



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL EDUCATION AND TRAINING  
NAVAL AIR STATION  
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CNET INSTRUCTION 5305.1

Subj: INCENTIVE AWARDS PROGRAM FOR MILITARY AND CIVILIAN PERSONNEL

Ref: (a) FPM 451  
(b) CPI 451  
(c) Department of the Navy Guide for Enhancing Suggestion Program  
Effectiveness  
" (d) OPNAVINST 1650.8C "

CH2

Encl: (1) CNET Guide to Incentive Awards

1. Purpose. To publish instructions governing the use of the incentive awards program in order to encourage and recognize outstanding individual and organizational performance and creativity.

2. Background. References (a), (b), (c), and (d) state and direct incentive awards policy to accomplish increased participation throughout the Navy. This instruction supplements these references which establish objectives, assign responsibilities, and prescribe procedures for the program administration, operation, and reporting.

3. Objectives. The Navy Incentive Awards Program is designed to encourage participation in improving government operations. The subject program provides for monetary and/or honorary awards for contributions benefiting the government. The awards under this program are designed to:

a. Encourage participation in the improvement effort through the medium of incentive awards.

b. Stimulate greater productivity.

c. Recognize and award employees, individually or in groups, for their suggestions, special achievements, or other personal efforts which contribute to the efficiency, economy, and other improvements in government operations.

4. Policy. The Department of Navy must conduct its operations in the most efficient manner possible to make the maximum contribution to the effective operation of the Defense Establishment. Consistent with this policy, CNET has established the Incentive Awards Program (IAP) to include the Military Cash Awards Program (MILCAP) within the Naval Education and Training Command (NAVEDTRACOM) as a means for management to encourage maximum participation of military and civilian personnel in improving government and NAVEDTRACOM operations. Contributions will be recognized or authorized by the references and this instruction.

5. Scope. This instruction includes honorary awards, special achievement awards, and quality salary increase awards for civilian personnel and beneficial suggestions for civilian and military personnel. For further details relating to types of an award, refer to enclosure (1). This

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instruction provides information to employees and their supervisors concerning eligibility, procedures, requirements, limitations, and administrative processing concerning awards.

6. Responsibilities

a. NAVEDTRACOM Commanders and Commanding Officers are hereby delegated responsibility for the Incentive Awards Program and the Military Cash Awards Program within their activities, to include motivating civilian and military personnel towards participation therein and recognizing their contributions. In support of this effort, IAP and MILCAP administrators shall provide incentive awards programs, including administration, operations, and reporting, for all serviced activities.

b. Chief of Naval Education and Training

(1) Review proposals for new cash awards programs submitted by activities through the chain of command. Upon approval, individual awards under the program may be administered locally in accordance with this instruction and the references.

(2) Review awards requiring Secretary of the Navy approval which are submitted through the chain of command.

(3) Disseminate information to activities on new cash awards programs approved by the command.

(4) Actively review and evaluate the progress of the incentive awards program on a periodic basis.

7. Delegation of Authority

a. The Chief of Naval Education and Training retains a \$7,500 maximum awards authority.

b. The Commander, Training Command, U.S. Atlantic Fleet; Commander, Training Command, U.S. Pacific Fleet; Chief of Naval Technical Training; Chief of Naval Air Training; Commanding Officer, Naval Education and Training Center; and activity heads retain a \$5,000 maximum award authority. The authority to grant awards shall be delegated to the lowest level practicable.

8. Action. Commanding officers shall:

a. Devote sufficient resources and attention to the Navy Incentive Awards Program and the Military Cash Awards Program within their activities and encourage participation by civilian employees and military members respectively.

b. Publish activity incentive awards plans consistent with references (a) and (b) and ensure that managers and supervisors are cognizant of the plan. Enclosure (1) provides specific program guidance.

c. Utilize the Navy Incentive Awards Program as a management tool to motivate, stimulate, and reward personnel for contributions that improve operations and mission effectiveness.

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d. Present monetary, honorary awards, letters of commendation, etc., to employees with appropriate ceremonies pursuant to the references.

e. Provide name, organizational location, and telephone number of activity incentive awards and/or MILCAP administrator to CNET (Code OOV4).

f. Provide a copy of the activity's annual review of the activity incentive awards program as prescribed by reference (a).

g. Pay cash awards to suggesters or at least an initial award of \$50 when the estimated value of the contribution will be over \$500 and a commitment is made to adopt the suggestion.

h. Forward suggestions for higher review only when:

(1) Cash award is paid up to authorized limit, but recommended total award amount is greater than that authorized for commanding officer to give;

(2) Suggestion may have possible implications for other commands; or

(3) Command does not have technical expertise to evaluate or authority to implement the suggestion.

i. Institute procedures to ensure that feedback is provided to suggesters on the status of processing of the suggestion every 90 days until final decision is made.

j. Establish training program for evaluators, administrators, and suggestion coordinators.

k. Require administrators to give specific instructions as to evaluator's responsibilities when routing suggestions.

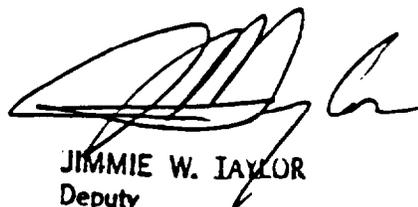
l. Establish a Military Cash Awards Program per reference (d) to parallel where possible the Incentive Awards Program.

m. Forward a copy of new honorary awards to CNET within 15 days of their establishment for review and possible additional application within NAVEDTRA COM. Forward proposed productivity improvement award plans (PIAPs) to CNET for approval. Forward to CNET required reports or correspondence pertaining to the Navy Incentive Awards Program. Annual reports on program activities for the fiscal year will be forwarded to be received at CNET by 14 days prior to the due date required by higher authority. Provide recommendations for program improvement to CNET via the chain of command as needed.

9. Required Reports. Report symbols apply as follows:

a. Incentive Awards Program Annual Report, Symbol 1059-OPM-AN (12451).

b. Incentive Awards Program Annual Report (Military Personnel), Symbol DD-M(A) 1345 (1650).



