



DEPARTMENT OF THE NAVY

FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

P. O BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 12451.1
N4

FEB 20 1998

FASOTRAGRUPAC INSTRUCTION 12451.1

Subj: INCENTIVE AWARDS PROGRAM

Ref: (a) 5 U.S.C. 45
(b) 5 CFR 451
(c) CPI 451

Encl: (1) Scale of Recommended Awards Amounts Based on
Intangible Benefits
(2) Time-Off Awards Scale for a Single Contribution
(3) FASOTRAGRUPAC Form 12450/1 Recommendation for Special
Achievement Award

1. Purpose. To outline Incentive Awards Program guidance per references (a) through (c). The purpose of the Incentive Awards Program is to recognize individuals and groups of employees for significant contributions to the organization's mission. This is a major revision and should be read in its entirety. This instruction supersedes all previous instructions.

2. Cancellation. FASOINST 12630.2B, FASOINST 12450.1H, FASONOTE 12451, and FASOINST 12430.1A (para 8).

3. Scope. This instruction applies to all appropriated fund civilian personnel of FASOTRAGRUPAC and its detachments.

4. Policy. FASOTRAGRUPAC acknowledges the importance of an effective Incentive Awards Program to motivate employees to increase productivity and creativity. Employees whose performance or contribution is substantially above normal job expectations and performance standards, and employees whose adopted suggestions benefit the government should be recognized with an appropriate monetary or honorary award.

5. Responsibilities.

a. Resources Management Officer (N4) through the Executive Officer shall:

(1) Manage the Incentive Awards Program, including program evaluation, regulatory compliance, and publicity.

(2) Ensure the review, approval process, and payment of awards is completed promptly.

b. Department Heads/OICs shall ensure this instruction is understood by FASO military and civilian supervisors of civilian employees, conduct prompt, complete review of award packages, and submit awards as appropriate.

FEB 20 1998

6. Special Act and On-The-Spot Awards.

a. This award is used to recognize a group or individual for a non-recurring contribution either within or outside of normal job responsibilities such as an act of heroism or exemplary accomplishment.

b. The Department Head/OIC recommending a Special Act Award shall complete the Recommendation for Special Achievement Award form, FASOTRAGRUPAC 12450/1 (40) (APR 96), (Enclosure (3)), describing the achievement and indicate the appropriate award amount using the tangible and intangible benefit scales contained in enclosure (1). The form is then forwarded to the FASO Awards Board for approval/disapproval. If approved, the form is forwarded to the appropriate Human Resources Office, Incentive Awards Office, for processing.

c. On-the-Spot Awards. Employees often contribute by taking on extra projects or proposing new ideas that have an immediate benefit to their office's ability to get the job done. To recognize an extra work effort made by an employee, Department Heads/OICs can propose an On-the-Spot Award as a form of a Special Act Award. This award can be \$25 to \$750 in value. To process an On-the-Spot Award, follow the procedures outlined in paragraph 6.b. above, describing the achievement and indicating the appropriate award amount. It is not necessary to use the tangible and intangible benefits scales for this award.

7. Time-Off Awards.

a. The Federal Employee Pay Comparability Act of 1990 (FEPCA) Public Law 101-509, provides authority to grant employees time-off from duty without loss of pay or charge to leave, as an incentive award. Called Time-Off Awards, this incentive may be used to encourage and reward superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of command operations.

b. Employees may receive a Time-Off Award for the following achievements:

(1) Meeting the criteria of a Special Act Award which would include exemplary accomplishments or acts of heroism, etc

(2) Making a high quality contribution involving a difficult or important project or assignment.

(3) Displaying special initiative and skill in completing an assignment or project before the deadline.

FEB 20 1998

(4) Using initiative and creativity by suggesting or making improvements in a product, activity, program or service.

(5) Ensuring the command's mission is accomplished during a difficult period by successfully completing additional work or a project while maintaining the employee's own workload.

(6) Sustaining high level performance for an extended period as reflected, for example, in a rating of record.

c. Time-Off awards may be used alone or in combination with monetary or non-monetary awards to recognize group or individual effort.

d. The Executive Officer will approve all Time-Off Awards

e. Recommendations for Time-Off Awards are submitted on enclosure (3) and processed through the Incentive Awards Office each time an award is granted. A Standard Form 50 is prepared to document each occurrence of a Time-Off Award. A FASO Time-Off Award certificate is prepared for use at recognition ceremonies.

f. Once the Time-Off Award has been approved, processed, and posted on their LES, employees receiving a Time-Off Award will coordinate and schedule the time-off with their supervisors. Timesheets should be annotated with the code "LY" to reflect the use of the award.

