



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Military Quarterly and Annual Awards Program

Chief of Staff
OPR: DCMA-DCM

DCMA-INST 1029
September 5, 2013

Validated Current with Administrative Changes, August 5, 2014

1. PURPOSE. This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 1029, "Military Quarterly and Annual Awards Policy" (Reference (a)).
- b. Outlines policies and procedures that are meant to ensure successful recognition of outstanding achievement, performance, and leadership by military personnel assigned to DCMA.
- c. Ensures procedures are in accordance with governing Department of Defense regulation.
- d. Is established in compliance with DoD Directive 5105.64 (Reference (b)).

2. APPLICABILITY. This Instruction applies to all DCMA activities with assigned active duty and reserve military personnel.

3. MANAGERS' INTERNAL CONTROL PROGRAM. In accordance with DCMA-INST 710, "Managers' Internal Control Program" (Reference (c)), this Instruction is subject to evaluation and testing. The process flow is *located as Appendix A.*

4. RELEASABILITY. This Instruction is approved for public release.

5. PLAS CODE. 223B – Personnel Management

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/1029r>

7. EFFECTIVE DATE. By order of the Director, DCMA this Instruction is effective immediately.


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TABLE OF CONTENTS

REFERENCES..... 3

CHAPTER 1 – POLICY

 1.1. Policy 4

CHAPTER 2 – ROLES AND RESPONSIBILITIES

 2.1. DCMA Military Personnel Division (DCM) 5

 2.2. Contract Management Office and Component Heads 5

 2.2. Board Members..... 6

CHAPTER 3 – PROCEDURES

 3.1. Recommendation Process 7

 3.2. Nomination Process 8

 3.3. Selection Process 9

 3.4. Award Announcement Process 10

CHAPTER 4 – AWARDS

 4.1. Quarterly Awards11

 4.2. Annual Awards12

APPENDIX

Appendix A Flowchart.....***13***

GLOSSARY

 Acronyms***14***

REFERENCES

- (a) DCMA-INST 1029, "Military Quarterly and Annual Awards Policy," March 27, 2012
(hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," *April 21, 2014*
- ~~(d) DoD Instruction 1348.19, "Award of Trophies and Similar Devices in Recognition of Accomplishments," November 21, 2003~~

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy that:

1.1.1. All quarterly and annual awards will be processed through DCMA, Military Personnel Division (DCM).

1.1.2. Recommenders/commanders should be consistent and judicious in considering military personnel for awards. Judicious use of decorations and awards provides incentive for greater effort and improves morale; injudicious use destroys their basic value.

1.1.3. DCMA top achievers and performers are recognized on a quarterly and annual basis.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DCMA, MILITARY PERSONNEL DIVISION (DCM).

2.1.1. DCM program managers will maintain oversight of the quarterly and annual awards program to ensure proper recognition and rewarding of outstanding achievement, performance, and leadership by military personnel assigned to DCMA.

2.1.2. DCM will suspense headquarters (HQ) staff, Operations Directorate, and International Directorate through a tasking memorandum. This memorandum will provide suspense dates for the calendar year and tasking for a senior officer and a senior noncommissioned officer to be a member of the selection board.

2.1.3. DCM will forward complete packages to the selection board for scoring and staff the recommended winners for the DCMA Director's approval.

2.1.4. DCM will draft an email announcing the quarterly/annual winners and prepare a personal note and certificate from the DCMA Director.

2.1.5. DCM will order any necessary trophies/plaques and certificates necessary for presentation.

2.1.6. DCM will coordinate with the DCMA Director to provide an appropriate formal ceremony to recognize agency-level annual award winners.

2.1.7. DCM will maintain historical records of agency-level award winners.

2.2. CONTRACT MANAGEMENT OFFICE AND COMPONENT HEADS.

2.2.1. Commanders, component heads, or their designated representative will recommend their military personnel based on outstanding achievement, performance, and leadership.

2.2.2. Award recommendations must be submitted in accordance with published task memorandum dates.

2.2.3. All awards will be processed through the chain of command to DCMA DCM.

2.2.4. HQ staff, Operations Directorate, International Directorate, Special Programs Directorate, Eastern Region, Western Region, and Central Region must provide one senior officer in the grade of O-6/*O-6 selectee* or GS-15, and one senior noncommissioned officer in the grade of E-9 (active or retired) or non-competing E-8s as selection board members.

2.3. BOARD MEMBERS.

2.3.1. Selection boards will consist of senior leaders from HQ, Operations Directorate, International Directorate, Special Programs Directorate, Eastern Region, Western Region, and Central Region.

