

**DEPARTMENT OF THE NAVY (DON)**  
**CIVILIAN HUMAN RESOURCES MANUAL (CHRM)**

**SUBCHAPTER 451.1**

**AWARDS**

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**NOTE: CHRM SUBCHAPTER 451.1 MUST BE READ IN CONJUNCTION WITH [DON GUIDE NO. 451-02](#), “GUIDANCE ON IMPLEMENTING AWARDS PROGRAMS” OF SEPTEMBER 2005. THE PROVISIONS CONTAINED IN BOTH DOCUMENTS MUST BE ADHERED TO WHEN RECOMMENDING AND GRANTING AWARDS.**

**SUBCHAPTER 451.1**  
**AWARDS**

**References:** (a) Chapter 45 of Title 5, USC

(b) Title 5, Code of Federal Regulations Parts 430,  
“Performance Management” and 451, “Awards”

(c) DoD 1400.25-M, Subchapter 451, “Awards”

(d) UNSECDEF memo of 9 Dec 02

(e) ASN (M&RA) memo of 30 Dec 02

(f) 10 U.S.C. 1124

(g) OPNAVINST 1650.8C of 15 Apr 88

(h) SECNAVINST 5870.2D of 16 May 89

(i) DON Guide No. 451-02, “Guidance on Implementing

Awards Programs” of August 05

**Cancelled:** SECNAVINST 12451.3 of 23 May 88

SECNAVINST 5061.12C CH-1 of 15 Apr 85    DON Guide No. 451-01, “Guidance on  
Implementing                      Awards Programs in the Department of the Navy” of

3 Jun 98

**1. Purpose.** This subchapter establishes policy and assigns responsibility for awards programs within the DON consistent with the provisions of references (a) through (h). The provisions of reference (i) must be adhered to and read in conjunction with this subchapter.

**2. Definitions.** Definitions are provided in reference (i).

**3. Policy.** The DON awards programs are intended to recognize and reward civilian (and to a limited extent military) personnel for significant contributions to the mission and to encourage creativity and high performance in the workplace by promptly recognizing and rewarding individual and group contributions. The Military Cash Awards Program (MILCAP) is controlled by reference (g). It is DON policy to:

a. Encourage the full participation of DON personnel at all levels in improving Government operations;

b. Pay cash awards, grant time-off or incur necessary expenses for the honorary and informal recognition of DON personnel, either individually or as a member of a group, on the basis of:

(1) A suggestion, invention, productivity gain, superior accomplishment or other personal effort that contributes to the efficiency, economy or other improvement of government operations or achieves a significant reduction in paperwork;

(2) A special act or service in the public interest in connection with or related to official employment, or

(3) Performance as reflected in the employee's most recent rating of record.

c. Ensure that awards are granted consistent with Equal Employment Opportunity and Affirmative Employment Program policies.

d. Ensure that adequate documentation is provided to support benefits analyses and recommended awards.

#### **4. Responsibilities**

a. The Secretary of the Navy (SECNAV) or designee will:

(1) Ensure that DON awards programs are implemented in accordance with applicable laws and regulations.

(2) Review and approve (or disapprove, as appropriate) individual awards from \$10,001 to \$25,000, performance awards over 10 percent of basic pay and other awards described in reference (i).

(3) Make recommendations to other government agencies and the Office of Personnel Management (OPM) on honorary awards and monetary awards over \$25,000.

(4) Forward individual awards exceeding \$25,000 to OPM, via the Office of the Secretary of Defense, for approval.

b. The Assistant Secretary of the Navy (ASN) (Manpower and Reserve Affairs) is responsible for the development and issuance of awards policy and the overall evaluation of the DON awards programs.

c. The Deputy Assistant Secretary of the Navy (Civilian Human Resources) will chair the DON Awards Review Panel (DARP).

d. The DARP is chartered to:

(1) Review all individual civilian cash awards of more than \$10,000 and all public service and honorary awards requiring the approval of the ASN or higher authority.

(2) Review all MILCAP awards of more than \$10,000, in accordance with references (e) through (g).

(3) Determine sponsorship of newly established and existing awards.

e. The Office of Civilian Human Resources will:

(1) Receive beneficial suggestions from the Department of Defense (DoD), DoD components or other Federal agencies requesting DON review and evaluation and forward them to the appropriate Echelon 1 or 2 Commands for evaluation.

(2) Provide advice and guidance on the DON awards programs.

f. Echelon 1 and 2 Commands are responsible for:

(1) Issuing guidance and procedures to their subordinate activities for internal program management, as needed, ensuring that maximum flexibility is provided to permit the design of program structure and content that meets organizational needs.

(2) Approving (or disapproving, as appropriate) awards for individuals from \$5,001 to \$10,000 per delegated authority in reference (i).

(3) Reviewing award recommendations, ensuring adequate documentation is provided to support award recommendations.

(4) Endorsing award nominations that require SECNAV or higher approval.

(5) Establishing and issuing guidance and procedures to subordinate activities for processing and evaluating suggestions under the Beneficial Suggestion Program per delegated authority in reference (i).

g. Heads of Naval Activities and Marine Corps Commands are responsible for:

(1) Approving (or disapproving, as appropriate) individual awards up to \$5,000, as per delegated authority in reference (i).

(2) Establishing activity organizational goals and objectives.

(3) Ensuring coverage of employees under an implementing instruction consistent with this policy and applicable regulations and procedures.

(4) Communicating awards program requirements to managers, supervisors and employees.

(5) Ensuring that an activity awards program is in place and that awards are used to motivate, recognize and reward eligible employees.

(6) Assigning financial and award planning responsibilities, ensuring that adequate funds are available to assure prompt action on awards and ensuring that awards are paid within the budgetary limits set by law and regulation.

(7) Ensuring awards are granted commensurate with the value of the employee's contribution or accomplishment, that documentation supports awards and that awards meet regulatory requirements.

(8) Determining the review and/or approval levels and requirements for awards.

(9) Establishing honorary and informal recognition awards at the Command level.

(10) Establishing awards criteria, such as productivity standards, performance goals, measurement systems, etc., for granting monetary or non-monetary awards for individual, team or organizational achievements or contributions and ensuring that criteria for awards does not discriminate against individuals on the basis of race, color, religion, age, sex, national origin or disability.

(11) Ensuring that awards criteria exhibit a close, demonstrable link between performance, accomplishment or contribution to DON goals and objectives and the receipt of an award.

(12) Establishing a suggestion program that complies with this subchapter and appropriate Echelons 1 and 2 Command requirements.

h. Human Resource Offices (HROs) currently serviced by an operational Human Resources Service Center (HRSC) are responsible for:

(1) Advising managers, supervisors, team leaders and covered employees on program requirements and related awards issues.

(2) Forwarding approved awards to the HRSC for processing and input to the Defense Civilian Personnel Data System (DCPDS).

(3) Maintaining award documentation for all awards. \_

i. HROs not currently serviced by an operational HRSC (e.g., Nonappropriated Funded personnel offices) and HRSCs are responsible for:

(1) Processing awards and quality step increases accurately and timely.

(2) Inputting employee awards data to the DCPDS.

(3) Coordinating error resolution with approval authority.

(4) Making records and award data available to serviced activities.

j. Managers, Supervisors and Team Leaders (where applicable) should motivate, recognize and reward eligible employees for their accomplishments and contributions through the Command awards program, comply with delegated award authority and assign responsibility for timely completion of suggestion evaluations, as appropriate.

**5. Action.** Commands, activities and individuals with responsibilities for granting awards shall take necessary actions to implement the provisions outlined in this subchapter.