



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
716 SICARD STREET, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 12451.1A
N1
NOV 21 2011

CNIC INSTRUCTION 12451.1A

From: Commander, Navy Installations Command

Subj: COMMANDER, NAVY INSTALLATIONS COMMAND INCENTIVE AWARDS PROGRAM

Ref: (a) DON CHRM 451.1
(b) DON CHRM Guide Number 451-02 of Sep 2005
(c) SECNAVINST 5210.8D
(d) CNICINST 12451.2A
(e) CNICINST 1650.1B

Encl: (1) Definitions
(2) Approval Authority
(3) Review and Processing Procedures
(4) Procedures for Submitting Awards
(5) Scale of Award Amounts Based on Intangible Benefits
(6) Honorary Awards
(7) Format for Nominating Candidates for DON Awards Requiring Approval by the Secretary of the Navy
(8) Preparation of Citations for Navy Honorary Awards
(9) Sample Award Package
(10) Sample Citation and Certificate - Meritorious Civilian Service
(11) Sample Certificate of Appreciation - Time Off
(12) Sample Certificate of Appreciation - Monetary

1. Purpose. To establish policy and procedures for the Commander, Navy Installations Command (CNIC) Headquarters (HQ) Civilian Awards and Recognition Program in accordance with references (a) through (e). All CNIC HQ permanent and temporary employees who meet the definitions outlined in reference (c) are eligible to receive awards under this program with the exception of Non-Appropriated Fund (NAF) employees. CNIC HQ NAF employees are eligible for Department of Navy (DON) honorary awards.

2. Cancellation. CNIC Instruction 12451.1 dated 9 August 2006.

NOV 21 2011

3. Background. The awards program is designed to recognize individual employees and groups of employees for significant contributions to the DON mission. Awards are used to recognize and encourage creativity and high performance in the workplace by promptly recognizing and rewarding employees and groups of employees when noteworthy contributions are made.

4. Policy

a. Definitions for the administration of the CNIC Civilian Awards and Recognition Program are detailed in enclosure (1).

b. As required by reference (b), CNIC will budget for monetary awards using a minimum funding level for all awards. All funding for monetary awards must come from within the program submitting the request. Cash awards may be determined using a specific dollar amount or a percentage of basic pay. For awards based on a percentage of basic pay; basic pay shall be determined without taking into account any locality-based comparability, special law enforcement adjustment or interim geographic adjustment. Cash awards are subject to the approval authorities and limits outlined in enclosure (2).

c. Awards will be submitted using the authority and procedures contained in enclosures (3) through (12). Enclosure (5) will be used by supervisors to determine the recommended amount of an award by evaluating the value, scope, application, and importance of the employee's contribution. If applicable, presentation of awards shall be coordinated through the CNIC Awards Coordinator in accordance with reference (e).

5. Responsibilities

a. The CNIC HQ Chief of Staff (COS) is responsible for ensuring the integrity and consistency of the awards program.

b. The CNIC HQ N00C is designated as the HQ Awards Coordinator and is responsible for ensuring all awards are drafted correctly and forwarded to the DON Awards Review Panel (DARP) when appropriate.

c. N-Codes/Special Assistants (SAs) and supervisors are responsible for:

NOV 21 2011

(1) Recognizing and rewarding eligible employees' accomplishments and contributions through the awards program.

(2) Ensuring their personnel are informed of scheduled awards ceremonies and awardees are present accordingly or Command & Staff (N00C) is informed of an awardees absence.

6. Actions

a. The CNIC HQ COS shall:

(1) Appoint an awards board comprised of the following: At least three (rotating) representatives from the N-code/SA Directorates (0-5 and above). Other representatives may include the Force Equal Opportunity Advisor, Human Resources representative (for review of civilian awards), specific Subject Matter Experts (SME) and the Awards Board Coordinator.

(2) Schedule an All Hands Call/Awards Ceremony at least quarterly to coincide with the Commander's schedule.

(3) Ensure all aspects of the All Hands Call/Awards Ceremony is coordinated through N00C/Admin Office.

(4) Maintain the overall awards budget.

b. N00C shall:

(1) Convene a virtual (electronic) Awards Board as required to ensure each award is evaluated on its merits and documented facts. The Awards Board will evaluate civilian Honorary Awards in accordance with this instruction and Civilian of the Quarter (COQ)/Civilian of the Year (COY) procedures as outlined in reference (d). The Awards Board will forward recommendations to the COS.

(2) Be the point of contact for all inquiries related to the CNIC awards program.

(3) Coordinate and organize CNIC HQ awards and recognition ceremony as directed by the COS in accordance with reference (e).

(4) Submit a weekly report to the COS using reference (e) providing status of awards processing.