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Distribution (CNETINST 5218.1B, Case A):  
Lists I through VII

CNETINST 5305.1  
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CNET  
GUIDE TO INCENTIVE AWARDS

Enclosure (1)

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1. Introduction. Employees require more from their positions than a salary. They require a sense of achievement, an opportunity to progress, and recognition for their accomplishments. If employee needs are provided for, they generally become more productive. Effective supervisors know the value of recognizing good performance. They provide recognition daily through performance appraisal and personal congratulations on a job well done. Management efforts to provide satisfactions that make for good working situations can be supplemented by using the incentive awards program. If a working situation is right, most employees will be eager to contribute more to the job than is expected or required of them. To summarize, supervisors should use the incentive awards program to:

- a. Recognize good work.
- b. Stimulate and improve performance.
- c. Obtain the participation of their employees in conceiving and effecting improvements.
- d. Publicize the achievements of the command.
- e. Improve their relations with employees.

2. Suggestion Program

a. A suggestion is an idea, improvement, or proposal intended to be of value to the Government. Military and civilian employees are encouraged to submit suggestions which directly contribute to economy or efficiency or directly increase effectiveness in carrying out the programs and missions of the Department of the Navy or other Federal agencies. A suggestion may propose a way of improving procedures, products, or services; suggest a change in the way things are being done; or offer a new method of an old idea. Merely pointing out a difficulty or shortcoming without providing an answer is not a suggestion. Ideas related to services, benefits, working conditions, buildings and grounds, and housekeeping should be handled through normal administrative channels instead of through the Suggestion Program. Examples of contributions not qualifying as Beneficial Suggestions are the following:

(1) Routine work. Taking care of buildings, grounds and parking lots, such as repairing, cleaning, replacing, painting, or adjusting.

(2) Routine safety practices. Normal protective devices, removal of obstructions, or installation of warning and traffic signals.

(3) Enforcement of regulations. Calling attention to error or alleged violation of regulations.

(4) Improvement of services and benefits not directly related to productivity. Vending machines, cafeteria services, restroom facilities, parking facilities, holidays, and working conditions such as air conditioning, decorations, furniture, and mirrors.

b. Normally, a suggestion is not adopted or eligible for award consideration until it is actually put into effect by management. However, in unusual situations, a firm written commitment by management stating when and how a suggestion will be implemented will suffice. Management determines whether a suggestion will be adopted. An award may be granted for a suggestion which, though not adopted in the form submitted, was directly instrumental in motivating management's action in effecting an improvement. Awards may be paid for suggestions which are outside normal job responsibilities or within job responsibilities if so superior as to warrant an award.

c. Incentive awards administrators are requested to forward the following information to CNO via CNET (Code OOV4) for military members receiving cash awards greater than \$1,000:

- (1) Full name of award recipient.
- (2) Present command to which individual is assigned (home address if no longer serving on active duty).
- (3) Telephone number where individual may be reached (include area code if commercial number).
- (4) Type of award.
- (5) Date of award presentation.
- (6) Amount of award.
- (7) Amount of money saved by the Department of the Navy.
- (8) Name, rank, and title of individual making award presentation.
- (9) Brief description of the achievement resulting in an award.
- (10) Include in narrative information the number of awards the individual has already received (if more than one).

d. How to Submit Suggestions. Submit suggestions on OPNAV Form 5305/1 (5-80) to the supervisor or division officer for transmittal to the commanding officer via the chain of command. In shore activities, the incentive awards program administrator, located in the activity Civilian Personnel Office, is the point of contact for processing all suggestions. Individuals should discuss their suggestions with their supervisors so that their ideas may be refined and effectively presented. Appendix A illustrates the processing guide.

e. When to Submit a Suggestion. The Suggestion Program is not a substitute for official channels; sometimes it serves as an additional channel for the communication of constructive ideas. This means that most suggestions should be kept in official channels until such time as award action is complete. Most contributions to the Command, have affected those areas of work the suggester knows best--his/her own. Such ideas are first presented through official channels. When adopted, they are submitted as suggestions. Sometimes employees have ideas having little or no bearing on their own work. In such

cases, the employee should be advised to submit a suggestion to bring the idea to the attention of the proper office.

f. Normal Duties. Many supervisors think that individuals cannot be rewarded under the Suggestion Program for an idea within his/her line of duty. This is not true! Suggestion awards are the same as most other types of awards, except awards are not given for ideas or performance which is expected and required of the employee. Anything that is over and above the level demanded by fully satisfactory performance is eligible for an award.

g. Beneficial suggestions submitted by military personnel should be processed per reference (d) and applicable provisions of this instruction.

3. Special Achievement Awards. The Navy Incentive Awards Program is designed to improve efficiency and effectiveness through appropriate recognition of deserving civilian employees by awards given for attaining the outstanding level of production, efficiency and contributions to their organizations. The following amplifying policy and guidance will assist NAVEDTRACOM commanders and commanding officers in the proper management of the Special Achievement Awards Programs.

a. Cash Awards

(1) Quality Step Increases. Granting of quality salary increases shall be made in a manner to secure and maintain the high quality of personnel necessary for effective and efficient government service.

(a) Recommendations for QSI's include a look at such things as the past record of performance recommendation including letters of commendation, superior achievement awards, or QSI's. If the record indicates that the nominee has received a number of these types of recognition, and latitude is available through normal within-grade raises or through promotion, the committee would consider a one-time cash award to be more appropriate.

(b) Employees who receive a Quality Salary Increase do not thereby start a new waiting period to meet the time requirements for a regular within-grade increase. These increases are granted within the limits of available appropriations and are designed to recognize and to reward on a continuing basis employees who display continuing high quality performance. The amount of these increases varies, depending on the step increase for each grade. Judicious use of these salary increases is an important companion to the authority to grant normal within-grade increases to employees whose work is found to be of an acceptable level of competence. This authority is a valuable tool for use in recognizing differences in performance shown by employees engaged in the same line and level of work.

