

VOLUME 12, CHAPTER 17: “DoD Rewards Program”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **September 2013** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated the references in this chapter from Volume 5 with the new chapter names and chapter numbers.	Revised
1701	Added an authoritative guidance section to comply with standard operating procedures.	Addition
1703	Revised the Responsibilities of the personnel and agencies involved with the Department of Defense Rewards Program (DoDRP).	Revision
170402	Revised the payment approval amounts guidance to include the Tactical Rewards Officers authority.	Revision
Table 17-1	Added DoDRP Fund-Approving Officials: Reward Offers and Reward Payments for the purpose of clarifying the information in the chapter.	Addition
170409	Added the Other Acceptable Uses of funds from the DoDRP, such as overhead expenses directly related to the DoDRP.	Addition
Table 17-2	Added DoDRP Fund-Approving Officials: Advertising, Travel, and Administration for the purpose of clarifying the information in the chapter.	Addition
170801	Added the Annual Report to the Committees on Armed Services of the Senate and House of Representatives in accordance with Title 10, U.S. Code, section 127b.	Addition
170802	Added the Report on Designation of Countries For Which Rewards May Be Paid described in Title 10, U.S. Code, section 127b.	Addition

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CHAPTER 17

DoD REWARDS PROGRAM

*1701 GENERAL

170101. Purpose

This chapter provides guidance on the implementation of the Department of Defense Rewards Program (DoDRP) and applies to all organizational entities within DoD. It covers the execution, management, recording and reporting of expenditures of U.S. appropriations available for the DoDRP. It assigns responsibilities for administering the DoDRP; defines the purposes for which U.S. appropriations may be used; and provides specific procedures for executing, managing, recording and reporting such expenditures to ensure transparency and accountability of funds. The geographic combatant commanders are authorized to provide additional guidance consistent with this guidance.

170102. Authoritative Guidance

A. Title 10, United States Code, section 127b ([10 U.S.C. § 127b](#)), "Department of Defense Rewards Program." The Secretary of Defense (SecDef) may pay a monetary amount, or provide a payment-in-kind, to persons for providing U.S. Government personnel, or government personnel of allied forces participating in a combined operation with U.S. Armed Forces, with information or non-lethal assistance that is beneficial to:

(1) An operation or activity of the armed forces, or of allied forces participating in a combined operation with allied forces, conducted outside of the United States against international terrorism; or

(2) Force protection of the armed forces, or allied forces participating in a combined operation with U.S. Armed Forces. This authority is useful to encourage the local citizens of foreign countries to provide information and other assistance, including the delivery of dangerous personnel and weapons, to U.S. Government personnel or government personnel of allied forces. The DoDRP makes available incentives that U.S. Government personnel or allied forces can use to encourage cooperation.

B. DoD Instruction ([DoDI O-3000.13](#)), "DoD Rewards Program." (*This website is not authorized to post controlled documents. DoD PKI certificate required to access this document.*) It is DoD policy that the DoDRP pays rewards to eligible persons who provide information or nonlethal assistance to U.S. or allied forces that enables or enhances force protection of, or combating terrorism by, U.S. or allied forces.

1702. DEFINITIONS

Allied Forces. For the purposes of this document only, the term “allied forces” is defined as foreign government personnel participating with U.S. Armed Forces in combined operations outside of the United States against international terrorism.

*1703 RESPONSIBILITIES

170301. Under Secretary of Defense (Comptroller)/Chief Financial Officer

The Under Secretary of Defense (Comptroller)/Chief Financial Officer (USD(C)/CFO) holds responsibility for the following:

A. Oversees development of justification materials for the DoDRP in the President’s Budget.

B. Allocates DoDRP funds as part of the Under Secretary of Defense (Policy) (USD(P)) budget to the Director, Washington Headquarters Service (WHS).

C. Oversees execution of DoDRP funds as part of the USD(P) budget.

D. Coordinates DODRP appropriations-related engagements with the Senate Appropriations Committee – Defense, House Appropriations Committee – Defense, and other congressional staff members, Members of Congress, or committees, as required.

E. Coordinates on the DoDRP Annual Report.

170302. Office of the USD(P), Assistant Secretary of Defense for Special Operations and Low Intensity Conflict

Under the authority, direction, and control of the USD(P), the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict (ASD SO/LIC) will:

A. Implement policy for the DoDRP.

B. Approves allocation of DoDRP funds to Combatant Commanders’ (CCDRs).

C. Maintain a single consolidated SecDef pre-approved rewards list. This list will include the identity, nominating headquarters or office, the amount approved and other relevant data. CCDRs may nominate individuals or items to be placed on the pre-approved rewards list through the Director, Joint Staff.

