

NAVAIRWARCENACDIVINST 12451.2
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NAVAIRWARCENACDIV INSTRUCTION 12451.2

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: AWARDS INSTRUCTION

Encl: (1) Performance Awards
(2) Special Act Award
(3) On-The-Spot Award
(4) Time-Off Award
(5) Length of Service Award
(6) Government-Wide, DOD-Wide and DON-Wide Honorary Awards
(7) NAVAIRWARCENACDIV Team Award
(8) Area Commander's Award
(9) Invention Award
(10) Suggestion Award
(11) Scale of Awards Based on Intangible/Tangible Benefits
(12) Incentive Award Approval/Review Authority
(13) Incentive Award Nomination Form

1. Purpose. To establish policy and issue guidelines and procedures for management of the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Performance and Incentive Awards and Recognition Program.

2. Cancellation. NATC Instruction 12450.1H, NAVAIRWARCENACDIV Instruction 12451.1, NAEC Instruction 12451.2, NAVAIRDEVEN Instruction 12451.1H, and NAPC Instruction 12451.1B.

3. Scope. This instruction applies to all NAVAIRWARCENACDIV competitive and excepted service civilian employees and members of the uniformed services (as applicable).

4. Background. The Department of the Navy Awards Program was established to improve Government operations and to recognize employees with performance and incentive awards. Awards under the NAVAIRWARCENACDIV program are to be processed in a timely manner and are designed to fairly and appropriately:

a. Recognize and reward employees individually, or in groups, as merited, for their suggestions, inventions, special achievements, or other personal efforts that contributed to quality, productivity, efficiency, economy or other improvements in Government operations.

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b. Recognize and reward employees individually or in groups, who perform special acts or services in the public interest in connection with or related to their official employment.

c. Motivate employees, individually or in groups, to increase productivity by recognizing creativity in the workplace and by rewarding employees in a timely manner after contributions are made.

5. Policy. It is the policy of the Commander, NAVAIRWARCENACDIV to recognize and reward civilian and military personnel for their contributions to quality, productivity, efficiency, and economy that are above normal position requirements. Enclosures (1) through (11) provide guidance on specific awards processing.

6. Authority and Responsibility.

a. Commander, NAVAIRWARCENACDIV will be responsible for establishing an active awards and recognition program, assigning responsibilities at appropriate levels within the activity, providing leadership and management support, and reviewing program results. He/she will appoint members to the awards board and will authorize procurement of informal recognition items, plaques, certificates, etc. Procurement of these items is the responsibility of the appropriate competency manager. The Commander, NAVAIRWARCENACDIV holds honorary and monetary award approval authority as described in enclosure (12).

b. NAVAIRWARCENACDIV Level 1 Competency Managers will:

(1) Provide leadership and management support for the awards and recognition program within his/her competency.

(2) Have approval authority as described in enclosure (12) for honorary and monetary awards recommended by competency managers within his/her competency.

c. Competency managers will be responsible for supporting the NAVAIRWARCENACDIV Awards and Recognition Program. As the official supervisor of record for assigned personnel at the specific competency level, the competency manager will have responsibility for nominating/recommending and approving awards as described in enclosure (12), and will:

(1) Submit nominations/recommendations using enclosure (13) for incentive awards. Coordinate, as necessary, with other competency managers and/or team leaders when nominations cross organizational lines.

(2) Prepare final documentation to support specific award requirements as described. If the award is given for producing tangible or intangible benefits to the organization, use enclosure (11) to determine the appropriate amount.

d. Team leader of an Integrated Product Team, Externally Directed Team, Product Support Team, or Enterprise Team, has the authority to nominate/recommend team members for awards using enclosure (13) or other designated feedback forms, and is responsible for ensuring the appropriate competency manager(s) receive the nomination(s).

e. A NAVAIRWARCENACDIV Awards Administrator will be appointed by the Commander, NAVAIRWARCENACDIV and function as the focal point for day-to-day administration of the NAVAIRWARCENACDIV Awards Program. The Awards Administrator will:

(1) Ensure regulatory correctness and compliance with applicable laws.

(2) Provide guidance to supervisors and managers to ensure procedural correctness when documenting awards.

(3) Provide assistance in determining appropriate award for type of achievement to be recognized.

(4) Prepare reports and maintain records, as necessary. Ensure availability of certificates, plaques, and appropriate informal recognition items, i.e., arm patches, coffee mugs, etc.