(c) Recommendations for Quality Salary Increases will not be repeated on an automatic basis and supervisors must be certain that performance requirements are up-to-date and reflect work expectations.

(d) The appropriateness of granting either a Quality Salary Increase or a Special Achievement Award for superior performance must be judged on an individual case basis. The granting of a Special Achievement Award as an alternative to a proposed Quality Salary Increase may be considered.

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(2) Sustained Superior Performance Awards. These awards are designed to recognize performance of assigned duties by an individual, which is sustained for a period of not less than six consecutive months where such performance is not readily measurable in terms of dollar benefits or the values expressed in the intangible benefits scale. Not more than the full amount of a sustained Superior performance award may be provided within a 52-week period. It is possible that two awards could be granted, provided the total expenditure did not exceed the full amount authorized to be expended for a sustained Superior performance award.

(a) The sustained superior performance must be at one grade level unless the employee is demoted during the period covered by the recommendation for reasons other than cause. Promotions, demotions, and separations subsequent to the completion of the 6-month period of sustained superior performance will not affect the employee's award eligibility. The award recommendation must indicate specifically in what way the employee's performance exceeded the requirements for his/her position.

(b) When sustained superior performance is considered to be characteristic of the employee's continuing performance, a quality salary increase should be considered as a means of appropriate award recognition.

(c) The sustained superior performance award scales contained in Appendix A of reference (b) were established with the intent of allowing activities to establish award scales consistent with activity budgets. The restrictions placed upon activities were that:

1. The upper limits may not be exceeded;

2. When cash awards are recommended, award scales should be applied across the board for all employees. That is, all employees with outstanding ratings who have been recommended for an award should receive the same percentage of base pay.

3. Scales should be progressive based on summary performance ratings. That is, employees with outstanding performance ratings should receive a higher percentage of base pay than employees with highly satisfactory ratings.

(d) To ensure that only the most deserving and clearly extraordinary employee contributions were recognized, documentation and justification of each award will be made in accordance with the FPM/CPI 451.

(e) All supervisory personnel shall perform critical evaluations to ensure that justification is clear and that only the most deserving employees are recommended for awards. Reviewing and approving authorities shall critically screen all recommendations to ensure that marginally justified recommendations are eliminated.

(2) Special Act or Service. A special act or service, related to or associated with official employment, contributing to the efficiency, economy, or other improvement in the operation of the government, or which is otherwise in the public interest warrants award consideration. Examples of special acts or service for which employees, either individually or in groups, may receive award consideration are:

<sup>a</sup>  
~~(a) Demonstrating unusual courage or competence in an emergency, such as rescuing fellow workers or saving public property. The act must be related to official employment.~~ <sup>OK</sup>

(b) Improving public relations of the department or sustained good outside relations in unusually adverse circumstances.

(c) Improving service to the public in a specific or measurable way.

(3) Superior Performance. Superior performance awards are considered within 6 months of the date of the superior performance. Recommendations may cover above average performance occurring more than 6 months previously, but should also cover performance rendered up to the date of submittal. It must be of 6 months' minimum duration. Special Achievement Awards for superior performance are based on salary or pay levels.

(4) PMRS Performance Award. PMRS performance awards are based on year-end performance appraisal summary ratings. Employees rated above the first level of fully successful performance in the yearend appraisal must be considered. See reference (b).

b. Noncash Awards. Letters of appreciation, commendations, and certificates of recognition are to be emphasized and should be used to recognize employees where the contribution does not meet the standards of a cash award. These methods of recognition may be extended to individuals or groups, including military personnel.

(1) Honorary Awards. A number of honorary awards may be used to recognize employees for superior contributions and exceptional or meritorious service at appropriate times during their career and are not reserved solely for retirement occasions. See Appendix E for federally sponsored honorary awards and Appendix F for major nonfederally sponsored awards.

(2) Career Service Recognition Awards. Employees will receive career service recognition awards based on total federal service, including civilian and all honorable military service when eligible for recognition. See Appendix G.

(3) Other Awards. Commendatory letters in recognition of commendable service for presentation to employees should be initiated as appropriate.

PROCESSING GUIDE  
TABLE I - FLOW CHART

CONTRIBUTOR	
AWARDS/MILCAP ADMINISTRATOR	
EVALUATOR	
COMMANDING OFFICERS/COMMANDERS/DIRECTORS ( \$5,000 maximum)	
CNO/SYSCOMS/OTHER MAJOR CLAIMANTS/TYCOMS ( \$7,500 maximum)	
DEPARTMENT OF THE NAVY AWARDS REVIEW PANEL (Recommends to SECNAV)	
SECRETARY OF THE NAVY ( \$10,000 maximum)	
PRESIDENT/SECRETARY OF DEFENSE ( \$25,000 maximum)	

PROCESSING GUIDE  
TABLE II - PROCESSING RESPONSIBILITIES

CONTRIBUTOR -

- Identify a need/problem
- Collect/analyze facts
- Develop solution/contribution
- Submit suggestion (OPNAV 5305/1)

AWARDS/MILCAP ADMINISTRATOR -

- Check for duplication
- Forward to evaluator
- Recommend amount of cash award
- After evaluation, forward to CO via chain of command
- Advise individual of action
- Maintain record file

EVALUATOR -

- Check for possible use
- Recommend adoption/non-adoption
- Check for accuracy/correctness
- Return to command MILCAP administrator

COMMANDING OFFICERS/COMMANDERS/DIRECTORS -

- Authorize adoption/non-adoption
- Forward to higher authority for additional adoption/non-adoption recommendation and any additional awards
- Authorize award payment (\$5,000 maximum)

CNO/SYSCOMS/OTHER MAJOR CLAIMANTS/TYCOMS-

- Authorize adoption/non-adoption
- Forward to SECNAV via Department of the Navy Awards Review Panel for any additional awards (copy to 132H6)
- Authorize award payment (\$7,500 maximum)

DEPARTMENT OF THE NAVY AWARDS REVIEW PANEL -

- Review and recommend payment of awards exceeding \$7,500 to SECNAV

SECRETARY OF THE NAVY - \*

- Authorize award payment (\$10,000 maximum)
- Forward recommendations of award payments exceeding \$10,000 to President/Secretary of Defense

PRESIDENT/SECRETARY OF DEFENSE -

- Authorize award payment exceeding \$10,000 (\$25,000 maximum)

NOTES:

1. See Table I for Processing Guide Flow Chart.
2. See enclosure (1) for cash award authority
3. See Tables III, IV, and V for award scales.
4. See enclosure (2), paragraph 3, and enclosure (3), paragraphs 3 and 4 for guidance with regard to situations where processing does not follow the normal pattern.
- \*5. The processing level described subsequent to that of the Secretary of the Navy applied only to the military cash awards program. The maximum award for civilians is \$35,000. The flow is from the Secretary of the Navy to the Office of Personnel Management (\$25,000 maximum) to the President (for an additional \$10,000).