D. Coordinate the SecDef pre-approved rewards list with the Department of State and the Department of Justice to ensure that a reward does not duplicate or interfere with the payment of reward authorized by those Departments.

170303. Geographic Combatant Commander

Each geographic combatant commander will:

- A. Designate, in writing, a program liaison officer to serve as the point of contact for all disbursement of funds, goods, or services;
- B. Establish procedures for the accounting, obligating, cash management, and disbursement of funds;
- C. Establish procedures and processes to coordinate notification of awards with appropriate representatives of the Department of State and the Department of Justice to ensure the making a reward does not duplicate or interfere with the payment of a reward authorized by those Departments.
- D. Establish internal controls and review procedures for classified voucher processing when required and in accordance with Volume 5, Chapter 9: "Disbursements."
- E. Provide a copy of commander-approved lists to the Director, Joint Staff as updates occur.
- F. Submit estimated rewards program budget requirement for the upcoming fiscal year on August 15 of the current fiscal year.
- G. Report annually to the Director, Joint Staff, no later than October 15 of each year for the preceding fiscal year.
- H. Request additional funds from ASD SO/LIC if all available funds for these purposes have been expended and additional funds are required.

170304. Director, Joint Staff

- A. Advises the SecDef on the DoDRP.
- B. Coordinates on the DoDRP Annual Report.
- C. Appoint the Joint Staff DoDRP Monitor and may, as necessary appoint one or more Joint Staff DoDRP Assistant Monitors.

170305. Washington Headquarters Service

A. Receives DoDRP funds from the USD(C)/CFO, as part of the USD(P) budget.

B. Upon approval by the ASD(SO/LIC), allocates DoDRP funds to CCDRs.

1704 IMPLEMENTING THE PROGRAM IN THE FIELD

170401. When a Reward May Be Paid

A reward may be paid for information or nonlethal assistance that is beneficial to (1) an operational activity of the armed forces or of allied forces participating in a combined operation with U.S. Armed Forces conducted outside the United States against international terrorism, or (2) force protection of the armed forces or of allied forces participating in a combined operation with U.S. Armed Forces.

*170402. Payment Approval Amounts

Tactical Rewards Officers (TROs) may approve rewards (monetary or payment-in-kind) up to \$10,000. A CCDR may approve rewards up to \$1,000,000. A reward in an amount greater than \$1,000,000 and up to \$2,000,000 requires the approval of the USD(P). Payments exceeding \$2,000,000 and up to \$5,000,000 require the approval of the SecDef or the Deputy Secretary of Defense (DepSecDef), or pursuant to a separate written delegation, the USD(P). If any nominated reward (pre-approved or otherwise) is in excess of \$2,000,000, the SecDef is required by statute to first consult with the Secretary of State. Table 17-1 from DoDI O-3000.13, illustrates these approval thresholds.

*Table 17-1. DoDRP Fund-Approving Officials: Reward Offers and Reward Payments

DoDRP Fund-Approving Official	Approval Level	Remarks
SecDef or DepSecDef	Up to \$5,000,000	For rewards in excess of \$2,000,000, must coordinate with the Secretary of State in all instances and the Attorney General in law enforcement-related instances before approving.
USD(P)	Up to \$2,000,000	May not be further delegated.
CCDR	Up to \$1,000,000	
Deputy CCDR	Up to \$1,000,000	Upon delegation by CCDR. May not be further delegated.
Directly Subordinate Command Commander	Up to \$100,000	Upon delegation by CCDR. May not be further delegated.
	In excess of \$100,000 and up to \$1,000,000	Upon approval of USD(P) and delegation by CCDR. May not be further delegated.
TRO	Up to \$10,000	In accordance with Combatant Commands Reward Programs (CCRPs) guidance. May not be further delegated.

170403. Geographic Combatant Commanders Nominations for Reward Lists

Geographic combatant commanders may nominate individuals or items to be placed on the **SecDef** pre-approved rewards list for rewards in amounts that are in excess of the authority delegated to the CCDRs. Geographic combatant commanders will submit nominations for the pre-approved rewards list through the Director, Joint Staff, to ASD SO/LIC. ASD SO/LIC will coordinate the **SecDef** pre-approved rewards list with the Department of State and the Department of Justice to ensure that a reward does not duplicate or interfere with the payment of a reward authorized by those departments, and will forward nominations to the **SecDef** or **DepSecDef** for approval. ASD SO/LIC will maintain a single consolidated list of **SecDef** pre-approved rewards. This list will include the identity, nominating headquarters or office, the amount approved, and other relevant data.