NOV 21 2011

c. The Awards Coordinator will:

(1) Review each award recommendation, using this instruction to ensure conformity with enclosures (7) through (12).

(2) Evaluate the provided narrative and the draft citation for appropriateness with respect to the recommended award.

(3) Submit the award to the CNIC Awards Board for review and approval.

(4) Prepare the Executive Summary report for the Awards Board Chairperson.

(5) Forward citations and CNIC certificates to the Commander for signature after board approval.

(6) Forward awards approved and signed by CNIC to DARP where appropriate.

(7) Provide approved honorary award information to HRSCNW to upload into civilian personnel records.

d. Members of the Awards Board shall review each award and render a vote for or against the recommended award and provide any necessary changes.

7. Forms. CNIC Form 12451/1A, Awards Justification Form is available on CNIC Gateway 2.0 at <https://g2.cnic.navy.mil/cc/CCLibrary/Forms/cnicdirectives.aspx>



M. C. VITALE
Vice Admiral, U.S. Navy

Distribution:

Electronic only, via CNIC Gateway 2.0

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

DEFINITIONS

The following definitions are for the administration of the Commander, Navy Installations Command Staff Civilian Awards and Recognition Program.

1. Awards. Awards are recognition for individual or team achievements that contribute to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives, which are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules. Regulations provide for five forms of awards that can be given to federal employees: cash awards, quality step increases, honorary awards, informal recognition awards, and time-off awards.
2. Cash Awards. A cash award is an award in which the recognition device is a cash payment that does not increase the employee's rate of pay. These include On-the-Spot and Special Acts Awards.
3. Contribution. A contribution is an accomplishment achieved through an individual, group, or team effort, which contributes to the efficiency, economy, cost avoidance, or other beneficial impact to the general workplace, public welfare, or the overall DON mission.
4. Honorary Awards. An honorary award is an award in which the recognition device is not a cash payment or time-off award but rather an award of honorific value, for example a letter, certificate, medal, plaque or other item of nominal value. Honorary awards include the DON Distinguished Civilian Service Award, the DON Superior Civilian Service Award and the DON Meritorious Civilian Service Award.
5. Incentive Award. An incentive award is a monetary or non-monetary award for a contribution resulting in tangible benefits or savings and/or intangible benefits to the government. Accomplishments and contributions reflect those that are within, beyond, or outside of normal job responsibilities. This award includes special acts or services, employee suggestions, inventions, etc.
6. Informal Awards. An informal award is an award that may be given to recognize performance (for example, career or length of

service awards) but does not merit a larger award, such as cash, time-off, or honorary award.

7. Intangible Benefits. Intangible benefits are contributions to the organization, government or public that cannot be calculated in dollars, cost savings or any quantifiable measurement. Examples of intangible benefits are:

- a. Better service to the public.
- b. Improved safety or accident prevention.
- c. Enhancing CNIC's reputation in the eyes of the Federal community or the general public.
- d. Improving the quality of work life of CNIC employees.

8. Quality Step Increase. A quality step increase is an award that increases an employee's basic pay in recognition of high quality performance.

9. Special Acts and On the Spot Awards. Using streamlined procedures, On the Spot awards are designed to quickly recognize and provide immediate reinforcement of one-time achievements by employees that have resulted in service of an exceptionally high quality or quantity. This award is particularly appropriate for rewarding employee efforts that might go unrecognized. On the Spot Awards range from \$25 to \$750 commensurate with the nature of the service or act being recognized. Special Act/Service Awards recognize exceptional accomplishments and approval for awards of \$2,500 to \$5,000 and will be reviewed by the Awards Board. Awards over \$5,000 must go to the next higher level in the chain of command (in accordance with approval authority listed in enclosure (2) of this instruction).

10. Tangible Benefits. Tangible benefits are accomplishments for the organization, government or the public that can be measured in dollars, cost savings, time or any quantifiable measurement.

11. Time-off Awards. Time off awards are awards that provide acknowledgement to employees for their accomplishments realized as time-off from work without charge to leave versus a cash payment. Recognition signals the types of achievements the organization values.

APPROVAL AUTHORITY

1. Department of Navy (DON). The DON has authority for approving/endorsing candidates for the Navy Distinguished Civilian Service Award and cash awards in excess of \$10,000 in accordance with procedures outlined in reference (b).
2. Commander and Deputy Commander. The Commander or Deputy Commander has authority for approving the following awards:
 - a. Cash awards of \$5,001 up to \$10,000
 - b. Navy Superior Civilian Service Awards and/or Meritorious Civilian Service Awards
 - c. Length of Service and Retirement certificates
 - d. CNIC honorary awards of recognition
3. Chief of Staff (COS). The COS has authority for approving the following awards:
 - a. Cash awards of \$2,501 to \$5,000
 - b. Time-off awards up to the 80-hour maximum allowed to any one individual per leave year but not to exceed 40 hours for a single contribution. For awards exceeding 24 cumulative hours to a single employee during a leave year, the N-Code must forward the request with their recommendation to the COS for approval.
4. N-Codes. N-Codes have authority for approving the following awards:
 - a. Cash awards up to \$2,500
 - b. Time-off awards up to 24 hours to any one individual per leave year.
5. Supervisors. Immediate supervisors have authority to approve time-off awards up to eight hours to any one individual per leave year.