AWARD AMOUNTS

The following award scales are offered as guidance in making decisions on employee contributions for suggestions, inventions, and special acts or services.

Contributions With Tangible Benefits

<u>Estimated First-Year Benefits to Government</u>	<u>Amount of Award</u>
Up to \$10,000.....	10% of benefits
\$10,001-\$100,000.....	\$1,000 for the first \$10,000, plus 3% of benefits over \$10,000
\$100,001 or more.....	\$3,700 for the first \$100,000, plus .5% of benefits over \$100,000

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## Quick Guide for Calculating Awards Based on Tangible Benefits

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

\* Awards over \$10,000 require the approval of the Office of Personnel Management.

\*\* Maximum award authorized by the Office of Personnel Management. A Presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

7 Scale of Awards Based on Intangible Benefits

Value of Benefits	Extent of Application			
	Limited	Expanded	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.  Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities, or installations.  Affects an important area of science or technology.	Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau.  Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
<b>MODERATE VALUE</b> — Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$25-100 (minimum = \$250-1,000 tangible benefits)	\$100-200	\$200-500	\$500-1,000
<b>SUBSTANTIAL VALUE</b> — Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$100-200 (minimum = \$1,000-2,500 tangible benefits)	\$200-500 (minimum = \$2,500-1,000 tangible benefits)	\$500-1,000	\$1,000-2,500
<b>HIGH VALUE</b> — Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$200-500	\$500-1,000 (minimum = \$2,500-10,000 tangible benefits)	\$1,000-2,500 (minimum = \$10,000-50,000 tangible benefits)	\$2,500-1,000 (minimum = \$25,000-100,000 tangible benefits)
<b>EXCEPTIONAL VALUE</b> — Invention of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1,000	\$1,000-2,500	\$2,500-1,000 (minimum = \$50,000-250,000 tangible benefits)	\$5,000-10,000 (minimum = \$250,000-1,500,000 tangible benefits)

(1) The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$250 or an agency-determined minimum. The minimum award for intangible benefits should require a comparably high standard.

(2) Contributions recognized by cash awards based on intangible benefits must be comparable, in value to the Government, with those based on tangible ben-

efits. Comparisons are shown, in parenthesis, below the award amounts in table 2.

(3) When a contribution has both tangible benefits and intangible benefits, the amount of award is based on the total value of the contribution to the Government, i.e. a combination of the award amount based on tangible and the award amount based on intangible benefits.

## GUIDE FOR ENHANCING SUGGESTION PROGRAM EFFECTIVENESS

### 1. Factors that Determine Program Effectiveness

a. Success of an activity's suggestion program is largely based upon four elements:

(1) Command Support. Commitment by top management makes the program work. Otherwise, suggestions are likely to receive minimal attention.

(2) Education. Education encourages the submission of suggestions.

(3) Publicity and Promotion. Information about the program is vital to building and sustaining increased participation.

(4) Prompt Processing. Processing must be expeditious and timely or the program may flounder. Suggesters should be kept informed of the progress of his/her suggestion.

b. An examination of these factors in greater detail outlines the specific actions that can contribute to enhanced program effectiveness.

### 2. Command Support

a. If the activity head makes it clear that a given program is a priority item, it will receive that kind of attention because managers and supervisors take their cue from the top. A study conducted by General Accounting Office (GAO) indicated that a serious impediment to program effectiveness was the fact that management did not provide enough direction or support to the suggestion program. Management had not made basic decisions nor taken appropriate action to optimize the suggestion system as a means of achieving productivity gains.

b. CPI 451 requires the activity head to take the following actions. All of these actions are designed to involve the activity head in the awards program and insure that he/she is aware of the program's status.

(1) Develop and implement an incentive awards program.

(2) Insure that adequate funds are available.

(3) Make an annual program review.

(4) Submit an annual report.

(5) Name an awards administrator.

c. Top management must demonstrate a proactive interest in the program and commitment to make it work by:

(1) Making it clear at staff meetings that the suggestion program is a key means of meeting organizational goals.

(2) Instituting a quarterly review to provide internal insight into program progress.

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(3) Adequately staffing the incentive awards office and ensuring that the awards administrator is competent and well motivated.

(4) Actively participating in award ceremonies. The activity head should participate in major award ceremonies; division or department head representation may be appropriate at lesser presentations.

(5) Fostering a climate in which ideas are welcomed. Supervisors and managers who stimulate contributions should also be recognized and rewarded.

(6) Mandating prompt evaluation of all suggestions.

### 3. Education

a. The success of the program typically requires wide acceptance. Employees should be made aware of the program's purpose, how it works, who is eligible to participate and what rewards are offered, etc.

b. CPI 451 makes incentive award administrators responsible for:

"Ensuring that training is conducted for all employees in new orientation sessions, and that supervisory and managerial training includes the effective use of awards to improve performance."

c. The educational process must reach several distinct audiences. These groups and the means to educate its members are listed below:

(1) New Employees. An orientation briefing will provide basic information explaining the program, how it operates and how to submit a suggestion.

(2) Managers and Supervisors. Supervisory development training will provide needed motivation by pointing out that one of the criteria upon which managers and supervisors must be judged in awarding sustained superior performance awards is their receptivity to and encouragement of suggestions.