2.3.2. Board members will receive quarterly/annual nomination packages from DCM and will be required to score nominee's packages based on leadership and job performance in primary duty, significant self-improvement efforts, and community involvement.

2.3.3. Each board member will have only 3 days to score all nomination packages.

2.3.4. After scoring is complete, board members will return score sheets to DCM for consolidation.

2.3.5. If a tie occurs, the board president will break that tie.

2.3.6. Board president will be the senior ranking officer and noncommissioned officer on the current board. Board president will only be identified if there is a tie in any category. All ties will be broken by the board president.

CHAPTER 3

PROCEDURES

3.1. RECOMMENDATION PROCESS.

3.1.1. Commanders, component heads, or their designated representative will recommend their military personnel based on outstanding achievement, performance, and leadership for the following categories:

- Active Duty Field Grade Officer (FGO)
- Active Duty Company Grade Officer (CGO)
- Active Duty Senior Noncommissioned Officer (SNCO)
- Active Duty Noncommissioned Officer (NCO)
- Reserve Field Grade Officer (FGO)
- Reserve Company Grade Officer (CGO)
- Reserve Senior Noncommissioned Officer (SNCO)
- Reserve Noncommissioned Officer (NCO)

3.1.2. Commanders, component heads, or their designated representative, will complete an awards recommendation package.

3.1.2.1. All award recommendations require a nomination form. In addition to the nomination form, all annual recommendation packages must include a citation.

3.1.2.2. Nomination Form is prepared with font and pitch set to “Times New Roman” and 12 point. No attachments or continuation sheets other than the nomination cover letter are allowed, nor will they be considered by the selection board. The headings are included on the form and are listed below to help determine where specific items should be placed.

3.1.2.2.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results for Component and agency-level inspections and/or evaluations. Include awards received; e.g., NCO of the quarter, functional awards/recognition.

3.1.2.2.2. Significant Self-Improvement Efforts. Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties. Include any on/off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member’s value as a military member.

3.1.2.2.3. Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in the military or private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, and religious. Other community service activities may also be considered.

3.1.2.3. Nomination form will consist of general nominee information and nomination body. All general information will be completed.

3.1.2.4. Prepare nomination form in a results-oriented, factual, yet precise format. Do not use generalities and flowery prose; stress results, be specific and do not repeat the same facts in different bullets or under different headings.

3.1.2.5. Use only single-line bullets in the nomination body; do not use wrap-around bullets. Sub-bullets may be used to augment single bullets. Use a dash (-) for main bullets and a double dash (--) for sub-bullets.

3.1.2.6. Templates can be found on the policy resource page of this Instruction.

3.1.3. Once an award recommendation package is complete, the commanders, component heads, or designated representative will forward the package to their designated liaison officer (LNO) for review and endorsement.

3.1.4. Military Personnel LNOs will then forward complete award recommendation packets to the Operations Directorate or International Directorate for review and endorsement.

3.1.5. Awards will be submitted electronically, in an encrypted email. All awards will be submitted as a '.pdf' file containing the entire recommendation packet with required signatures.

3.1.6. Finally, DCM will forward completed packages to the selection board for scoring and staff the recommended winners for the DCMA Director's approval.

3.2. NOMINATION PROCESS.

3.2.1. One quarterly/annual DCMA winner will be awarded in each category. Each of the following organizations can nominate one individual for each category listed in paragraph 3.1. to the quarterly/annual board for consideration:

- HQ DCMA Staff (Aircraft Operations, DC, etc.)
- Operations Directorate Staff
- International Directorate
- Special Programs Directorate
- Eastern Region
- Central Region
- Western Region

3.2.2. Personnel nominated for the awards must meet the following criteria:

3.2.2.1. Be permanently assigned to a unit or organization in DCMA during the award period. Deployed DCMA-assigned personnel are not eligible to be nominated for individual agency-level quarterly or annual awards, but will receive appropriate recognition through the DCMA's military decorations process.

3.2.2.2. Be serving in the appropriate grade for the award concerned as of the last day of the award period.

3.2.2.3. Meet applicable personal appearance and fitness standards for their respective service or be on approved profile/waiver.

3.2.3. Annual award program nominees do not have to be assigned to DCMA for the entire year; however, nomination packages can only include those actions performed/earned while performing DCMA's mission.

3.2.4. Prior nomination or selection under the quarterly awards program is not required for nomination under the annual awards program.

