



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-4615

COMNAVRESFORINST 12451.4A
N00CP
18 Jun 13

COMNAVRESFORINST 12451.4A

From: Commander, Navy Reserve Force

Subj: CIVILIAN AWARDS PROGRAM

Ref: (a) Department of Navy (DON) Civilian Human Resources Manual, Subchapter 451.1 of September 2005
(b) Department of the Navy Human Resources Implementation Guidance No. 451-02
(c) COMNAVRESFORINST 12430.4
(d) COMNAVRESFOR ltr 12451 Ser N00CP/1261 of 3 Oct 11

1. Purpose. To establish policy and procedures for the Commander, Navy Reserve Force (COMNAVRESFOR) Civilian Awards Program consistent with references (a) and (b). This instruction does not apply to performance awards for employees covered by the Department of the Navy (DON) Interim Performance Management System (IPMS) as governed by reference (c). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 12451.4.

3. Policy. The policy of COMNAVRESFOR is to recognize and award employees for exemplary contributions in a timely manner, resulting in overall improvement, economies, effectiveness and efficiencies in achieving mission operations and objectives. All management levels are encouraged to support this effort by informing employees of applicable mission objectives and plans in addition to motivating and rewarding exceptional employee effort through participation in the awards program. To implement this policy, all COMNAVRESFOR commands will comply with the established guidelines provided in references (a) and (b).

4. Responsibilities. COMNAVRESFOR commands must develop and implement award procedures and policies consistent with this instruction and reference (b). Command award policies must identify management official's delegated authority to:

18 Jun 13

- a. Recommend incentive awards, normally the immediate supervisor.
- b. Approve incentive awards.
- c. Certify that funds are available for the recommended incentive award.

Commands must ensure awards are documented/justified, recommended and approved using the NAVRES 12451/1. Records of approved incentive awards must be maintained for a period of 2 years from the approval date of the award.

5. Award Criteria. When permitted by higher authority, or when authorized, incentive awards may be approved for individuals or groups of employees and are generally for recognizing employee performance exceeding expectations or actions exceeding normal function or position description responsibility of the employee. Commands should use incentive awards to recognize employee achievements as they occur throughout the year. All award nominations must cite specific work-related employee achievements, and the associated cash award amounts and time-off hours must be determined by the tangible and intangible benefits scales provided in reference (b), Appendices A and C through E.

6. Funding Policy. In lieu of the aggregate 1.5 percent funding level provided in reference (b), paragraph 6, reference (d) prescribes a funding level for all awards, both incentive and performance awards, of 1.0 percent of aggregate base salaries unless otherwise directed by higher headquarters. All commands are expected to be fiscally responsible in execution of the command's resources for their awards program.

7. Action. Commands will comply with the policy and procedures contained in this instruction.

8. Forms. NAVRES 12451/1, Civilian Awards, may be obtained through the Naval Forms and Navy Reserve Web site.



R. R. BRAUN

Distribution:

Electronic only, via COMNAVRESFOR Web site

<http://www.navyreserve.navy.mil>