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Date: 08/24/2006**Category:** 20 - Human Resources **OPR:** HR**Title:** AR 20-38 EXCEPTIONAL PERFORMANCE AWARDS AND SUGGESTION AWARDS**REVISION SUMMARY: 24 August 2006**

This regulation supersedes AR 20-38, dated 15 August 2001

AR 20-38 is revised to correct the word "biweekly" to "weekly" in paragraph d(2)(c)(1). This revision reflects the Agency's organizational restructuring that resulted from the D/CIA's decision, effective 4 January 2005, to abolish the Mission Support Offices and establish the Directorate of Support, as well as the D/CIA's decision, effective 13 October 2005, to establish the National Clandestine Service. The revision also reflects the D/CIA's decision, effective 5 July 2006, to replace the post of Executive Director with a new position, that of Associate Deputy Director of the Central Intelligence Agency (ADD/CIA).

Boldfaced text in this regulation indicates revisions.

This regulation was written by the Policy Staff, Strategy and Programs Group, Human Resources, HR Policy @DA.

38. (U) EXCEPTIONAL PERFORMANCE AWARDS AND SUGGESTION AWARDS

(U) SYNOPSIS. This regulation states policy and guidance on Exceptional Performance Awards and Suggestion Awards.

- a. **(U//AIUO) AUTHORITY.** Section 4503, Title 5, United States Code, and the CIA Act of 1949.
- b. **(U//AIUO) POLICY.** The Agency rewards employees for sustained superior performance or exceptional accomplishments with Exceptional Performance Awards. Suggestion Awards recognize employee contributions to the efficiency, economy, or improvement of government

APPROVED FOR RELEASE
DATE: JAN 2008

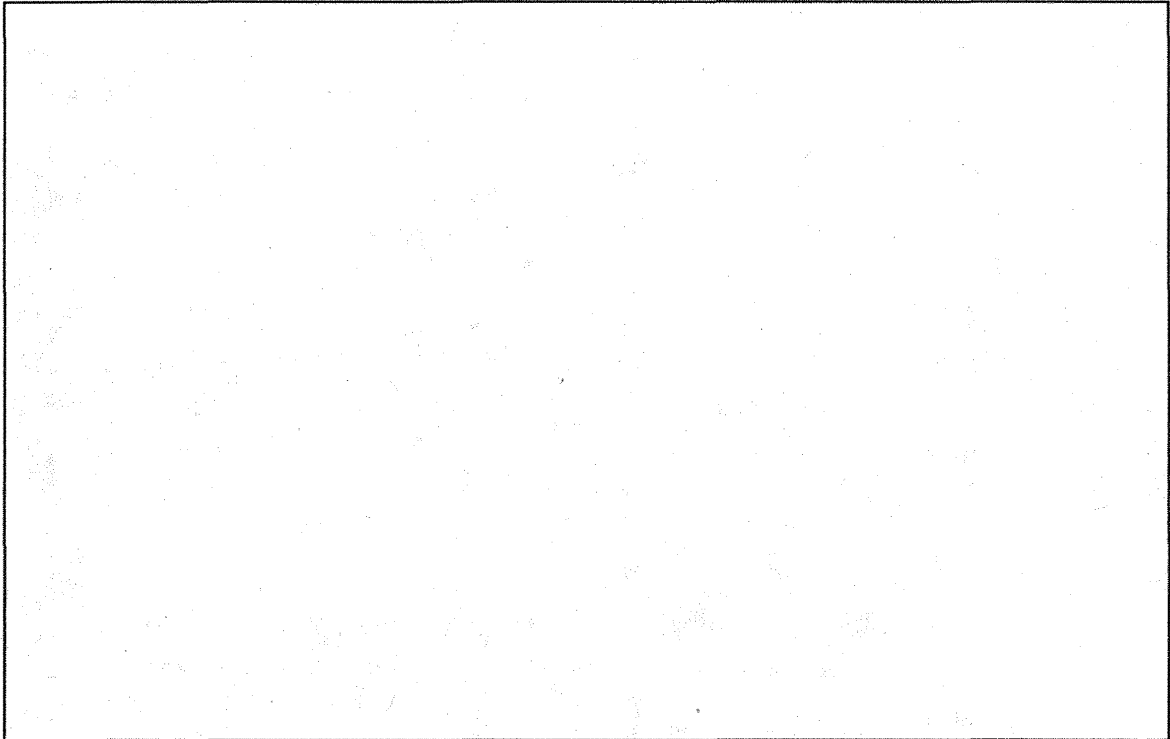
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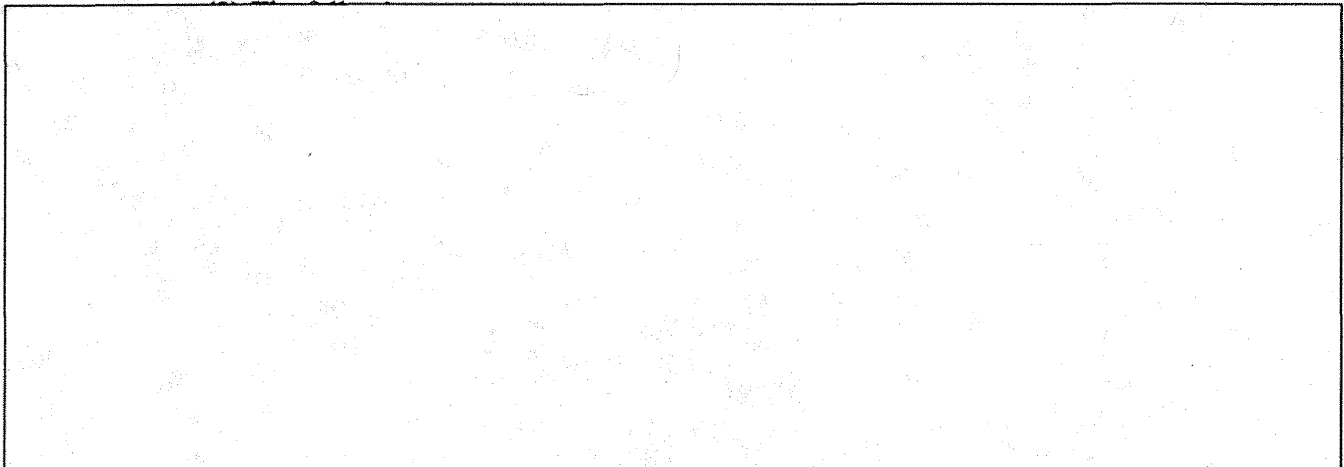
c. (U//AIUO) GENERAL

