CNRMC INSTRUCTION 12450.1

From: Commander, Navy Regional Maintenance Center

Subj: PERFORMANCE AWARDS REVIEW BOARD (PARB)

Ref: (a) 5 CFR 451
     (b) 5 CFR 531
     (c) DOD Manual 1400.25M
     (d) COMNAVSEASYSCOM Memo 12430 Ser 10H3/386 of 9 Oct 15

Encl: (1) Recognition and Awards Recommendation Form
       (2) Recommendation for Incentive Award Form

1. Purpose. To establish policy and procedures for the CNRMC staff PARB in carrying out the CNRMC Civilian Awards Program per references (a) through (c).

2. Policy. An awards program is best used as a tool to motivate and reward employee productivity by recognizing creativity, innovation, efficiency and professionalism in the workplace. In doing so, CNRMC shall require a PARB to review and approve employee’s Performance Based Award and Contribution Levels.

   a. Awards. In order to provide a means to recognize and reward employee accomplishments and contributions, rating officials will assess an employee’s performance against prescribed Interim Performance Management Systems (IPMS) performance standards and assign a reward score of 1, 2 or 3 to each critical element using enclosure (1). In doing so, rating officials will make clear and consistent distinctions between different levels of performance and contributions, and reward recommendations.

   (1) Based on FY15 guidance and anticipated to be the same for FY16, the command funds an awards budget at an aggregate level of 1.5 percent of total adjusted salaries of employees covered by IPMS, as permanently assigned, for each performance period. Of that funding, an aggregate of 1.25 percent of total adjusted salaries should be executed at the
command level to recognize and reward employees' annual performance and contribution to mission. The remainder should be used to grant cash through On-the-Spot/Incentive Awards throughout the year, in addition to time off and other types of awards without any monetary investment.

(2) Annual performance awards are neither mandatory nor guaranteed. When granted, annual performance awards are paid a percentage of adjusted salary based on the average of an employee's critical element scores. Table 1 below provides the award eligibility framework for CNRMC staff. Rating Assignment Officers/Department Heads will use this framework for recognition and rewards; however, award percentages may be adjusted to ensure the required minimum aggregate is executed each year. The CNRMC PARB will consider award recommendations and make decisions/recommendations as they apply.

b. Before recommending and approving annual performance award amounts, rating officials, senior rating officials and PARBs should consider other recognition received by employees during the performance period. Since awards are calculated as a function of basic pay, care should be taken to ensure similarly situated employees with like performance are rewarded in a consistent manner, and there are clear distinctions in award amounts for different levels of performance and contribution to mission.

3. Award Types.

a. Annual Performance Award. Performance awards are granted once a year in connection with an employee's annual rating of record. These awards are subject to NAVSEA award funding limits. (Enclosure (1) will be used to assess award level.)

b. Quality Step Increase (QSI). An award used to provide appropriate incentives and recognition for high quality performance above that ordinarily found in the type of position concerned by granting faster than normal step increases. These awards are subject to NAVSEA award limits. (Enclosure (2) will be used for QSI allocation.)

c. Time Off Award. An alternate and/or additional means of recognizing superior accomplishments or achievements of employees with other than monetary or non-monetary awards. (Enclosure (2) will be used to assess Time Off Award.)
d. **Incentive Award.** A monetary or non-monetary award to quickly recognize and provide immediate reinforcement for exceptional performance of one-time achievements by employees that resulted in support of high quality or quantity. (Encl (2) will be used to assess Incentive Award recommendation.)

4. **Responsibilities.**

   a. **Executive Director will:**

      (1) Establish a command level PARB to govern all IPMS performance awards/recognition.

      (2) Be the PARB Chair responsible for management of the board and approval of all board decisions.

      (3) Allocate funding for an awards budget as directed by NAVSEA headquarters guidance.

      (4) Act as the final reviewing authority for direct reports when establishing their performance level.

      (5) Brief Commander, Naval Regional Maintenance Centers (CNRMC) regarding the final recommended awards and ensure his concurrence with the awards plan and allocations.

   b. **CNRMC Department Heads will:**

      (1) Act as Board Members responsible for the review process of the employee performance that will be reviewed at the board. Board members will be able to brief employee performance, answer questions relative to performance assessments, and speak to accomplishments and contributions. During the review process, board members will be responsible for recommending a reward level associated with the employee’s overall performance.

