



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 12451.4  
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USNA INSTRUCTION 12451.4

From: Superintendent

Subj: INCENTIVE AWARDS PROGRAM

Ref: (a) 5 CFR, Part 45 (NOTAL)

Encl: (1) Guide to Incentive Awards

1. Purpose. To establish the Naval Academy's Incentive Awards Program per reference (a).
2. Cancellation. USNAINST 12451.2 and USNAINST 12451.3.
3. Discussion
  - a. It is the policy of the Naval Academy to use the Incentive Awards Program to recognize those employees whose superior contributions set the standard for quality and excellence. When properly used, this program can produce substantial benefits by motivating people to be more creative and productive.
  - b. Monetary awards are an important, although not always financially feasible, way to recognize the superior achievements of employees. There are other nonmonetary awards which managers and supervisors may use to honor deserving employees. A sincere "thank you" is also an extremely important and effective way to recognize employees for a job well done.
4. Action. Enclosure (1) describes the various incentive awards for which civilian employees may be considered. As noted, some of these awards are also applicable to military personnel. Managers and supervisors are encouraged to make full use of the Incentive Awards Program to recognize and reward employees whose contributions exceed normal expectations.
5. Forms. All required forms are listed in this instruction. They may be reproduced locally or obtained from the Human Resources Department.

A handwritten signature in cursive script, appearing to read "C. R. Larson", is positioned above the printed name.

C. R. LARSON

Distribution:  
AA (plus 50 to HRD)

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## GUIDE TO INCENTIVE AWARDS

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Enclosure (1)

## GUIDE TO INCENTIVE AWARDS

### SECTION I

#### INTRODUCTION

1. People want more from their jobs than a pay check every two weeks. They want a sense of achievement and to feel valued and recognized for their accomplishments. Effective supervisors know the value of recognizing good work. They give recognition through daily feedback on job performance and personal congratulations on work well done.
2. Supervisors' efforts to provide the satisfaction which make for a positive work situation can be supplemented by using the Incentive Awards Program. This program is designed to reward significant contributions made by individuals and groups. It includes cash awards for special acts and suggestions and non-monetary "honorary" awards for a broad range of contributions.
3. Supervisors should consider employees for appropriate recognition throughout the course of the year rather than solely in conjunction with annual performance ratings. They may submit recommendations for an incentive award any time there has been a significant contribution either by an individual or group in the work unit.
4. Prompt recognition has the highest impact. Not only does the employee receiving the award appreciate that his or her efforts are being recognized, but the connection between the contribution and the reward will be obvious to co-workers as well.
5. Presentation of Awards. Awards should be presented promptly and with such ceremony and publicity as is appropriate to the significance of the award. Photographs should be taken of the presentation and a print given to the employee (s). For major awards, including length-of-service of 30 years or more and large group awards, the level of ceremony should be escalated by inviting appropriate members of the Executive Steering Committee to participate.
6. Incentive Versus Performance Awards. Detailed information on specific incentive awards is contained in the following sections of this Guide. Section VI provides a summary of monetary and honorary awards, some of which are in addition to those described elsewhere in the Guide. Questions concerning the Incentive Awards Program may be referred to your servicing personnel specialist in the Human Resources Department (HRD).

## SECTION II

### SPECIAL ACT AWARDS

1. **Special Act** awards are monetary awards designed to recognize individual or group achievements of a *non-recurring* nature. These achievements may be within or outside an employee's normal job responsibilities. They may be directly connected to an employee's official duties, such as a special assignment, or in the public interest. Examples of efforts which qualify as special acts include performance which has involved overcoming unusual difficulties; exemplary achievements; performance of assigned duties with special effort or special innovation which results in significant increases in productivity, economy, or other highly desirable benefits; or acts of heroism.

a. Form of the Award. The monetary value of a Special Act Award is based on measurable benefits - tangible, intangible, or a combination of the two. The amount of the award to be granted is determined by using the Award Scales for Tangible and Intangible Benefits (Attachment 1 to this Guide) or a combination of both if appropriate.

b. Recommendation and Approval Process

(1) Special Act awards may be initiated by the immediate supervisor and routed through the chain of command to the cognizant Cost Center Head for approval. A brief description of the basis for the award, including the specific tangible and /or intangible benefit of the achievement to the government, is sufficient.