REVIEW AND PROCESSING PROCEDURES

1. Awards Review Board. The Awards Review Board reviews and makes recommendations on all awards presented to the Commander for approval. Awards requiring the Board approval include cash awards above \$2,500 and all honorary awards.

a. The Board will ensure monetary awards remain consistent with amounts granted for similar contributions. In the event the Board determines an award level is too low or too high compared to the level of contribution and as judged against equivalent actions and award amounts, they may return the request and direct it be resubmitted with a more appropriate level of compensation.

b. The Board will review all DON Honorary Awards against the criteria established in reference (b) and make recommendations for approval or disapproval before forwarding to the DON Awards Review Panel (DARP) for processing.

c. The decisions of the Board will be made by majority vote.

d. Board members will remove themselves from discussions or votes involving awards they have submitted.

e. In cases of a tied vote, the COS or designated chairperson of the board will cast the deciding vote.

f. The decisions of the Board are not subject to review under administrative or negotiated grievance procedures.

2. Honorary CNIC Awards Processing. (CNIC) Honorary Awards will be processed by the Command and Staff Awards Coordinator.

a. HQ Equal Employment Opportunity and Civilian Personnel Policy Program Manager (N13) will provide the Awards Coordinator with a list of length of service awardees each quarter. The coordinator will review and process the awards accordingly.

b. The Awards Coordinator will also serve as the CNIC HQ point of contact and liaison with the DARP, CNIC Awards Review Board, and Manpower and Personnel (N1) to ensure awards are accurately and expeditiously processed.

3. Honorary DON Awards Processing. Submission of awards to the DARP will be entered via the HQWeb Taskers Process (TV5).

NOV 21 2011

a. Each award should include in the subject line: AWARD SUBMISSION-LNAME (Code indicating type of award). Example: AWARD SUBMISSION-SIMMONS (MC).

b. Award codes include Distinguished Service (DC), Meritorious Civilian Service (MC) or Superior Civilian Service (SC).

c. Tasker due dates should reflect the day the award is desired for presentation to the awardees with appropriate workflow dates for all review levels.

d. Working Documents should contain recommendations in "editable" format. The "editable" files should be any document provided in draft format that may be changed as it works its way up the chain of command. Enable the track changes feature in Microsoft Word when making edits. Additional documents provided as supporting material should be posted in TV5 and can be in a .PDF format.

e. If unable to access HQWeb Taskers, email award recommendations to CNIC_Awards@navy.mil and the CNIC HQ Flag Secretary.

4. Monetary Awards Processing.

a. Supervisors must complete CNIC Form 12451/1A; the Awards Justification Form.

b. Recommendations should include details of the employee's accomplishments and the benefits to CNIC. The form should also list the amount of the award (either monetary or time off).

c. Once completed the form needs approval from the appropriate approval authority as shown in enclosure (3).

PROCEDURES FOR SUBMITTING AWARDS

Prior to submitting an award recommendation, supervisors should read the Review and Processing Procedures as outlined in enclosure (3) of this instruction. These procedures provide regulatory guidance, awards eligibility, and levels of award information. The Procedures for Submitting Awards (enclosure (4)); Awards Justification Form (CNIC Form 12451/1A available on Gateway 2.0); Scale of Award Amounts Based on Intangible Benefits (enclosure (5)); Honorary Awards (enclosure (6)); Format for Nominating Candidates for Department of Navy (DON) Awards Requiring Approval by the Secretary of the Navy (SECNAV) (enclosure (7)); and Preparation of Citations for Navy Honorary Awards (enclosure (8)) should be reviewed prior to initiating any award actions.

1. Cash Awards. The Awards Justification Form (CNIC Form 12451/1A) will be used to recommend and approve Time-off Awards, On-the-Spot Awards, Special Act Awards, and Quality Step Increases. Appropriate justification, award type, and award amount must match the level of award being considered in accordance with the Scale of Awards in the Scale of Award Amounts Based on Intangible Benefits (enclosure (5)).