      (2) Review and approve all employee performance awards at a strategic level for fairness, appropriateness and adherence to merit system principles.

   c. **Director of Administration/Manpower will:**

      (1) Act as the Board Administrator. This role provides administrative processing that makes the board run smoothly by compiling all the data elements and material required for the board review process.
(2) Run all necessary reports, track decisions and monitor board funding during the proceedings.

(3) Submit rating of record and performance award information to the appropriate servicing Human Resource Office (HRO), via a Request for Personal Action (RPA), for forwarding to the Human Resource Service Center (HRSC) to upload into Defense Civilian Personnel Data System (DCPDS).

d. Rating Officials/Senior Raters will:

(1) Complete enclosures (1) and (2) as they apply and ensure a copy is provided to the Director of Administration and the respective Department Head for use at the PARB. Submissions should occur within 45 days from the end of the appraisal cycle.


a. Each board will establish business rules to assist in the review process. Business rules must be written and maintained as a record with the results of the PARB. At a minimum, the following business rules will be adopted by each PARB.

(1) Ensure equity and consistency, PARBs will review employees by career stages when discussing contribution levels and award percentages.

(2) Ensure fairness, all QSI recognition may be nominated by the PARB, however, the nominees will be provided to the Commander/Executive Director for final review and selection.

(3) PARBs will meet no later than 60 days after the end of the performance appraisal period.

b. PARB Deliberations. PARBs will review each employee’s overall performance and consider an appropriate Contribution Level (CL) using the following standard criteria and enclosure (1). Per Reference (d), due to award funding limits, table 1 amounts listed are different than those in the DON Interim Performance Management System policy. Performance based awards may be granted per the table, but eligibility for an award does not guarantee an award will be recommended and/or awarded and minimums for element scores are not guaranteed.
<table>
<thead>
<tr>
<th>Average of Critical Element Contribution Levels Recommendation</th>
<th>Award Eligibility (% of basic pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 - 1.49</td>
<td>No award - .50%</td>
</tr>
<tr>
<td>1.50 - 2.49</td>
<td>.50 - 1.0%</td>
</tr>
<tr>
<td>2.50 - 3.0</td>
<td>1.0% - 1.5%</td>
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</tbody>
</table>

(1) **CL-1**: Met expectations. Attained each critical element on time, requiring little supervision or rework. Achieved requirements and ensured the continuation of the goals and mission of the command.

(2) **CL-2**: Exceeded expectations. Accomplished more than required in advance of timeliness with limited supervision. Took initiative and recommended solutions and improvements. Contributions significantly enhanced the goals and mission of the command.

(3) **CL-3**: Greatly exceeded expectations. Accomplished more than required to a superior level without supervision. Recognized by senior and peers for outstanding performance. Contributed to the efficiency of the agency. Contributions had great impact on the success of the goals and mission of the command.

6. **Grievances**. Determinations concerning awards or QSIs are not grievable.

7. **Records Management**. Performance management records will be maintained for a period of three years. Performance appraisals, which include narrative assessments and final ratings of record, are subject to the Privacy Act and will be maintained for a period of three years.

T. A. LAVERGHETTA
Executive Director
By direction
DEPARTMENT OF THE NAVY (DON) INTERIM PERFORMANCE MANAGEMENT SYSTEM 
RECOGNITION AND REWARDS NOTIFICATION FORM 
Version 1.0 
(Please read Privacy Act Statement and Instructions before completing this form.)

<table>
<thead>
<tr>
<th>ADMINISTRATIVE DATA</th>
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<tbody>
<tr>
<td>1. APRAISAL PERIOD:</td>
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<tr>
<td>2. EMPLOYEE NAME (Last, First, Middle Initial)</td>
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<tr>
<td>4. POSITION TITLE</td>
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<tr>
<td>6. ORGANIZATION</td>
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PERFORMANCE-BASED AWARD - RATING OFFICIAL RECOMMENDATION

1. To provide a means for recognizing and rewarding employees, for those employees who receive an 'acceptable' rating of record, each critical element will be assessed against the performance standards in Appendix F of the document Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS and will be assigned a reward recommendation score. The average of the reward recommendations will be used to assess award eligibility. In this section, the rating official will input his or her recommendations for any performance-based award. If the decision is to grant an award, awards must be given according to the charts shown below. Awards are neither mandatory nor guaranteed.

