts | Honorary | Significant / One-time or Continuing | Any non-EEO or Special Emphasis Employee | Individual or Team | Certificate, Plaque |
| International Achievement | Outstanding support to international efforts with international counterparts | Honorary | Significant / One-time or Continuing | Any ICE employee | Individual or Team | Certificate, Plaque |
| Spirit of ICE for Excellence in Customer Service | Excellence in customer service to any ICE stakeholder. | Honorary | Significant / One-time or Continuing | Any ICE employee | Individual or Team | Certificate, Plaque |
| Challenge Award | Major contribution to challenges issued by the Assistant Secretary, the White House, Congress and the public. | Honorary | Significant / One-time or Continuing | Any ICE employee | Individual or Team | Certificate, Plaque |

Assistant Secretary Awards Matrix (continued)

| Award | Description | Type | Scope of Contribution | Eligible Persons | Individual / Team | Award |
|---------------------------------------|--|-------------|--------------------------------------|---|---|---------------------|
| Core Value for Integrity | Presented to an ICE employee who adheres to a code of high moral standard. | Honorary | Significant / Continuing | All ICE Employees | Individual | Certificate, Plaque |
| Core Value for Courage | Demonstrated extraordinary courage in performance of duty. | Honorary | Significant / One-time or Continuing | All ICE Employees | Individual | Certificate, Plaque |
| Core Value for Excellence | Exemplifies initiative and excellence in public service maximizing efficiency, effectiveness and customer satisfaction. | Honorary | Significant / Continuing | All ICE Employees | Individual or Team | Certificate, Plaque |
| Distinguished Career Service | Recognition of noteworthy careers at retirement | Honorary | Long-term / Continuing | All ICE Employees | Individual | Certificate, Plaque |
| Ambassador | Exhibited exceptional cooperation and dedication in collaborating with external customers and stakeholders. | Honorary | Significant / One-time or Continuing | Any ICE employee | Individual or Team | Certificate, Plaque |
| Humanitarian Award | Off duty acts demonstrating compassion in extreme circumstances. | Honorary | Significant / One-time or Continuing | Any ICE Employee | Individual | Certificate, Plaque |
| Distinguished Service to the Homeland | Given for patriotic and distinguished service that contributes substantially to the ICE mission. | Honorary | Significant / One-time or Continuing | Any individual not employed by or contracted to DHS. | Individual | Certificate, Plaque |
| ICE Public Service Award | Given for providing exceptional public service to ICE deserving of greater recognition than that which can be given at the Office-Level. | Honorary | Significant / One-time or Continuing | Any U.S. citizen not employed by or contracted to DHS | Individuals, fraternal groups, business firms | Certificate, Plaque |
| Interagency Assistance | Recognition of Assistance to ICE | Honorary | Significant / One-time or Continuing | Non-ICE federal personnel | Individual, Team, Office, etc. | Certificate, Plaque |
| DHS Partner Award | Recognition of Assistance to DHS | Honorary | Significant / One-time or Continuing | ICE Employees | Individual, Team, Office, etc. | Certificate, Plaque |

ICE Monetary Awards Quick Reference Guide

| Award | Description | Type | Scope of Contribution | Eligible Persons (See Note Below) | Individual / Team | Amount (Range) | Nomination | Approval |
|-----------------------|--|-----------------|--------------------------|-----------------------------------|-------------------------|---------------------------|---|---|
| Special Achievement | Recognizes one-time special contributions or accomplishments made by employees. Appropriate for successful accomplishment of a significant program or project. | Cash | Significant / One-time | AFE, SES, PA, DHFN | Both | \$100- >\$10,000 | Any Supervisor or Team Leader (normally immediate supervisor) | *Designated Office Supervisor <= \$2500 *Office Principal \$2,501-\$5,000 *Assistant Secretary \$5,001-\$10,000 *DHS >\$10,000 |
| Performance | Given in recognition of high-level performance for a specific period of time. | Cash | Significant / Continuing | AFE, PA, DHFN | Individual | Up to 20% of Salary | Any Supervisor or Team Leader | Designated Office Supervisor |
| Quality Step Increase | General Schedule step increases given in recognition of continued (and expected future) excellence in performance. | Salary Increase | Significant / Continuing | AFE | Individual | One within-grade increase | Any Supervisor | Designated Office Supervisor |
| On-The-Spot Awards | Recognizes one-time notable achievements which are somewhat less significant than those recognized by a Special Achievement Award. Rewards employee efforts that might otherwise go unnoticed. | Cash | Limited / One-time | AFE, SES, PA, DHFN | Both | \$25-\$100 | Any Team Leader or Supervisor | Designated Office Supervisor |
| Suggestion | Given for a suggested improvement or cost reduction that benefits the organization | Cash | Varies | AFE, SES, PA, DHFN | Both-usually individual | \$250- >\$10,000 | Self | *Designated Office Supervisor <= \$2500 *Office Principal \$2,501-\$5,000 *Assistant Secretary \$5,001-\$10,000 *DHS >\$10,000 |

Note: AFE: Appropriated Fund Employee (non-SES)
SES: Selected Executive Service

PA: Presidential Appointee
DHFN: Direct Hire Foreign National

ICE Employee Non-Monetary Awards

| Award | Description | Type | Scope of Contribution | Eligible Persons | Individual / Team | Amount (Range) | Nomination | Approval |
|-----------------------|--|----------|-----------------------------|--|-------------------|---|-------------------------------|---------------------------|
| Length of Service | Designed to give recognition to an employee's years of Federal service. | Non-Cash | Service Time | Federal employees who have reached a 5 year mark in their service. | Individual | Certificate | N/A | N/A |
| Retirement | Given upon retirement to those individuals who have served in the Federal Government in an outstanding manner for 15 years or more. | Non-Cash | Service Time | Federal Employees who are eligible to retire. | Individual | Certificate | Depends on type of award | Depends on type of award |
| Office Honorary | Office-specific awards for contributions to the ICE mission | Non-Cash | Significant | ICE Employees | Individual / Team | Item | Varies by Office | Varies by Office |
| Informal Recognition | Informal recognition awards for employee. | Non-Cash | Limited | ICE Employees | Individual / Team | Item | Varies by Office | Varies by Office |
| Non-Employee Honorary | Honorary awards to individuals who make a significant contribution to the organization but who are not Federal employees | Non-Cash | Varies | Non-ICE Employees | Individual / Team | Item | Team Leader or Supervisor | Team Leader or Supervisor |
| Time-Off | Awards of time-off without loss of pay or charge to leave. These awards are an alternative to monetary or non-monetary awards or, they may be used in addition to such awards. | Time-Off | Limited-Moderate / One-time | Appropriated Fund Employees, SES, Presidential Appointees, Direct-Hire Foreign National Employee | Both | Up to 40 hrs. for a single act; 80 hrs. total | Any Team Leader or Supervisor | 8 hours-Need to complete |