2. Honorary Awards. Award packages for the Navy's Distinguished Civilian Service Award, Meritorious Civilian Service Awards and Superior Civilian Service Awards must be submitted via TV5 a minimum of 60 days in advance of the anticipated presentation date for review by the CNIC Awards Review Board. The Navy Distinguished Civilian Service Award requires Secretary of the Navy approval and must go through the DON Awards Review Panel (DARP). All honorary awards packages must be submitted in accordance with references (a) and (b). Enclosure (7) is provided as a guide to assist in preparing the awards package.

3. Length of Service Awards. CNIC will only present awards to employees who have reached a service milestone while tenured with CNIC. Awards earned at previous commands must be obtained through that command. Length of service certificates will be prepared in five-year increments for five to 50 years of federal service using civilian service. A list of employees eligible for Length of Service Awards will be generated by HQ Equal Employment Opportunity and Civilian Personnel Policy Program Manager (N13) and provided to the Awards Coordinator. The Awards Coordinator will prepare the Length of Service Awards certificates and forward through the chain of command to the

NOV 21 2011

Commander or other appropriate official for signature.
Information regarding the details of the awards ceremony will be provided to N-Codes. The N-Codes will ensure appropriate notifications are made to the award recipients for attendance at the ceremony.

4. Career Service and Retirement Certificates. Supervisors are responsible for contacting the Awards Coordinator to ensure a Career Service/Retirement Certificate will be created for the retiring employee. Certificates will be prepared by the Awards Coordinator and forwarded through the chain of command to the Commander. Certificates for career service of 40 or more years of service will be forwarded to DARP for signature following the procedures outlined in reference (b). These must be submitted at least 60 days in advance of the projected ceremony.

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

The Scale of Awards table correlates an employee's achievement with intangible benefits. Weight of the contribution, scope of the application and importance of the programs affected are all valid considerations.

Contribution:

- (1) Moderate Value Change or modification of an existing program, product or service, (i.e., the suggestion of a minor but important improvement to a form or publication; proposing all printers default to two sided printing, etc.)
- (2) Substantial Value Major improvement of an existing program, product or service (i.e., using a standard database to streamline telework requests and delete paperwork, etc.)
- (3) High Value Complete revision of an existing program, product or service which greatly increases efficiency; a proposal that solves an important operational problem or contributes to improved customer service or relations with the public (i.e., reinventing the on-boarding process and training, etc.)
- (4) Exceptional Value Institute a new technique, program or principle that has high potential value; a proposal for a streamlined procedure which promotes efficiency to a greater degree than is normally achievable, or solves several interrelated problems and results in highly improved operations (i.e., building a virtual workplace where employees can meet and work with each other, etc.)

Application of an employee's suggestion:

- (1) Limited Affects operations in one CNIC program

NOV 21 2011

- (2) Extended Affects operation of several CNIC programs or offices
- (3) Broad Applicable to CNIC HQ and may be useful enterprise-wide
- (4) General Applicable throughout CNIC or makes a significant contribution Navy wide or to the public interest

	Limited Application	Extended Application	Broad Application	General Application
	Affects operations in one CNIC program	Affects operation of several CNIC programs or offices	Applicable to CNIC HQ and may be useful enterprise-wide.	Applicable throughout CNIC or makes a significant contribution Navy wide or to the public interest
Moderate: Change or modification of an already existing program, product or service	\$25 - \$500 Time off: 1 - 3 hours	\$501-750 Time off: 4 - 6 hours	\$751-1,000 Time off: 7 - 9 hours	\$1,001-1,500 Time off: 10 hours
Substantial: Major improvement of an already existing product, procedure, program	\$501 - 750 Time off: 11 - 13 hours	\$751-1,000 Time off: 14 - 16 hours	\$1,001-1,500 Time off: 17 - 19 hours	\$1,501-3,150 Time off: 20 hours
High: A complete revision of an existing product, procedure, program or activity	\$751- 1,000 Time off: 21 - 23 hours	\$1,001- 1,500 Time off: 24 - 26 hours	\$1,501-3,150 Time off: 27 - 30 hours	\$3,151-6,300 Time off: 30 hours
Exceptional: Institute a new technique, program or principle that results in a highly improved operation	\$1,001-1,500 Time off: 31 - 33 hours	\$1,501-3,150 Time off: 34 - 36 hours	\$3,151-6,300 Time off: 37 - 39 hours	\$6,301-10,000 Time off: 40 hours

HONORARY AWARDS

1. Honorary awards are a tool to promote organizational and team goals and objectives. Honorary Awards may reflect contributions made over a period of months or years.

