



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1650.23E

N46

15 Apr 08

OPNAV INSTRUCTION 1650.23E

From: Chief of Naval Operations

Subj: COMMANDER IN CHIEF'S ANNUAL AWARD FOR INSTALLATION
EXCELLENCE

Encl: (1) CINC Installation Excellence Award Submission
Guidelines
(2) Shore Installation Management Core Business Model
(3) Sample Installation Summary

1. Purpose. To issue guidelines and criteria for U.S. Navy participation in the Commander in Chief's (CINC) Annual Award for Installation Excellence.

2. Cancellation. OPNAVINST 1650.23D.

3. Summary of Changes. Significant revisions in this instruction include:

a. Updated Enclosure (2) Shore Installation Management Core Business Model.

b. Removal of award submission secondary mailing address.

d. Photographs submitted should support the nomination's narrative.

4. Background. Established in 1984, the CINC Installation Excellence Award recognizes the outstanding efforts of personnel in the operation and maintenance of U.S. military installations worldwide. The award recognizes one installation from each Service and the Defense Logistics Agency (DLA) that has made the best use of available resources to accomplish its assigned mission and has focused on innovative management actions to increase the productivity of its work force, as well as enhance the quality of life for personnel. The Office of the Secretary of Defense (OSD) has overall responsibility for this program and each Service, establishes procedures and guidelines to select its winner.

5. Eligibility. All U.S. Navy shore installations are eligible to apply.

6. Award Period. The award recognizes accomplishments in the fiscal year preceding the year of award (e.g., nomination packages submitted in 2004 address performance in FY 2003).

7. Action. Use enclosures (1) through (3) as guidance to nominate installations for the CINC Installation Excellence Award. In addition, the following activities shall take appropriate action as indicated.

a. Installation Commanders shall submit their nomination package to their Regional Commander.

b. Regional Commanders shall select one nominee, and endorse and submit the nomination package per enclosure (2).

c. Commander Navy Installations Command (CNIC) shall:

(1) Form the Installation Excellence Award Board comprised of five senior officers or civilians (O-5/GS-13 or above) from CNIC. The board will review the nomination packages and select a winner.

(2) Forward the winner's name and package to Deputy Chief of Naval Operations (Fleet Readiness & Logistics) (OPNAV N4) for approval.

(3) As directed by OSD, provide the name of the winning installation, the nomination package, input for the President's congratulatory letter, the Special Recognition Certificates, inputs for the program, photographs for concourse display, and attendee list to the OSD CINC Installation Excellence Award Program Manager.

(4) Draft a message release for DCNO (Fleet Readiness & Logistics) (OPNAV N4) announcing the winner. The message will be released only after the Secretary of Defense's office has approved release.

(5) Assist with coordination of local travel and lodging for representatives from the winning installation attending the CINC Installation Excellence Award Ceremony.

(6) Distribute CINC Installation Excellence Special Recognition certificates to all installations nominated by the Regional Commanders.

(7) Budget necessary funding to provide awards to the winning installations.

8. Awards Description

a. The Secretary of Defense (or designated representative) honors each Service's winning installation during a ceremony held at the Pentagon annually in May. The winning installation receives:

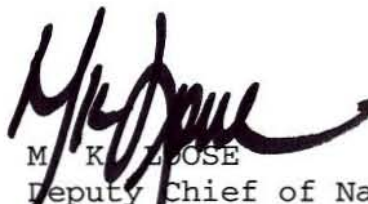
(1) An inscribed Installation Excellence Trophy for retention by the winning installation.

(2) An Installation Excellence Flag which may be flown for one year from the date of the award ceremony.

(3) A congratulatory letter signed by the President.

b. The winning installation will receive \$500,000 for installation appearance projects, which will be provided directly to its Operations and Maintenance account by CNIC. Second and third place winners will be recognized with O&MN finds in the amount of \$250,000 and \$100,000 respectively.

9. Report. The reporting requirement contained in this instruction is exempt from reports control per SECNAVINST 5214.2B.



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Distribution:

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**CINC Installation Excellence Award
Submission Guidelines**

1. Submission Instructions

a. Installations shall submit nomination packages to Commander, Navy Installations Command (CNIC) via their Regional Command. Installations shall provide three original nomination packages in three-ring binders.

b. Each Navy Region shall submit its nomination package with Regional Commander's endorsement to CNIC. The package should include a Navy Region point of contact (name, phone number, and e-mail address).

c. Packages should be sent to one of the following addresses:

Commander, Navy Installations Command
2713 Mitscher Rd. SW, Suite 300
Anacostia Annex, Washington DC, 20373

d. Packages must arrive at CNIC by the second Friday in February. Packages received after this date will be returned.