(2) Recommendations for awards should be submitted as soon as possible after the period upon which the recommendation is based but not later than 60 calendar days after the end of that period unless a justified delay in submission has been authorized by the Superintendent.

(3) Individual awards in excess of \$5,000 and group awards of more than \$10,000 must be approved by the major claimant or the Secretary of the Navy as appropriate. Recommended awards of this nature must be submitted through the Awards Board for local approval prior to submittal to higher levels of authority.

(4) When an award is for a group, all members of the group should share in the recognition. The amount may be divided in proportion to the individual contributions to the group effort.

2. **On-the-Spot Awards** is a form of Special Act Award which supervisors may use to recognize employees who help by taking on extra projects or propose new ideas which have an immediate impact on their office's ability to get the job done. They are limited to \$25 to \$250 per award. Cost Center Heads may delegate approval authority for these awards in writing to department heads. A copy of all such delegations should be forwarded to the HRD.

### SECTION III

#### SUGGESTION AWARDS

1. Suggestions differ from other types of awards in that they are initiated by the employee rather than the supervisor. Ideas and suggestions from employees benefit the Naval Academy. Therefore, when someone comes up with a good idea, the supervisor should:

- a. Help develop and refine it.
- b. Put it into operation.
- c. Have it submitted as a suggestion if appropriate.

2. How to Submit Suggestions. Suggestions are submitted on Suggestion Form, NAVSO 5305/1, to the Beneficial Suggestion Administrator in the HRD. Supervisors should encourage employees to discuss their suggestions with them first so that their ideas may be refined and effectively presented.

3. When to Submit a Suggestion

a. The Suggestion Program is not a substitute for official channels; sometimes it serves as an additional channel for the communication of constructive ideas. This means that most suggestions should be kept in official channels until such time as award action is appropriate -- namely after the idea has been put into effect but no later than 6 months following adoption. Most of the really important contributions to the Command which resulted in suggestion awards have come from those areas of work the suggestors know best -- their own. Such ideas are first presented through official channels. When they are adopted, and if they merit award, they are submitted as suggestions.

b. Sometimes employees have ideas which have little or no bearing on their own work. In such cases, the employee should be advised to submit the suggestion to the Beneficial Suggestion Administrator who will bring the idea to the attention of the proper office.

4. Normal Duties. Many supervisors think that employees cannot be rewarded under the Suggestion Program for ideas within their line of duty. This is not true. Suggestion awards are the same as all other types of awards, except length-of-service awards, with respect to normal duties. No awards are given either for ideas or for a level of performance which is expected and required of the employee in order to earn his or her pay. Anything that is over and above the level demanded by fully satisfactory performance is eligible for award.

5. Evaluation Procedures

a. The Beneficial Suggestion Administrator reviews all suggestions, determines the appropriate organization to evaluate the suggestion, and forwards the suggestion with a Contribution Investigation Report Form (OPNAV 5305/5) for evaluation.

