



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY INSTALLATIONS COMMAND  
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CNICINST 1650.4C  
N00  
13 Jul 2018

CNIC INSTRUCTION 1650.4C

From: Commander, Navy Installations Command

Subj: COMMANDER IN CHIEF'S ANNUAL AWARD FOR INSTALLATION  
EXCELLENCE

Ref: (a) DoD Instruction 1005.16 of 11 Sep 2014  
(b) OPNAVINST 1650.23E

Encl: (1) CINC Installation Excellence Award (IEA) Submission Guidelines  
(2) Nomination Upload Instructions

1. Purpose. To implement policy outlined in references (a) and (b) and to provide guidelines and procedures for submitting Commander, Navy Installations Command (CNIC) nominations for U.S. Navy participation in the Commander in Chief's (CINC) Annual Award for Installation Excellence.

2. Cancellation. CNICINST 1650.4B.

3. Scope and Applicability. This instruction applies to all CNIC Headquarters (HQ), Regions and Installations.

4. Policy

a. Eligibility. All CNIC Installations are eligible and encouraged to apply. Installations which have won 1st, 2nd or 3rd place in the Large or Small category will not be eligible to be nominated the following 2 years after being selected.

b. Award Period. The award recognizes accomplishments in the fiscal year (FY) preceding the year of award (e.g., nomination packages submitted for 2018 address performance in FY 2017).

c. Awards Description

(1) Navy Installation winners will receive:

(a) A CNIC Installation Excellence Award (IEA) pennant to be flown for a period of one year after award.

(b) An award banner on the Installation's G2 homepage for a period of one year after award.

(2) The Navy's recipient of Office of the Secretary of Defense's (OSD) Commander in Chief's Annual Award for Installation Excellence will receive:

(a) Secretary of Defense honors during a Pentagon ceremony.

(b) An inscribed OSD Installation Excellence trophy.

(c) An OSD Installation Excellence flag, which may be flown for one year following the date of the award ceremony.

(d) A congratulatory letter signed by the President of the United States.

(3) Each CNIC IEA winner may submit an award for the Meritorius Unit Commendation for consideration.

## 5. Responsibilities

a. CNIC is responsible for providing oversight and direct liaison between Office of the Chief of Naval Operations (OPNAV) and OSD for this program.

b. Region Commanders (REGCOM) are responsible for reviewing Installation submissions and forwarding their top ranked "large" and "small" Installation packages to CNIC for further consideration.

c. Installation Commanding Officers (CO) are responsible for submitting nomination packages per enclosure (1).

d. CNIC (N04C) is responsible for providing operational oversight and program management between HQ and REGCOMs/OPNAV/OSD to ensure all aspects of the program are met.

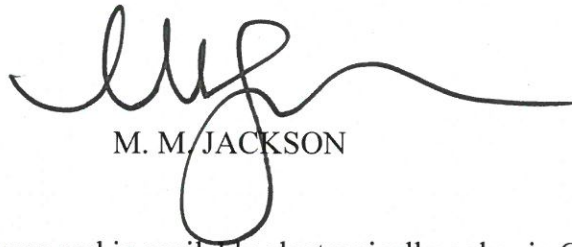
## 6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000 and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N04C) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

A handwritten signature in black ink, appearing to read 'M. M. Jackson', with a long horizontal flourish extending to the right.

M. M. JACKSON

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC G2, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

## CNIC INSTALLATION EXCELLENCE AWARD (IEA) SUBMISSION GUIDELINES

### 1. Process and Submission Instructions

a. Eligibility. All CNIC Installations are eligible and encouraged to apply. Installations which have won 1st, 2nd or 3rd place in the Large or Small category will not be eligible to be nominated the following 2 years after being selected.

#### b. Installation nomination submission to the Region

(1) Installation COs will electronically submit nomination packages by uploading to the indicated Region Gateway 2.0 (G2) site. Packages should address the following minimum criteria per reference (a):

(a) Mission Support. The Installation's performance as a power projection platform for military mission(s).

(b) Energy. The extent to which the Installation developed and executed innovative and aggressive energy and water conservation programs and the achievements toward meeting energy reduction goals.

(c) Quality of Life. Efforts made to improve the quality of life for junior enlisted members.

(d) Unit Morale. The extent to which the Installation promoted unit cohesiveness and recognized outstanding teams and individuals.

(e) Environment. Compliance, remediation and environmental stewardship actions.

(f) Real Property Asset Management. The extent to which the Installation facilities are fully utilized or plans made to consolidate infrastructure. Temporary (re-locatable) facilities have projects programmed for replacement with permanent buildings.

(g) Real Property Stewardship. The extent to which Installation facility investments are focused on scheduled sustainment restoration or demolition of facilities rated in poor and failing conditions.

(h) Competitive Activities. Innovation in achieving the best value, as either a supplier or a receiver of services or goods (e.g., cost comparisons, cost reductions, competitive contracting actions, inter-service support agreements or self-help programs).

