



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

COMNAVRESFORINST 12451.4B
N00CP
13 Feb 2023

COMNAVRESFOR INSTRUCTION 12451.4B

From: Commander, Navy Reserve Force

Subj: CIVILIAN INCENTIVE AWARDS PROGRAM

Ref: (a) 5 U.S.C. §45
(b) DoD Instruction 1400.25 of 4 Nov 2013
(c) COMNAVRESFORINST 12430.5
(d) COMNAVRESFORINST 12451.1F
(e) COMNAVIFORESINST 12451.1
(f) SECNAV memo of 24 Apr 18
(g) NAVRES 12451/1 (3-19)

Encl: (1) Table 1 Tangible Benefits – Example scale of Award Amount
(2) Table 2 Intangible Benefits – Example scale of Special Act Awards Amount
(3) Table 3 Intangible Benefits – Example scale for On-the-Spot Awards
(4) Table 4 Time-Off Awards – Time off Award for a single contribution
(5) Civilian Awards Form NAVRES 12451/1 (3-19)
(6) Department of the Navy Awards Guidance for the Office of the Chief of Navy Reserve Approved Awards
(7) Department of the Navy Awards Guidance for the Secretary of the Navy Approved Awards
(8) Preparation of Citations for Civilian Honorary Awards
(9) Sample Nomination Letter – Office of the Chief of Navy Reserve Approval
(10) Sample Nomination Letter – Secretary of the Navy Approval
(11) Sample Honorary Award Resume
(12) Sample Honorary Civilian Service Award Citation
(13) DoD Civilian Service Commendation Medal Nomination Process
(14) DoD Civilian Service Achievement Medal Nomination Process
(15) DoD Civilian Service Commendation Medal Template Sample
(16) DoD Civilian Service Achievement Medal Template Sample

1. Purpose. To establish policy and provide guidance for recognizing civilian personnel achievements and innovation through the Commander, Navy Reserve Force (COMNAVRESFOR) Civilian Incentive Awards Program, consistent with the provisions of references (a) through (g). The COMNAVRESFOR Civilian Incentive Awards Program covers a variety of monetary, time-off, and honorary (non-monetary) awards given to civilian employees throughout the year. The goal of the 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 are encouraged to recognize the accomplishments of their employees throughout the year rather than solely at the end of the performance cycle. Civilian of the quarter/year awards, and performance awards given in

connection with the performance ratings under the Defense Performance Management and Appraisal Program (DPMAP) or the Defense Civilian Intelligence Personnel System (DCIPS) performance system are not covered by this instruction.

2. Cancellation. COMNAVRESFORINST 12451.5A

3. Coverage. This instruction applies to all civilian employees employed within COMNAVRESFOR, and subordinate commands, excludes Commander, Navy Information Force Reserve (COMNAVIFORES). COMNAVIFORES is covered under COMNAVIFORINST 12451.1.

4. Policy. It is COMNAVRESFOR policy to promote and encourage recognition of the significant contributions and accomplishments of its employees through a variety of monetary and nonmonetary means. Managers and supervisors at all levels must actively participate in this program to facilitate the creation of a positive, nurturing environment for all employees, and ensure equitable recognition for all of their assigned civilian employees. Within these parameters, however, the granting of an individual award is management's prerogative and is neither mandatory nor grievable.

5. Responsibilities

a. COMNAVRESFOR. Oversees administration of the Civilian Incentive Awards Program and encourages managers and supervisors across the enterprise to utilize the wide variety of options available to appropriately recognize the accomplishments of their assigned civilian employees. Delegates authority to recommend and approve awards as specified in this instruction.

b. Commanders, Commanding Officers, Officers in Charge, Deputy Chiefs of Staff, and Special Assistants. Ensure that managers and supervisors under their cognizance utilize the wide variety of options available to appropriately recognize the accomplishments of their assigned civilian employees.

c. Supervisors. Ensure that managers and supervisors under their cognizance utilize the wide variety of options available to appropriately recognize the accomplishments of their assigned civilian employees. Immediate supervisors initiate award recommendations and prepare appropriate justification and submit them to the second-level supervisors for approval and subsequent routing for processing.

d. The Director, Civilian Human Resources (DCHR). Provides echelon 2-level program policy interpretation, advice, guidance, administration, and oversight of the program. Provides guidance and assistance to supervisors regarding administration of the program. Reviews and tracks awards for technical accuracy, appropriate funding, and reporting purposes. Submits awards to the Office of Civilian Human Resources Operations Center for processing.

e. COMNAVRESFOR Comptrollers. Manage award funding allocations, monitor usage, and approve funding for individual award recommendations.

f. Navy Reserve Region Readiness and Mobilization Command (REDCOM) Assistant Chief Staff Officers (ACSO). Promote the use of incentive awards to appropriately recognize the accomplishments of civilian employees within their area of responsibility. Ensure proper execution/approval of awards, and submission of complete packages to the COMNAVRESFOR DCHR, including obtaining proper award approval and funding certification.

