



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRAINST 12451.1A

N1

31 MAR 10

CNATRA INSTRUCTION 12451.1A

Subj: CIVILIAN AWARDS AND RECOGNITION PROGRAM

Ref: (a) 5 CFR 430
(b) 5 CFR 451
(c) DOD 1400-25M
(d) COMNAVAIRPACINST 12451.2

Encl: (1) Awards Summary Chart
(2) Nomination for Monetary or Time-Off Award
(3) Nomination for Honorary Awards
(4) Award Scales

1. Purpose. To establish policies, responsibilities, and procedures per references (a) through (d) for recognizing and rewarding Chief of Naval Air Training (CNATRA) civilian employees for significant accomplishments and contributions.

2. Cancellation. CNATRASTAFFINST 12451.1

3. Program Objectives. Awards will be used to motivate employees to increase productivity by recognizing creativity in the workplace, and by rewarding employees and groups of employees when significant contributions are made. Within CNATRA it is the policy to recognize and reward employees where practicable, at the time of achievement.

4. Policy

a. The framework of the CNATRA Civilian Award Program is defined in enclosure (1).

b. Approval authority will be delegated down to the levels identified in enclosure (1).

c. Award funds will be allocated to each Assistant Chief of Staff (ACOS) and the Chief Staff Officers (CSO) at the Wings for specific award tier levels. The CNATRA Chief of Staff will

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allocate funds for Special Assistants. Funds will be allocated based on 1.5 percent of the aggregate base salaries of authorized civilian positions.

d. Awards are granted without regard to grade or salary level.

e. All employees are eligible for monetary awards. Recommendations for monetary and/or time-off awards for the same accomplishment are considered to be one award. This consideration does not apply to Letters of Appreciation, Letters of Commendation, or other non-monetary awards. All award nominations must be submitted using enclosures (2) or (3).

5. Definitions. The following definitions are for the administration of the CNATRA Civilian Awards and Recognition Program.

a. Award. Recognition for individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives which are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules.

b. Contribution. An accomplishment achieved through an individual, group, or team effort which contributes to the efficiency, economy, cost avoidance, or other beneficial impact to the general workplace, public welfare, or the overall DON mission.

c. Incentive Award. A monetary or non-monetary award for a contribution resulting in tangible benefits or savings and/or intangible benefits to the government. Accomplishments and contributions that are within, beyond, or outside of normal job responsibilities. This award includes special acts or services, employee suggestions, inventions, etc.

d. Intangible Benefit. Savings to the government that cannot be measured in terms of dollars.

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e. Monetary Award. An award in which the recognition device is a cash payment that does not increase the employee's rate of basic pay.

f. Non-Monetary (Honorary) Award. An award in which the recognition device is not a cash payment or time-off as an award, but rather an award of honorific value, e.g. a letter, certificate, medal, plaque or other item of nominal value.

(1) Department of the Navy (DON) Honorary Awards. The following awards shall be submitted utilizing enclosure (3). (The Human Resources Office is available to provide additional guidance concerning these awards).

(a) DON Distinguished Civilian Service Award (DCSA). The DCSA is the highest honorary award the Secretary of the Navy (SECNAV) can confer on a DON appropriated funded and non-appropriated funded civilian employee. The DCSA is granted only to those employees who have given distinguished and/or extraordinary service to the DON. The achievements or service must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. Further, the DCSA should be reserved for contributions which are so unusual and/or significant that recognition at the SECNAV level is deserved. Additional indicators include:

1. A pattern of long-term, sustained high performance as evidenced by the nominee having previously received high honorary awards (e.g. DON Superior Civilian Service (SCSA) and/or DON Meritorious Civilian Service Award (MCSA), or similar awards or honors).

2. Career achievements that are recognized through the DON.

3. Indications of innovative leadership or highly successful programs or projects which have impacted beyond the nominee's activity or command.

4. Accomplishments/achievements which have had, as a minimum, DON-wide impact.

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5. Scientific or technical advances, or suggestions of significant value.

6. Accomplishments which show unusual management abilities, innovative thinking, and/or outstanding leadership which benefit the DON.

7. Responsibility for major cost savings, reductions, or avoidance.

8. Unusual acts of heroism.

9. Exceptional cooperative efforts with other Navy offices, federal agencies, or the private sector.

(b) DON Superior Civilian Service Award (SCSA). The DON SCSA is the second highest honorary award in the DON. It is intended that the same DCSA criteria will be used for awarding the SCSA. However, for the SCSA, the contribution, while exceptional in value, would be narrower in scope or impact.