g. Time-Off Awards may be granted in increments of one hour. The Time-Off Award Scale, enclosure (2), should be consulted in determining the length of time to grant for the contribution. Although Time-Off Awards do not involve additional cash disbursement, Time-Off Awards have a value to the organization in time lost. Consequently, in determining the length of Time-Off Awards, managers should consider the benefit realized by the command from an employee's contribution. The amount of time-off should be proportionate to the value of the contribution being recognized. The total time-off which may be granted during one leave year is 80 hours. Part-time employees may be granted the average number of hours of work in the employee's biweekly scheduled tour. The maximum amount of time-off granted for a single award is 40 hours or one-half the maximum amount allowed for part-time employees. The number of hours approved as a workday will be dependent upon the employee's tour of duty. For example: An employee working eight hours per day will be granted eight hours time-off as one workday while an employee working nine hours per day under a 5-4/9 alternative work schedule will be granted nine hours time-off as one workday. A part-time employee working four hours per day will be granted four hours

FEB 20 1998

time-off as one workday.

h. Time-Off Awards must be scheduled and used within 50 weeks of the effective date on the individual's SF-50. Should an employee become physically incapacitated during a period of time-off granted as an award, the supervisor may grant sick leave for the period of incapacitation. Time-off award balances cannot be transferred to approved leave recipients under the Voluntary Leave Transfer Program since time-off is not annual leave. Any unused amount remaining after one year is forfeited without further compensation to the employee.

i. The Time-Off Award can be transferred within Department of the Navy (DON) activities only. If the employee is transferring outside DON, the employee should be allowed to use the incentive award prior to the transfer in order to avoid the loss of time-off. The award does not convert to cash under any circumstances.

8. Quality Step Increases.

a. The purpose of Quality Step Increases (QSI) is to provide incentives and recognition for excellence in performance by granting faster than normal step increases for General Service (GS) employees. Because a QSI is a permanent adjustment to base pay, careful consideration should be given before recommending a QSI. A QSI recommendation must be submitted at the same time as the employee's rating of record is submitted. To be eligible, GS employees:

(1) must not have received a QSI within the previous 52 weeks;

(2) received a rating of record of "outstanding" under the old appraisal system or "acceptable" under the new FY98 appraisal system;

(3) demonstrated sustained performance of high quality significantly above that expected at the "acceptable" level (i.e. exceeded the "acceptable" criteria depicting unusually excellent quality or high quality of work provided ahead of schedule and with less than normal supervision.);

(4) made a significant contribution to the organization's mission, and

(5) it is expected that the high quality performance will continue in the future.

FEB 20 1998

9. Civilian of the Quarter/Year Award (COQ/COY).

a. Only one civilian command-wide will be selected as the FASOTRAGRUPAC Civilian of the Quarter/Year. Due to the reduction in the number of civilians in FASO over the years, individual detachment COQ/COYs are no longer authorized. All FASO civilians will now compete for the command-wide FASO COQ/COY.

b. Department Heads/OICs will submit, by COB 20 January, 20 April, 20 July and 20 October, their nomination for COQ to the command's Awards Board. COY nominations will be submitted to the same board by COB 15 November. The Awards Board is comprised of the Executive Officer and all Department Heads. Selection will be announced via message.

c. The COQ will receive \$250, CO's Letter of Commendation, Certificate of Outstanding Performance, plaque, picture on the command/detachment quarterdeck as appropriate, and eligibility for nomination for Civilian of the Year. The COY will receive \$750, CO's Letter of Commendation, Certificate of Outstanding Performance, plaque and picture on the command/detachment quarterdeck as appropriate.

10. Honorary Awards.

a. Navy Honorary Awards. These awards are designed to bestow official recognition of individual or group achievement in the Department of the Navy. The award includes a written citation, a certificate signed by the Commanding Officer, a medal and a lapel pin.

(1) Meritorious Civilian Service Award. This award may be provided to any civilian employee of the Navy who has distinguished themselves by meritorious conduct or performance of assigned duties which has resulted in high values and/or benefits to the Department of the Navy. The following are examples and may be used as a general guide:

(a) The performance of assigned tasks is accomplished in such an exemplary manner as to set a record of achievement which will inspire other employees to improve the quality or quantity of their work performance.

(b) The demonstration of initiative in the development of new or improved work methods, procedures, devices, etc., which result in substantial savings in manpower, time, space, material or other items of expense.

(c) Unusual achievement in improving the morale of

FEB 20 1998

employees in an organizational unit or activity which resulted in substantial improvement in work performance.

(d) Exemplary or courageous handling of an emergency.

(2) Navy Superior Civilian Service Award. This award is broader in scope than the Meritorious Civilian Service Award and granted to employees who have given distinguished and/or truly extraordinary service to the Navy. It is signed at the command level.

(3) Navy Distinguished Civilian Service Award. This award is the highest honorary award the SECNAV can confer on an employee. It is granted only to those employees who have given distinguished and/or extraordinary service to the Navy. The achievements or service must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. Further, this award should be reserved for contributions which are so unusual and/or significant that recognition at the Secretary of the Navy level is deserved.

b. Department Heads/OICs will submit Honorary Awards recommendations with a full description of the basis for the recommendation, together with material for the citation, to the FASO Awards Board for review/forwarding to the Incentive Awards Office for further processing.

