**DEPARTMENT OF THE NAVY**
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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**NSA NAPLES ANNUAL PERFORMANCE AWARD**
**POLICY STATEMENT FOR LOCAL NATIONAL EMPLOYEES**

It is the policy of U.S. Naval Support Activity Naples to ensure that our employees are recognized for their contributions to the overall success of our mission in providing support to Fleet and Operational Forces in the European Theater of Operations. This policy also extends to recognize exemplary performance of individuals in their assigned workspace and/or program of expertise.

To better acknowledge those employees who consistently perform their duties in an exemplary manner, well above that of their peers and contemporaries, this policy establishes and outlines a performance-based criteria that will be used to facilitate the Annual Performance Award process. This policy also reinforces the command's commitment to rewarding those most deserving in a manner commensurate with their level of performance and contributions to the overall success of the U.S. Naval Support Activity Naples mission.

The following policy establishes three levels of recommendation for the Annual Performance Award:

**Valued Employee**..... **(1)**

**Superior Performer**..... **(2)**

**Outstanding Performer**..... **(3)**

Employees receiving a Performance Award recommendation of (3) will receive the highest amount in monetary bonus.

Employees receiving a Performance Award recommendation of (2) will receive an amount not to exceed 35% of the monetary bonus afforded to an employee recommended as a (3) and of the same pay grade.

Employees receiving a Performance Award recommendation of (1) are not guaranteed to receive a monetary bonus; however, if funds are available they may receive an amount not to exceed 10% of the monetary bonus afforded to an employee recommended as a (3) and of the same pay grade.

**NOTE:** Not more than 15% of the command's LN Staff can be approved for monetary awards at the (3) level. The Commanding Officer reserves the right to increase this percentage on a case by case basis to ensure equity and resolve ratio discrepancies.

Employees are encouraged to provide input to their supervisors to facilitate this process. A quality employee input is essential to facilitate the ability of supervisors to build a strong case for performance awards. However, only Department Heads can make the formal Performance Award recommendation to the Commanding Officer. The Executive Officer will chair a formal review panel that will make the final recommendation to the Commanding Officer. The Commanding Officer is the final approving authority for all Performance Awards.

This policy will be promulgated to all Department Heads, Supervisors and Local National Employees.

C. S. GRAY