(1) EXCEPTIONAL PERFORMANCE AWARDS (EPAs). There are three types of EPAs:



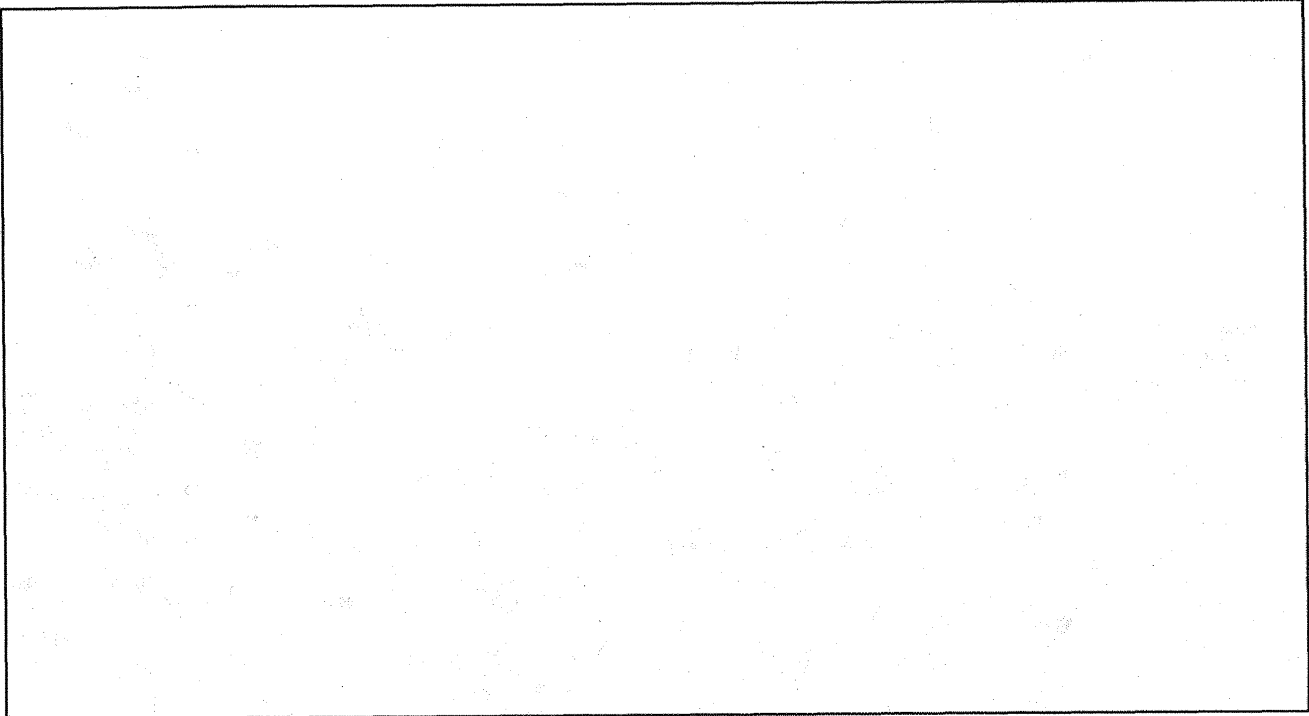
(d) Eligibility:

- (1) Employees, including members of the SIS and SES-equivalent personnel serving in the Agency, must exceed established performance criteria and demonstrate behavior consistent with the Agency's core values and fundamental attributes. Lump-sum cash awards to SIS/SES officers must be publicized Agency-wide and include the specific performance and contributions that the awards recognize.**



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(2) SUGGESTION AWARDS. The Agency grants monetary suggestion awards as follows:

- (a) When a suggestion results in monetary savings (tangible savings), the award amount is a percentage of the suggestion's estimated value. The award amount may be determined on the basis of first year savings or calculated on projected future year benefits.
- (b) When an improvement cannot be appraised on the basis of monetary savings (intangible benefits), the scope of application is considered and the award amount is based on the anticipated benefits to Agency operations.
- (c) When an invention developed within or outside of the inventor's job responsibilities results in the execution of a patent application with a license to the government or is used in the public interest, an invention disclosure award of \$100 is paid to the inventor by the Agency. If two or more employees are coinventors, each receives the \$100 disclosure award. Upon issuance of a patent or Notice of Allowability by the United States Patent Office when the application is placed under secrecy, an additional award of \$300 is paid to the inventor. When more than one inventor is involved, a final award of \$150 is paid to each eligible coinventor. Employees continue to be eligible for awards based on the invention's value according to paragraphs (a) and (b).
- (d) Employees will not be precluded from receiving suggestion and invention awards during periods of reprimands (see AR 13-1).