11. Non-Monetary Awards

a. Length of Service Awards. These awards are a justifiable source of pride and satisfaction for employees in the federal government. The Incentive Awards Office at HRO computes the employee's length of service including honorable military and civilian service to determine eligibility to receive a Length of Service Award. A certificate is presented to employees in recognition of five years of federal service. Pins and certificates are presented to employees in recognition of 10, 15, 20, 25, 30, 35, 40, and 50 years of federal service. FASO Civilian Personnel, Code N40, will prepare certificates for the CO's signature. Presentation of Length of Service awards should be in keeping with the dignity of the occasion. Accordingly, OICs are encouraged to establish procedures for presentation for Length of Service Awards which include advance scheduling and recognition by co-workers.

b. Letters of Appreciation. This form of recognition, signed by the Commanding Officer, will be issued for those

FEB 20 1998

achievements which exceed normal job requirements and represent an unusual degree of effort and accomplishment. Such achievements are those that reflect special credit upon both the individual recognized and the command. Letters of Appreciation will be forwarded to FASO Civilian Personnel, Code N40, for processing.

12. Forms. All forms required by this instruction are available from FASO Civilian Personnel, Code N40.


R. C. OWSLEY

Distribution:
FASOTRAGRUPACINST 5216.2V
List A and B

Table 2

FEB 20 1998

Scale of Recommended Awards Amounts Based on Intangible Benefits ¹				
Value of Benefit	EXTENT OF APPLICATION			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas of commands, or an entire department or agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one department/agency, or is in the public interest throughout the Nation or beyond.
MODERATE VALUE Change or modification of an operating principle or procedure with limited impact or use.	\$25 - \$125	\$125 - \$325	\$325 - \$650	\$650 - \$1,300
SUBSTANTIAL VALUE Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public.	\$125 - \$325	\$325 - \$650	\$650 - \$1,300	\$1,300 - \$3,150
HIGH VALUE Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$325 - \$650	\$650 - \$1,300	\$1,300 - \$3,150	\$3,150 - \$6,300
EXCEPTIONAL VALUE 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	\$1,300 - \$3,150	\$3,150 - \$6,300	\$6,300 - \$10,000 ²

¹This scale is a recommendation only; agencies have the authority to develop scales that meet their needs. Agencies should adapt the terminology used in the scale to make it relevant to their organization and mission. Also, agencies may provide for some exceptions to these amounts to provide management with flexibility in rewarding employees. Agencies may also consider the suggested award amounts as baseline information, to be adjusted in the future based on inflation indices or other factors that would reflect reductions in the real dollar value of the awards.

²An award of more than \$10,000, up to \$25,000, may be granted with the approval of OPM. An award above \$25,000 may be granted with the approval of the President. Such awards should normally not exceed \$50,000.

FEB 20 1998

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to Organization

Number of Hours

Moderate:

1 to 10

(1) A 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.

Substantial:

11 to 20

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

High:

21 to 30

(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.

Exceptional:

31 to 40

(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.

Enclosure (2)

FASOTRAGRUPAC

FEB 20 1998

RECOMMENDATION FOR SPECIAL ACHIEVEMENT AWARD

REQUESTING OFFICE

AWARD RECOMMENDED BY: (Name, Title, Signature and Request date)

AWARD APPROVED BY (Name, Title, Signature and Approval Date)

NAME OF AWARDEE

SSN

PAY PLAN - SERIES -
GRADE - STEP

ANNUAL
SALARY

BASIS FOR RECOMMENDATION

PERFORMANCE AWARD TIME - OFF AWARD

QUALITY STEP INCREASE EFFECTIVE DATE FROM

SPECIAL ACT AWARD TIME - OFF AWARD EXPIRES TO

ON - THE - SPOT AWARD ##HOURS TIME OFF AWARD AMOUNT OF AWARD \$ _____

ESTIMATE OF BENEFITS

SPECIAL ACT SCALE

TIME - OFF SCALE

VALUE	<input type="checkbox"/> MODERATE	EXTENT	<input type="checkbox"/> LIMITED	VALUE	<input type="checkbox"/> MODERATE	<input type="checkbox"/> HIGH
	<input type="checkbox"/> SUBSTANTIAL		<input type="checkbox"/> EXTENDED		<input type="checkbox"/> SUBSTANTIAL	<input type="checkbox"/> EXCEPTIONAL
	<input type="checkbox"/> HIGH		<input type="checkbox"/> BROAD	RATING PERIOD		
	<input type="checkbox"/> EXCEPTIONAL		<input type="checkbox"/> GENERAL	RATING OF RECORD		

DESCRIPTON OF ACHIEVEMENT

OFFICE USE

_____ CPI 430	_____ NCDPS	AWARD COORDINATOR
_____ CPI 451	_____ DATA INPUT	AWARD ADMINISTRATOR