6. Cash and Time Off Awards. Enclosures (1) through (4) are used to determine award amounts for cash and time off awards described below. This instruction is not intended to include all awards available to civilian personnel, but provides information on the available forms of recognition most frequently used.

a. On-the-Spot Award. This award is designed to recognize employees quickly by providing immediate reinforcement of one-time, short-term achievements that have resulted in service of exceptionally high quality or quantity. Enclosure (3), reflects recommended On-the-Spot award amounts ranging from \$25 to \$750. Supervisors, with Comptroller's Office (N8) funding confirmation and concurrence from the COMNAVRESFOR Executive Director (ED) for headquarters commands may approve awards up through \$750 for all other commands. REDCOM Commanders, Chief Staff Officers (CSO), or ACSO will approve awards, with REDCOM Comptrollers responsible for funding confirmation.

b. Special Act Award. Special Act Awards may be used to recognize a group or individual effort that goes beyond expected job performance and may be given at any time during the year. The contribution that precipitates the award must have been made in connection with employees or group of employee's normal job requirements. The Special Act Award is used to recognize exemplary efforts, such as a noteworthy accomplishment, a scientific achievement, a valued proposal, an act of heroism, the elimination of fraud, waste and abuse, etc. Enclosure (2) reflects recommended Special Act award amounts ranging from \$25 to \$10,000. The Deputy Chief of Staff (DCOS)/Special Assistant (SA) may approve awards up to \$1,500 with concurrence from the COMNAVRESFOR ED and Comptroller funding approval for headquarters commands. REDCOM Commanders, CSO or ACSO will provide approval with funding approval provided by REDCOM Comptrollers for all other commands. Special Act Award amounts exceeding \$1,500 must be submitted to the COMNAVRESFOR ED or REDCOM ACSO for approval prior to funding.

c. Time Off Award. A Time-Off Award is an excused absence granted to a civilian employee without charge to leave or loss of pay. The number of hours granted for time-off awards will be based upon the value of the individual's contribution or accomplishment, that have contributed to the quality, efficiency or economy of government operations, enclosure (4). Time-Off awards may be approved by the supervisor, with concurrence from the COMNAVRESFOR ED for headquarters commands or the REDCOM ACSO for other CNRFC commands and N8 funding approval prior to processing.

7. The amount of time-off granted in one leave year must not exceed 80 hours. The amount of time-off granted to an individual for a single contribution must not exceed 40 hours. Time-off awards must be used within one year after the effective date of the award. Any unused amount remaining after that time will be forfeited without further compensation to the employee. Time-off awards must not be converted to cash payment under any circumstances per 5 CFR 451.104. Furthermore, time-off awards cannot be transferred between Department of the Navy (DON) components or outside the DoD. Supervisors must approve specific requests to use time-off awards, but must also ensure employees are able to use the time-off award before it expires or he/she leaves the granting command. A Time-Off Award can be transferred within DON; however, it must be scheduled, with approval from the new command, and used within one year after the effective date of the award.

8. Examples of achievements, which may be considered for a Time-Off Award:

- a. Sustaining high-level performance.
- b. Making a high-quality contribution involving a difficult or important project or assignment.
- c. Displaying special initiative and skills in completing an assignment or project before the deadline.

9. Length of Service Awards (LOS). LOS awards will be presented to employees who have reached a milestone while employed with COMNAVRESFOR. LOS certificates will be prepared in five-year increments from 10 to 50 plus years of civilian service. Total Federal civilian and honorable military service may be creditable toward eligibility for LOS recognition. For employees with 40 or more years of service, supervisors may request the Chief of Navy Reserve (CNR), on behalf of the Secretary of Navy (SECNAV), to sign a Career Service Award, (NAVSO 12453/1 (4-77)). The Career Service Award will be initiated and forwarded by the COMNAVRESFOR DCHR (N00CP) via Enterprise Task Management Software Solution (EMTS2) six months prior to presentation to allow time for CNR to sign. Preparation of LOS certificates for employees with under 40 years of service will be the responsibility of the DCHR for Headquarters commands and of COMNAVIFORES, and each REDCOM for commands under their cognizance. The respective Commanders will sign the certificate. The DCHR staff will provide LOS reports to COMNAVINFORES and each REDCOM ACSO on a quarterly basis to keep track of required LOS awards.