3.2.5. Personnel in the grades O-4 through O-5 and WO-4 through WO-5 are eligible for consideration in the FGO category. O-6 and O-6 selectees are not eligible for consideration in the FGO category.

3.2.6. Personnel in the grades O-1 through O-3 and WO-1 through WO-3 are eligible for consideration in the CGO category.

3.2.7. Personnel in the grades E-7 and E-8 are eligible for consideration in the SNCO category. E-9 and E-9 selectees are not eligible for consideration in the SNCO category.

3.2.8. Personnel in the grades E-4 through E-6 are eligible for consideration in the NCO category. Marine Corps personnel in grade E-6 are categorized as Staff NCOs.

3.2.9. Sitting O-4/5/6 DCMA Commanders are not eligible to be nominated for individual Agency-level quarterly or annual awards.

3.3. SELECTION PROCESS.

3.3.1. Quarterly award selection boards will be held between the 1st and 10th of the month following the submission month.

3.3.2. Annual award selection board will be held during the fourth week of February.

3.3.3. The board members will receive nominations and score sheets with a 3 duty day suspense. Once the members have scored the nominations, score sheets are returned to the DCM who will compile the scores and forward the results to the DCMA Director for final approval.

3.3.4. Awards selection boards will use a 100-point scoring system.

3.3.4.1. Quarterly awards selection boards will use the 100-point scoring system broken down as follows to score nomination body of each nominee's package:

- 80 points – Leadership and Job Performance in Primary Duty
- 10 points – Significant Self Improvement Efforts
- 10 points – Community Involvement

3.3.4.2. Annual awards selection boards will use the 100-point scoring system broken down as follows to score the nomination body of each nominee's package:

- 70 points – Leadership and Job Performance in Primary Duty
- 15 points – Significant Self Improvement Efforts
- 15 points – Community Involvement

3.3.4.3. No physical appearances before award selection boards will be required. Scoring will be determined by reviewing the award nomination package only.

3.3.4.4. Each board member will score the packages and return to DCM for consolidation.

3.3.4.5. The individual with the highest combined score in each category will be selected as the Agency winner.

3.3.4.6. All ties will be broken by the board president.

3.4. AWARD ANNOUNCEMENT PROCESS.

3.4.1. DCM will staff the recommended winners for the DCMA Director's approval.

3.4.2. The DCMA Director will formally announce the quarterly and annual winners.

CHAPTER 4

AWARDS

4.1. QUARTERLY AWARDS.

4.1.1. DCM will suspense HQ staff, Components, and Regions through a tasking memorandum. Quarterly submissions for all categories are due to DCM not later than the 4th Friday of the month following the end of the quarter. If the 4th Friday falls on a weekend or holiday, packages are due the following duty day. Each region and staff will set earlier suspenses to ensure all nominations are vetted and approved before submitting to DCM.

4.1.2. The quarterly awards program will be managed on a calendar year basis and is divided into quarters as outlined below:

- First Quarter 1 January – 31 March
- Second Quarter 1 April – 30 June
- Third Quarter 1 July – 30 September
- Fourth Quarter 1 October – 31 December

4.1.3. Quarterly awards program nominees do not have to be assigned to DCMA for the entire quarter; however, nomination packages can only include those actions performed/earned while performing DCMA's mission.

4.1.4. Reserve personnel are eligible for quarterly awards when performing duty during that time period; they do not compete against active duty personnel.

4.1.5. DCM will ensure all nominations packages are accounted for and forwarded to the selection board members.

4.1.6. Quarterly award nomination packages will consist of DCMA, Quarterly Award Nomination (Form 2). HQ staff, Components, or Regional Director's/Commander's digital signature on the form signifies the member meets all eligibility criteria for selection and the nominee is approved to represent their organization at the agency level.

4.1.7. The DCMA, Quarterly Award Nomination Form is prepared electronically. No attachments or continuation sheets other than the nomination cover letter are allowed, nor will they be considered by the selection board.

4.1.7.1. The nomination body is limited to a total of 12 lines and prepared in bullet format.

- 8 lines – Leadership and Job Performance in Primary Duty
- 2 lines – Significant Self Improvement Efforts
- 2 lines – Community Involvement

4.1.8. Restrict comments in quarterly nominations to events/achievements that occurred within the current quarter only. Items that began in one quarter but have been completed or recognized in the quarter being addressed may be considered.

4.2. ANNUAL AWARDS.

4.2.1. DCM will suspense HQ staff, Components, and Regions through a tasking memo. Annual submissions for all categories are due to DCM not later than the 15th of February unless stated otherwise in the tasking memo. If the 15th of February falls on a weekend or holiday, packages are due the following duty day.