(3) Evaluators. Whether a technical specialist, a manager, a supervisor or an employee who is considered a subject matter expert, evaluators should be trained to have an appreciation for their role in making the process work i.e., how to calculate tangible and intangible benefits, what to do with suggestions that are beyond their scope, etc. Without question, evaluation is a major choke point in the suggestion system. Any activity experiencing serious delays attributable to inadequate or delinquent evaluations should provide training to these personnel.

(4) All Personnel. Promotion and publicity training and briefings will provide an awareness to employees of how the program benefits them, and in turn, the government and the nation's taxpayers.

### 4. Promotion and Publicity

a. The objective is to maintain a high level of program visibility. A very effective way to achieve this is to vary the media used and emphasize matters of local interest.

b. A continuous flow of publicity can be an effective means of achieving heightened employee awareness. Some possible means of publicity are:

(1) General or targeted suggestion campaigns or a suggestion contest involving competition between divisions or departments.

(2) An honor roll of suggesters, listed on a plaque or display board listing the names of employees whose contributions have been adopted.

(3) Suggestion posters. A local poster contest can serve the dual purpose of obtaining appropriate art work and getting personnel to think about the program.

(4) Establishing an award for Suggester of the Month or Suggester of the Quarter.

(5) Award ceremonies to recognize suggesters. Publicize the event including the name and photograph of the person and a summary of the contribution. This information is suitable for both internal media (Plan of the Day, activity newspaper) and external media (local area newspaper, contributor's hometown newspaper). Coordinate with the local Public Affairs Officer to determine the best means of publicity.

(6) Obtain and distribute material, such as the following Office of Personnel Management publications: "FEDFACTS 1, The Incentive Awards Program"; "Suggest, Your Ideas May Be Worth Money"; "Clip Art For Incentive Award Administrators"; and "A Supervisor's Guide to the Federal Incentive Awards Program."

(7) Develop a suggestion flyer or pamphlet that spells out activity procedures.

(8) Circulate suggestion program statistics periodically to interested parties (i.e., Commanding Officer, Executive Officer, Department Heads, Public Affairs Officer). Break out statistics and indicate comparative participation rates by division or department.

(9) Publicize and recognize supervisors and managers who motivate employees to submit suggestions.

(10) Insert information in paycheck envelopes.

(11) Set goals and publicize them. Objectives can be in terms of employee participation rate or a dollar target for tangible benefits.

(12) Ensure adequate supplies of forms are available and accessible.

## 5. Processing

a. Suggestion processing should be simple, clearly understandable and also well publicized. CPI 451 urges activities to take the following actions to expedite processing:

(1) Eliminate unnecessary review levels. Award actions should require only a two level review consisting of a recommending and an approving official.

(2) Delegate cash award authority to the lowest practicable level.

b. Even with the best procedural guidance, effective monitoring is essential. All too often followup has been found to be ineffective or nonexistent. Suggestions must be recorded and tracked. A tickler file is a simple and effective means of tracking. Mere notification of delinquency after a prescribed period, such as 30 days, may not increase timeliness. This is where command support is essential. If a second notification is sent via the department head or activity head, the likelihood of further delays will often be minimized.

c. In some instances suggestions are simply buried at the bottom of an "in basket." A recommended means of expediting suggestion processing is to make the suggestion stand out from other incoming documents. This might be accomplished by forwarding the suggestion in a highly visible manner such as stamping an attached cover sheet with the requirement "Immediate Action Required" or forwarding the suggestion in a highly visible manner, such as by using a red file folder.

6. Conclusion. Activities are encouraged to also employ other approaches that will yield positive results. When the suggestion program is optimized activities may begin to reach their full potential in terms of increasing productivity and providing employees with a greater sense of job satisfaction and self worth.

FEDERALLY SPONSORED HONORARY AWARDS

1. Presidential Awards. The President may provide honorary recognition to employees through the Presidential Award for distinguished federal civilian service, management improvement, and letters of commendation. See references (a) and (b).
2. Distinguished Civilian Service Award is the Navy's highest civilian honorary award and is presented by the Secretary for individual achievement or accomplishment of such extraordinary excellence and significance as to clearly deserve a degree of recognition beyond the command's ability to confer. The award consists of a medal with suspension ribbon, lapel bar, and a certificate containing a citation signed by the Secretary of the Navy.
3. Superior Civilian Service Award is the second highest Navy honorary award and is granted in recognition of superior civilian service or a contribution which has resulted in exceptional values and/or benefits to the Navy but which are not of sufficient significance to warrant consideration for the Distinguished Civilian Service Award. The Award consists of a medal, lapel bar and a certificate signed by the Chief of Naval Education and Training.
4. Meritorious Civilian Service Award is the third highest Navy honorary award and is granted for meritorious civilian service or a contribution which has resulted in high values and/or benefits to the Navy. It is granted by heads of activities and by Chief of Naval Education and Training. It consists of a lapel emblem and a certificate signed by the head of the activity or, as appropriate, by the Chief of Naval Education and Training.
5. Award of Merit for Group Achievement is granted to groups of employees for group efforts which have high values and/or benefits. It is designed to recognize group efforts in which the contribution of one member is not readily distinguishable from that of another but the cooperation of each was necessary to the group accomplishment. It consists of a certificate for each member of the group, signed and presented by the Chief of Naval Education and Training.
6. Civilian Career Achievement Award is granted by the Secretary to civilian employees who are retiring or leaving the Department of the Navy, and who have a record of distinguished performance that would merit consideration of the Navy Distinguished Civilian Service Award were the nominee not retiring or leaving. The nominee must have at least twenty years of federal service, including at least ten years of civilian service in the Department of the Navy. The award consists of a certificate with an appropriate citation signed by the Secretary of the Navy.
7. Human Goals Award recognizes exceptional performance by military and civilian personnel in implementing the following Department of Defense Human Goals, as directed by the Chief of Naval Operations:

"Our nation was founded on the principle that the individual has infinite dignity and worth. The Department of Defense, which exists to keep the nation secure and at peace, must always be guided by this principle. In all that we do, we must show respect for the serviceman and civilian employee as a person, recognizing his individual needs, aspirations, and capabilities."