2. Nomination Package Content. Each nomination package shall be organized as follows, with a maximum of five pages:

a. Regional Commander endorsement briefly describing how the nominated installation has done the best job with its resources to sustain its mission, increase productivity of its workforce, and enhance quality of life for its personnel.

b. Page 1 shall contain:

- (1) Installation's name and location
- (2) Commanding Officer's name
- (3) Installation's mission statement
- (4) Nearest civilian community's name and location
- (5) Names of interested members of Congress

(6) Names of principal local newspapers and radio and television stations

(7) Installation point of contact, including name, phone number, and e-mail address

c. Pages 2-5 shall address how the installation has best supported its assigned mission within the framework of enclosure (2), the Shore Installation Management Core Business Model, (applicable areas only). The focus should be on imaginative and innovative management actions that promoted support to the Fleet through enhancements in readiness, Quality of Life, Quality of Service, and business processes. The narrative should describe key initiatives, achievements, and improvements that contributed to overall installation management and sustained base operations excellence.

Topics include, but are not limited to:

(1) Business process improvements/Workforce productivity enhancements

(2) Improvements to work environment or physical plant

(3) Quality of life initiatives or improvements

(4) Customer service

(5) Team-building, communication, and unit cohesiveness initiatives

(6) Community relations and participation

(7) Occupational safety and health programs

(8) Environmental stewardship

(9) Other significant accomplishments

Ensure that all topics addressed are discussed in relation to the applicable functional areas (e.g., Airfield Operations, Supply, MWR, etc.) of the Shore Installation Core Business Model.

Identify any awards received by the installation; they should be identified in the narrative under the pertinent functional area.

Provide the date the award was received and the year(s) to which the award applies. Include copies of the awards as enclosures.

d. Three sets of six to eight original 8x10 inch, high-quality color photographs. Due to problems associated with digital photographs, if digital photos are submitted, they must be either high quality printed photos or in a high resolution format on a photo CD.

The photographs should support the nomination's narrative, such as comments on base appearance, new facilities, etc. Also, provide a four to six line caption (in 12 or 14 point) describing each photograph.

e. A one-page summary about the installation. The following format should be used: 10-12 point, Times New Roman, single spaced, fully justified, landscape page setting, with margin settings: top 0.5, bottom 0.4, left 0.5, right 5.8. Text should be written in past tense. See enclosure (3) for a sample. (NOTE: Due to publishing requirements, the margins in the sample summary are not as directed above.)