170404. Geographic Combatant Commander Approvals

A geographic combatant commander is authorized to approve rewards in an amount or with a value not in excess of \$1,000,000 per reward. Geographic combatant commanders are required to provide contemporaneous written notification to ASD SO/LIC when approving or pre-approving awards and payments of \$100,000 or more.

170405. Geographic Combatant Commander's Pre-approved Rewards List

The geographic combatant commander may provide a list of pre-approved rewards for information or assistance related to specific persons or items. Pre-approval of rewards will allow forces in the field to pay a reward quickly for the information or assistance of high interest to the U.S. Government, with the approval of the combatant commander reflected in the pre-approved list. Geographic combatant commanders will provide a copy of their geographic combatant commander-approved lists to the Director, Joint Staff as updates occur.

170406. Deputy Geographic Combatant Commander Approvals

A geographic combatant commander may delegate his authority to approve or pre-approve rewards to the deputy commander. Further, a geographic combatant commander may delegate this authority to the commander of a command directly subordinate to that geographic combatant commander, subject to the SecDef or DepSecDef approval of such delegation of authority.

170407. TRO Approvals

A geographic combatant commander may further delegate the authority to approve for rewards in the amount or with a value not in excess of \$10,000 to any subordinate U.S. Service member or civilian U.S. Government employee by authorizing the appointment of TROs. All appointments will be in writing and will clearly state the scope of the reward authority, any limitations thereon, and the accounting procedures to be used. When authorizing the appointment of TROs, geographic combatant commanders will establish procedures and criteria that TROs should apply to determine if information or other assistance merits payment of a reward, the type of reward, and the amount.

170408. TRO Certifies Reward Parameters are Met

When promulgating a list of pre-approved rewards to forces in the field, geographic combatant commanders will establish procedures and assign responsibility for certifying that information or assistance received satisfies the criteria for the geographic combatant commander's approval. Responsibility to certify that information or assistance meets the parameters of a pre-approved reward may be assigned without regard to the dollar value limits on delegation of reward approval authority. Only U.S. TROs may be authorized to perform this function.

*170409. Types of Reward Payments and Other Acceptable Uses of Funds

Rewards may be paid in cash, either in U.S. or foreign currency. TROs may also authorize payments-in-kind, including with food, local amenities, necessities, or communal rewards. In addition to the payment of rewards discussed in table 17-1, DoDRP funds may be used to pay for overhead expenses directly associated with the DoDRP. Program funds may be used to pay for: advertising reward offers, travel, and administrative expenses related to program operation. Table 17-2 reflects approval thresholds for such overhead expenses, prior to delegation.

*Table 17-2. DoDRP Fund-Approving Officials: Advertising, Travel, and Administration

DoDRP Fund-Approving Official	Approval Level	Remarks
SecDef or DepSecDef	Up to \$5,000,000	
USD(P)	Up to \$2,000,000	May be delegated, in whole or in part, to any member of U.S. forces (excluding contractors) within the Office of the USD(P), and may be further delegated.
CCDR	Up to \$1,000,000	May be delegated, in whole or in part, to any member of U.S. forces (excluding contractors), and may be further delegated in accordance with CCRP guidance.

170410. Payments Made by Designated Disbursing Officers/Paying Agents

Once a TRO has authorized or certified a reward, that officer will notify the program liaison officer, or a designated disbursing officer or paying agent appointed in accordance with Volume 5, Chapter 2: "Disbursing Offices, Officers, and Agents," who will make the authorized payment.

170411. Coordination with Departments of State and Justice

The geographic combatant commander's procedures will include a process to coordinate with appropriate country team representatives of the Department of State and the Department of Justice to ensure making of a reward does not duplicate or interfere with the payment of a reward authorized by those departments.

170412. Requests for Additional Funds

Geographic combatant commanders may request additional funds from ASD SO/LIC if all available funds for these purposes have been expended and additional funds are required. Each

geographic combatant commander will submit estimated budget requirements for the upcoming fiscal year on August 15th of the current fiscal year.

1705 PROCEDURES

170501. Allocation of Funds

The USD(C)/CFO will ensure that DoD appropriations and other funds available for the Rewards Program are properly allocated to WHS for funds control and execution. Geographic combatant commanders will notify of the Director, Joint Staff of appropriate inter-theater allocation.

