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COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1650.4B
N00
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CNIC INSTRUCTION 1650.4B

From: Commander, Navy Installations Command

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

Ref: (a) DODI 1005.16
(b) OPNAVINST 1650.23E
(c) SECNAV M-5214.1 of December 2005

Encl: (1) CINC Installation Excellence Award Submission
Guidelines
(2) Nomination Upload Instructions

1. Purpose. To implement policy outlined in references (a) and (b) and to provide guidelines and procedures for submitting Commander, Navy Installations Command (CNIC) nominations for U.S. Navy participation in the Commander in Chief's (CINC) Annual Award for Installation Excellence.

2. Cancellation. CINCINST 1650.4A dated 22 July 2013.

3. Background. This award process includes the U.S. Navy Installation Excellence Award (IEA) in conjunction with, and leading up to, selection of the Navy nominee for the Office of the Secretary of Defense (OSD) managed Commander in Chief's Annual Award for Installation Excellence.

a. The Annual Award for Installation Excellence recognizes 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 action to increase the productivity of its workforce, as well as to enhance the quality of life for personnel. OSD has overall responsibility for this program; each Service establishes procedures and guidelines to select its winner. This program is managed by the Deputy Under Secretary of Defense Installations and Environment (DUSD I&E).

b. The U.S. Navy award process also recognizes the top Navy Installation, separately from the OSD process. CNIC's selection process includes two award categories, "small" and "large" Installations with the top three in each category receiving recognition. A Selection Board using CNIC senior leaders from across the enterprise will select the top three Installations in each size category, and provide recommendations to CNIC for the winner of each category and the overall Navy nominee to OSD.

4. Policy

a. Eligibility. All CNIC Installations are eligible and encouraged to apply.

b. Award Period. The award recognizes accomplishments in the fiscal year (FY) preceding the year of award (e.g., nomination packages submitted for 2016 address performance in FY 2015).

c. Awards Description

(1) Navy Installation winners shall receive:

(a) Monetary awards for the top three winners in each category. Funds are allocated as a percentage of the total funds available in the award year based on size category and first, second, or third place finish.

(b) A CNIC IEA pennant to be flown for a period of one year after award.

(c) An award banner on the Installation's G2 homepage for a period of one year after award.

(2) The Navy's recipient of OSD's Commander in Chief's Annual Award for Installation Excellence shall receive:

(a) Secretary of Defense honors during a Pentagon ceremony.

(b) An inscribed OSD Installation Excellence trophy.

(c) An OSD Installation Excellence flag, which may be flown for one year following the date of the award ceremony.

(d) A congratulatory letter signed by the President of the United States.

5. Responsibilities

a. CNIC is responsible for providing oversight, funding, and direct liaison between Office of the Chief of Naval Operations (OPNAV) and OSD for this program.

b. Region Commanders (REGCOMS) are responsible for reviewing Installation submissions and forwarding their top ranked "large" and "small" Installation packages to CNIC for further consideration.

c. Installation Commanding Officers (COs) are responsible for submitting nomination packages in accordance with the guidance provided in enclosure (1).

d. CNIC Command and Staff is responsible for providing operational oversight and program management between HQ and REGCOMS/OPNAV/OSD to ensure all aspects of the program are met.

6. Action. See enclosure (1).

7. Forms and Reports. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (c) of January 2012.



D. R. SMITH

Vice Admiral, U.S. Navy

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<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

CINC INSTALLATION EXCELLENCE AWARD (IEA) SUBMISSION GUIDELINES

1. Process and Submission Instructions

a. Eligibility. All Installations are eligible to submit nomination packages to their Region.

b. Installation nomination submission to the Region

(1) Installation COs shall electronically submit nomination packages by uploading to the indicated Region Gateway 2.0 (G2) site. Packages should address the following minimum criteria in accordance with reference (a):

(a) Mission Support. The Installation's performance as a power projection platform for military mission(s).

(b) Energy. The extent to which the Installation developed and executed innovative and aggressive energy and water conservation programs, and the achievements toward meeting energy reduction goals.