(5) Solicit nominations for honorary awards, coordinate, and attend the NAVAIRWARCENACDIV awards board meetings.

f. The NAVAIRWARCENACDIV Awards Board will be appointed by the Commander, NAVAIRWARCENACDIV and be comprised of appropriate management and union designees. Union members will be recommended for appointment by agreement of labor members of the Labor Management Council. The Awards Board will meet as necessary and will:

(1) Provide program direction and operational guidance for NAVAIRWARCENACDIV. On a semiannual basis, the board will

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review all approved awards to assess trends and provide a report to the Commander, NAVAIRWARCENACDIV.

(2) Screen nominations for incentive awards which may require approval, endorsement, or presentation by the Commander, NAVAIRWARCENACDIV. This will include those listed in paragraph 2 of enclosure (12), and screening will be accomplished within 30 days of receipt of the award nomination.

7. Review Authority. The Director, Human Resources Office will review this instruction annually and revise.

L. D. NEWSOME

Distribution:
List I

PERFORMANCE AWARDS

1. Background. Performance Awards will be used as a tool to acknowledge and motivate employees by recognizing and rewarding significant individual achievements or contributions to a team or organization.

2. Description

a. A Performance Award may be a one-time cash payment and/or a Quality Step Increase (QSI), an additional step increase. Awards shall be based on the employee's rating of record for the current appraisal period. These awards are generally distributed within 90 days of the end of the employee's appraisal cycle.

b. Award amounts will fall within the following parameters:

<u>Level 5 Rating</u>	<u>Level 4 Rating</u>
Up to 2% of base salary and/or QSI	Up to 1% of base salary

3. Criteria

a. Performance Cash Awards: A monetary award for performance during a specific rating period. Employees covered by the General Schedule and Federal Wage System are eligible for this award. To be eligible for a cash performance award, the employee must receive a rating of record of Level 4 (Exceeds Fully Successful) or Level 5 (Outstanding).

b. QSI: An additional within grade increase in civilian salary in recognition of high quality performance above that ordinarily found in the type of position covered. To be eligible for a QSI, an employee must occupy a permanent General Schedule position and receive a Level 5 (Outstanding) rating of record. Only one QSI may be granted in any 52 week period. The 52 week period starts on the effective date of the QSI. Recommendations for QSI's shall be submitted to the appropriate approval authority within 30 calendar days of the end of the performance appraisal period.

4. Procedures

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a. The awards budget will be determined by management and a percentage allotted for performance awards. Each Level 1 Competency Manager will receive an awards budget and QSI allocation in writing.

b. Level 1 Competency Managers will provide QSI and award budget allocations and guidance to lower level competency managers.

c. Based on appropriate input, supervisors of record will recommend employee rating/award.

d. Higher level supervisor/competency manager will review and forward with rating/award recommendation.

e. Level 1 Competency Manager/designee approves/disapproves rating and award amounts.

f. Designee forwards approved awards to the Human Resources Office for processing. Information and rating are forwarded to the supervisor of record for employee notification.

SPECIAL ACT AWARD

1. Background. Special Acts are generally used to recognize nonrecurring contributions by an individual or a group of employees for an effort which goes beyond expected job performance.

2. Description. This award may be granted at any time to civilian employees and will consist of a certificate and a monetary award. The monetary scales for computing these awards based on tangible and intangible benefits are contained in enclosure (11). The military equivalent could be a Navy Achievement or Navy Commendation Medal.

3. Criteria. This award provides individual or group recognition either within or outside normal job responsibilities, such as, an exemplary accomplishment, scientific or research achievement, act of heroism, or courageous handling of an emergency situation related to official employment.

4. Procedures. Integrated Project Team, Externally Directed Team, Product Support Team, Enterprise Team Leaders or competency managers will nominate and/or approve as appropriate and a higher level competency manager will authorize the award. The nomination form in enclosure (13) will be used to process this award.

ON-THE-SPOT AWARD

1. Background. This award is a Special Act Award for a one-time achievement that provides an immediate reinforcement for performance beyond the normal bounds of an employee's job and which benefits the local workplace.

2. Description. This award may be granted at any time to civilian employees. The award will consist of a certificate and a monetary award from \$25 to \$250. The recommended military equivalent could be a letter of appreciation.

3. Criteria. This award is intended to enhance morale by recognizing employee contributions which are of immediate benefit, noteworthy, and deserving of recognition. Such contributions will be of a one-time, nonrecurring nature.