2. Honorary awards types are as follows:

a. Department of Navy (DON) Distinguished Civilian Service Award. The highest honorary award the Secretary of the Navy (SECNAV) can confer on a DON civilian employee. They are granted only to those employees who have given distinguished and/or extraordinary service to the DON. The DON Awards Review Panel (DARP) will review all nominations. Achievements or service must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. This award should be reserved for contributions so unusual and/or significant that recognition at the SECNAV level is deserved. Additional indicators include:

(1) A pattern of long-term, sustained high performance as evidenced by the nominee having previously received high honorary awards (for example, DON Superior Civilian Service Award and/or DON Meritorious Civilian Service Award, or similar awards or honors).

(2) Career achievements recognized throughout the DON.

(3) Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee's activity or Command.

(4) Accomplishments/achievements that have had, as a minimum, DON-wide impact.

(5) Scientific or technical advances or suggestions of significant value.

(6) Accomplishments that show unusual management abilities, innovative thinking and/or outstanding leadership that benefits the DON.

(7) Responsibility for major cost savings, reductions, or avoidance.

(8) Exceptional cooperative efforts with other Navy offices, Federal agencies, or the private sector.

NOV 21 2011

(9) Unusual acts of heroism beyond the call of duty.

b. DON Superior Civilian Service Award. The second highest honorary award in the DON. The same criteria in section 2(a) above will be used for granting this award, however, the contribution, while exceptional in value, would be narrower in scope or impact (e.g., significant accomplishment with far-reaching major Command-wide impact). Commanders of Echelon 2 and above have authority to approve this award.

c. DON Meritorious Civilian Service Award. The third highest honorary award in the DON. The same criteria in section 2(a) above will be used for granting this award, however, the contributions, while high in value, are more limited in scope/impact (e.g., accomplishment should be significant and have far reaching impact, but less than the Superior Civilian Service Award). This award should not be used as a retirement award. However, if a significant accomplishment occurs close to retirement, it may be acceptable to present it at the time of retirement. Commanders of Echelon 2 and above have authority to approve this award.

d. DON Distinguished Civilian Medal for Valor. The highest honorary award for valor the SECNAV can confer upon DON civilian employees. The DARP will review all nominations. No more than one medal per person may be authorized for multiple acts of heroism resulting from the same incident. The award may be granted posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family. Eligible employees are those whose unselfish acts meet all of the following criteria:

(1) Distinguished, extraordinary and unusual acts of heroism beyond the call of duty.

(2) The individual must have exhibited extreme courage and conscious acts of sacrifice, risk to personal safety or determination in facing significant and grave danger in a perilous situation.

(3) The act of valor must be related to his or her Government employment (e.g., act occurs on the job or while employee is in a duty status; involves a military member or civilian DON employee, is related to the mission of the DON; the reputation of the DON is enhanced).

(4) The public interest is served.

NOV 21 2011

(5) Nominations must be well documented. Newspaper reports, police reports, or other contemporaneous accounts of the acts must be submitted where possible.

NOV 21 2011

FORMAT FOR AWARDS REQUIRING DON AWARDS REVIEW (DARP) APPROVAL

1. DON awards requiring DARP approval should include a brief resume not to exceed one page limited to the following data:

- a. Nominee name, position title, series and grade, and employing activity
- b. Description of Nominee's current job responsibilities
- c. Career history (include dates and position title)
- d. Education
- e. Published papers, articles or books; inventions; participation in professional and civic organizations
- f. Awards and honors

2. Narrative justification for the award not to exceed two pages and include:

- a. Area(s) of achievement upon which the nomination is based
- b. Scope and importance of mission, function, service, or task affected
- c. Extent of ingenuity, innovation, or dedication demonstrating initiatives which exceeded job responsibilities
- d. Results achieved, including benefits to the government and impact on the organization
- e. Recommended amount of award (if appropriate)

3. Citation to appear on the certificate must include:

- a. Nominee name exactly as it should appear on the certificate
- b. "From" and "To" dates for period of award
- c. Use third person reference (Mr./Mrs., he/she)
- d. Not more than one typed page, double-spaced

NOV 21 2011

e. Send as a Microsoft Word file attachment via email to CNIC_Awards@navy.mil.

f. Awards Coordinator will forward nomination package by letter, with favorable Echelon 2 endorsement for the award approval to:

Department of the Navy Awards Review Panel Executive
Secretary
Office of Civilian Human Resources (013)
614 Sicard Street SE, Suite 100
Washington Navy Yard, DC 20374-5072

NOV 21 2011

PREPARATION OF CITATIONS FOR NAVY HONORARY AWARDS

1. Citations are required to be part of the nomination package for most of the top Navy honorary awards. Citations must not exceed one page, double-spaced; this is necessary to ensure they fit onto the certificates. Citations that are too long are subject to either return to the initiating office for rewrite or in some cases where time is a critical factor, may be rewritten by the DARP staff without consultation with the nominating office.