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b. Those designated as evaluators have the relevant technical expertise to provide an in-depth evaluation of a suggestion. Evaluators will document their findings on the Contribution Investigation Report Form and return it to the Beneficial Suggestion Administrator normally within 30 days.

c. Not all ideas or suggestions are adopted. The decision as to whether or not to adopt a suggestion or to grant an award is a management prerogative and is not grievable.

d. If an idea is not adopted, the employee maintains ownership rights for 3 years from the date of final action. If a non-adopted idea is placed into operation after the 3 year time expires, the idea is not eligible for an award.

e. If the suggester brings an idea to his/her supervisor's attention, the supervisor may submit a suggestion on behalf of the employee.

f. Supervisors may exercise authority to immediately implement an approved suggestion and recommend an award based on the implementation (following the recommended monetary amounts for approved suggestions) to the cost center head, prior to submitting to the Beneficial Suggestion Administrator. The cost center head will forward the approved suggestion to the Beneficial Suggestion Administrator for issuance of the award check. Supervisors exercising this discretionary authority will shorten the time frame from initial suggestion submission to final award presentation.

g. Employees may request that a denied suggestion be reopened when additional information or evidence may impact or change the decision rendered by the evaluator. The request should be forwarded to the Beneficial Suggestion Administrator for reconsideration. The Administrator will forward the request with the additional documentation justifying reconsideration to the cognizant authority for final decision.

6. Suggestions Not Under the Beneficial Suggestion Program. Suggestions relating to working conditions, buildings and grounds, and housekeeping will not be handled as part of the Suggestion Program. Illustrations of such suggestions are those pertaining to:

a. Services and benefits to employees, such as vending machines, cafeteria services, rest room facilities, or parking facilities;

b. Working conditions, such as air conditioning, decorations, furniture, or mirrors;

c. The routine work of taking care of buildings, grounds, and parking lots, such as repairing, cleaning, replacing, painting, or adjusting;

d. Normal or routine safety practices, such as normal protective devices, removal of obstructions, or installation of warning and traffic signs.

Employees should make suggestions of this nature to their supervisors who will see that they reach the proper official for a decision and that the employee is informed of the result. When such suggestions are accepted for use, the suggestor may be recommended for a special achievement or time-off award if the officials of the organization consider the benefits so significant that they warrant an award.

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## SECTION IV

### TIME-OFF AWARDS

Time-off awards may be used alone or in combination with monetary and nonmonetary awards to recognize the superior achievements of civilian employees. They are another option available to managers and supervisors to stimulate increased productivity and to reward employees for contributions which result in increased efficiency and effectiveness.

#### a. Approval Authority

(1) The Commandant of Midshipmen, Deputy for Operations, Academic Dean and Provost, Commanding Officer of the Naval Station, Deputy for Management, and the Dean of Admissions, are delegated the authority to approve time-off awards up to a maximum of 2 workdays without further review or approval. This authority may be partially redelegated to sub-cost center heads for awards up to a maximum of 1 workday. A copy of the redelegation should be provided to the HRD.

(2) Approval authority for time-off awards in excess of 2 workdays rests with the Superintendent.

(3) As a legislated exception to (1) and (2) above, time-off awards in excess of 1 workday must be reviewed and approved by an official at a higher organizational level than the official making the initial award decision unless that official is the Superintendent.

#### b. Policy Guidance

(1) Time-off from duty may be granted without loss of pay or charge to leave to recognize employees whose individual or group efforts significantly contribute to the quality, efficiency, or economy of Academy operations.

(2) Time-off awards will not be automatically linked to performance ratings. Sustaining high levels of performance for an extended period as reflected, for example, in a rating of record is not in and of itself sufficient for a time-off award.

(3) Except in the case of a group award, all employees in a unit should not normally be granted a time-off award at the same time.

(4) The HRD will advise Commanding Officers and Cost Center Heads of the number of time-off hours awarded each quarter within their areas.

#### c. Limitations on Time-Off Awards

(1) The total amount of time off which may be granted to an employee during a single 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

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of duty. For example: A fire fighter with a biweekly tour of duty of 144 hours may be granted a maximum of 144 hours as a time-off award during the leave year.

(2) The maximum amount of time off 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 is one-half the maximum amount of time that could be granted during the year.

(3) Time off granted as an award must be scheduled and used within 1 year after the effective date of the award. Any unused amount remaining after that time is forfeited without further compensation to the employee.