4. Procedures. Integrated Project Team, Externally Directed Team, Product Support Team, Enterprise Team Leaders or competency manager will nominate and/or approve as appropriate and a higher level competency manager will authorize the award. The nomination form in enclosure (13) will be used to process this award.

TIME-OFF AWARD

1. Background. Time-off from duty may be granted, without loss of pay or charge to leave, in recognition of superior accomplishments or other personal effort that contributes to the quality, efficiency, or economy of government operations. This award may be granted to either civilian or military.

2. Award limitations for civilians

a. The total amount of time-off which may be granted to a civilian employee during one leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

b. The maximum amount of time which may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution will be one-half the maximum amount of time that could be granted during the year.

c. Time-off granted as an award must be scheduled and used within 1 year after the award is granted.

d. A time-off award does not convert to cash under any circumstances.

e. The time-off award can be transferred within the Department of the Navy. However, if the employee is transferring to another Department of Defense activity or outside the Department of Defense, the time-off cannot be transferred.

3. Criteria. Examples of achievement which may be considered for a time-off award are making a high quality contribution involving a difficult or important assignment, displaying special initiative and skill in completing an assignment or project before the deadline; using initiative and creativity in making improvements in a product, activity, program, or service; accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

4. Procedures. For military members, please see the appropriate military regulations. For civilians, an Integrated

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Project Team, Externally Directed Team, Enterprise Team Leader or competency manager will nominate and/or approve as appropriate. The nomination form in enclosure (13) will be used for processing this award. When an employee uses the time-off, the absence shall be recorded on the timecard as administrative leave. The time-off will be charged to hour code "LY" on the timecard. The employee's leave and earnings statement will reflect the time-off balance available to the employee. The time-off shall be requested by the employee in the same fashion as annual leave.

LENGTH OF SERVICE AWARD

1. Background. Length of service awards are granted in recognition of federal service.
2. Description. These awards consist of a certificate and a pin.
3. Criteria. Federal length of service awards are granted to civilian employees for years of federal service. The 40, 45, and 50 year awards consist of a certificate signed by the Secretary of the Navy and a pin.
4. Procedures. The Human Resources Office will issue these awards as appropriate.

GOVERNMENT-WIDE, DOD-WIDE AND DON-WIDE HONORARY AWARDS

1. Background. Honorary awards include a broad range of awards for significant contributions. Some are designed to recognize a specific kind of contribution, i.e., scientific achievement, inventions and public safety.

2. Criteria. See attached for a listing of the honorary awards. While representative of most honorary awards, the list is not all inclusive.

3. Procedures. Area nominations for these awards will be solicited by the Awards Administrator. The team leader or competency manager will submit the nominations to a higher level competency manager for concurrence using the nomination form, enclosure (13). The nominations will then be screened by the area Awards Board. Nominations approved by the board will be returned to the nominator for completion of the formal nomination package. This package will be reviewed by the Awards Administrator for completeness prior to being submitted to the Commander, NAVAIRWARCENACDIV for further processing.

AWARD	GRANTED FOR	GRANTED TO	GRANTED BY
<p>DON Civilian Service Awards</p> <p>Meritorious</p> <p>Superior</p> <p>Distinguished</p>	<p>Service or contributions high in value and/or benefits to DON, such as at the local activity level</p> <p>Service or contributions exceptional in value and/or benefits to DON such as at the Command Level</p> <p>Extraordinary service or contribution of major significance to DON, including great courage and personal risk</p>	<p>Civilian Employees</p>	<p>Area Commander/ Delegated Competency Manager</p> <p>Commander Naval Air Systems Command</p> <p>Secretary of the Navy</p>
<p>DON Public Service</p>	<p>See Program Administrator</p>	<p>Private citizens</p>	<p>Secretary of the Navy</p>

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AWARD	GRANTED FOR	GRANTED TO	GRANTED BY
Outstanding Federal employee with disabilities	Recognizes employees with a disability who have displayed exceptional job performance despite disabling factors. Must be involved in one or more community activities	Civilian employees with disabilities	Assistant Secretary of the Navy for Manpower and Reserve Affairs
DOD Civilian Service Meritorious Distinguished	(DON Highest Award prerequisite to consideration for DOD Awards) Careers that reflect extremely significant, broad contributions to DOD economy, efficiency, or operations	DOD civilians	Secretary of Defense Secretary of Defense
DOD public service	See Program Administrator	Private Citizens	Secretary of Defense