2. Rules to follow when preparing a citation:

a. Always provide the recipient's name exactly as it should appear on the certificate.

b. On the first line, indent five spaces and start the citation with the word "For...".

c. Do NOT use terms inappropriate to the award; for example if the award is a superior level award, do NOT use the term "distinguished" or "meritorious" in the citation.

d. Dates of the service being recognized should be used; use only months and years, not days.

e. Acronyms are generally discouraged unless necessary for clarity or necessary to shorten the citation.

f. At the end of the citation, the term "Department of the Navy" should be used for civilian awards instead of U.S. Navy or Naval service.

3. Citations will appear on the award certificates for the following awards: Distinguished Civilian Service, Distinguished Public Service, and Distinguished Achievement in Science, Superior Public Service, and Meritorious Public Service awards.

4. Citations do NOT appear on the Superior Civilian Service and Meritorious Civilian Service award certificates.

SAMPLE AWARD PACKAGE FOR SUPERIOR CIVILIAN SERVICE AWARD

ACTION MEMO

21 AUG 2010

FOR: COMMANDER NAVY INSTALLATIONS COMMAND

FROM: CNIC, TOTAL FORCE MANPOWER, N1

SUBJECT: SUPERIOR CIVILIAN SERVICE AWARD ICO EMPLOYEE NAME

- Commander, Navy Installations Command (CNIC) is recommending Mr./Ms. Employee Name for the Navy Superior Civilian Service Award for his/her exceptional contribution to Navy Region Hawaii's quality of life programs. His/Her department provides Morale, Welfare & Recreation (MWR) Bachelor and Family Housing, Fleet & Family Support Center, and Galley Services for the entire Region.
- TAB A is the citation
- TAB B is the certificate

RECOMMENDATION: CNIC approve award by signing certificate and citation.

COORDINATION: None

ATTACHMENTS: As Stated

RECOMMENDATION

From: Commander, Navy Region Hawaii
To: Commander, Navy Installations Command (N1)
Subj: RECOMMENDATION FOR NAVY SUPERIOR CIVILIAN SERVICE AWARD
Ref: (a) SECNAVINST 12451.3
Encl: (1) Award Justification
(2) Proposed Award Citation
(3) Summary Resume

1. In accordance with reference (a), Commander, Navy Region Hawaii is recommending Mr./Ms. Employee Name for the Navy Superior Civilian Service Award for his/her exceptional contribution to Navy Region Hawaii's quality of life programs. His/Her department provides Morale, Welfare and Recreation (MWR), Bachelor and Family Housing Fleet & Family Support Center, and Galley Services for the Region. Enclosures (1) through (3) are provided to substantiate this recommendation. Mr./Ms. Employee Name is most strongly recommended and deserving of this individual award recognition.

2. Personal data:

- a. Name: Mr./Ms. Employee Name
- b. Present Position: GS-0340-15, Regional Program Director for Fleet and Family Readiness Programs.
- c. Command: Commander, Navy Region Hawaii, Address, City, Hawaii, Zip Code
- d. Command POC: Mr./Ms. Employee Name, (555) 555-1234

AWARD JUSTIFICATION - NARRATIVE

Not to exceed two pages

(Narrative includes area of achievement, scope of mission affected, extent of ingenuity or innovation, results achieved.)

This nomination for the Navy Superior Civilian Service Award documents the clearly superior and unsurpassed performance of Mr./Ms. Employee Name from March 1985 to July 2010.

Mr./Mrs./Ms. [Employee Last Name]'s career with the Navy started with face-to-face Sailor services in the Athletic Branch of _____ Morale, Welfare and Recreation Department. His/Her leadership potential was quickly recognized and awarded as he/she progressed through a variety of operation and staff management positions, which increased.....etc.

Mr./Mrs./Ms. [Employee Last Name], through his/her management staff has achieved the pinnacle of success in all N9 programs, as measured by awards, certifications and acknowledgements. His/Her exceptional leadership, skills, unwavering integrity, professional work ethic, and devotion to the Navy family are tested daily in his/her oversight responsibility for a large and diverse set of programs and services that include: family and bachelor housing, recreation, child and youth programs, fitness, entertainment, food and beverage, social services, essential feeding and public school liaison functions. His/Her knowledge of all these programs is extensive.....etc.

Some of Mr./Mrs./Ms. [Employee Last Name]'s more recent accomplishments include:

- Five consecutive 5-Star Admiral Elmo R. Zumwalt Awards for Excellence in Visitor Quarters
- Two consecutive 5-Star Admiral Elmo R. Zumwalt Awards for Excellence in Bachelor Housing Quarters.
- 2007 Captain Edward F. New Award for Best Shore Installation Galley in the Overseas Category
- Created a Fleet & Family Readiness Web site that promotes all N9 organizations and the NEX, which receives more than 75, 000 visits a month.
- Etc.