(4) Requests to use awarded time off will be granted provided reasonable advance notice is given and workload/manpower requirements permit the absence.

(5) Time-off awards should be scheduled and used so as not to adversely affect an employee who is in an annual leave "use or lose" situation.

(6) Should an employee become physically incapacitated during a period of time off granted as an award, the supervisor may grant sick leave for the period of incapacitation.

(7) A time-off award does not convert to cash under any circumstances.

(8) A time-off award can be transferred within the Department of Navy. If the employee is transferring to another Department of Defense (DOD) activity or outside the DOD, the time off cannot be transferred and, in order to avoid the loss of the time off, the employee should be allowed to use the incentive prior to the transfer.

d. Procedures and Documentation

(1) Attachment 2 to this Guide should be used to nominate an employee for a time-off award. The nomination will be supported by appropriate written justification. The form should be submitted via the approval chain to the HRD, Stop 20B, for processing. Attachment 3 provides guidance on the appropriate number of hours to grant based on a single contribution.

(2) The HRD issues a Notification of Personnel Action (SF-50) for each time-off award at the time the award is granted to document the amount of time off approved. A copy of the SF-50 is retained in the employee's Official Personnel Folder.

(3) When used, the time-off awarded is recorded on the biweekly time and attendance report as administrative leave. The certifying official must submit Attachment 4 with this report to the payroll liaison to document that the administrative leave reported is for a time-off award.

**SECTION V**  
**HONORARY AWARDS**

1. Department of the Navy Civilian Service Awards

a. The **Distinguished Civilian Service Award** is the Navy's highest civilian honorary award. It is presented by the Secretary of the Navy for individual achievement or accomplishment of such extraordinary excellence and significance as to clearly deserve a degree of recognition beyond the Command's ability to confer. The award consists of a medal with suspension ribbon, lapel bar, and a certificate containing a citation signed by the Secretary of the Navy.

b. The **Superior Civilian Service Award** is the Navy's second highest honorary award. It may be granted by Echelon II Commanders, including the Superintendent, in recognition of superior civilian service or a contribution which has resulted in exceptional value and/or benefit to the Navy. The award consists of a medal, lapel bar, and a certificate signed by the Superintendent.

c. The **Meritorious Civilian Service Award** is the Navy's third highest honorary award. It may be granted by the Superintendent for meritorious civilian service or a contribution which has resulted in high value and/or benefit to the Navy. It consists of a lapel emblem and a certificate signed by the Superintendent.

d. Criteria.

(1) These awards are based on:

- (a) A pattern of long-term sustained high performance,
- (b) Career achievements that are widely recognized, and/or
- (c) One or more specific accomplishments or achievements.

(2) Accomplishments/achievements which warrant a Distinguished Civilian Service Award normally have Navy-wide impact and show unusual management abilities, innovative thinking, and/or outstanding leadership which benefits the Department of the Navy.

(3) At the Superior award level, contributions, while exceptional in value, are more limited in scope and/or impact; e.g., command level.

(4) Normally a nominee for a Superior award would have previously received a Meritorious award.

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e. Nomination Procedure. Award recommendations should be submitted through the chain of command to the Awards Board for approval in the following format:

(1) Brief resume not to exceed 1 page, limited to the following data:

- (a) Employee's name, job title, and grade,
- (b) Description of employee's current job responsibilities,
- (c) Summary of federal and nonfederal employment,
- (d) Education,
- (e) Published papers, participation in civic organizations,
- (f) Awards received including date and amount (if any).

(2) Narrative justification for the award not to exceed (NTE) 2 pages which will 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 and ingenuity, innovation, or dedication, demonstrating initiatives which exceed job responsibilities;
- (d) Results achieved, including benefits to the Government and impact upon the organization.

(3) Citation to appear on the certificate which must:

- (a) State the nominee's name exactly as it should appear on the certificate,
- (b) Meet the printing requirement of being typed in a space NTE 75 typewritten characters across the page and NTE 12 lines in length.