4.2.2. The annual awards program will be managed on a calendar year basis (1 January – 31 December).

4.2.3. Active duty and reserve personnel will participate in the annual awards program but not compete in the same category. Each organization, listed in paragraph 3.2.1., is allowed to nominate one individual from any branch of service for each category listed in paragraph 3.1.1. The Component/regional nominees will compete to be selected as the overall DCMA winner in the respective category.

4.2.4. DCM will ensure all nominations packages are accounted for and forwarded to the selection board members.

4.2.5. Annual award nomination packages will consist of DCMA Annual Award Nomination (Form 1) and a citation. HQ staff, Components, or Regional Director's/Commander's digital signature constitutes a finding that the member meets all eligibility criteria for selection and the nominee is approved to represent their organization at agency level.

4.2.6. The nomination body is limited to a total of 20 lines and prepared in bullet format.

12 lines – Leadership and Job Performance in Primary Duty

4 lines – Significant Self Improvement Efforts

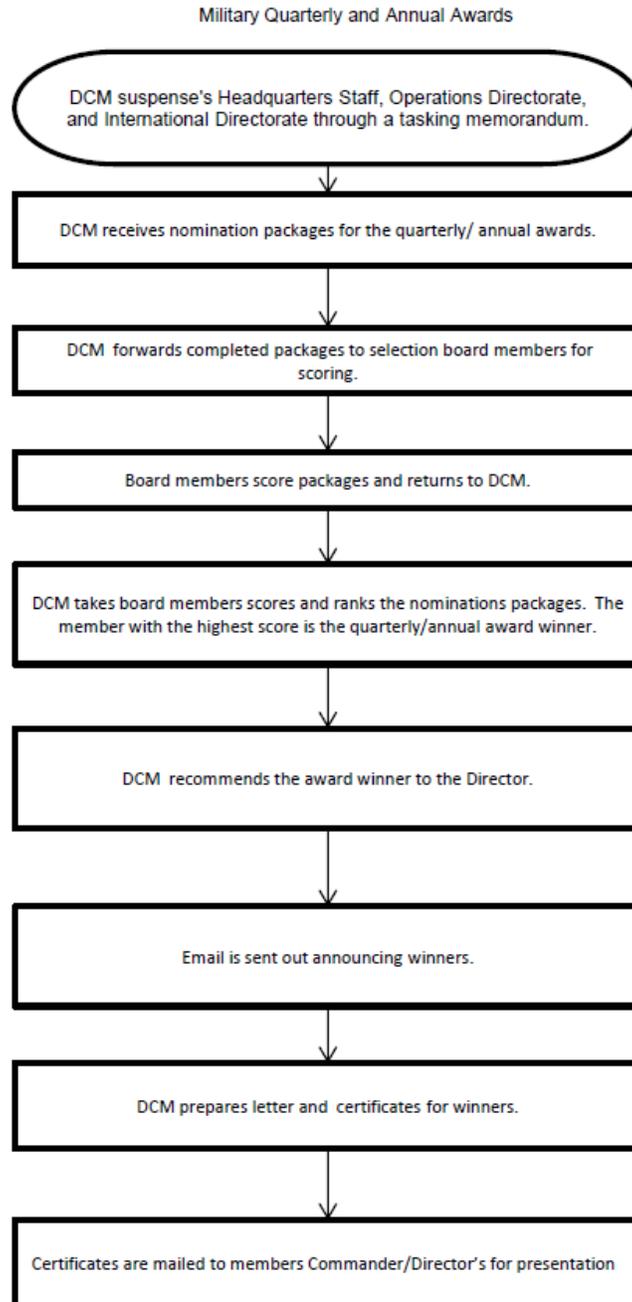
4 lines – Community Involvement

4.2.7. The citation (included with Annual Award Nomination Form), is a short summary (250 words or less) of key accomplishments to be used in the awards ceremony. Additionally, the citation may be used by DCMA Public Affairs for announcement of winners.

4.2.8. Comments will cover only accomplishments/events that occurred within the calendar year.

APPENDIX A

FLOWCHART



GLOSSARY**ACRONYMS**

CGO	company grade officer
DCM	Military Personnel Division
DCMA-INST	DCMA Instruction
FGO	field grade officer
HQ	headquarters
LNO	liaison officer
NCO	noncommissioned officer
OPR	office of primary responsibility
PLAS	Performance Labor Accounting System
SNCO	senior noncommissioned officer