d. (U//AIUO) APPROVAL AND ADMINISTRATION

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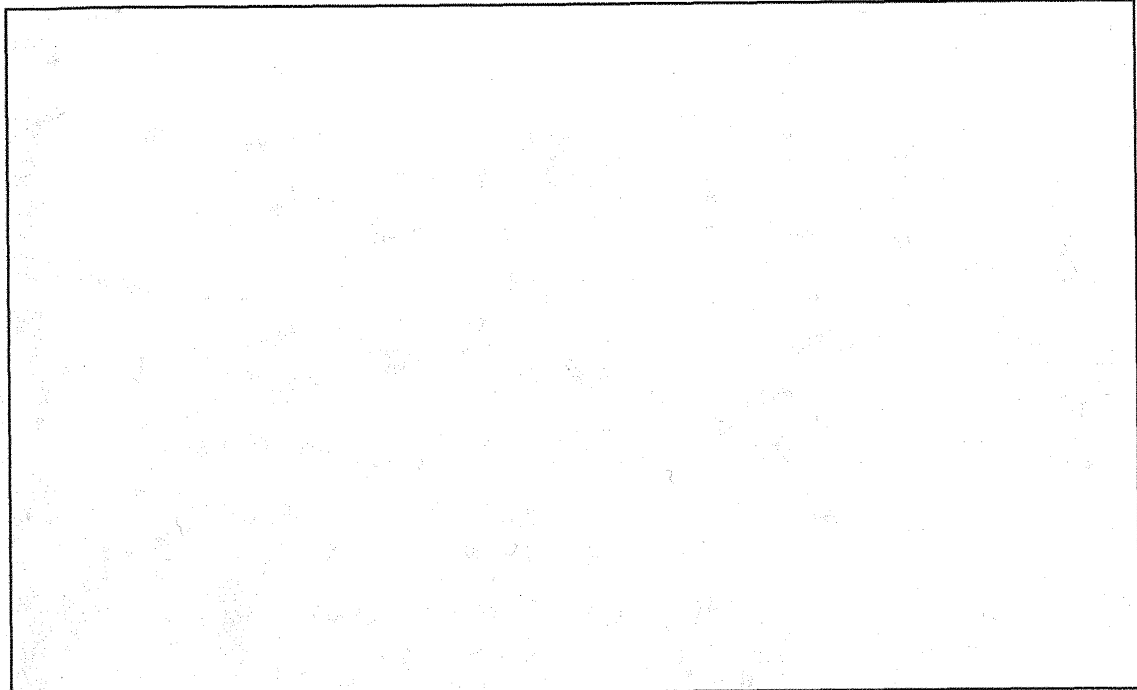
(1) Each Directorate establishes its own nomination and approval procedures for EPAs and Suggestion Awards (monetary and nonmonetary). **Directors** may delegate these responsibilities to Operating Officials and to Chiefs of Installations. Each Directorate budgets and authorizes award and related expense payments. Monetary awards are taxable. Authorized officials issuing letters of reprimand will be responsible for reviewing the circumstances leading to the reprimand and determining restrictions on the granting of monetary awards during the period of reprimand (see AR 13-1).

(2) **EXCEPTIONAL PERFORMANCE AWARDS:**

(a) **Lump-Sum cash awards:**

- (1) **Directors**; the Deputy Director, National Reconnaissance Office (DD/NRO); and Heads of Independent Offices approve awards up to \$10,000. These authorities may be redelegated.
- (2) The **Associate Deputy Director of the Central Intelligence Agency (ADD/CIA)** certifies for Office of Personnel Management approval of awards in excess of \$10,000 but not more than \$25,000 for highly exceptional and unusually outstanding achievements. When necessary to protect sensitive operations, developments, and accomplishments from disclosure, or when necessary to protect sources and methods, the **ADD/CIA** approves awards over \$10,000 but not to exceed \$25,000 under section 8 of the CIA Act of 1949.
- (3) The Executive Director for Intelligence Community Affairs approves awards of \$5,000 or less.
- (4) **Directors**, the DD/NRO, and Heads of Independent Offices prepare annual reports on all cash awards up to \$10,000 for **Executive Leadership Review Board** and **ADD/CIA** review. The reports should include the number and average amount of awards for managers and nonmanagers, and be broken out by granting office, office of assignment, race/ethnicity, and gender.
- (5) Name checks will be requested from the Inspector General when award amounts are \$5,000 and above.

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**(3) SUGGESTION AWARDS**

- (a) Heads of Career Services approve awards up to \$5,000.
- (b) Heads of Career Services may delegate approval authority for award amounts up to \$2,500 to Operating Officials or Heads of Independent Offices. The Deputy Director of the Central Intelligence Agency must approve any further delegation.
- (c) The Honor and Merit Awards Board (HMAB) approves awards above \$5,000.
- (d) HR provides policy support, maintains a central record, acts as interagency suggestion focal point, and serves as referent for interdirectorate coordination issues.

e. (U//AIUO) SPECIAL PROVISIONS

- (1) Acceptance of a monetary award constitutes an agreement that government use of any idea, method, or device for which the monetary award is granted will not form the basis of a further claim of any nature upon the government by the recipients, their heirs, or assignees.
- (2) When an Honor and Merit Award is recommended in conjunction with a cash award, Form 600 (Recommendation for Honor or Merit Award) is used for both recommendations. The form is sent to the HMAB for review of the Honor and Merit Award recommendation. The HMAB forwards it to the appropriate directorate for action on the cash award recommendation.
- (3) Award nominations for sensitive operational accomplishments are submitted to the appropriate **National Clandestine Service** component for processing and approval.
- (4) Awards submitted and approved during an individual's Agency employment may be

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awarded after separation or posthumously.

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