## 2. Career Service Awards

a. Length of service pins are awarded to civilian employees to recognize 10 years of service and each additional 5 years of federal service. Federal service includes honorable military service and civilian service with the Federal Government and the District of Columbia.

b. Retirement Certificate. A letter in certificate form signed by the Superintendent is presented when an employee retires from the Naval Academy for any reason.

3. Local Awards

a. Certificate of Appreciation

(1) This award may be given at any time by a military or civilian member of the USNA staff to individuals or groups who have made an extra effort to provide assistance or resolve a problem.

(2) The award is in the form of a “Thanks for your Support” certificate which provides space to briefly state the reason for the recognition. Certificates are available from the HRD and designated departmental points-of-contact.

b. Partners in Excellence Award

(1) This award recognizes military and civilian personnel who have distinguished themselves by the excellence of their service to the Academy or local community. The award consists of a memento with a special logo.

(2) All military and civilian personnel are eligible for consideration for this award. Nominations may be submitted by any member of the USNA staff to the cognizant Cost Center Head/Commanding Officer for approval. Attachment 5 or a memorandum may be used for this purpose.

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## SECTION VI

## AWARDS SUMMARY

## 1. MONETARY/TIME-OFF AWARDS

AWARD	NATURE OF AWARD	GRANTED FOR	ELIGIBILITY	DUE DATE
SPECIAL ACT	Cash award, based on tangible and intangible benefits to the organization.	A non-recurring accomplishment, such as an exemplary achievement or heroic act.	Civilian employees	Any time
ON-THE-SPOT	\$25-250 cash award	An extra work effort or one-time achievement meriting quick recognition	Civilian employees	Any time
TIME-OFF AWARD	Time off from duty with no charge to leave or loss of pay	Significant contributions to the quality, efficiency, or economy of USNA operations	Civilian employees	Any time
SUGGESTION AWARD	Cash award, based on tangible and intangible benefits to the organization	A suggestion that has been implemented	Civilian employees	Any time

## 2. NON-NAVY AWARDS AVAILABLE TO NAVY EMPLOYEES

PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE	Gold Medal, and lapel rosette, & certificate	Distinguished federal service. Generally not more than 5 persons are recognized annually.	Civilian career employees of the Federal Government	1 December to OCPM
DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	Medal, rosette, & citation	Careers that reflect extremely significant, broad contributions to DOD efficiency, economy, or operations.	DOD civilian employees	1 December to OCPM
DEPARTMENT OF DEFENSE MERITORIOUS CIVILIAN SERVICE AWARD	Medal and citation	Exceptionally meritorious service to DOD	DOD civilian employees	Any time

FEDERAL EXECUTIVE BOARD EXCELLENCE IN CAREER SERVICE AWARDS	Framed certificates	Distinguished job performance and contributions to the Federal Government or the community. Gold, silver, and bronze awards are given in 12 categories	Federal employees in the Baltimore area	1 December
GEICO PUBLIC SERVICE AWARD	Cash award in each category	Excellence, dedication, and accomplishment in public service. Awards are in 4 areas: Fire prevention/safety; traffic safety/accident prevention; physical rehabilitation; prevention of substance/ alcohol abuse.	Civilian employees	1 May
ARTHUR W. FLEMING AWARD	Engraved plaque	Exceptional administrative ability (administrative award) and exceptional scientific performance in research or applying technical skills (scientific award)	Civilian administrative and scientific employees	15 November
WILLIAM A. JUMP AWARD	Gold key and certificate of merit	Outstanding service in administration over a considerable period of time and for notable contributions to the efficiency and quality of public service.	Civilian employees under 37 years of age	1 February
AMERICAN SOCIETY OF MILITARY COMPTROLLER AWARD	Plaque	Outstanding performance in 12 specified categories of financial management.	Civilian and military employees of the DOD and Coast Guard	May