AWARD	GRANTED FOR	GRANTED TO	GRANTED BY
SECDEF Letter of Commendation	A single suggestion, special act, or productivity initiative that resulted in \$100K or more first year savings. Initiative must be over and above regular job requirements.	Individuals or Groups	Secretary of Defense
SECDEF Award for Productivity Excellence	Same as above, except that initiative resulted in \$1 million or more in first year savings	Individuals or Groups	Secretary of Defense
GEICO Public Service	Excellence, dedication, and accomplishment in public service on one of four categories: - Fire prevention/safety - Traffic/safety/accident prevention - Physical rehab - Alcohol	Civilian employees	GEICO

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AWARD	GRANTED FOR	GRANTED TO	GRANTED BY
Presidential awards for outstanding Federal employees with disabilities	Recognizes 10 Federal employees with disabilities who have displayed exceptional job performance despite disabling factors, and who have made contributions through community involvement	Civilian employees	Office of the President
President's volunteer action	Volunteer activities of benefit to the community, state, or nation	Individuals	Office of the President
Letter of Commendation from the Office of the President	Suggestion, invention, or other act which produced tangible savings for \$250K or more. For civilian nominees, must have been recognized by a Civilian Incentive Award	Civilian or Military	Office of the President

AWARD	GRANTED FOR	GRANTED TO	GRANTED BY
Presidential Management Improvement Award	Must have received a Presidential Letter of Commendation. This award is for extraordinary contributions toward cost savings and management improvement	Civilian or Military	Office of the President

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NAVAIRWARCENACDIV TEAM AWARD

1. Background. This award is intended to reward teamwork and to be presented in a very timely fashion with minimal administrative procedures. Nominations for this award may be submitted by anyone.

2. Description

a. The award is presented by any level manager, team leader, and/or team customer.

b. The award consists of an item from the awards center with a value of up to \$15.00 per person.

3. Criteria. Consideration for this award shall be based on meeting either of the following:

a. Team effort representing achievements in at least five of the following:

- (1) The team works well toward its goal.
- (2) The team functions well together.
- (3) The team solves conflicts in a timely manner.
- (4) Team values input from all members.
- (5) Members foster honest, open, and constructive communication.
- (6) All team members contribute.
- (7) Members foster team cooperation.

(8) The team is aware of its strengths and weaknesses and works to enhance the abilities of all members.

(9) Members have the knowledge of what other members are doing and develop the required skills to fill in as needed.

- (10) Team strives toward excellence.

b. Team achievements which enhance local NAVAIRWARCENACDIV efforts, supports fleet requirements, or mission readiness. (Achievements can include, but are not limited to, development, accomplishment, or improvement of processes. They can be technical or nontechnical, direct or support, tangible or intangible, site specific, intracompetency, or intercompetency.)

4. Procedure. Nominations (see attached flowchart) will utilize enclosure (13), and will be submitted to the responsible competency manager or team leader for review and forwarding to higher level authority for approval.

AREA COMMANDER'S AWARD

1. Background. This award is meant to recognize teamwork at the Commander, NAVAIRWARCENACDIV level.

2. Description

a. The award is presented by the Commander, NAVAIRWARCENACDIV.

b. The award consists of a letter of commendation in the recipient's personnel folder and a plaque for each team member.

c. Military employees may receive equal recognition.

3. Criteria. Consideration for this award shall be based on meeting all of the following:

a. Team effort and excellence that are directly related to the mission and represents an outstanding achievement in a specific problem area or a breakthrough enabling mission accomplishment, or both. The achievement must demonstrate a team's effort in overcoming difficulty to solve problems or develop methods to enhance the operational capability of existing systems, or both.

b. Significant team achievements that enhance NAVAIRWARCENACDIV efforts, supports fleet requirements, or mission readiness. (Achievements can include, but are not limited to, development, accomplishment, or improvement of processes. They can be technical or non-technical, direct or support, tangible or intangible, site specific, intra-competency, or inter-competency.)

c. Exceptional teamwork promoting a positive work environment that demonstrates and enhances the principles of employee empowerment and ownership.

d. Significant accomplishments in at least eight of the following:

- (1) The team works well toward its goal.
- (2) The team functions well together.
- (3) The team solves conflicts in a timely manner.

- (4) Team values input from all members.
- (5) Members foster honest, open, and forthright communication.
- (6) All team members contribute.
- (7) Members foster team cooperation.
- (8) The team is aware of its strengths and weaknesses and works to enhance the abilities of all members.
- (9) Members have the knowledge of what other members are doing and develop the skills to fill in as needed.
- (10) Team strives toward excellence.