170502. Improper Usage of Funds

A U.S. citizen, an officer or employee of the U.S. federal, state, or local government, or an employee of a U.S. Government contractor will not be eligible for a reward under the DoDRP. [CCDRs should be sensitive to concerns with paying rewards to foreign security force members; particularly, that the rewards could increase risk of extortion or corruption, convey a poor optic, or be perceived as subterfuge of U.S. law or DoD policies pertaining to human rights vetting for the training and equipping of foreign security forces.](#) The USD(P) may waive the prohibition against rewarding members of foreign security forces in specific countries, and will review such waivers at least annually. Requests for USD(P) approval of such authority should be sent to the ASD SO/LIC. Waivers approved prior to the effective date of this guidance remain in effect.

170503. Delivery, Transporting and Safeguarding of Funds

Any funds made available for the DoDRP will be delivered, transported and safeguarded consistent with Volume 5, Chapter 3: “[Obtaining](#) and Safeguarding Public Funds”.

170504. Appointment of Paying Agents

Paying Agents responsible for making delivery of funds under the DoDRP will be appointed consistent with Volume 5, Chapter 2: “Disbursing Offices, Officers, and Agents.” The allied forces member will receive the same training as U.S. paying agents and sign a statement of understanding. Foreign nationals and other non-U.S. citizens may not be held pecuniary liable for losses of funds, therefore when appointing non-U.S. citizens as paying agents consider the necessity and the risk of using allied paying agents. All funds advanced to and returned from the allied forces paying agents will be documented on a DD Form 1081, “Statement of Agent’s Officer’s Account” in accordance with Volume 5, Chapter 15: “Disbursing Officer Accountability Reports.” Upon completion of authorized payments, the paid vouchers, negotiable instruments, and any balance of funds will be returned to the disbursing officer with a properly completed DD Form 1081.

170505. Documentation of Payments

Payments under the DoDRP will be made and documented consistent with Volume 5, Chapter 9, “Disbursements,” and Volume 10, Chapter 8, “[Commercial Payment Vouchers and Supporting Documentation.](#)”

170506. Circumventing Limits

Monetary limits and approval requirements may not be circumvented by “splitting” a single reward through multiple rewards, or otherwise. [Payments of approved costs may be split, however, for administrative reasons \(e.g., pay a vendor 50 percent at the beginning of work and 50 percent when work is complete\).](#)

170507. Clearance of Accounts

Accounts maintained under the Rewards Program will be cleared consistent with, Volume 5, Chapter 2, “Disbursing Offices, Officers, and Agents.”

170508. Certification of Payments

Payments made under the DoDRP will be certified in a manner consistent with Volume 5, Chapter 5, “[Certifying Officers, Departmental Accountable Officials, and Review Officials.](#)”

170509. Audits and Program Reviews

The administration of the DoDRP will be subject to periodic audits by DoD’s internal review and audit organizations, including the DoD Inspector General and the various audit agencies, as well as external organizations such as the Government Accountability Office and congressional oversight committees. All officials responsible for administering the Rewards Program will cooperate fully with any review, audit or investigation conducted by such organizations.

1706 PAYMENTS AND REWARDS THROUGH GOVERNMENT PERSONNEL OF ALLIED FORCES

170601. Execution of Rewards through Allied Government Personnel

The [SecDef](#), geographic combatant commanders, and all delegated officials may use their authorities, acting through government personnel of allied forces to offer and make rewards. Rewards may not be paid acting through allied government officials after the payment date authorized by 10 U.S.C. § 127b.

170602. Request for Payment of Reward

Allied government personnel will forward requests for payment of rewards to the geographic combatant commander’s appointed program liaison officer or to a TRO (U.S. [Service member](#) or civilian U.S. Government employee) who has been delegated authority to approve a

reward in the requested amount. That individual will determine if the information or other assistance merits payment of a reward, the type of reward, and the amount.

170603. Appointment of Allied Government Personnel as Paying Agents

When practical, rewards payments in support of allied forces will be directly distributed by U.S. personnel. When direct payment of rewards by U.S. personnel is not practical, commanders may appoint allied personnel as paying agents for the DoDRP, notwithstanding the requirement in [Volume 5](#) that paying agents be U.S. Service members or civilian U.S. Government employees. Commanders should adhere to the other provisions of the [Volume 5, Chapter 2](#) when appointing allied paying agents. Commanders and disbursing officers must carefully consider the risks of using allied government personnel as paying agents. A paying agent is an agent to the disbursing officer, and the disbursing officer remains liable for public funds advanced to an allied paying agent. Commanders and disbursing officers must maintain prudent internal controls to minimize the potential risks of fraud, waste, and mismanagement by allied personnel. All funds advanced to and returned from the allied paying agent will be documented on a DD Form 1081 in accordance with [Volume 5, Chapter 15](#), “Disbursing Officer Accountability Reports.” Upon completion of authorized payments, the paid vouchers, negotiable instruments, and any balance of funds will be returned to the disbursing officer with a properly completed DD Form 1081.