(i) Communications. Efforts made to share information and manage data across the Installation.

(j) Safety and Health. The extent to which the Installation promoted safety and health programs.

(k) Security. The extent to which the Installation promoted security (information, physical, industrial, operational and personnel awareness security programs) and highlighted force protection and the necessity of suspicious activity reporting.

(l) Public Relations. The extent to which the Installation promoted positive relations with the local community.

(m) Other Awards Won. Other Installation or unit awards won or citations for accomplishments occurring during the rating period.

(2) Regions will establish an internal deadline for installations to upload packages to the G2 site. Each Region will share this site with each Installation point of contact enabling Installations to upload directly to the indicated site using the naming conventions outlined in enclosure (2).

c. Region Review. REGCOMs will review nominations using criteria outlined in paragraph 1b of this enclosure.

(1) REGCOMs will upload large and small category nominations for further consideration per enclosure (2).

(2) REGCOMs will upload a single endorsement letter (one endorsement letter covering all nominations) to the G2 site per enclosure (2).

(3) REGCOMs will set permissions to allow CNIC HQ points of contact to view nomination packages and the endorsement letter no later than the established submission deadline.

d. Selection Board. CNIC will select Region senior leaders from across the enterprise to serve as members of a virtual board for review of all nominations. The board will be co-chaired by a REGCOM and CNIC's Deputy Commander and will convene to select the top three Installation winners in each size category, determine rank order of the Installation nomination packages in each category and recommend a Navy nominee for the Commander in Chief's Annual Installation Excellence Award. The results determined by the board will be forwarded to CNIC Commander for final approval.

e. Final Approval. Upon final approval, CNIC will notify the winners and forward the Navy nominee through OPNAV to OSD.

f. CNIC HQ Command and Staff. CNIC HQ Command and Staff will:

(1) Initiate annual award process with a DON-Tracker tasker outlining all criteria, dates and nomination upload instructions.

(2) Convene the Selection Board.

(3) Prepare CNIC's announcement identifying Navy winners.

(4) Forward the Navy nomination to Deputy Chief of Naval Operations (Fleet Readiness & Logistics) (OPNAV (N4)) for staffing through the OPNAV Staff to the Secretary of the Navy and notification of the Navy winner to Deputy Under Secretary of Defense for Installations and Environment (DUSD (I&E)).

(5) Assist DUSD I&E in the preparation of the ceremony by providing the name of the winning Installation, copies of the nomination package, input for the President's congratulatory letter, the Special Recognition Certificates, inputs for the program, photographs for concourse display and an attendee list to DUSD (I&E) CINC's IEA Program Manager.

(6) Assist with the coordination of local travel and lodging for representatives from the nominated Installation attending the CINC's Annual Award for Installation Excellence ceremony, as necessary.

2. **Timeline.** This timeline is to be used for planning purposes (dates may change year-to-year based on CNIC, OPNAV and OSD requirements). Actual dates will be incorporated into the annual CNIC DON Tracker Tasker Call for Nominations.

**IEA Planning Timeline**

<b><u>Task</u></b>	<b><u>NLT Date</u></b>	<b><u>Responsibility</u></b>
Create DON-Tracker tasker to notify Regions of Annual IEA Submission requirements	1 Aug	CNIC
Select/Notify Selection Board members	1 Oct	CNIC
Identify/Create CNIC HQ G2 Space for Selection Board	1 Oct	CNIC
Review eligible Installation nominations and create endorsement letters	21 Oct	Regions
Submit nominees to Selection Board	29 Oct	Regions
Conduct Selection Board	2 Nov	CNIC
Obtain CNIC approval of Selection Board results	11 Dec	CNIC
Initiate staffing of Navy nominee to CINC Award through OPNAV to OSD	30 Dec	CNIC
Conduct liaison with Installation/Region/OSD	On going	CNIC
Conduct Pentagon Ceremony	TBD(May)	OSD/CNIC/Installation

3. Nomination Package Content. Each Installation nomination package must be a single file and will be organized as follows:

a. Page 1, Cover Page. This page must contain at a minimum:

- (1) Full Official Name of the Installation.
- (2) Name and rank of Installation Commanding Officer.
- (3) Installation logo/crest in high resolution digital format, as either an Adobe Photoshop (PSD) or Adobe Illustrator (AI or EPA) file.
- (4) Installation's mission statement.
- (5) Names of Congressional Representatives for their District.
- (6) Installation point of contact, including name, phone number and e-mail address.

b. Pages 2-5, Installation Narrative

(1) The narrative section will address how the Installation has best supported its assigned mission through imaginative and innovative management actions that promoted support to the Fleet and Shore through enhancements in Readiness, Quality Service and Business Processes across Shore Operations, Facilities and Quality of Life. Specific criteria to be addressed and evaluated should include the criteria provided in paragraph 1b of this enclosure. Statements must include measurable data.