10. Retirement Certificates. Supervisors are responsible for contacting the DCHR staff at least 60 days prior to retirement to ensure a Civilian Retirement Certificate is prepared for presentation to the retiring employee. Requests for SECNAV Certificates of Retirement for 40 plus years must be forwarded to the DCHR staff five months prior to retirement to allow time to obtain CNR and/or SECNAV signatures. For employees with over 30 years of Federal service, requests for a Presidential Letter of Appreciation will be completed and submitted by the DCHR staff.

11. Honorary Awards. Honorary awards provide a means to recognize an employee's overall significant value to an organization. They provide an opportunity to acknowledge valuable contributions made and may reflect contributions made over a period of months or years. Honorary awards may or may not involve monetary recognition and may be in the form of certificates, Commander's coin, emblems, medal, etc. Individual supervisors or other officials within the chain of command may develop honorary awards for their employees. All Honorary awards identified below must be submitted to the DCHR staff at least six months in advance in order to obtain CNR or SECNAV signature, as appropriate, unless otherwise noted. Honorary award packages should be prepared following the guidance of enclosures (6) through (7) and consist of the various components of enclosures (8) through (12). Some of the most common DON honorary awards are:

- a. Department of Defense Distinguished Civilian Service Award (DCSA). This is the highest honorary award SECNAV can bestow upon a career DON civilian employee, whose career reflects exceptional devotion to duty and whose contributions to the efficiency, economy, or other improvements within the DoD operations are of a significantly broad scope. Awards may be granted for contributions in a scientific field or for accomplishments in technical or administrative endeavors. Career DoD employees normally compete for this award with the competition culminating in an annual ceremony recognizing six to 10 DoD employees.
- b. Department of the Navy Superior Civilian Service Award (SCSA). This award is the second highest honorary award in the DON. The contribution, while exceptional in value, impact/accomplishment that is significant and has far-reaching major command-wide impact. Nomination must be submitted by the supervisor six months in advance of the desired presentation date for processing.
- c. Department of the Navy Meritorious Civilian Service Award (MCSA). The MCSA is the third highest honorary award in the DON. For the MCSA, contributions, while high in value, are more limited in scope/impact than that for the Civilian Service Commendation Medal (CSCM) described below (e.g. accomplishment should be significant and have far reaching impact, but less than the SCSA). This award should not be used as a retirement award. However, if a significant accomplishment occurs close to retirement, it may be acceptable to present it at retirement. Nomination must be submitted by the supervisor six months in advance of the desired presentation date for processing.
- d. Department of the Navy Civilian Service Commendation Medal (CSCM). Per reference (c), the CSCM is the fourth highest honorary award in the DON. The medal is awarded to DON civilians who distinguish themselves by performance well above that which is usually expected of an individual commensurate with his or her grade, or specialty, and above the degree of excellence, which can be appropriately reflected in the individual's performance evaluation, or personnel records. The CSCM may be awarded after a significant achievement (such as an invention, or improvement in design, procedure or organization). Recipients of the CSCM are recognized for performance at the equivalent level of the Navy and Marine Corps Commendation Medal award to military personnel for similar achievement. Nomination must be submitted by the supervisor 60 days in advance of the desired presentation date for processing.

The supervisor must adhere to the nomination process in enclosure (13) to N00CP via their chain of command for routing and signatures. Enclosure (15) is the template sample for the citation.

e. Department of the Navy Civilian Service Achievement Medal (CSAM). Per reference (c), the CSAM is the fifth highest honorary award in the DON. The medal is awarded to DON civilians who, while serving in a capacity within the Navy or Marine Corps, are to be recognized for sustained performance or specific achievement of a superlative nature at the equivalent level of the Navy and Marine Corps Achievement Medal awarded to military personnel. Some examples for the CSAM are end of tour (employee departing with sustained performance), special project with command impact, process improvements or successfully acting/performing in a role in the absence of another employee or supervisor. Nomination must be submitted by the supervisor 60 days in advance of the desired presentation date for processing. The supervisor must adhere to the nomination process in enclosure (14) to N00CP via their chain of command for routing and signatures. Enclosure (16) is the sample template for the citation.

f. All the Honorary awards consist of a certificate and medal set.