170604. Allied Government Personnel Limitations

Funds will not be advanced to allied paying agent until a specific reward has been approved for payment to an identified payee. Disbursing officers advance funds to allied paying agents after examination of the payment voucher for the rewards. All funds advanced to and returned from the allied paying agent will be documented on a DD Form 1081.

170605. Allied Government Personnel Limitations

Combatant commands are responsible for ensuring all allied government personnel, nominated by their subordinate commands to offer or make rewards are properly qualified and trained. Combatant commands are also responsible for ensuring that allied government personnel through whom rewards are made perform their duties in accordance with DoD policy and procedures. Allied force government personnel participating in the reward program will have a designated U.S. liaison officer through whom to request reward funds or in-kind items and validate the information/non-lethal support.

1707 INFORMATION DISSEMINATION

170701. Information Dissemination

Media queries regarding the DoDRP will be referred to the Office of the Assistant Secretary of Defense for Public Affairs.

170702. Program Identification and Combination with Other Programs

There is no requirement that this program be identified as a U.S. or DoD program or include an official U.S. or DoD symbol. Geographic combatant commanders may combine efforts with other U.S. Government rewards programs and are not required to differentiate this program from other U.S. Government Rewards Programs, provided the DoDRP does not duplicate or interfere with the payment or publicity of a reward authorized by the Department of State or the Department of Justice.

170703. Advertisements

Geographic combatant commanders are authorized to expend funds to publicize the DoDRP and to pay associated administrative costs. Advertisements may refer to coalition or allied headquarters as the agency offering the reward. Within a coalition or allied headquarters, U.S. control over reward offers and authorizations will be maintained, with authorizations made by U.S. commanders at the level prescribed. Geographic combatant commanders are authorized, within existing authorities, to use theater information dissemination programs to support the DoDRP. Advertising programs should leverage Military Information Support Team (MIST) expertise to effectively advertise the DoDRP. MIST program funding may be used for advertising only if DoDRP advertising funds are insufficient. Funds expended to publicize and administer the program will be clearly identified and accounted for in quarterly and annual reports and include information on the target audience, funds required, and objectives. Establishment of call centers using DoDRP funding will be coordinated and approved through the Director, Joint Staff, to ASD SO/LIC.

1708 REPORTS AND NOTIFICATIONS

*170801. Annual Report

10 U.S.C. § 127b states that not later than February 1, of each year, the SecDef will submit to the Committees on Armed Services of the Senate and the House of Representatives a report on the administration of the rewards program under this section during the preceding fiscal year.

A. Each report for a fiscal year under this subsection must include the following:

1. Information on the total amount expended during that fiscal year to carry out the rewards program under this section during that fiscal year.

2. Specification of the amount, if any, expended during that fiscal year to publicize the availability of rewards under this section.

3. With respect to each reward provided during that fiscal year:

(a) The amount or value of the reward and whether the reward was provided as a monetary payment or in some other form;

(b) The recipient of the reward and the recipient's geographic location; and

(c) A description of the information or assistance for which the reward was paid, together with an assessment of the significance and benefit of the information or assistance.

4. A description of the status of program implementation in each geographic combatant command, including in which countries the program is being operated.

5. A description of efforts to coordinate and de-conflict the authority under subsection (a) with similar rewards programs administered by the U.S. Government.

6. An assessment of the effectiveness of the program in meeting its objectives.

B. The SecDef may submit the report in classified form if the SecDef determines that it is necessary to do so.

*170802. Report on designation of countries for which rewards may be paid.

Not later than 15 days after the date on which the SecDef designates a country as a country in which an operation or activity of the armed forces is occurring in connection with which rewards may be paid under this section, the SecDef must submit to the Committees on Armed Services of the Senate and the House of Representatives a report on the designation. Each report must include the following:

A. The country so designated.

B. The reason and justification for the designation of the country.

C. An estimate of the amount or value of the rewards to be paid as monetary payment or payment-in-kind under this section.

1709 WAIVERS

170901. Request for Waivers or Exceptions to Law

Request for waivers or exceptions to any provision of law that would (but for the waiver) prohibit, restrict, limit or otherwise constrain the execution of the reward program must be submitted through ASD SO/LIC, the USD(C)/CFO, and DoD General Counsel to the SecDef for approval.

170902. Request for Waiver or Exception to Guidance

Requests for waivers or exceptions to this guidance must be submitted through ASD SO/LIC to the USD(C)/CFO for approval.