(2) Narrative material provided beyond page 5 of the submission will not be considered.

c. Page 6, Installation Summary. Provide a short Installation narrative for publication in the ceremony program of approximately 275 words in length (this narrative will also be used in the DUSD I&E staffing package to OSD for approval of the nominated installations). Format the narrative as follows so that it fits on one side of an 8.5" X 11" landscape page, folded in half in the style of a program pamphlet: MS Word, landscape page setting, Times New Roman 13 point font for Installation title; and 12 point font, single column, left and right justified for main text. Margins should be set at Top 0.5", Bottom 0.5", Left 0.5", Right 6.0". Single space all text. Do NOT use bold text, symbols or special effects. The narrative should highlight a few of the selection criteria that the Installation most excelled at.

d. Photographs with Captions. Each photograph should contain one image (i.e., no collages). The photographs should be indicative of the personnel and events that garnered the award (i.e, installation support personnel performing their duties, installation special events and

activities or photos of buildings including people). Submit approximately 20 high quality digital photos on a separate graphics CD, high resolution (300 dpi or greater), JPEG, PNC, PSD or TIFF format digital photographs relevant to the nomination. Photographs MUST NOT be PDF, BITMAP or GIF files. Each photograph must include a caption under the photograph in Word (captions must be separate and under the photograph, not on the photo). Captions are limited to 30 words, must be in Times New Roman 12 point font. Photographs will be used in a ceremony slide show and in award posters and displays.

e. Installation Awards. Include copies of any awards received by the Installation. There is no limit for the number of awards enclosed.

f. Nominations for Secretary of Defense Special Recognition Certificates. This paragraph pertains only to nominations identified by the Region Composite Board as one of the top three in each category. The CNIC HQ Program Manager will notify the applicable Installations that need to provide information below for certificates. The Secretary of Defense awards Special Recognition Certificates to organizations, teams, units, offices, projects, programs and individuals from the winning Installation for significant contribution toward that Installation's success. Nominations should be screened and selected by the Service HQ.

(1) Provide a consolidated summary list of all nominations formatted in MS Word, portraitpage setting, Times New Roman 12 pt font, single column, left justified, 1" margins and a maximum of four lines per certificate. Single space all text and between each nomination listed. Do not use bold text, symbols or special effects. Certificates will be printed directly from this list. Two examples are as follows:

Examples:

BMCS(SW) John J. Smith  
Port Operations Department  
Naval Base, San Diego

The Men and Women of the  
Morale, Welfare and Recreation Office  
Naval Air Station, Jacksonville

(2) For each certificate nominee in paragraph 3f(1) of this enclosure, provide a separate paragraph justification narrative citing the unique contribution made by the nominee. This paragraph should state how the nominee supported the Installation in winning the award.

#### 4. Categories, Selection Process and Phases

a. The IEA within the Navy will have two categories, large and small.



(1) Large Installations are defined as any CNIC Installation with an assigned CNIC population of 500 personnel or more.

(2) Small Installations are defined as any CNIC Installation with an assigned CNIC population of 499 or less.

(3) Each category will have a first, second and third place winner.

b. Selection Process and Phases

(1) Phase 1 – Endorsement. Regions select the top eligible Installation in each category and those Installations prepare and submit nomination packages.

(2) Phase 2 – Nomination. Region Composite Board selects three finalists in each category.

(3) Phase 3 – Selection. CNIC HQ Board recommends first, second and third place winners for each category. CNIC Commander approves category winners and selects single Navy nominee for CINC award.

5. Nomination Package Template. A nomination package template is available on the Gateway 2.0 IEA site at: <https://g2.cnlic.navy.mil/teamsites/230afa36-7311-47fd-ae68-c0aff3bfcd33/default.aspx>.

## NOMINATION UPLOAD INSTRUCTIONS

1. Installations and Regions will upload their Installation Excellence Award nominations to CNIC for further consideration using the below instructions.
2. **Installation Nomination File Naming Convention**. Use the following naming convention for the file(s) you upload: Region-Category-Installation.

Example 1: CNRJ-Large-CFA Sasebo

Example 2: CNRMA-Small-NAS Brunswick

Endorsement: CNRH-Region Endorsement

3. **Upload Instructions**

- a. Upload the file(s) to G2 site <https://g2.cnic.navy.mil/teamsites/230afa36-7311-47fd-ae68-c0aff3bfd33/IEA/Forms/AllItems.aspx> as follows:

- b. Upload files:

- (1) Access G2 site.

- (2) Select "Upload." A green bar should appear indicating that you have successfully uploaded your file.

- (3) Repeat this process for all your nominations going for further consideration.

- c. Regions must share their nominations with the below CNIC HQ individuals for the Region nominations to be forwarded for further consideration.

- (1) CNIC HQ Director, Command and Staff

- (2) CNIC HQ IEA Program Manager