(c) DON Meritorious Civilian Service Award (MCSA). The DON MCSA is the third highest honorary award in the DON. As in the SCSA, the same DCSA criteria will be used for awarding the MCAS. For the MCSA, the contributions, while high in value, are more limited in scope/impact.

(d) Career Service Recognition. These awards recognize significant milestones in employee's careers and emphasize that service to the government, rather than service to a particular department or agency. When eligibility for career service is computed, employees should receive credit for total federal service, including civilian and all honorable military service.

g. On-the-Spot Award. A "Special Act Award" for one-time achievement which provides an immediate reinforcement for exceptional performance beyond the normal bounds of an employee's job and which benefits the local work place. Awards range between \$25 and \$750 commensurate with the nature of the service or act being recognized. The appropriate award amount is based on the tangible and intangible benefits scales in enclosure (4). Examples of achievements that may be considered for an On-the-Spot Award are:

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(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unplanned requirements.

h. Special Act Award. Group or individual recognition of a non-recurring contribution either within or outside of normal job responsibilities, such as a valuable scientific or engineering achievement, act of heroism, or exemplary accomplishment. The appropriate award amount is based on the tangible and intangible scales in enclosure (4).

i. Tangible Benefits. Savings to the government that can be measured in terms of dollars.

j. Time-off Award. An award which allows supervisors to grant employees time off from duty, without loss of pay or charge to leave. This award may be used alone or in combination with monetary and/or non-monetary awards as an additional tool to reward employees. Examples of achievements which may be considered for a time-off award:

(1) High level performance.

(2) Making a high quality contribution involving a difficult or important project or assignment.

(3) Displaying special initiative and skill in completing an assignment or project before the deadline.

(4) Using initiative and creativity in making improvements in a product, activity, program or service.

(5) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

(6) Accomplishing a specific, one time, or special assignment that required extra effort or resulted in the

organization receiving recognition for responsiveness to unprogrammed requirements.

(7) Supervisors and managers shall fully consider wage costs and productivity loss when granting time-off awards and shall ensure that the number of hours granted is commensurate with the employee's contribution or accomplishment. Enclosure (4) is a recommended award scale for determining time-off awards.

(8) Limitations on time-off awards are as follows:

(a) The total amount of time-off that may be granted to any one individual in any one leave year is 80 hours.

(b) The maximum amount of time-off that may be granted to an individual for a single contribution is 40 hours.

(c) Time-off granted as an award must be scheduled and used within one year after the effective date of the award. Any unused amount remaining after that time will be forfeited without further compensation to the employee.

(d) A time-off award does not convert to cash under any circumstances.

(e) Time-off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave.

(f) A time-off award shall not be transferred between DOD components. If an employee is transferring to another DOD activity or outside DOD, the employee should be allowed to use the award prior to the transfer. Managers and supervisors should make every effort to ensure that the employee is able to use the time-off award before he or she leaves the command. A time-off award can be transferred within DON; however, it must be scheduled and used within one year after the effective date of the award.

k. Quality Step Increase (QSI). An award to recognize excellence in performance by granting faster than normal step increases, resulting in an increase in employee's rate of basic pay. Careful consideration should be given before granting a

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QSI. An employee is eligible for only one QSI within a 52-week period. To be eligible for a QSI, employees must meet the following criteria:

(1) An employee who, when covered by a performance appraisal program that does not use a Level 5 summary;

(a) Receives a rating of record at the highest summary level used by the program; and

(b) Demonstrates sustained performance of high quality significantly above that expected at the "Fully Successful" level in the type of position concerned.

(2) Made a significant contribution to the organization's mission.

(3) There must be an expectation that the high quality performance will continue in the future.

(4) Recommendations will be submitted on a cover letter with the employee's name, social security number, position title, grade, step and statement of justification. An employee may be recommended for a QSI by anyone in the employee's line of supervision. The CNATRA N1, N8 and Chief of Staff will review all QSI recommendations for Naval Air Training Command (NATRACOM) personnel for approval. At the wing level, Department Heads, Chief Staff Officer (CSO) and Commodore will review all QSI recommendations.

6. Procedures for Nominations/Approval

a. Nominations may be submitted for civilian employees who are filling a position identified on the Activity Manpower Document (AMD). Enclosures (1) through (4) establish criteria for nomination and approval of incentive awards.

b. CNATRA Staff and Detachments will submit approved Award Nomination Forms, enclosures (2) and (3) to the CNATRA Civilian Personnel Program Manager (N121) for processing. The Civilian Personnel Program Manager will process awards and forward a copy to Commander, Naval Air Force Pacific (COMNAVAIRPAC) Civilian Personnel Programs Office.