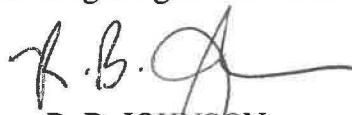
12. Funding. Funding for this program is centralized within each N8 at the echelon II, III, and IV levels. Award amounts must be approved for funding by the appropriate N8 prior to forwarding the approved award form to the DCHR staff for processing. Awards are funded in the order received for funding approval.

13. Grievance System. Employees may not challenge decisions to grant or not grant an award covered under this instruction through the administrative grievance system or, where applicable, negotiated grievance procedures.

14. Action. Provisions and policies of this instruction are effective upon the date of issuance.

15. Record Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of September 2019.

16. Review and Effective Date. Per OPNAVINST 5215.17A, N00CP will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



R. B. JOHNSON
Executive Director

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via Navy Reserve Website, <http://www.public.navy.mil/nrh/pages/instructions.aspx>

TABLE 1. TANGIBLE BENEFITS – EXAMPLE SCALE OF AWARD AMOUNTS

<u>Benefits</u>	<u>Awards</u>
<u>Estimated First-Year Benefits</u>	<u>Amount of Award to Employees</u>
Up to \$100,000 in benefits.	10% of benefits.
\$100,001 and above in benefits.	\$10,000 plus 1% of benefits above \$100,001 up to \$25,000 with OPM approval.
Note:	Presidential approval is required for award amounts exceeding \$25,000 and must be submitted to the USD(P&R) for endorsement to the OPM. While the amount of savings may suggest an award exceeding \$25,000 based upon a DoD Component's awards scale, the savings cannot be the sole basis for requesting Presidential consideration. Only meritorious ideas or accomplishments of extraordinary, national significance that would otherwise warrant attention to the President may be endorsed to the President for approval.

TABLE 2. INTANGIBLE BENEFITS – EXAMPLE SCALE OF SPECIAL ACT AWARD AMOUNTS

Value Of Benefit	<u>EXTENT OF APPLICATION</u>			
	<u>LIMITED</u> Affects functions, missions or personnel of one facility, installation, regional area or an organizational element of a headquarters. Affects small area of science or technology.	<u>EXTENDED</u> Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	<u>BROAD</u> 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.	<u>GENERAL</u> Affects functions, mission, or personnel of more than one department or agency or is in the public interest throughout the Nation and beyond.
<u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$125	\$126 - \$325	\$326 - \$650	\$651 - \$1,300
<u>SUBSTANTIAL</u> Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public.	\$125 - \$325	\$326 - \$650	\$651 - \$1,300	\$1,301 - \$3,150
<u>HIGH</u> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$325 - \$650	\$651 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300
<u>EXCEPTIONAL</u> 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.	\$650 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

**TABLE 3. INTANGIBLE BENEFITS – EXAMPLE SCALE FOR
ON-THE-SPOT AWARDS**

<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 product, 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

TABLE 4. TIME-OFF AWARD FOR A SINGLE CONTRIBUTION

<u>Value to the Organization</u>	<u>Number of Hours</u>
Moderate: 1. 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.	1 - 10 hours
Substantial: 1. An important contribution to the value of a product, activity, program or service to the public. 2. Significant change or modification of operation principles or procedures.	11 – 20 hours
High: 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.	21 – 30 hours
Exceptional: 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.	31 – 40 hours

CIVILIAN AWARDS FORM NAVRES 12451/1 (3-19)

CIVILIAN AWARDS	
PRIVACY ACT STATEMENT: AUTHORITY: 5 U.S. C. 4302. PRINCIPAL PURPOSE The information is used to process Commander, Navy Reserve Force civilian awards. ROUTINE USE: Information is used to evaluate individual requests and approve awards. Upon approval the information will be entered into the Defense Civilian Personnel Data System. DISCLOSURE: Completion of this form is voluntary; failure to provide requested information will result in a failure to process request.	
Name of Awardee (Last, First, Middle Initial):	Department/ Code:
Type of Award Requested: <input type="checkbox"/> Honorary Award <input type="checkbox"/> Special Act Reward <input type="checkbox"/> Time-Off Award <input type="checkbox"/> On the Spot Award	
Award Amount Recommended:	Award Amount/Hours Approved (if different):
Special Act Value of Benefit:	Special Act Extent of Application:
Time-Off Award Value to Organization:	Time-Off Award Value of Award: (Number of Hours) x (Hourly wages)
On-the-Spot Award Value to Organization:	For On-the-Spot Award only Minimum Award Amount \$25; Maximum Award Amount \$750
JUSTIFICATION FOR AWARD:	
Recommended by: (Name and Title)	Date:
Approved By: (Name and Title)	Date:
Executive Director Concurrence: (Name and Title)	Date:
Funds Available (COMPTROLLER/HQ N812): (Name and Title)	Date:

