



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
WASHINGTON, D.C. 20362

NAVSEAINST 5305.5 CH-1<sup>IN REPLY REFER TO</sup>  
OPR 00R3

24 September 1986

NAVSEA INSTRUCTION 5305.5 CHANGE TRANSMITTAL 1

From: Commander Naval Sea Systems Command

Subj: CRITERIA FOR AWARD OF COMMAND PLAQUE

1. Purpose. To provide minor changes to NAVSEA Instruction 5305.5.

2. Action.

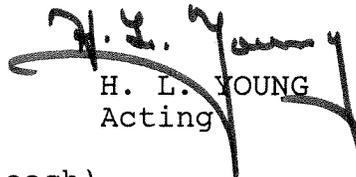
a. Make the following pen and ink corrections:

(1) Page 1: Change OPR to read "00R3".

(2) Page 2: Change copy to distribution to read: SEA 00R3 (100 copies for Personnel Offices servicing SNDL 84 and FKP Activities)".

(3) Encl (1): Change the "To" line in the first endorsement to read "SEA 00R3", and change paragraph 2 to read "SEA 00R3".

b. Add the following sentence at the end of paragraph 5, page 2: "Responsibility for any engraving rests with the requesting office."

  
H. L. YOUNG  
Acting

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NAVSEA Special List Y3

Copy to: (2 copies each unless indicated)

SNDL C84 COMNAVSEASYS COM Shore Based Detachments  
FKP COMNAVSEASYS COM Shore Activities

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09B11 (5)

09B362 (100)



# DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND

WASHINGTON, D.C. 20362

IN REPLY REFER TO

NAVSEAINST 5305.5

OPR: 002E

Ser: 00/240

1 August 1986

## NAVSEA INSTRUCTION 5305.5

From: Commander Naval Sea Systems Command

Subj: CRITERIA FOR AWARD OF COMMAND PLAQUE

Ref: (a) 5 U.S.C. 4505-4506  
(b) 10 U.S.C. 1121-1126  
(c) DOD Directive 1348.19  
(d) SECNAVINST 3590.4A  
(e) SECNAVINST 7042.7F  
(f) 55 Comptroller General, 346, 347  
(g) Federal Personnel Manual, 451

Encl: (1) Sample Presentation Request

1. Purpose. To provide policy and guidance for the award of NAVSEA command plaques.

2. Background. The Comptroller General of the United States has consistently held that award items such as plaques cannot be purchased with appropriated funds unless specifically authorized by a statute and/or its implementing regulations. Award items properly purchased with appropriated funds and given to individuals are governed by federal statute and implemented via references (a) through (g). However, understanding of the directives as they apply to presentation of "command plaques" as award items has become blurred throughout the Naval Sea Systems Command. As a result, command plaques are all too frequently presented as "automatic" awards for such longevity matters as retirement and transfer or for personal achievement with little or no connection to the command mission. Guidance for award of NAVSEA Headquarters and field command plaques is warranted.

3. Policy. It is the policy of the Naval Sea Systems Command that the award of a NAVSEA Headquarters plaque shall be based solely on superior professional performance, sustained or short term, or other accomplishment having a significant connection and value to the immediate mission of NAVSEA. Transfer, retirement, personal or scholastic achievement in and of themselves are not sufficient to warrant the award of a plaque. Award of a plaque for the purpose of securing good will or cooperation of an individual or organization, government or non-government, is strictly prohibited. The value, as well as connection of the superior performance or accomplishment to the mission of NAVSEA, must be documented. NAVSEA plaques may only be requested for members of

1 August 1986

NAVSEA Headquarters, military and civilian, who are assigned permanent duty to UICs 00024, 42192, 35366, 41475, 41563, 40735, 45745, 68817, and 45932 or TEMADD to one of those UICs for a period in excess of 90 days. Field commands should use this policy as a model to control intended achievement recognition where the presentation of a local command plaque is deemed appropriate.

4. Funding. Command plaques will be funded only by the operating funds of the activity (i.e. Operations and Maintenance, Navy (O&MN), Navy Industrial Fund (NIF) or Research and Development, Test and Evaluation, Navy (RDT&EN)).

5. Action. Individuals responsible for monitoring various award oriented programs (Incentive Awards, Beneficial Suggestions, Sailor of the Year, Engineer of the Year, etc.) shall review all pertinent documentation and remove any reference to the award of a NAVSEA or other command plaque where presentation of a plaque can be construed as automatic. Requests within the Headquarters for authority to award a NAVSEA plaque shall be authored at the Directorate level and bear the signature of a Deputy Director. Enclosure (1) will be used for this purpose.



WILLIAM H. ROWDEN

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09B11 (5)

09B362 (100)

1 August 1986

## SAMPLE PRESENTATION REQUEST

5305  
OPR: (1)  
Ser: (2)/(3)  
Date:

## MEMORANDUM FOR THE VICE COMMANDER

Subj: REQUEST FOR AUTHORITY TO AWARD A NAVSEA COMMAND PLAQUE

1. Authority to award a NAVSEA plaque to \_\_\_\_\_ (4)  
is requested.
2. Justification: (5)

\_\_\_\_\_  
Deputy Director

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FIRST ENDORSEMENT

To: SEA 002E

1. The requested authority is granted.
2. SEA 002E shall make a NAVSEA plaque available to the requesting Directorate for appropriate award presentation.

\_\_\_\_\_  
Vice Commander

## Notes:

- (1) Enter the Code of the "Office of Primary Responsibility"
- (2) Enter the Code of the Deputy Director who will sign the Memorandum
- (3) Enter the next consecutive serial number of the Deputy concerned
- (4) Enter the full name of the intended recipient
- (5) Provided full justification for consideration to include time of the achievement (from/to), and impact on NAVSEA. Be precise.

Enclosure (1)