"The defense of the nation requires a well-trained force, military and civilian, regular and reserve. To provide such a force we must increase the attractiveness of a career in defense so that the serviceman and the civilian employee will feel the highest pride in himself and his work, in the uniform, and the military profession."

"The attainment of these goals requires that we strive...

"To attract to the defense service people with ability, dedication, and capacity for growth;

to provide opportunity for everyone, military and civilian, to rise to as high a level of responsibility as his talent and diligence will take him;

to make military and civilian service in the Department of Defense a model of equal opportunity for all regardless of race or creed or national origin, and to hold those who do business with the department to full compliance with the policy of equal employment opportunity;

to help each serviceman at the end of his/her service in his adjustment to civilian life; and

to contribute to the improvement of our society, including its disadvantaged members, by greater utilization of our human and physical resources while maintaining full effectiveness in the performance of our primary mission."

The award consists of a letter and an appropriately designed metal-faced plaque bearing the name of the awardee with the signature of the Chief of Naval Education and Training. Nominations for civilian or military personnel may be made by memorandum to CNET (Code 00V4) via the chain of command.

MAJOR NONFEDERALLY SPONSORED HONORARY AWARDS

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Association of Government Accountants Distinguished Leadership Award

Sponsor: Federal Government Accountants Association of Washington

Purpose: 1. To formally recognize Government employees who have demonstrated sustained outstanding leadership and notable contribution to Financial Management,  
2. To encourage increased interest, growth, development and distinctive leadership in the field of Financial Management.

Criteria: Outstanding leadership must have been sustained over a period of years and must have been demonstrated both on the job and by significant contribution to the profession.

Factors to be considered are:

- o Innovative thinking,
- o Notable authorship,
- o Creative research,
- o Exceptional efficiency,
- o Marked initiative that has resulted in important savings or effectiveness in use of money, time, materials, personnel, or equipment, and
- o Distinctive activity which evidences the highest traditions of professionalism.

Award: Plaque and formal citation to be presented annually at the Association's National Symposium.

Contact: Federal Government Accountants Association, (202) 684-6931.

Nominations  
Deadline: April

Justice Tom C. Clark Award

Sponsor: District of Columbia Chapter of the Federal Bar Association

Purpose: To give public recognition to career lawyers who have performed outstanding work for the U.S. Government or for the Government of the District of Columbia, or in the field of Federal public law generally; to stimulate the interest of the public and the legal profession in the diversified opportunities and responsibilities of career lawyers, and in the significant contributions made by them; and to encourage a high standard of performance by career lawyers.

Criteria: 1. General accomplishments--outstanding legal ability, scholarship, and performance over a sustained period even though the specific accomplishments are not related, or

2. Specific accomplishments--one which results in significant benefit to the Government or to the legal profession and which constitutes a contribution to the development of public law. The accomplishments of the nominee should be reasonably related in time to the year preceding the nomination.

Award: Framed Certificate.

Contact: Federal Bar Association, DC Chapter, 1815 H Street, NW.,  
Washington, DC 20006, (202) 638-0252.

Nominations

Deadline: March

Common Cause Public Service Achievement Award

Sponsor: Common Cause

Purpose: To recognize those individuals who have made an outstanding contribution to the public interest in the areas of government performance and integrity.

Criteria: The award recognizes any citizen who by force of imagination, initiative, and perseverance has made an outstanding contribution to the public interest in the areas of government performance and integrity.

Award: Certificate presented at special luncheon in Washington, DC.

Contact: Common Cause, (202) 833-1200.

Nominations

Deadline: December

Congressional Award for Exemplary Service to the Public

Sponsors: Congressman Elliott H. Levitas and Benjamin A. Gilman

Purpose: To recognize and publicize exemplary and courteous service to the public, to encourage a concerned and responsive attitude toward the public among government personnel, and to underscore the interest of the President and the Congress in the importance of courtesy throughout Government.

Criteria: The nominee must have demonstrated a degree of courtesy in dealing with the public that clearly exceeds normal expectations and the contribution being recognized must have been in connection with a federal program or function.

Award: Winners receive a certificate and U.S. Flag flown over the Capitol at a special Capitol Hill ceremony.

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Contact: U.S. Office of Personnel Management, Incentive Awards Branch,  
1900 E Street, NW., Room 7H39, Washington, DC 20415, (202)  
254-7090.

Nominations  
Deadline: June

Excalibur Award

Sponsor: Congressman Michael D. Barnes

Purpose: To recognize and honor outstanding contributions made by federal civilian and military personnel; to publicize such achievements and thereby enhance public appreciation of the merit and performance of government employees; to help counter the negative views and erroneous criticism of government commonly voiced today; to encourage initiative and excellence in performance by government employees, to help attract talented persons to the federal service.

Criteria: Unusual efforts or leadership in solving problems at local, national, or international levels; outstanding scientific, technical, or administrative achievements; superior service to the public, such as the improvement of efficiency including - simplification of government regulations; ability to overcome obstacles to organizational objectives, such as making substantial savings in expenditures; high personal integrity and moral - character and courage in dealing with difficult or sensitive problems; and the degree of individual effort; imagination; and initiative involved in a specific achievement and the impact of the contribution on the agency and the public.

Award: The award is granted periodically in the form of a citation and an American flag that has been flown over the Capitol, which is presented by Congressman Barnes at a Capitol Hill ceremony with the presence of other members of Congress, officials of the executive branch, members of the award selection committee, and members of the press.

Contact: Excalibur Awards Committee, 11141 Georgia Avenue, Room 302,  
Wheaton, Maryland 20902, (202) 946-6801.

Nominations  
Deadline: Nominations may be submitted at any time.

Federal Engineer of the Year Award

Sponsor: National Society of Professional Engineers

Purpose: To honor outstanding engineers in the Federal Government.

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**Criteria:** Winner is selected on the basis of educational and collegiate achievements; professional and technical society activities; civic and humanitarian activities awards, or honors received; registration of continuing competence during the last 3 years; and engineering achievements.