<table>
<thead>
<tr>
<th>CRITICAL ELEMENT</th>
<th>CRITICAL ELEMENT TITLE</th>
<th>REWARD RECOMMENDATION</th>
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</thead>
<tbody>
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</table>

REWARD RECOMMENDATION (enter average of the Reward Recommendations for each critical element)

RECOMMENDED AWARD AMOUNT (enter only if recommendation is to grant an award, expressed as a percentage of basic pay)

2. QUALITY STEP INCREASE RECOMMENDATION - An additional step increase may be granted in recognition of high quality performance above that ordinarily found in the type of position concerned. To be eligible for a Quality Step Increase (QSI), an employee must:
   (a) currently be paid below step 10 of their classified grade;
   (b) have received an average reward recommendation of no less than 2.5 as part of an annual appraisal;
   (c) have demonstrated sustained performance of high quality; and
   (d) have not received a QSI (or QSI-equivalent under a personnel system other than the GS) within the preceding 52 consecutive calendar weeks.

Additional guidance on assigning QSIs is available in section 12.b. of the document Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS.

I recommend a QSI for the employee and certify that the requirements above have been met and that justification has been recorded in the Rating Official's assessments on the Performance Appraisal Form.

3.a. PRINTED NAME OF RATING OFFICIAL (Last, First, Middle Initial) b. SIGNATURE

c. TITLE AND ORGANIZATION d. DATE

4.a. PRINTED NAME OF SENIOR RATING OFFICIAL (Last, First, Middle Initial) b. SIGNATURE

c. TITLE AND ORGANIZATION d. DATE
PERFORMANCE-BASED AWARD - PERFORMANCE AWARDS REVIEW BOARD APPROVAL

1. To ensure fairness, good business decisions, and adherence to Merit System Principles across the organization, a Performance Awards Review Board will review and approve, disapprove, or modify reward recommendations. In this Part, the Board will record the final reward decision and provide the rationale for any changes to the recommendations. Employees will be notified of their approved rating of record and of any approved award amount within 75 days of the end of the appraisal period.

<table>
<thead>
<tr>
<th>CRITICAL ELEMENT</th>
<th>CRITICAL ELEMENT TITLE</th>
<th>APPROVED SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</table>

APPROVED SCORE AVERAGE (enter average of the scores for the critical elements)

APPROVED AWARD AMOUNT (enter only if recommendation is to grant an award, expressed as a percentage of basic pay)

2. QUALITY STEP INCREASE APPROVAL

The Board authorizes a Quality Step Increase for the employee.

3. PRINTED NAME OF BOARD OFFICIAL
   (Last, First, Middle Initial)

   a. SIGNATURE

   b. DATE

   c. TITLE AND ORGANIZATION

4. SUMMARY OF MODIFICATIONS TO RECOMMENDATIONS (if applicable)
RECOMMENDATION FOR INCENTIVE AWARD

DATE OF SUBMISSION:

AMOUNT:

☐ SPECIAL ACT  $  
☐ ON-THE-SPOT  $  
☐ QUALITY STEP INCREASE  
☐ TIME-OFF - Hours: (To be used by (One year maximum):

DATES OF ACHIEVEMENT:

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>SSN</th>
<th>CODE</th>
<th>POSITION TITLE</th>
<th>GRADE</th>
</tr>
</thead>
</table>

(If the award is for more than one individual, attach a list of names, with SSNs and award amount for each.)

TANGIBLE / INTANGIBLE ESTIMATE OF BENEFITS:

A. TANGIBLE BENEFITS: Approximate tangible value of benefit or savings: $  

B. INTANGIBLE BENEFITS:
   
   (1) Value  
   □ Moderate  □ Substantial  □ High  □ Exceptional
   
   (2) Extent of Application  
   □ Limited  □ Extended  □ Broad  □ General

JUSTIFICATION FOR AWARD: (Use additional sheet of paper if required)

RECOMMENDING OFFICIAL'S SIGNATURE:  

APPROVING OFFICIAL'S SIGNATURE:  

TYPE/PRENTED NAME:  

TYPE/PRENTED NAME:  

TITLE:  

DATE:  

TITLE:  

DATE:  

Executive Director

Privacy Act Statement – Personal Data Privacy Act of 1974

Enclosure (2)