### 3. DEPARTMENT OF THE NAVY HONORARY AWARDS

DON DISTINGUISHED CIVILIAN SERVICE AWARD	Medal with suspension ribbon, lapel bar, & certificate with citation signed by the Secretary of the Navy	Extraordinary service or contribution of major significance to DON, including demonstration of great courage and personal risk	DON civilian employees	Any time
DON SUPERIOR CIVILIAN SERVICE AWARD	Medal, lapel bar, and a certificate signed by the Superintendent	Service or contributions exceptional in value and/or benefits to DON, such as at a major command level.	DON civilian employees	Any time

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MERITORIOUS CIVILIAN SERVICE AWARD	Lapel emblem and a certificate signed by the Superintendent	Service or contributions which have resulted in high value and /or benefits to DON, such as at the local activity level.	DON civilian employees	Any time
DON HANDICAPPED EMPLOYEE OF THE YEAR	Certificate signed by the Secretary of the Navy	Disabled employee who has displayed exceptional job performance in spite of disabling factors. Community involvement is also considered.	Civilian employees who are disabled	29 April
CAREER SERVICE AWARD	Career service pin and certificate. The certificate for employees with 40 or more years of service is signed by the Secretary of the Navy.	First 10 years of Federal service and every 5 years of service thereafter.	Civilian employees	Any time

#### 4. LOCAL AWARDS

PARTNERS IN EXCELLENCE AWARD	Memento with special logo	Individuals who have distinguished themselves through the high quality of their service to the Academy or local community.	USNA military and civilian personnel	Any time
CERTIFICATE OF APPRECIATION	Certificate signed by originator	Recognition of a co-worker group for extra effort in providing assistance or resolving a problem.	USNA military and civilian personnel	Any time
RETIREMENT AWARD	Certificate signed by the Superintendent. Gold-tone watch from the Civilian Employees' Recreation Association	Recognize retiree for faithful service to the Naval Academy.	Civilian employees	Upon retirement
LETTER OF COMMENDATION	Letter signed by the Superintendent	Officially commend an individual or group for performance which exceeded expectations.	USNA military and civilian personnel	Any time
LETTER OF APPRECIATION	Letter signed by originator	Express appreciation for a job well done.	USNA military and civilian personnel	Any time

**AWARD SCALES FOR TANGIBLE AND INTANGIBLE BENEFITS**

1. When cash benefits or savings can be documented, the following table is used to calculate the award amount:

**AWARDS BASED ON TANGIBLE BENEFITS**

<i>VALUE OF TANGIBLE BENEFITS</i>	<i>AMOUNT OF AWARD *</i>
Up to \$10,000	10% of benefits/savings
\$10,001 to \$100,000	\$1,000 to the first \$10,000, plus 3% of benefits/savings over \$10,000
\$100,000 or more	\$3,700 for the first \$100,000, plus .5% of benefits/savings over \$100,000

\* Awards over \$10,000 require the approval of the Office of Personnel Management (OPM). The maximum award authorized by OPM is \$25,000. A presidential award of up to \$10,000 may be paid in addition to the \$25,000.

2. Some achievements make valuable contributions to the Naval Academy and the Navy's operations but do not lend themselves to a dollar-and-cents estimate of benefits. For such contributions, the "Intangible Benefits" scale on the following page is used.