Fleet				Fighter	Enable	Family
(N3)		(N4)	(N9)	(N92)	(N93)	(N00C)
Port Operations	Public Safety	Environment	Facility Support	Fleet & Family Readiness (Community Support/Personal Support)		Command & Staff
Air Operations	Force Protection	Compliance EC	Utilities UT	MWR MW	Housing	Command CA
<ul style="list-style-type: none"> • Admin & Station Aircraft Operations • Air Traffic Control • Aviation Fuel Support • Ground Electronics • Airfield Facilities • Auxiliary Airfield Support • Passenger Terminal & Cargo Handling 	<ul style="list-style-type: none"> • Law Enforcement • Physical Security Mgmt/Planning • Antiterrorism • Harbor Security • Security Ops 	<ul style="list-style-type: none"> • Mgmt & Planning • Recurring Act. Support • Non-recurring Act. Support 	<ul style="list-style-type: none"> • Janitorial • Pest Control • Refuse Collection/ Recycling • Other • Grounds Maint • Street Sweeping • Snow Removal 	<ul style="list-style-type: none"> • Cat A Activities • Cat B Activities • Cat C Activities 	<ul style="list-style-type: none"> • Management • Housing Referral • Services • Furnishings • PPV • Miscellaneous • Utilities • Maintenance • Leasing 	<ul style="list-style-type: none"> • Command/Admin CC • Integration Manager • Staff Judge Advocate CE • Off of Gen Counsel CF • Inspector General CG • Public Affairs CH • Religious Programs CD/IC3 • Readiness & Training - CX
Port Ops PR	Safety SA	Conservation CN	Base Support Vehicle & Equip TR	Bachelor Housing & Dormitories QO	Child Development CD	Resource Mgmt RN (N08/N8)
<ul style="list-style-type: none"> • Berthing & Hotel Services • Support Craft Ship Moves • Port Logistics • Port Operations Center • Support Craft Berth Days • Magnetic Silencing • Spill Response 	<ul style="list-style-type: none"> • NAVOSH • Explosive Safety • Traffic Safety • Recreational/Off-Duty Safety 	<ul style="list-style-type: none"> • Recurring Act. Support • Non-recurring Act. Support 	<ul style="list-style-type: none"> • Railway Equipment • Cranes • Vehicles • MHE • Construction • Trailers • Support 	<ul style="list-style-type: none"> • BH Operations • BH FF&E • BH PPV • Dorms Operations • Dorms FF&E 	<ul style="list-style-type: none"> • Child Development Centers • Child Development Homes • School Age Care • Contract Spaces • Youth programs 	<ul style="list-style-type: none"> • Financial Mgmt CM • Budgeting • Accounting • Policy • G&A
Other Ops Support OO	Fire & Emergency Services FI	Recycling Act. Support	Facility Management FP	Logding LO	Fleet & Family Support FS	Strategy & Future Requirements
<ul style="list-style-type: none"> • Weapons • Range Support • Healthcare Support 	<ul style="list-style-type: none"> • EMS Transport • Fire Protection & HAZMAT • Fire Protection • A/C Rescue & Fire Fighting 	<ul style="list-style-type: none"> • Facility Investment Planning • Asset Management • Real Estate 	<ul style="list-style-type: none"> • VO Operations • VO FF&E • Leased Quarters • Contract Berthing • PCS Lodging 	<ul style="list-style-type: none"> • Deployment • Crisis Response • Career Support/Retention 	<ul style="list-style-type: none"> • Info Tech Svcs IT • IT Support & Mgmt • NMCI (HS) • Base Communications • Information Assurance 	Other Community Support OC
Supply SP	Emergency Management EM	Pollution Prevention PP	Facility Investment			Info Tech Svcs IT
<ul style="list-style-type: none"> • Material Management • Supply Services • Intra-station Moves IM 	<ul style="list-style-type: none"> • EM Planning & Preparedness • EM Equipment • EM Command & Control 	<ul style="list-style-type: none"> • Recurring Act. Support • Non-recurring Act. Support 	<ul style="list-style-type: none"> • MILCON Support FQ • Collateral Equipment 			<ul style="list-style-type: none"> • Artifact Displays & Collections • Community Support Svc Office • Community Service Programs
						Other Community Support OC
						Info Tech Svcs IT
						IT Support & Mgmt
						NMCI (HS)
						Base Communications
						Information Assurance
						CA Casualty Assistance/ Honor Guard (N1) CB
						Manpower Mgmt CI
						Strategic Sourcing HRO- CJ
						FECA- DC

FY 2007 Core Business Model
updated 16 Apr 2007

Sample Installation Summary

**NAVAL AIR STATION, PENSACOLA
FLORIDA**

The mission of Naval Air Station Pensacola (NASP) is to provide superior training and a quality environment to its 121 tenant commands, encompassing more than 1600 buildings and 21,000 military and civilian personnel.

Installation maintenance is a monumental task aboard NASP since many of its buildings date back to the late 19th century. In conjunction with the Navy Public Works Center, NASP developed a robust Facility Program that included "Self-Help" projects. This initiative enabled the installation to save over \$5 million in labor costs by using available base personnel as an integral part of building maintenance.

NAS Pensacola continues to be a leader in the management of natural resources. Using student volunteers, its Environmental Department planted over 5,000 sea oats and wetland plants for shoreline stabilization and is involved in several ecologic partnerships with the Florida Department of Environmental Protection and the National Park Service.

As a premier military installation in northwest Florida, NASP is privileged to maintain an outstanding relationship with the community. Over 1,600 military and civilian personnel volunteered over 30,000 hours of their own time to more than 120 community service projects. The base also hosted 94 Junior Reserve Officer Training Corps (JROTC) visits and the National Naval JROTC Field Meet involving 1,500 cadets. Further, the base was the site of the annual Blue Angels Homecoming Air Show, drawing 170,000 spectators.

NAS Pensacola has developed the reputation as being a "World Class Customer Service Organization." The bachelor quarters and food service operations have each garnered the Navy's top awards for customer service - the Admiral Zumwalt and the Captain Edward E Ney awards, respectively. Its port facility, capable of accommodating ships up to and including aircraft carriers, received over 30 ship visits during the past year while the Air Operations Department hosted two dozen units on training detachments.