Mr./Mrs./Ms. [Employee Last Name]'s superior performance and impressive accomplishments, particularly in the demanding and

NOV 21 2011

responsible position as Regional Program Director for Fleet & Family Readiness Programs for Navy Region Hawaii, have demonstrated the highest caliber of leadership, innovation and diplomacy while managing a myriad of complex and politically sensitive issues. Under the expert leadership of Mr./Mrs./Ms. [Employee Last Name], every Sailor and family member assigned to or passing through Hawaii are positively affected the varied N9 programs that enhance their quality of life. Mr./Mrs./Ms. [Employee Last Name]'s superior performance and distinctive accomplishments throughout his/her 28 years of service to the federal government, makes him/her most deserving and most, strongly recommended for the Navy Superior Civilian Service Award.

SAMPLE

PROPOSED CITATION FOR SUPERIOR CIVILIAN SERVICE AWARD

EMPLOYEE NAME

For sustained superior service from March 1985 through July 2010, currently serving as Regional Director for the Fleet & Family Readiness Program, at Navy Region Hawaii. As Regional Director, Mr./Ms. Employee Name has achieved the pinnacle of success in all Fleet & Family Readiness programs, as acknowledged through: Captain Edward F. Ney Awards for excellence in Shore Installation Galleys, Admiral Elmo R. Zumwalt Awards for excellence in Bachelor Housing Quarters and Visitor Quarters, Professional Housing Management Association Award for excellence in Privatized Family Housing Partnerships, Federal Organization of the Year Award for the Morale, Welfare and Recreation Department, and other certifications and recognitions. He/She is directly responsible for providing innovative and effective delivery of family and bachelor housing, recreation, child and youth programs, fitness, entertainment, food and beverage, social services and essential feeding services for the Navy community in Hawaii. Mr./Ms. Employee Name is a committed leader who possesses the highest integrity, perceptive judgment, business acumen and a superior sense of diplomacy and tact. By his/her superior leadership, outstanding professionalism, and dedicated service, Mr./Ms. Employee Name reflects great credit upon him/herself and the Department of the Navy.

Signature

I. M. SAILOR.

Vice Admiral, U. S. Navy

RESUME

Not to exceed one page

Mr./Ms. Employee Name

GS-0340-15, Regional Program Director for Fleet and Family Readiness Programs, Commander, Navy Region Hawaii, [Address, City, State, Zip Code]

Current Job Responsibilities

Mr./Mrs./Ms. [Employee Last Name] is responsible for the following programs: Morale, Welfare & Recreation (MWR), Child & Youth Program (CYP), Bachelor Housing (Permanent Party and Visitor Quarters), Family Employment Management System (JEMS), Public School Liaison Program and Support Services Office (NAF Accounting, NAF Personnel/Payroll, program management, liaison and coordination of regional N9 matters with federal, state and local government offices, Department of Defense services, regional Navy commands, Navy ships operating within the region, the press and the public.

Summary of Federal and non-government employment

May 2000 - To Present: Region Director, GS-0340-15, Fleet & Family Readiness Programs, CNRH
Oct 1998 - May 2000: Quality of Life Director, Southeast Regional Command, GS-1101-13

Education

Bachelor of Science Degree in Recreation Management, University of Montana, 1980.

Published papers, articles or books; inventions; participation in professional and civic organizations

Board of Directors, American Amateur Racquetball
Member, National Intramural/Recreation Sports Administration
Former member, American Amateur Softball Association

Awards and honors

Civilian Meritorious Service Award - 2008
Various Outstanding Performance Awards

SAMPLE CITATION FOR MERITORIOUS CIVILIAN SERVICE

EMPLOYEE NAME

For meritorious civilian service from October 2003 to April 2010 as a Human Resources Specialist in various capacities with CNIC Headquarters Department of Civilian Personnel Policies (DCPP). As a Plank Owner of HQ DCPP, Mr./Mrs./Ms. [Employee Last Name] performed his/her demanding duties in an exemplary and highly professional manner. Serving honorably in the United States Civil Service for over 30 years, he/she has been directly responsible for unsurpassed levels of customer service for the Department of the Navy and other uniformed services commands. Mr./Mrs./Ms. [Employee Last Name]'s work performance has consistently been outstanding and his/her superlative efforts are a key element in making our Human Resources Program one of the most effective in the Navy. Mr./Mrs./Ms. [Employee Last Name]'s distinctive accomplishment and impressive devotion reflect great credit upon him/herself, CNIC HQ Department of Civilian Personnel Policies and the Department of the Navy.

