



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 12451.5  
24/HRD  
02 DEC 1997

USNA INSTRUCTION 12451.5

From: Superintendent

Subj: NAVAL ACADEMY EXCELLENCE AWARDS PROGRAM

Encl: (1) USNA Excellence Awards Nomination (USNA ENF 12451/5 (Rev. 10-97))

1. Purpose. To establish, describe, and implement procedures for the annual recognition of General Schedule (GS) and Federal Wage System (WG, WS, WL, WD) employees who have distinguished themselves by the excellence of their contributions to the Naval Academy.

2. Background. In Fiscal Year 1997, the Naval Academy established three Excellence Awards to recognize the outstanding achievements of civilian employees in the areas of Innovation, Service to the Academy, and Dedication to Duty. The awards, which included a Special Act Award of \$1,500 and a framed certificate, were presented by the Superintendent in March 1997. At that time, the Superintendent announced his decision to continue to recognize the outstanding contributions of the civilian staff on an annual basis through the excellence awards program.

3. Scope. All GS, WG, WS, WL, and WD employees are eligible to be considered for an award under this program.

4. Types of Awards. Annual awards will be given to three individual employees who have distinguished themselves by the excellence of their contributions to the Academy in one of the following categories:

a. *Service to the Academy*. This award will recognize exceptional support to the midshipmen, coworkers, and/or the institution which is outside the scope of an employee's normal job responsibilities; e.g., nominee volunteers his or her own time and resources to sponsor or tutor midshipmen or participates in midshipmen sponsored events.

b. *Dedication to Duty*. This award will recognize extraordinary sustained effort in the performance of assigned responsibilities; e.g., the nominee goes the extra mile every day in doing his or her job and is often the unsung hero of the organization.

c. *Innovation*. This award will recognize outstanding initiative and creativity in the nominee's field which is of direct benefit to the institution.

5. Nomination Procedures. Any employee, supervisor, or manager, military or civilian, having personal knowledge of the accomplishments or achievements of a GS or wage grade employee may nominate that individual for an award under this program. Nominators may not submit more than one nomination per award category. Nominations should be submitted as follows:

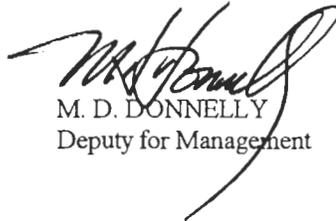
a. The format for nominations should be no longer than two typewritten pages and should include: the nominee's name, department, and a description of his or her most significant achievements; the specific award category for which the individual is being nominated (select one; i.e., Service to the Academy, Dedication to Duty, or Innovation); and the name and telephone number of the individual(s) making the recommendation. Enclosure (1) may be reproduced and used for this purpose.

b. Nominations should be submitted to the Human Resources Director, Stop 20b, by 31 December to receive consideration for the Excellence Awards to be presented in the following calendar year.

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6. Selection Process. An awards committee whose members are drawn from across the Yard will evaluate the nominations, contact nominators and others for additional information as necessary, and make recommendations to the Superintendent's Executive Board (SEB) concerning those candidates considered most deserving of the annual awards. The SEB will review these recommendations and select the award recipients.

7. Action. All civilian and military personnel are encouraged to support the Excellence Awards Program and to nominate GS and wage grade employee(s) whose contributions to the Academy should be recognized for appropriate award consideration.



M. D. DONNELLY  
Deputy for Management

Distribution:  
AA

**USNA EXCELLENCE AWARDS NOMINATION**

Name of Nominee:

Department:

Award category for which nominated (Check only one box):

Service to the Academy

Dedication to Duty

Innovation

Please describe the reason(s) for your nomination (you may attach one additional sheet of paper if you wish):

Nominator's Name:

Department:

Phone Number:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please forward nomination to Human Resources Director, Stop 20B**

**Please share a copy of the nomination with the nominee's supervisor**