AREA COMMANDER'S TEAM AWARD CRITERIA

1. Background. This award is meant to recognize teamwork at the Commander, NAVAIRWARCENACDIV level.

2. Description. The award is presented by the Commander, NAVAIRWARCENACDIV. Military and contractor personnel may receive equal recognition.

3. Criteria. Consideration for this award shall be based on meeting all of the following:

a. Team effort and excellence that are directly related to the mission and represent an outstanding achievement in a specific problem area, or a breakthrough enabling mission accomplishment, or both. The achievement must demonstrate a team's effort in overcoming difficulty to solve problems or develop methods to enhance the operational capability of existing systems, or both.

b. Significant team achievements that enhance NAVAIRWARCENACDIV efforts by supporting fleet requirements or mission readiness. (Achievements can include, but are not limited to, development, accomplishment, or improvement of processes. They can be technical or non-technical, direct or support, tangible or intangible, site specific, intra-competency or inter-competency.)

c. Exceptional teamwork promoting a positive work environment that demonstrates and enhances the principles of employee empowerment and ownership.

d. Significant accomplishments in at least eight of the following.

(1) The team works well toward its goal.

(2) The team functions well together.

(3) The team solves conflicts in a timely manner.

(4) The team values input from all members.

(5) Members foster honest, open, and forthright communication.

(6) All team members contribute.

(7) Members foster team cooperation.

(8) The team is aware of its strengths and weaknesses and works to enhance the abilities of all members.

Enclosure (1)

(9) Members have the knowledge of what other members are doing and develop the skills to fill in as needed.

(10) The team strives toward excellence.

4. Procedures. Each year the Human Resources Department (HRD) will solicit nominations (generally during March of each year.) Nominations will be submitted using enclosure (5), and will be forwarded to the responsible competency manager or team leader for review and forwarding to higher level authority for approval and coordination with the office of the Commander, NAVAIRWARCENACDIV. Electronic copies of approved nominations will be provided to the Director, HRD, AD 7.3, for coordination with the office of the Commander, NAVAIRWARCENACDIV. HRD will organize and coordinate an appropriate award ceremony with the Commander, NAVAIRWARCENACDIV. Awardees will be presented with a framed certificate and/or other appropriate informal recognition item(s).

AREA COMMANDER'S INDIVIDUAL AWARD CRITERIA

1. Background. This award is meant to recognize individuals who contribute to excellence and teamwork in the workplace.

2. Description. The award is presented by the Commander, NAVAIRWARCENACDIV and will consist of a framed certificate and/or other appropriate informal recognition item(s). Military and contractor personnel may receive equal recognition.

3. Criteria. Consideration for the individual Area Commander's award shall be based on the following:

a. Individual effort and excellence that are directly related to the mission and represent an outstanding achievement in a specific problem area, or a breakthrough enabling mission accomplishment, or both. The achievement must demonstrate the individual's effort in overcoming difficulty to solve problems or develop methods to enhance the operational capability of new or existing systems.

b. Exceptional individual effort in promoting a positive work environment that demonstrates and enhances the principles of employee empowerment and ownership. Achievements can include but are not limited to development, accomplishment, or improvement of processes. They can be technical or non-technical, direct or support, tangible or intangible, site specific, intra-competency or inter-competency.

4. Procedures. Each year the Human Resources Department (HRD) will solicit nominations (generally during March of each year). Nominations will be submitted using enclosure (5). Complete Correct Name(s) and Rank(s) (as appropriate) should be included on the nomination form. Forms will be provided to the responsible competency manager or team leader for review and forwarding to a higher-level authority for approval. Electronic copies of approved nominations will be provided to the Director, HRD, AD 7.3, for coordination with the office of the Commander, NAVAIRWARCENACDIV. HRD will organize and coordinate an appropriate award ceremony with the Commander, NAVAIRWARCENACDIV. Awardees will be presented with a framed certificate and/or other appropriate informal recognition item(s).

Enclosure (2)

AWARD NOMINATION

TO: ADMINISTRATOR, AWARDS PROGRAM

1. RECOMMENDATION FOR AWARD

EMPLOYEE NAME	SOCIAL SECURITY NO.	POSITION	GRADE	CODE & ORGANIZATION

CODE OF COMPETENCY RESPONSIBLE FOR AWARD PAYMENT: JON:

2. TYPE OF AWARD

☐ SPECIAL ACT/SERVICE ☐ QSI AWARD
☐ ON-THE-SPOT AWARD ☐ TIME-OFF
☐ SUSTAINED EXCELLENCE AWARD ☐ OTHER

AMOUNT OF RECOMMENDED AWARD: ($ AMOUNT/HOURS OFF)

PERIOD OF ACCOMPLISHMENT:

DESCRIPTION OF ACCOMPLISHMENT:

3. ESTIMATE OF BENEFITS (COMPLETE A AND/OR B FOR SPECIAL ACT AND ON-THE-SPOT AWARDS)

A. INTANGIBLE BENEFITS:

VALUE	☐ MODERATE	☐ SUBSTANTIAL	☐ HIGH	☐ EXCEPTIONAL
EXTENT OF APPLICATION	☐ LIMITED	☐ EXTENDED	☐ BROAD	☐ GENERAL

B. TANGIBLE BENEFITS: COMPUTE LABOR SAVINGS AT ACTUAL COST FOR FIRST YEAR OF APPLICATION IF APPLICABLE. COMPUTE SAVINGS AND ATTACH SEPARATE SHEET.

NOMINATING OFFICIAL (RESPONSIBLE FOR COORDINATION WITH EMPLOYEE'S SUPERVISOR) SIGNATURE/CODE/ PHONE EXT:	AWARD AMOUNT/ TIME-OFF: DATE:
APPROVING/AUTHORIZING OFFICIAL SIGNATURE/CODE/PHONE EXT:	DATE:

"FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE"

NAVAIR 12451/1 (8/98)

Enclosure (5)