(c) Quality of Life. Efforts made to improve the quality of life for junior enlisted members.

(d) Unit Morale. The extent to which the Installation promoted unit cohesiveness and recognized outstanding teams and individuals.

(e) Environment. Compliance, remediation, and environmental stewardship actions.

(f) Real Property Asset Management. The extent to which the Installation facilities are fully utilized or plans made to consolidate infrastructure. Temporary (re-locatable) facilities have projects programmed for replacement with permanent buildings.

(g) Real Property Stewardship. The extent to which Installation facility investments are focused on scheduled sustainment, restoration, or demolition of facilities rated in poor and failing conditions.

(h) Competitive Activities. Innovation in achieving the best value, as either a supplier or a receiver of services or goods (e.g., cost comparisons, cost reductions, competitive contracting actions, inter-service support agreements, or self-help programs).

(i) Communications. Efforts made to share information and manage data across the Installation.

(j) Safety and Health. The extent to which the Installation promoted safety and health programs.

(k) Security. The extent to which the Installation promoted security (information, physical, industrial, operational, and personnel awareness security programs), and highlighted force protection and the necessity of suspicious activity reporting.

(l) Public Relations. The extent to which the Installation promoted positive relations with the local community.

(m) Other Awards Won. Other Installation or unit awards won or citations for accomplishments occurring during the rating period.

(2) Regions will establish an internal deadline for installations to upload packages to the G2 site. Each Region shall share this site with each Installation point of contact enabling Installations to upload directly to the indicated site using the naming conventions outlined in enclosure (2).

c. Region Review. Region Commanders (REGCOMS) will review nominations using criteria outlined in paragraph 1.b of this enclosure.

(1) REGCOMS will upload large and small category nominations for further consideration in accordance with enclosure (2).

(2) REGCOMS will upload a single endorsement letter (one endorsement letter covering all nominations) to the Region Collection site in accordance with enclosure (2).

(3) REGCOMs shall set permissions to allow CNIC HQ Points of contact to view nomination packages and the endorsement letter no later than the established submission deadline.

d. Selection Board. CNIC will select Region senior leaders from across the enterprise to serve as members of a virtual board for review of all nominations. The board will be co-chaired by a Region Commander and CNIC's Deputy Commander, and will convene to select the top three Installation winners in each size category, determine rank order of the Installation nomination packages in each category, and recommend a Navy nominee for the Commander in Chief's Annual Installation Excellence Award. The results determined by the board shall be forwarded to CNIC Commander for final approval.

e. Final Approval. Upon final approval, CNIC will notify the winners and forward the Navy nominee through OPNAV to OSD.

f. CNIC HQ Command and Staff. CNIC HQ Command and Staff shall:

(1) Initiate annual award process with a TV5 tasker outlining all criteria, dates, and nomination upload instructions.

(2) Convene the Selection Board.

(3) Prepare CNIC's announcement identifying Navy winners.

(4) Ensure award funding is obligated to appropriate Regions for the winning Installations.

(5) Forward the Navy nomination to Deputy Chief of Naval Operations (Fleet Readiness & Logistics) (OPNAV N4) for staffing through the OPNAV Staff to the Secretary of the Navy and notification of the Navy winner to DUSD I&E.

(6) Assist DUSD I&E in the preparation of the ceremony by providing the name of the winning Installation, copies of the nomination package, input for the President's congratulatory letter, the Special Recognition Certificates, inputs for the

program, photographs for concourse display, and an attendee list to DUSD I&E CINC's IEA Program Manager.

(7) Assist with the coordination of local travel and lodging for representatives from the nominated Installation attending the CINC's Annual Award for Installation Excellence ceremony, as necessary.

2. Timeline. This timeline is to be used for planning purposes (dates may change year-to-year based on CNIC, OPNAV and OSD requirements). Actual dates will be incorporated into the annual CNIC TV5 Tasker Call for Nominations.

