



Homeland  
Security

October 2, 2016

Policy Directive 255-12

MEMORANDUM FOR: Distribution

FROM: Alejandro Mayorkas

A handwritten signature in blue ink, appearing to read "Alejandro Mayorkas", written over the printed name.

SUBJECT: **Approval of All Monetary Awards above \$6,000**

This memorandum augments current Department of Homeland Security policy concerning approval of all monetary awards.

The current policy found in the November 6, 2007 DHS Instruction 255-02-001, Employee Recognition, states in Section IV.C.4. that "*monetary awards greater than \$6,000 must be approved by the Deputy Secretary.*" The policy further indicates as follows:

- (a) all monetary awards above \$10,000 that the Deputy Secretary has approved must also receive approval from the Office of Personnel Management (OPM); and,
- (b) all monetary awards above \$25,000, after receiving both the DHS Deputy Secretary and OPM approvals, must also be authorized by the President.

Finally, under current policy, all DHS Components, with the exception of the DHS Office of the Inspector General (OIG), must send all monetary award requests for any amount above \$6,000 to the Office of the Chief Human Capital Officer (OCHCO) for the Deputy Secretary's approval. This requirement is not restricted to DHS Title 5, United States Code-based personnel programs and applies to all monetary award and recognition policies operating in all DHS Components, with the exception of the DHS OIG.

By this memorandum the Department now augments the current policy as follows: all monetary awards above \$6,000 to any DHS employee (including Senior Executive Service, Transportation Senior Executive Service, Senior Level or Scientific or Professional members) require the Deputy Secretary's approval. DHS Components are directed not to make multiple, incremental awards below \$6,000 to circumvent the intent of this policy.

Thank you for your cooperation. Please contact Marian Manlove at (202) 357-8291 if you have any additional questions.

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