

## **STANDARD OPERATING PROCEDURE INCENTIVE AWARD PROGRAM**

**PURPOSE:** To establish procedures for the Incentive Award Program for the Isles District schools.

**REFERENCE:** DoDEA Regulation 5451.9, Incentive Award Program

### **1. Types of Awards:**

- a) **Special Act or Service Award (SA)** is granted for non-recurring contributions or accomplishments in the public interest, either within or outside job responsibilities, a scientific achievement, or the courageous handling of an emergency situation.
- b) **Supervisor's Cash Award (SCA)** is granted by a supervisor for day-to-day accomplishments. See regulation for examples.

### **2. Special Act or Service Award (SA):**

- a) The amount for this award will be \$250-\$2500.
- b) DS Form 5502 (see attached) must also be completed. Complete blocks 1, 3, 4, 6 (if applicable), and 7. Do not write below block 7.
- c) A memorandum nominating the employee for the SA should be attached. This memorandum should contain the following information:
  - 1) A brief description of the employee's achievement;
  - 2) The amount of the award; and
  - 3) The nominee's name and social security number.
- d) DS Forms 5502 and the memorandum will be sent to the DSO, Attention: MER Specialist, upon completion.
- e) If approved, the principal will forward a Request for Personnel Action (RPA) to the Isles District Router for processing in accordance with Isles District SOP 95-001.

3. **Supervisor's Cash Award (SCA):**

- a) The amount for this award NTE \$500.
- b) DS Form 5506 must be completed:
  - 1) The recipient's name and social security number will be entered;
  - 2) "Division" will be the School or Organization name;
  - 3) Amount of Award will be entered; and
  - 4) A brief description of the accomplishment can be written directly on the DS Form 5506; if room does not allow, a memorandum nominating the employee for the SCA should be attached. This memorandum should contain the following information:
    - (a) The nominee's name and social security number.
    - (b) A brief description of the employee's achievement.
    - (c) The amount of the award.
- c) DS Form 5506 and the memorandum will be sent to the DSO, Attention: MER Specialist, upon completion.
- d) If approved, the principal will forward a Request for Personnel Action (RPA) to the Isles District Router for processing in accordance with Isles District SOP 95-001.



Linda L. Curtis  
Superintendent