IEA Planning Timeline

<u>Task</u>	<u>NLT Date</u>	<u>Responsibility</u>
Create TV5 tasker to notify Regions of Annual IEA Submission requirements	01 Aug	CNIC
Select/Notify Selection Board members	01 Oct	CNIC
Identify/Create CNIC HQ G2 Space for Selection Board	01 Oct	CNIC
Review eligible Installation nominations and create endorsement letters	21 Oct	Regions
Submit nominees to Selection Board	29 Oct	Regions
Conduct Selection Board	02 Nov	CNIC
Obtain CNIC approval of Selection Board results	11 Dec	CNIC
Initiate staffing of Navy nominee to CINC Award through OPNAV to OSD	30 Dec	CNIC
Transfer monetary awards to winning Installations	1 Jan	CNIC
Conduct liaison with Installation/Region/OSD	On going	CNIC
Conduct Pentagon Ceremony	TBD (May)	OSD/CNIC/Installation

3. Nomination Package Content. Each Installation nomination package must be a single file and shall be organized as follows:

a. Page 1, Cover Page. This page must contain at a minimum:

(1) Full Official Name of the Installation.

(2) Name and rank of Installation Commanding Officer.

(3) Installation logo/crest in high resolution digital format, as either an Adobe Photoshop (PSD) or Adobe Illustrator (AI or EPA) file.

(4) Installation's mission statement.

(5) Names of Congressional Representatives for their District.

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

b. Pages 2-5, Installation Narrative

(1) The narrative section shall address how the Installation has best supported its assigned mission through imaginative and innovative management actions that promoted support to the Fleet and Shore through enhancements in Readiness, Quality Service, and Business Processes across Shore Operations, Facilities, and Quality of Life. Specific criteria to be addressed and evaluated should include the criteria provided in paragraph 1.b of this enclosure. Statements must include measurable data.

(2) Narrative material provided beyond page five of the submission will not be considered.

c. Page 6, Installation Summary. Provide a short Installation narrative for publication in the ceremony program of approximately 275 words in length (this narrative will also be used in the DUSD I&E staffing package to OSD for approval of the nominated installations). Format the narrative as follows so that it fits on one side of an 8.5" X 11" landscape page,

(1) Provide a consolidated summary list of all nominations formatted in MS Word, portrait page setting, Times New Roman 12 pt font, single column, left justified, 1" margins, and a maximum of four lines per certificate. Single space all text and between each nomination listed. Do not use bold text, symbols, or special effects. Certificates will be printed directly from this list. Two examples are as follows:

Examples: BMCS(SW) John J. Smith
Port Operations Department
Naval Base, San Diego

The Men and Women of the
Morale, Welfare, and Recreation Office
Naval Air Station, Jacksonville

(2) For each certificate nominee as stated in section f(1) above, provide a separate paragraph justification narrative citing the unique contribution made by the nominee. This paragraph should state how the nominee supported the Installation in winning the award.

4. Categories, Selection Process and Phases

a. The IEA within the Navy will have two categories, large and small.

(1) Large Installations are defined as any CNIC installation with an assigned CNIC population of 500 personnel or more.

(2) Small Installations are defined as any CNIC installation with an assigned CNIC population of 499 or less.

(3) Note: Each category will have a first, second, and third place winner. These Installations will receive a cash prize based upon a percentage of the total prize funding available.

b. Selection Process and Phases

folded in half in the style of a program pamphlet: MS Word, landscape page setting, Times New Roman 13 point font for Installation title; and 12 point font, single column, left and right justified for main text. Margins should be set at Top 0.5", Bottom 0.5", Left 0.5", Right 6.0". Single space all text. Do NOT use bold text, symbols, or special effects. The narrative should highlight a few of the selection criteria that the Installation most excelled at.

d. Photographs with Captions. Each photograph should contain one image (i.e., no collages). The photographs should be indicative of the personnel and events that garnered the award (i.e, installation support personnel performing their duties, installation special events and activities, or photos of buildings including people). Submit approximately 20 high quality digital photos on a separate graphics CD, high resolution (300 dpi or greater), JPEG, PNC, PSD, or TIFF format digital photographs relevant to the nomination. Photographs MUST NOT be PDF, BITMAP, or GIF files. Each photograph must include a caption under the photograph in Word (captions must be separate and under the photograph, not on the photo). Captions are limited to 30 words, must be in Times New Roman font, and 12 font size. Photographs will be used in a ceremony slide show and in award posters and displays.