NAVRES 12451/1 (3-19)

**DEPARTMENT OF THE NAVY AWARDS GUIDANCE FOR THE OFFICE OF
THE CHIEF OF NAVY RESERVE APPROVED AWARDS**

Forward nomination package by cover letter, via chain of command to:

**Civilian Human Resources, Code: N00CP
POC: esther.newcomb@navy.mil**

**** Letter should identify basis of award, i.e. member is retiring or changing jobs, or award is for a specific achievement, or it is for sustained superior performance over a period of time.**

**** Provide package electronically, on CD, or as Word file attachment to e-mail.**

Enclosure I – Brief resume containing the following:

- Nominee's name, position title, series and grade, and employing activity.
- Description of nominee's current job responsibilities (basic description of duties from PD).
- Career history (include dates and position title).
- Education.
- Published papers, articles or books, inventions, participation in professional and civic organizations.
- Awards and honors (List by date, include annual performance awards).

Enclosure II – Narrative justification for the award (includes):

- Area(s) of achievement upon which the nomination is based.
- Scope and importance of mission, function, service, or task affected.
- Extent of ingenuity, innovation, or dedication demonstrating initiatives which exceeded job responsibilities.
- Results achieved, including benefits to the Government and impact on the organization.

Enclosure III – Proposed Citation (must include):

- Nominee's name exactly as it should appear on the certificate.
- Include "From and To" dates in month and year format (January 2017).
- Always write in third person, past tense (Mr./Mrs. Awardee did; he/she did).
- Use Times New Roman 10 pitch; 1.25 margin; double spaced; not to exceed 24 lines in actual body (excluding heading).
- For Public Service Awards, since citation is on certificate, space is limited, should be approximately 100 words.
- Provide as Word file attachment to e-mail.

**DEPARTMENT OF THE NAVY AWARDS GUIDANCE FOR THE SECRETARY
OF THE NAVY APPROVED AWARDS**

Forward nomination package by letter, via chain of command to:

**Civilian Human Resources, Code: N00CP
POC: esther.newcomb@navy.mil**

**** Letter should identify basis of award, i.e. member is retiring or changing jobs, or award is for a specific achievement, or it is for sustained superior performance over a period of time.**

**** Mail original and provide entire package electronically as Word file attachment to e-mail**

Enclosure I – Brief resume not to exceed one page limited to the following:

- Nominee's name, position title, series and grade, and employing activity.
- Description of nominee's current job responsibilities.
- Career history (include dates and position title).
- Education.
- Published papers, articles or books, inventions, participation in professional and civic organizations.
- Awards and honors.

Enclosure II – Narrative justification for the award (includes):

- Area(s) of achievement upon which the nomination is based.
- Scope and importance of mission, function, service, or task affected.
- Extent of ingenuity, innovation, or dedication demonstrating initiatives which exceeded job responsibilities.
- Results achieved, including benefits to the Government and impact on the organization.

Enclosure III – Proposed Citation (must include):

- Nominee's name exactly as it should appear on the certificate.
- Include "From and To" dates in month and year format (January 2017).
- Always write in third person, past tense (Mr./Mrs. Awardee did; he/she did).
- For Public Service Awards, since citation is on certificate, space is limited, should be approximately 100 words

PREPARATION OF CITATIONS FOR CIVILIAN HONORARY AWARDS

SUPERIOR/DISTINGUISHED CIVILIAN SERVICE AWARDS

Citations are required as part of the nomination package for Navy Honorary awards. Citations should be submitted in double-spaced format, approximately 22 lines, not to exceed 24 lines. Prepare in upper-lower case, using Times New Roman 12-pitch font, with margins of 1.25 inches. Citations, which are too long, are subject to either return to the initiating office for rewrite, or in some cases, may be rewritten.