**INTANGIBLE BENEFITS AWARD SCALE \***

*EXTENT OF APPLICATION*

<i>VALUE OF BENEFIT</i>	LIMITED	EXTENDED	BROAD	GENERAL
	Affects functions, mission, or personnel of one office, installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects functions, missions, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or large bureau. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of several regional areas or command or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
<b>MODERATE VALUE</b> Moderate change or modification of a procedure or improvement of rather limited value.	\$25 - \$125	\$125 - \$325	\$325 - \$650	\$650 - \$1,300
<b>SUBSTANTIAL VALUE</b> Substantial change or modification of procedures; an improvement to the value of a product, major activity, or program or service to the public.	\$125 - \$325	\$325 - \$650	\$650 - \$1,300	\$1,300 - \$3,150
<b>HIGH VALUE</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$325 - \$650	\$650 - \$1,300	\$1,300 - \$3,150	\$3,150 - \$6,300
<b>EXCEPTIONAL VALUE</b> Initiation of a new principle or major procedure; or superior improvement to the quality of a critical product, activity, program, or service to the public	\$650 - \$1,300	\$1,300 - \$3,150	\$3,150 - \$6,300	\$6,300 - \$10,000

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\* Contributions recognized by cash awards based on intangible benefits must be comparable in value to the Government with those based on tangible benefits. When a contribution has both tangible and intangible benefits, the amount of award is based on the total value of the contribution to the Government, i.e., a combination of the award amount based on tangible benefits and the award amount based on intangible benefits.

Enclosure (1)

**TIME-OFF AWARD**

NAME OF AWARDEE (Last, First, Middle Initial)		SSN	DATE (Month/Day/Year)
GEOGRAPHICAL CODE 24-0030-003	NATURE OF ACTION CODE/ LEGAL AUTHORITY CODE (for SF 50 processing) 872/V3E		NUMBER OF HOURS OF TIME-OFF GRANTED
AWARDED BY (Name and Title)		DATE (Month/Day/Year)	
APPROVED BY (Name and Title)		DATE (Month/Day/Year)	
TIME-OFF AWARD MUST BE USED BY _____ (not later than 1 year after date of approval)			

**REASON FOR AWARD:**

(Summary statement explaining how the employee met one or more of the criteria for a time-off award).

**Submit to HRD, Mail Stop 20B**

**TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION**

<i>Value to Organization</i>	<i>Number of Hours</i>
<b>Moderate:</b>	1 to 10
(1) A contribution to a product, activity, program, or service to the public which is of sufficient value to merit formal recognition.	
(2) Beneficial change or modification of operating principles or procedures.	
<b>Substantial:</b>	11 to 20
(1) An important contribution to the value of a product, activity, program, or service to the public.	
(2) Significant change or modification of operating principles or procedures.	
<b>High:</b>	21 to 30
(1) A highly significant contribution to the value of a product, activity, program, or service to the public.	
(2) Complete revision of operating principles or procedures, with considerable impact.	
<b>Exceptional:</b>	31 to 40
(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.	
(2) Initiation of a new principle or major procedure, with significant impact.	

**TIME-OFF AWARD NOTIFICATION**

**SUBMIT TO PAYROLL OFFICE, STOP 20F**

THE EMPLOYEE IDENTIFIED BELOW HAS BEEN GRANTED A TIME-OFF AWARD PER USNAINST 12451.4. THIS AWARD IS REFLECTED ON THE EMPLOYEE'S TIME & ATTENDANCE SHEET AS ADMINISTRATIVE LEAVE.

NAME: \_\_\_\_\_  
(First, middle initial, last)

DATE (S) AWARD USED: \_\_\_\_\_

NAME OF CERTIFYING OFFICIAL  
FOR TIME & ATTENDANCE: \_\_\_\_\_

SIGNATURE OF CERTIFYING OFFICIAL: \_\_\_\_\_

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SAMPLE NOMINATION LETTER FOR PARTNERS IN EXCELLENCE AWARD

Date: \_\_\_\_\_

From:

To: Human Resources Department

Via: \_\_\_\_\_ (Cost Center Head)

Subj: PARTNERS IN EXCELLENCE AWARD

1. \_\_\_\_\_ is deserving of special recognition for excellence in support of the Naval Academy for the following reason (s):

\_\_\_\_\_  
Signature

FIRST ENDORSEMENT

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Cost Center Head)

To: Human Resources Department (if approved)/Originator of letter (if disapproved)

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Signature