e. Installation Awards. Include copies of any awards received by the Installation. There is no limit for the number of awards enclosed.

f. Nominations for Secretary of Defense Special Recognition Certificates. This paragraph pertains only to nominations identified by the Region Composite Board as one of the top three in each category. The CNIC HQ Program Manager will notify the applicable Installations that need to provide information below for certificates. The Secretary of Defense awards Special Recognition Certificates to organizations, teams, units, offices, projects, programs and individuals from the winning Installation for significant contribution toward that Installation's success. Nominations should be screened and selected by the Service HQ.

(1) Phase 1 - Endorsement. Regions select top eligible Installation in each category and those Installations prepare and submit nomination package.

(2) Phase 2 - Nomination. Region Composite Board selects three finalists in each category.

(3) Phase 3 - Selection. CNIC HQ Board recommends first, second, and third place winners for each category. CNIC Commander approves category winners and selects single Navy nominee for CNIC award.

5. Nomination Package Template. A nomination package template is available on the Gateway 2.0 IEA site at:
<https://g2.cnic.navy.mil/teamsites/230afa36-7311-47fd-ae68-c0aff3bfcd33/default.aspx>.

6. Funding. Award funding will be managed by CNIC HQ. Specific award funding as follows:

- a. First Place (50%)
 - (1) Large Installation - 30%
 - (2) Small Installation - 20%
- b. Second Place (35%)
 - (1) Large Installation - 20%
 - (2) Small Installation - 15%
- c. Third Place (15%)
 - (1) Large Installation - 10%
 - (2) Small Installation - 5%

NOMINATION UPLOAD INSTRUCTIONS

1. Installations and Regions will upload their Installation Excellence Award nominations to CNIC for further consideration using the below instructions.

2. Region "Collection" Naming Convention

a. Use the following naming convention for your Collection, holding all your nominations for CNIC consideration: each Region will upload their nominations as a file "Collection" named "'Region name' IEA Nominations" (i.e., CNRSW IEA Nominations).

3. Installation Nomination File Naming Convention

a. Use the following naming convention for the file(s) you upload: Region-Category-Installation

Example 1: CNRJ-Large-CFA Sasebo
Example 2: CNRMA-Small-NAS Brunswick
Endorsement: CNRH-Region Endorsement

4. Upload Instructions

a. Upload the file(s) to your Collection site on G2 "My Workspace" as follows:

b. Upload files:

(1) Access G2. Then select "My Workspace" from the gray menu bar.

(2) From the drop-down menu select "Files."

(3) On the "My Files" page, select the white "Upload a File" tab at upper left.

(4) Select "Browse" to search for the file you wish to upload, highlight it, and select "Open."

(5) Select "Upload." A green bar should appear indicating that you have successfully uploaded your file.

(6) Repeat this process for all your nominations going for further consideration.

5. **Uploading nomination files to your "Collection"**

a. Access G2. Then select "My Workspace" from the gray menu bar.

b. From the drop-down menu select "Collection."

c. Select "New Collection" and name the Collection per naming conventions above. The new Collection should appear in your list of Collections.

d. Go to the "Files" tab and select the files you wish to upload in the Collection.

e. Select "Add to Collection". A list of available Collections will appear. Select the Collection you desire. Click "OK".

f. You should see a notice that your file was added to that Collection.

g. Repeat this process for each file.

h. Share your "Collection" with the following CNIC HQ Command and Staff personnel below. Next to "Share with," select "People" option. Keeping "as Reader" selected, enter the below individuals.

(1) hakim.anbiya@navy.mil

(2) susan.fritz@navy.mil

(3) margaret.ridgeway@navy.mil

i. Regions must share their "Collection" with the above CNIC HQ individuals for the Region nominations to be forwarded for further consideration.