



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

COMNAVRESFORINST 12451.5A
N00CP
20 Aug 2014

COMNAVRESFORINST 12451.5A

From: Commander, Navy Reserve Force

Subj: CIVILIAN INCENTIVE AWARDS PROGRAM FOR HEADQUARTERS STAFF
PERSONNEL

Ref: (a) COMNAVRESFORINST 12451.4A
(b) COMNAVRESFORINST 12430.4

Encl: (1) Scale of Award Amounts Based on Intangible Benefits
(2) On-the-Spot Award Scale
(3) Time off Award Scale for a Single Contribution
(4) Special Act Award Approval Request Sample

1. Purpose. To establish policy and provide guidance for recognizing civilian personnel achievements and innovation through the Department of the Navy (DON) Awards Program, consistent with the provisions of reference (a).
2. Cancellation. COMNAVRESFORCOMINST 12451.5.
3. Coverage. This instruction applies to civilian employees of the combined echelon headquarters staffs of Commander, Navy Reserve Forces Command (UIC 3447B), Commander, Naval Air Forces Reserve (Unit Identification Code (UIC) 00071) and Commander, Navy Reserve Force (COMNAVRESFOR) (UIC 00072). It does not apply to performance awards covered under the DON Interim Performance Management System as governed by reference (b).
4. Policy. The goal of the DON Awards Program is to encourage and recognize civilian personnel for significant contributions they make to the mission and priorities of their respective commands throughout the year. Managers and supervisors must actively participate in this program to achieve success. Enclosures (1) through (3) will be used to determine the award amount.
5. Action
 - a. The DON Awards Program should be used to motivate employees to increase productivity by recognizing creativity in

the workplace and by rewarding employees and groups of employees when contributions are made.

b. The COMNAVRESFOR Executive Director is responsible for the overall administration of this program and has authority to adjust award amounts.

c. The Director, Civilian Human Resources (N00CP) will ensure adherence to established regulations, policies, and guidelines and maintain administrative accountability for the program, including records of recommendations, approval and issuance of awards.

d. All award recommendations/approvals must have written justification to support the award and be submitted using NAVRES 12451/1. The recommended/approved award amounts must be commensurate with enclosures (1) through (3).

e. Funding for this program is centralized in COMNAVRESFOR (N8). Award amounts must be cleared by the Headquarters Staff Comptroller (N812) prior to forwarding the approved award form to N00CP for processing.

f. Managers and supervisors must submit their nominations via their chain of command for approval. Special Act Award amounts that exceed \$1,500 must be submitted to the Executive Director using the format provided in enclosure (4).

6. Forms. NAVRES 12451/1, may be obtained through the Naval Forms and the Navy Reserve Website.



B. P. CUTCHEN
Deputy

Distribution:
Electronic only, via COMNAVRESFOR Web site
<http://www.navyreserve.navy.mil>

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	<p>LIMITED</p> <p>Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.</p>	<p>EXTENDED</p> <p>Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.</p>	<p>BROAD</p> <p>Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.</p>	<p>GENERAL</p> <p>Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.</p>
<p>MODERATE</p> <p>Change or modification of an operating principle or procedure with limited use or impact.</p>	<p>\$25 - \$500</p>	<p>\$501 - \$750</p>	<p>\$751 - \$1,000</p>	<p>\$1,001 - \$1500</p>
<p>SUBSTANTIAL</p> <p>Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.</p>	<p>\$501 - \$750</p>	<p>\$751 - \$1,000</p>	<p>\$1,001 - 1,500</p>	<p>\$1,501 - \$3,150</p>

VALUE OF BENEFIT	EXTENT OF APPLICATION			
HIGH Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300
EXCEPTIONAL Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

ON-THE-SPOT AWARD SCALE

<u>Value to the Organization</u>	<u>Amount of Award</u>
Moderate: A one-time contribution to a product, activity, program, or service affecting the immediate work area, which is of sufficient value to merit formal recognition.	\$25 - \$150
Substantial: A one-time important contribution to the value of a produce, activity, program or service affecting a division or department within the organization.	\$151 - \$300
High: A highly significant one-time contribution to the value of a product, activity, program, or service affecting multiple divisions/departments within the command.	\$301 - \$500
Exceptional: A one-time superior contribution to the quality of a critical product, activity, program, or service affecting the entire command and/or organizations external to the command.	\$501 - \$750

TIME OFF AWARD SCALE FOR A SINGLE CONTRIBUTION

Value to Organization

Number of Hours

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

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20 Aug 2014

Special Act Award Approval Request Sample

MEMORANDUM

From: Manager/Supervisor
To: Executive Director
Via: (1) Deputy Chief of Staff/Special Assistant
(2) N00CP

Subj: SPECIAL ACT AWARD FOR (*EMPLOYEE'S NAME*)

Ref: (a) COMNAVRESFORINST 12451.5A

Encl: (1) Special Act Award Form
(2) Scale of Award Amounts Based on Intangible Benefits

1. Per reference (a), enclosure (1) is submitted for approval. Enclosure (2) was used to determine the (*add award amount*) award amount. (*This paragraph should include the justification for the award in as much detail as necessary (not to exceed two pages) to justify the award amount that exceeds \$1,500*).

2. Recommend Executive Director approve this award by signing enclosure (1). (*The DCOS/SA and N00CP may simply initial their via address thereby approving/concurring with the recommended award. If the DCOS/SA or ED disapproves the award, this will terminate the award with the exception of a change in award amount made by either the DCOS/SA or ED*).

Enclosure (4)