**Award:** Each agency candidate receives a plaque designating him/her the Outstanding Engineer of the Year from that particular agency.

**Contact:** Project Director, National Society of Professional Engineers, 2029 K Street NW., Washington, DC 20006, (202) 463-2364.

**Nomination**  
**Deadline:** December

Arthur S. Flemming Awards

**Sponsor:** The Downtown Jaycees of Washington, DC

**Purpose:** To recognize those who have performed outstanding and meritorious work for the Federal Government; to attract outstanding persons to the Federal Government; to encourage high standards of performance in the federal service; and to enhance appreciation of our form of government and the opportunities and responsibilities that it presents.

**Criteria:** Administrative nominees should have demonstrated exceptional ability in administration in any field, such as personnel, labor, or law. Scientific nominees should have demonstrated exceptional ability and performance in their field either by carrying out research, by applying technical skills, or by active participation in projects under their supervision. In both categories, a nominee also should have participated in community activities for the enhancement of the community at large.

**Award:** Winners receive an engraved plaque.

**Nominations**  
**Deadline:** December

John E. Fogarty Award

**Sponsor:** President's Committee on Employment of the Handicapped

**Purpose:** To honor an outstanding public agency employee for contributing to the hiring of disabled people in the agency in which he or she is employed.

**Criteria:** Nominee must have contributed toward employment of the disabled in his or her agency--federal, state, county, municipal, judiciary, or public college or school--by finding suitable jobs for disabled people in his or her agency.

Award: A plaque bearing the seal of the President's Committee, and facsimile signature of the President; and engraved plates with the name of the award and the name of the recipient.

Contact: President's Committee, (202) 653-5008.

Nominations  
Deadline: November

GEICO Public Service Awards

Sponsor: The Government Employees Insurance Company (GEICO)

Purpose: To publicly recognize four federal employees and one retiree for their special achievements and contributions in the public good.

Criteria: The recipients are judged principally on their contributions to the public good, and the extent to which they served as an inspiration to others, thereby bringing credit to the federal service and themselves. An award will be made to one individual in each of four areas: Fire Prevention/Safety; Traffic Safety/Accident Prevention; Physical Rehabilitation; and Alcoholism. The program also will recognize a retired federal employee for achievements in one of the four designated areas.

Award: A plaque commemorating their outstanding accomplishments and a cash award of \$2,500.

Contact: Coordinator, GEICO Public Service Awards, Nomination Committee, GEICO Plaza, Washington, DC 20076, (301) 986-2039.

Nominations  
Deadline: August

Horace Hart Award

Sponsor: Horace Hart

Purpose: Because of the importance of printing and publishing in every aspect of human endeavor—science and the the arts, education and culture, commerce and industry, government and private affairs—this award has been established for individuals employed in Government service to encourage and stimulate an interest in the field of printing and publishing.

Criteria: Will recognize those individuals who have contributed in any way to one or more of the following:

1. Made a significant contribution in the field of printing and publishing.
2. Aided in the development of educational and training programs in the printing and publishing field at the craft, managerial or professional levels.

3. Assisted in the expansion of printing and publishing by private enterprise through ideas, recommendations, and suggestions.
4. Made notable contributions to the increase of knowledge of printing and publishing.
5. Contributed to greater understanding of the present and future manpower needs, skills, training, and qualifications in printing and publishing.
6. Developed products, techniques, or processes to advance the technology of printing and publishing.
7. Improved the design and appearance of government publications and reports.
8. Distinguished themselves in public service over a long period in the field of printing and publishing.

Award: A suitably framed scroll.

Contact: Horace Hart, 6219 Canadice Hill Road, Springwater, New York 14560,  
(716) 367-2851.

Nominations  
Deadline: December

Roger W. Jones Award

Sponsor: The American University, College of Public and International Affairs, School of Government, and Public Administration, Washington, DC

Purpose: Assuring first rate leadership by career executives in the Federal Government is a high priority issue requiring constant attention. The decision arena for career executives includes complexity, conflicting forces, options, and opportunities to contribute to national purpose. In furtherance of the compelling purpose, and because of its interest in public affairs, the American University presents the award to two career executives each year.

Criteria: To honor federal career executives whose superior leadership has resulted in outstanding organizational achievement and who have successfully fostered the development of managers and executives for career service.

Award: A bronze plaque and citation which are presented at the annual Spring Honors Convocation.

Contact: College of Public and International Affairs, Office of the Dean, American University, Washington, DC 20016, (202) 686-3850.

Nominations  
Deadline: December

William A. Jump Award

Sponsor: U.S. Department of Agriculture

Purpose: To recognize outstanding service in administration and notable contributions to the efficiency and quality of public service.

Criteria: Nominee must be a career employee of the Federal Government who has not reached his/her 37th birthday. Work performance of the employee over a considerable period of time in either a line or staff position must demonstrate unusual competence and interest in any area of public administration; endowment for leadership in the direction or development of programs; creativity and resourcefulness; close adherence to the basic principles of enlightened public service; and integrity and dedication to duty.

Award: A gold key and a certificate of merit presented at the annual Department of Agriculture Honor Awards Ceremony.

Contact: U.S. Department of Agriculture, (202) 447-7741.

Nominations  
Deadline: February

Outstanding Handicapped Federal Employees of the Year Award

Sponsor: U.S. Office of Personnel Management

Purpose: To recognize the versatility, value and wide range of Federal job duties being performed by persons with physical disabilities.

Criteria: Exceptional job performance inspite of severely limiting disabling factors—physical or mental, and community involvement. Ten nominees are selected each year.

Award: A plaque bearing the Presidential seal and facsimile signature of the President and the Director, U.S. Office of Personnel Management.

Contact: Selective Placement Programs Division, Office of Affirmative Employment Programs, Workforce Effectiveness and Development Group (202) 632-5687.

Nomination  
Deadline: May

William T. Pecora Award

Sponsor: The National Aeronautics and Space Administration and the Department of the Interior.