MERITORIOUS CIVILIAN SERVICE AWARDS

Citations are required as part of the nomination package for Navy Honorary awards. A nomination form must be completed and submitted via N11 to the Senior Civilian Leadership Council for review. The award package should consist of a nomination cover letter, narrative, resume, and a citation. Citations should be submitted in double spaced format, approximately 23 lines, not to exceed 24 lines. Prepare in upper-lower case, using Arial 12-pitch font, with 1 inch margins. Improperly formatted citations will be returned to the initiating office for rewrite or corrections.

CITATION GUIDELINES:

- *Always provide the recipient's name exactly as it should appear on the certificate.
- *Do NOT use terms inappropriate to the award; for example, if the award is a *superior* level award, do NOT use the term "distinguished" or "meritorious" in the citation.
- *Dates of the service being recognized should be used; use only months and years, not days.
- *If acronyms are used they must first be spelled out and identified to ensure clarity. Use of acronyms should be kept to a minimum, if used at all.
- *Name is generally only used three times: (1) in the heading; (2) in the second sentence; and (3) in the last sentence.
- *Always use third person, past tense. For example "he did;" NOT "he has DONE."
- * At the end of the citation, the term "Department of the Navy" should be used for civilian awards instead of United States Navy or naval service.

Provide citations in Word format hardcopy and via e-mail.

**SAMPLE NOMINATION LETTER – OFFICE OF THE CHIEF OF NAVY
RESERVE APPROVAL**

12451
Ser
Date

From: Commander, Navy Reserve Forces Command
To: Office of the Chief of Navy Reserve (N095)

Subj: NAVY SUPERIOR CIVILIAN SERVICE AWARD ICO MR./MRS. FIRST
NAME MI. LAST NAME

Ref: (a) COMNAVRESFORINST 12451.4B

Encl: (1) Resume
(2) Justification
(3) Proposed Citation

1. Per references (a) and (b), enclosures (1) through (3) are forwarded. Mr./Ms. First name Last name is strongly recommended for the Navy Superior/Meritorious Civilian Service Award as a result of his/her exceptionally dedicated service while assigned to (office name, division) as Job title). This award is submitted on the occasion of (basis of award-see examples below). Mr./Mrs. Awardee's performance has been extremely noteworthy and is deserving of the recognition afforded by the Navy Superior Civilian Service Award.

I. A. COMMANDER

BASIC EXAMPLES

This award is submitted on the occasion of Mr. Awardee's retirement after ## years of service.

This award is submitted on the occasion of Mrs. Awardee's departure from (Command) due to his acceptance of a new position (reason behind award).

This award is submitted in recognition of Mr. Awardee's sustained outstanding performance during the period of *date to date*. (not leaving command).

SAMPLE NOMINATION LETTER - SECRETARY OF THE NAVY APPROVAL

12451
Ser
Date

From: Commander, Navy Reserve Forces Command
To: Chief of Navy Reserve

Subj: NAVY DISTINGUISHED CIVILIAN SERVICE AWARD ICO MR./MRS.
FIRST NAME MI. LAST NAME

Ref: (a) COMNAVRESFORINST 12451.4B

Encl: (1) Resume
(2) Justification
(3) Proposed citation

1. Per reference (a) and (b), enclosures (1) through (3) are forwarded. Mr./Mrs. First name Last name is strongly recommended for the Navy Distinguished Civilian Service Award as a result of his/her exceptionally dedicated service while assigned to (office name, division) as a (give title). Mr./Mrs. Awardee's performance has been extremely noteworthy and is deserving of the recognition afforded by the Navy Distinguished Civilian Service Award.

I. A. COMMANDER

SAMPLE HONORARY AWARD RESUME

RESUME

John D. XXXXXXXXXXXX

Meritorious/Superior/Distinguished Civilian Service Award

1. General Information

Name: First name MI. Last name

Title and Grade: Deputy Comptroller, GS-15

Organization/Location: Commander, Naval Information Force Reserve
1550 Doolittle Ave