4. Procedure. Nominations (see attached flow chart) will utilize enclosure (13), and will be submitted to the responsible competency manager or team leader for review and forwarding to higher level authority for approval prior to submission to the NAVAIRWARCENACDIV Awards Board for review and final approval by the Commander, NAVAIRWARCENACDIV.

INVENTION AWARD

1. Background. Invention Awards are cash awards which are based on inventions whose significance to the Department of the Navy or the public has been recognized by the Department of the Navy approval to apply for a patent or Statutory Invention Registration; by grant of a patent or issuance of a Statutory Invention Registration; or by acceptance for publication in the Navy Technical Disclosure Bulletin. Individual civilian and military employees and groups of employees are eligible.

An invention is any patentable original design, or improvement of existing design for a machine, process, or manufacture. An invention is considered to be above and beyond normal job expectations and, therefore, eligible for an incentive award.

Any employee or military member should contact their Awards Administrator or the Patent Office for invention award information. The Patent Office provides information on the submission of requests for approval to apply for a patent and awards relative to inventions will be granted based on the Patent Counsel's recommendation.

SUGGESTION AWARD

1. Background. The Beneficial Suggestion Program provides a means whereby "idea" types of contributions are brought to the attention of management for consideration for adoption. Employees whose suggestions are adopted are given recognition and, if appropriate, monetary awards. The program was established to encourage and stimulate the submission of ideas which will improve the operations of the Navy and/or the Government.

Any employee or military member should contact their Awards Administrator for further information on the submission of a beneficial suggestion.

*****ENCLOSURE 11 NOT AVAILABLE ELECTRONICALLY*****

INCENTIVE AWARD APPROVAL/REVIEW AUTHORITY

1. Approval Authority

a. Competency managers will approve and a higher level competency manager will authorize:

- (1) Monetary awards up to \$2,500.
- (2) Area command specific awards.
- (3) Navy Meritorious Civilian Service Awards.

b. Competency managers will approve and the area Commander will authorize:

- (1) Monetary awards from \$2,501 to \$5,000 for individual awards.
- (2) Monetary awards from \$2,501 to \$10,000 for group awards.

c. Awards that must receive approval of Area Commanders (or subdelegated competency managers) before approval at higher echelons:

- (1) Government-wide, Department of Defense, or Department of the Navy honorary awards.
- (2) Monetary awards above \$5,001 for individuals.
- (3) Monetary awards above \$10,001 for groups.

2. Review Authority

a. Awards that must be reviewed for approval/disapproval of area Awards Board.

- (1) Monetary awards over \$2,500.
- (2) Area specific honorary awards.
- (3) Government-wide; Department of Defense-wide; and Department of the Navy-wide honorary awards for submission to higher echelons for approval.

INCENTIVE AWARD NOMINATION FORM				
TO: ADMINISTRATOR, INCENTIVE AWARDS PROGRAM				
1. RECOMMENDATION FOR AWARD				
EMPLOYEE NAME	SOCIAL SECURITY NO	POSITION	GRADE	CODE & ORGANIZATI
2. TYPE OF AWARD				
<input type="checkbox"/> SPECIAL ACT/SERVICE <input type="checkbox"/> ON THE SPOT			<input type="checkbox"/> TIME-OFF	
<input type="checkbox"/> NAWCAD TEAM AWARD AWARD			<input type="checkbox"/> AREA COMMANDER'S	
<input type="checkbox"/> HONORARY AWARD			<input type="checkbox"/> OTHER	
				PERIOD OF ACCOMPLISHMENT:

DESCRIPTION OF ACCOMPLISHMENT:

3. ESTIMATE OF BENEFITS (COMPLETE IF APPLICABLE)

INTANGIBLE BENEFITS:

VALUE
HIGH

MODERATE
 EXCEPTIONAL

SUBSTANTIAL

EXTENT OF
APPLICATION
BROAD

LIMITED
 GENERAL

EXTENDED

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TANGIBLE BENEFITS: COMPUTE LABOR SAVINGS AT ACTUAL COST FOR FIRST YEAR OF APPLICATION APPLICABLE.
COMPUTE SAVINGS AND ATTACH SEPARATE SHEET.

NOMINATING OFFICIAL
(SIGNATURE AND CODE)

AWARD AMOUNT:
DATE:

APPROVING/AUTHORIZING OFFICIAL
(SIGNATURE AND TITLE)

DATE: