DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 5305.6
Ser 09C/7142
6 Apr 98

NAVSEA INSTRUCTION 5305.6

From: Commander, Naval Sea Systems Command

Subj: PERSONNEL AWARDS PROGRAM

Ref: (a) 5 CFR 451
(b) DOD 1400.25M, Subchapter 451
(c) CPI 451
(d) NAVSEAINST 1650.1E
(e) Awards Toolkit

1. Purpose. To establish and implement the Naval Sea Systems Command's (NAVSEA) Personnel Awards Program for Headquarters (HQ) and associated Program Executive Offices (PEOs). This program meets the requirements established in references (a) through (c) and is complemented by the military awards program set forth in reference (d). Eligibility requirements, procedures, and processes are set forth in reference (e).

2. Cancellation. This instruction supersedes and cancels NAVSEAINST 5305.3 of 5 Nov 83, NAVSEAINST 5305.3 CH-1 of 21 Feb 85, HROCCINST 12451.1 OPR 0131 of 6 Apr 93, NAVSEANOTE 5305 OPR 09C of 30 Sep 91, and NAVSEAINST 5305.5 OPR 002E Ser 00/240 of 1 Aug 86.

3. Policy. Outstanding achievement by individuals and groups who excel in enhancing productivity and improving the efficiency and economy of organizational operations should be recognized by award(s) appropriate to the effort. Awards should be presented in a timely fashion and with appropriate publicity. To this end, awards should be submitted and presented throughout the rating year rather than limiting recognition to annual events tied to performance ratings.

4. Discussion. It is the goal of NAVSEA HQ and associated PEOs to emphasize recognition of workforce contributions in a timely manner. Funds are set aside to achieve this goal. The Awards Program provides a variety of monetary and honorary awards designed to recognize an individual or group of employees whose efforts have improved Government service and productivity. First level supervisors have a responsibility to provide appropriate and timely recognition to deserving employees for specific achievements which clearly exceed expectations. Where monetary awards are granted, the award amount will be based on the level of benefit and extent of application of the contribution. The Awards Toolkit, reference (e), contains guidelines on awards available for military and civilians. It is available on the

Internet at www.hrc.navsea.navy.mil and will be used by supervisors to identify awards which may be approved within NAVSEA as well as awards sponsored by external organizations and higher authority. The Awards Toolkit provides relevant information on the criteria and requirements for processing those awards, including awards submitted at the end of the performance rating cycle.

5. Program Administration. The Human Resources Center Naval Sea Systems Command (HRC NSSC) is responsible for administration, oversight, promotion and publicity of the program. The HRC NSSC will provide advice to managers and supervisors on matters relating to various aspects of the Awards Program. Award nominations for Senior Executive Service employees must be coordinated with HRC NSSC, Senior Executive Service Staff Office (HRC NSSC 00C). Award nominations for military personnel must be coordinated with the NAVSEA Military Personnel Office.

6. Delegation of Authority to Approve Awards.

*Denotes awards available to Military personnel.

AWARDS	APPROVAL AUTHORITY
Navy Superior Civilian Service Award for NAVSEA HQ, and for all NAVSURFWARCEN, NAVUNSEAWARCEN and NAVORDCEN, personnel. Monetary Awards $5000≤$7500 *Commander's Award for Excellence *Distinguished Volunteer Human Goals Award All honorary and monetary awards for SES members (excluding the NAVSEA medallion and Time-Off Awards)	SEA 00
*NAVSEA Engineer NAVSEA Scientist of the Year	SEA 00 and SEA 03 jointly

AWARDS	APPROVAL AUTHORITY
*NAVSEA Logistician of the Year	SEA 00 and SEA 04 jointly
*Command Plaque NAVSEA Medallion	SEA 09D
Navy Superior Civilian Service Award for direct reporting field Commands/personnel Navy Meritorious Civilian Service Award	HQ Deputy Commanders
Navy Superior Civilian Service Award NOTE: PEO personnel nominations must be approved by ASN (RD&A). Navy Meritorious Civilian Service Award NOTE: PEO personnel nominations based on significant acquisition contributions must be approved by ASN (RD&A).	PEOs
Monetary Awards ≤$5,000 *Award of Merit for Group Achievement Quality Salary Increase (QSI) for HQ personnel Recognition of Exceptional Accomplishment of a Critical Tasking (REACT) Award *Helmsman Award	HQ Deputy Commanders and PEOs

7. Funding. Monetary awards with the exception of beneficial suggestions and patent/invention awards are only available for civilian personnel. Each Directorate and PEO will set aside one and one-half percent of aggregate civilian base pay at the beginning of each fiscal year as the goal for civilian award

expenditures. Award expenditures in excess of the one and one-half percent must be authorized by NAVSEA 00B. When employees from more than one Directorate are involved in a group/team award, the award will be approved and funded by the Deputy Commander of the organization recommending the award. The Deputy Commander initiating the award will coordinate and seek concurrence as needed.

8. Forms. Ordered centrally, supplies maintained by Directorates and PEOs. Most forms and certificates available in Awards Toolkit.

9. Action. Deputy Commanders and associated PEOs will establish appropriate procedures to ensure compliance with the provisions of this instruction. Deputy Commanders and associated PEOs may further re-delegate authority for cash awards to the lowest appropriate supervisory level.

G. R. STERNER

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