Fort Worth, TX 76127

Period covered in narrative: March 2001 through March 2011

2. Description of Current Job Responsibilities. As Fleet Deputy Comptroller, Mr. XXXXXXXXXXXX has been an inspirational leader in a wide variety of financial and accounting disciplines and has been the cornerstone for Fleet financial management for many years. He is recognized throughout both the Navy and Defense Departments as an innovator, a sought-out mentor, a leader in the financial and accounting fields, and a significant contributor to development programs and systems for future Navy Financial Managers. Mr. XXXXXXXXXXXX designed the Command Financial Management System (CFMS) which is the financial management system used throughout Navy Budget Submitting Offices. His leadership in system design and planning provided the knowledge necessary to develop a system flexible enough to meet changing requirements and to be considered part of the Navy's interim portfolio of systems to be used awaiting implementation of Navy's Enterprise Resource Planning (ERP) system. His knowledge is respected by other activities and his expertise is sought after in the development of various systems, including Navy ERP and Single Supply Baseline for Afloat accounting. He ensures the Fleet maximizes buying power in execution years, while gleaning the most bang for the buck from prior years to meet contingent liabilities. His efforts in this area have directly impacted Navy's ability to complete critical overhauls of national assets, including nuclear submarines and aircraft carriers that are crucial to the Fleet meeting commitments to delivering forces to Combatant Commanders. He has personally mentored many of today's senior Navy leaders and core financial managers throughout the Department of Defense. He expands his influence to over 400 Financial Management professionals in Fleet Forces' subordinate commands and in other Budget Submitting Offices, Echelon II Staffs and Naval Component Commanders in European Command, Central Command and Southern Command, through annual strategy and rules and tools seminars, fiscal and appropriation law courses, and CFMS training.

3. Employment History

1999-Present: Commander, Naval Information Force Reserve - Deputy Fleet Comptroller

1984-1999: Commander in Chief, U.S. Atlantic Fleet - Chief Accountant and Financial Management Information Systems Officer

1975-1984: Commander in Chief, U.S. Atlantic Fleet - Systems Accountant and Resources Analysis Officer

1971-1975: Naval Air Station Oceana - Internal Review Accountant, Operating Accountant, and Budget Officer

4. Education

1971 - Bachelor of Science, University of Scranton, Pennsylvania, Accounting 1998 - Certified Government Financial Manager (CGFM)

5. Significant Prior Monetary and Honorary Awards

2009 - Honorary Supply Corps Officer, recognized by the Chief of Navy Supply Corps

2005 - Assistant Secretary of the Navy Financial Management and Comptroller Echelon II Individual Achievement in Comptrollership Award

1992 - Navy Superior Civilian Service Award for Defense Finance and Accounting Service (DFAS) creation efforts

1991 - Defense Finance and Accounting Service (DFAS) Certificate for Exceptional Service

1991 - American Society of Military Comptrollers (ASMC) National Computer Science Award

1981 - Navy Superior Civilian Service Award for his work with the Integrated Disbursing and Accounting Financial Management System (IDAFMS)

2010 - Performance Pay Award 2009 - Performance Pay Award 2008 - Performance Pay Award 2001 - Quality Salary Increase

Note: Performance awards provided for last 10 years only.

SAMPLE HONORARY CIVILIAN SERVICE AWARD CITATION

(FIRST NAME MI. LAST NAME)

for service as set forth in the following

CITATION:

For sustained (*Meritorious/Superior/Distinguished*) Civilian Service Award as (job title) on the staff of (command name) from (start date (mm/yr)) to (end date (mm/yr)).

Description of accomplishments

Mr./Ms. (name)'s distinctive accomplishments and impressive devotion to duty reflected great credit upon himself/herself and the Department of the Navy.

***DISTINGUISHED AWARDS - SIGNATURE BLOCK WILL BE ADDED BY THE
SECRETARY OF THE NAVY OR ASSISTANT SECRETARY OF THE NAVY AWARDS
OFFICE***

***SUPERIOR AWARDS - SIGNATURE BLOCK WILL BE ADDED BY THE CHIEF OF
NAVY RESERVE AWARDS OFFICE***

***MERITORIOUS AWARDS - SIGNATURE BLOCK WILL BE ADDED BY COMMANDER,
NAVAL INFORMATION FORCE RESERVE AWARDS OFFICE***

DOD CIVILIAN SERVICE COMMENDATION MEDAL NOMINATION PROCESS

Approval Authority

SECNAV: Commanders in the rank of O-6 and above and civilians in equivalent positions may approve this medal.

CNRF Guidance

Echelon IV Commanders will approve medal with quality assurance from N00CP prior to issuance to ensure compliance.

HQ Level

OCNR – CNR

CNRF/CNRFC – Deputy/Commander

CNAFR – Commander

CNIFR – Commander

Processing:

Nominations will be submitted using the NAVRES 12451/1 (3-19)

Check box “Honorary Award”.

You can include a monetary and/or time off award on the same form if one is recommended at the same time Include a draft of the citation, no more than 8 lines of text.

