



## DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 600-30-5\*

### FINANCE AND ACCOUNTING

#### Appropriated Funds for Awards and Recognition Programs

1. **Purpose.** This Instruction prescribes policy on appropriated funds for awards and recognition programs.
2. **Applicability.** This Instruction applies to all DISA activities.
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Instruction 1400.25, DoD Civilian Personnel Management, volume 451, Awards, 4 November 2013; DoD 7000.14-R, Department of Defense Financial Management Regulations, volume 14, Administrative Control of Funds and Antideficiency Act Violations, chapter 1, Administrative Control of Funds, January 2009; and DoD Directive 5105.19, Defense Information Systems Agency (DISA), 25 July 2006.
4. **Policy.**
  - 4.1 Appropriated funds may be used to purchase tangible items of nominal value and to make cash awards for superior performance or accomplishment in accordance with the provisions of DISA award programs. Appropriated funds may be used to purchase light refreshments (e.g., soft drinks and snacks) for recognition ceremonies, as long as they enhance the recognition ceremony. The cost of the light refreshments for the event must not exceed \$10 per quarter per person assigned to the organization. Award events may be held by organizations monthly using appropriated funds, as long as the cost of the light refreshments does not exceed \$10 per quarter per person assigned to the organization.
  - 4.2 Appropriated funds will not be used to purchase items as personal or commemorative gifts, souvenirs, or a means of signifying membership in an organization, and such items should not be used as "morale-builders" unrelated to special achievement. Items purchased with appropriated funds for use as awards for civilian and military personnel may not be used as tokens of appreciation for government officials, foreign officials, or nonfederal personnel in recognition of general support or improved community relations.

FREDERICK A. HENRY  
Brigadier General, USA  
Chief of Staff

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\*This Instruction cancels DPL 2003-16, 23 September 2003, and must be reissued, canceled, or certified current within 5 years of its publication. If not, it will expire 10 years from its publication date and be removed from the DISA issuances postings.

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