Signature
I. M. SAILOR
Vice Admiral, U. S. Navy



**MERITORIOUS CIVILIAN SERVICE AWARD
TO
EMPLOYEE NAME**

CITATION:

"FOR MERITORIOUS CIVILIAN SERVICE FROM OCTOBER 2003 TO APRIL 2010 AS A HUMAN RESOURCES SPECIALIST IN VARIOUS CAPACITIES AT COMMANDER, NAVY INSTALLATIONS COMMAND, HEADQUARTERS, DEPARTMENT OF CIVILIAN PERSONNEL POLICIES (DCPP). AS A PLANK OWNER OF HQ DCPP, MR./MRS./MS. [EMPLOYEE LAST NAME] PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. SERVING HONORABLY IN THE UNITED STATES CIVIL SERVICE FOR OVER 30 YEARS, HE/SHE HAS BEEN DIRECTLY RESPONSIBLE FOR UNSURPASSED LEVELS OF CUSTOMER SERVICE FOR THE DEPARTMENT OF THE NAVY AND OTHER UNIFORMED SERVICES COMMANDS. MR./MRS./MS. [EMPLOYEE LAST NAME]'S WORK PERFORMANCE HAS CONSISTENTLY BEEN OUTSTANDING AND HIS/HER SUPERLATIVE EFFORTS ARE A KEY ELEMENT IN MAKING OUR HUMAN RESOURCES PROGRAM ONE OF THE MOST EFFECTIVE IN THE NAVY. MR./MRS./MS. [EMPLOYEE LAST NAME]'S DISTINCTIVE ACCOMPLISHMENT AND IMPRESSIVE DEVOTION REFLECT CREDIT UPON HIM/HERSELF, CNIC HQ DEPARTMENT OF CIVILIAN PERSONNEL POLICIES AND THE DEPARTMENT OF THE NAVY.

**I. M. SAILOR
VICE ADMIRAL, UNITED STATES NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND**

NOV 21 2011

(GENERAL - TIME OFF)
CERTIFICATE OF APPRECIATION

For services at Commander, Navy Installations Command

EMPLOYEE NAME

As the Deputy comptroller from October 2008 to April 2009, Mr./Mrs./Ms. [Employee Last Name] directed and monitored daily funds execution during the FY 2009 Continuing Resolution (CR) period. His/Her efforts resulted in timely and accurate real-time reporting of obligations to the Deputy Assistant Secretary of the Navy (Financial Management and Comptroller) in advance of resident automated systems capability. Mr./Mrs./Ms. [Employee Last Name]'s exceptional planning and tenacious negotiations with NAVSUP, NAVFAC, OGC, HPD's and Regions made a significant contribution that resulted in skillfully crafted overarching and conforming CR funds authorization language that expedited execution of resources.

In addition, Mr./Mrs./Ms. [Employee Last Name]'s efforts enabled a highly effective communications and information tool during the CR, reflecting "burn-rates" that consistently exceeded targets. His/Her personal engagement with the CNIC Headquarters and Region staff resulted in a surge in commitments of three-times the normal average during prior execution periods. This surge in commitments, a leading indicator to obligations, has better positioned CNIC to receive favorable mid-year review funding and for additional year-end funding.

Mr./Mrs./Ms. [Employee Last Name], your exceptional effort, dedication, planning and foresight are noteworthy and fully deserving of a "Time Off" award. Although giving you ___ hours off cannot fully express our sincere thanks, we are proud to give it to you—and more importantly are honored to have such dedicated individuals like you a part of CNIC. Your performance has had a positive impact on Team CNIC and is greatly appreciated at all levels of the Command.

I. M. SAILOR
Vice Admiral, U. S. Navy

Enclosure (11)

(SPECIAL ACT - MONETARY)
CERTIFICATE OF APPRECIATION
For services at Commander, Navy Installations Command

EMPLOYEE NAME

As the acting CNIC N5 from November 2009 to April 2010, you championed three significant projects/tasks in the Business Development area which required complex collaboration with the senior Navy stakeholders and CNIC/N5 leadership. Specifically, the ____, ____ and _____ Instruction. Each project involved jumping into a process that was well underway prior to your "acting role." You were able to quickly get up to speed with the specifics of the programs and represent the program managers at the highest levels. All projects significantly benefited from your diligent attention to detail. Additionally, you took the lead on two significant tasks in the _____ area which involved several high-level CNIC briefs to the Chief of Naval Operations.

Your efforts as the Acting N5 are noteworthy and fully deserving of a "Special Act" award. Although a monetary award cannot fully express our sincere thanks, we are proud to give it to you -- and more importantly are honored to have such dedicated individuals like you a part of CNIC. Your performance has had a positive impact on Team CNIC and is greatly appreciated at all levels of the Command.

I. M. SAILOR
Vice Admiral, U. S. Navy