**Purpose:** In recognition of outstanding contributions of individuals or groups toward the understanding of the earth by means of remote sensing.

**Criteria:** The award recognizes contributions of those in the scientific and technical community as well as those involved in the practical application of remote sensing. Consideration will be given to sustained or single contributions of major importance to the art or science of the understanding of the earth through observations made from space.

**Award:** Each recipient receives a citation signed by the Administrator and Secretary, along with a plaque with the recipient's name inscribed and appropriately displayed as a "William T. Pecora Fellow."

**Contact:** NASA, (202) 453-2902 or Dept. of Interior, (202) 343-5284.

**Nominations  
Deadline:** July

Donald L. Scantlebury Award

**Sponsor:** General Accounting Office, Department of the Treasury, Office of Management and Budget, and the Office of Personnel Management

**Purpose:** To recognize senior financial management executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies, and improvements in federal, state, or local government.

**Criteria:** Sustained, high quality leadership in financial management over the years considering:

1. Measurable improvements in financial management, technology, or methodology resulting from the nominee's accomplishments.
2. The extent to which the improvements would have been impossible or significantly lessened without the nominee's involvement.
3. Originality of nominee's accomplishments.
4. The impact of the nominee's accomplishments on governmental financial management policies and practices.
5. The extent of long term or lasting benefit of the nominee's accomplishments on the efficiency, effectiveness, and economy of governmental operations.

The committee will also consider a series of specific accomplishments for which the nominee is primarily responsible and where the results can be measured specifically in terms of improvement in service, substantial savings, or significant technological progress adaptable to a wide range of governmental financial management operations.

**Award:** An engraved plaque presented at the annual Financial Management Conference in Washington, DC

Contact: Awards Committee, Joint Financial Management Improvement Program,  
666 11th Street, NW., Suite 705, Washington, DC 20001. (202)  
376-5415.

Nomination

Deadline: December

Warner W. Stockberger Achievement Award

Sponsor: International Personnel Management Association Awards Committee.

Purpose: To recognize and honor a person in public or private life who has  
made an outstanding contribution to public personnel management in  
terms of any of the following:

- o Encouraging acceptance of personnel administration principles as  
an aid to better management.
- o Skillful application of personnel administration principles to  
any group of employees.
- o Leadership in favor of sound personnel principles by developing,  
sponsoring, or promoting progressive legislation strengthening  
personnel management in the public service.
- o Leadership in developing creative responses to new and unusual  
challenges in personnel management.
- o Distinguished teaching, authorship, or research.

Award: Plaque

Contact: IPMA Awards Committee, 1850 K Street, NW., Suite 870, Washington,  
DC 20006, (202) 833-5860.

Nominations

Deadline: June

Training Officers Conference Distinguished Service Awards

Sponsor: Training Officers Conference

Purpose: To stimulate improved training programs through the recognition of  
individuals making significant contributions to the fields of  
training and human resource development. Awards will be given in  
the following six categories.

Criteria: Needs Assessment - Individual or group recognition for completing  
and publishing within the past 18 months a needs assessment pro-  
ject which contributed to the technical skill, knowledge or avail-  
able tools of the training community.

Training Design - Individual or group responsible for designing a training course/experience or implementing a program within the past 18 months which has improved the effectiveness or efficiency of the organization for which it was designed and which utilizes new or unique approaches, knowledge, methods/technology of significance to the training community.

Management of the Training Function - A manager or group of managers whose outstanding contributions to the accomplishment of the mission of the organization were made through management of the training activity.

Career Development - Individual or group who designs or operates a career development system/program which represents the highest standards of the training community.

Evaluation - Individual or group responsible for an evaluation project being completed or published within the past 18 months which has contributed to the technical skill, knowledge, or available tools of the training community.

Research - Individual or group responsible for a research project completed or published within the past 18 months which has contributed to the theoretical foundation, knowledge, or available tools of the training community.

Award:

Contact: U.S. Office of Personnel Management, (202) 632-6047.

Nominations

Deadline: April

Alan T. Waterman Award

Sponsor: National Science Foundation

Purpose: To recognize an outstanding young scientist in the forefront of science.

Criteria: Candidates must be 35 years or younger, or not more than 5 years beyond receipt of the Ph.D. degree of the year in which nominated. Nominees should have completed sufficient scientific or engineering research to have demonstrated, through personal accomplishments, outstanding capability, and exceptional promise for significant future achievement. In addition, nominees should exhibit quality, innovation, and potential for discovery in their research.

Award: A medal and a grant of up to \$50,000 per year for a period of up to three years for scientific research or advanced study in the biological, mathematical, medical, engineering, physical, social, or other sciences at the institution of the recipient's choice.

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Contact: Alan T. Waterman Award Committee, National Science Foundation,  
Washington, DC 20550, (202) 357-7512.

Nominations  
Deadline: December

Younger Federal Lawyer Award

Sponsor: Federal Bar Association

Purpose: To encourage younger federal lawyers throughout the Nation and  
overseas to attain high standards of professional achievement and  
to accord public recognition for outstanding performance.

Criteria: 1. Professional Achievements--outstanding legal ability and per-  
formance over a sustained period, or because of specific accomp-  
lishment for which he or she is primarily responsible. Regardless  
of whether the achievements are of a general or a specific nature,  
they should have resulted in a significant benefit to the Federal  
Government and the legal profession and contributed to the  
development of public law.

2. Professional and Community Responsibility--a nominee may also  
be qualified because of a significant contribution to the legal  
profession and/or community not necessarily required by the  
nominee's government position.

Award: Plaque

Contact: Chairperson Elect, 1815 H Street, NW., Washington, DC 20006,  
(703) 620-9500.

Nominations  
Deadline: June

CAREER SERVICE AWARDS

1. 20-year career service award consists of lapel emblem and is to be presented with an appropriate ceremony.
2. 30-year career service award consists of lapel emblem and is to be presented with an appropriate ceremony.
3. 40- and 50-year career service awards consist of lapel emblem and a certificate signed by the Secretary of the Navy and is to be presented with an appropriate ceremony.