Nominations sent to:

Echelon I

OCNR – Chief of Staff

Echelon II

CNRF – Chief of Staff

Echelon III

CNRFC – Chief of Staff

CNAFR – Chief of Staff

CNIFR – Administrative Officer

Include a copy to your chain of command with a copy to N00CP for quality assurance to ensure compliance. N00CP will submit the medal in EMTS2 for routing and signatures 45-day lead-time is required for routing and signatures.

CNIFR will be boarded and processed by the Administrative Officer.

CNAFR will be boarded and processed by the Chief of Staff.

Nominations from:

Echelon I, II, III (except CNIFR)

N00CP will provide:

Signed Certificate in collaboration with Command Services Medal

60 day lead time for routing and signature.

CNIFR

Will be routed from the Officer in Charge to Administrative Officer for processing.

Nominations from:

Echelon IV and V

Send to the REDCOM ACSO's

Supervisors will provide the ACSO

NAVRES 12451/1 (3-19)

Draft of the citation, no more than 8 lines of text (see back up slide for specifications).

ACSO will provide:

Provide copy to N00CP for quality assurance prior to issuance to ensure compliance.

Signed Citation

Medal

60 day lead time for routing and signature – ECH IV Commanders can sign.

Provide scanned copy of the final package to N00CP to enter into DCPDS.

Certificate specifications

Name, Duty Station

Times New Roman, Bold, no larger than 22 pitch, centered

Citation

Justify alignment, Time New Roman, all CAPS, Bold, 11 or 12 pitch, no more than 8 lines of text.

Use heavy card stock – template will be provided.

DOD CIVILIAN SERVICE ACHIEVEMENT MEDAL NOMINATION PROCESS

Approval Authority

SECNAV: Commanders in the rank of O-5 and above and civilians in equivalent positions may approve this medal.

CNRF Guidance

Echelon V Commanders (O-5 and above), can approve medal, with quality assurance from N00CP prior to issuance O-4 and below Commanders submit to Echelon IV CDR's.

HQ Level

OCNR – CNR

CNRF/CNRF – Deputy/Commander

CNAFR – Commander

CNIFR – Commander

Processing:

Nominations will be submitted using the NAVRES 12451/1 (3-19)

Check box "Honorary Award". You can include a monetary and/or time off award on the same form if one is recommended at the same time Include a draft of the citation, no more than 8 lines of text.

Nominations sent to:

Echelon I

OCNR – Chief of Staff

Echelon II

CNRF – Chief of Staff

Echelon III

CNRF – Chief of Staff

CNAFR – Chief of Staff

CNIFR – Administrative Officer

Include a copy to your chain of command with a copy to N00CP for quality assurance to ensure compliance. N00CP will submit the medal in EMTS2 for routing and signatures 45 day lead time is required for routing and signatures. A copy of the final package will be sent to N00CP to enter into DCPDS.

Nominations from:

Echelon IV and V

Send to the REDCOM ACSO's

Supervisors will provide the ACSO:

NAVRES 12451/1 (3-19)

Draft of the citation, no more than 8 lines of text (see back up slide for specifications)

ACSO will provide:

Provide copy to N00CP for quality assurance prior to issuance Signed Citation.

Medal

60 day lead time for routing and signature.

Provide scanned copy of the final package to N00CP to enter into DCPDS.

Certificate specifications

Name, Duty Station

Times New Roman, Bold, no larger than 22 pitch, centered

Citation

Justify alignment, Time New Roman, all CAPS, Bold, 11 or 12 pitch, no more than 8 lines of text.

Use heavy card stock – template will be provided.

DOD CIVILIAN SERVICE COMMENDATION MEDAL TEMPLATE SAMPLE



DEPARTMENT OF THE NAVY

**THIS IS TO CERTIFY THAT THE SECRETARY OF THE NAVY HAS AWARDED THE
CIVILIAN SERVICE COMMENDATION MEDAL
TO**

Recipient Name

November 22, 2019

DATE



Approving Official Name
Title

DOD CIVILIAN SERVICE ACHIEVEMENT MEDAL TEMPLATE SAMPLE



DEPARTMENT OF THE NAVY

**THIS IS TO CERTIFY THAT THE SECRETARY OF THE NAVY HAS AWARDED THE
CIVILIAN SERVICE ACHIEVEMENT MEDAL
TO**

Recipient Name

November 22, 2019

DATE



Approving Official Name
Title