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c. Training Air Wings will submit approved Award Nomination Forms, enclosures (2) and (3) to the Management Services Officer (MSO) for processing. The MSO will process awards and forward a copy to CNATRA N121.

7. Responsibilities

a. The Chief of Staff will:

(1) Manage award funds allocated to Staff Special Assistants.

(2) Promptly advise other ACOS' of anticipated cross-department awards.

(3) Conduct appropriate award ceremonies.

b. Commodores will:

(1) Manage award funds allocated to the wings

(2) Liaison with CNATRA Chief of Staff as required

(3) Conduct appropriate award ceremonies.

c. ACOS' and CSOs will:

(1) Recommend employees and individuals for awards, which recognize and reward performance and innovative ideas that have contributed to the government.

(2) Prepare award documentation per with enclosures (1) through (4).

(3) Ensure awards are consistent and equitably administered.

(4) Ensure awards are submitted in a timely manner.

(5) Delegate award approval within their area of authority as deemed appropriate.

d. Supervisors will:

(1) Recommend employees and individuals for awards, which recognize and reward performance and innovative ideas that have contributed to the government.

(2) Prepare award documentation per enclosures (1) through (4).

(3) Ensure awards are consistent and equitably administered.

(4) Ensure awards are submitted in a timely manner.

e. Comptroller (N8) will:

(1) Establish funding accounts for each Training Wing, ACOS and Special Assistant. At the beginning of the fiscal year, notify the Chief of Staff, Commodores, and ACOS' of the amount of money in their respective accounts.

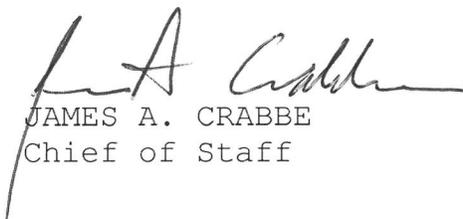
(2) Keep account balances for each Commodore and ACOS to ensure they are within their budgetary limit.

d. The Civilian Personnel Program Manager (N121) or the Management Services Officers (MSO) will:

(1) Assist ACOS'/CSOs in completing all required forms, justifications, and approvals.

(2) Process approved civilian awards in a timely fashion ensuring compliance with regulatory requirements.

8. Action. All NATRACOM Activities will comply with this instruction in the management of CNATRA staff civilian incentive awards and ensure deserving employees are rewarded accordingly.


JAMES A. CRABBE
Chief of Staff

Distribution:
CNATRAINST 5215.1S
LIST II

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AWARDS SUMMARY CHART

AWARD	TYPE	SCOPE OF CONTRIBUTION	INDIVIDUAL/TEAM	AMOUNT (RANGE)	NOMINATION	APPROVAL
Special Act	Cash	Significant/one-time	Both	\$25-\$1500	Supervisor	ACOS/CSO<\$250 ⁽¹⁾ COS/Commodore≥\$250
On-The-Spot	Cash	Limited/one-time	Both	\$25-\$750	Supervisor	ACOS/CSO<\$250 ⁽¹⁾ COS/Commodore≥\$250
QSI	Salary Increase	Significant/Continuing	Individual (GS only)	One Step Increase	Supervisor	COS
Non-Monetary	Letter of Appreciation; Letter of Commendation; Distinguished Civil Service; Superior Civilian Service; Meritorious Civilian Service;	Significant/Variou	Both - usually individual	N/A	Supervisor	ACOS/CSO - LOA/LOC ⁽¹⁾ COS - DCSA, SCSA, MCSA
Time-Off	Time-Off	Limited-Moderate/one-time	Both	Up to 40 hours for single act; 80 hours max per year	Supervisor	Second Level Supervisor ⁽¹⁾ Supervisor <4 hrs ACOS/CSO ≤ 8 hrs ⁽¹⁾ COS/Commodore up to 40 hrs
Length of Service	Certificate/Pin	Service Time	Individual	N/A	N/A	N/A

(1) Where Nomination Officer is ACOS/Special Assistant, must be approved by COS.

NOMINATION/APPROVAL FOR MONETARY OR TIME-OFF AWARDS							
INDICATE TYPE OF AWARD RECOMMENDED	<input type="checkbox"/> SPECIAL ACT/SERVICE		<input type="checkbox"/> Time Off		<input type="checkbox"/> QUALITY STEP INCREASE		
	<input type="checkbox"/> INDIVIDUAL		<input type="checkbox"/> GROUP		<input type="checkbox"/> ON-THE-SPOT		
SECTION I (TO BE COMPLETED BY RECOMMENDING SUPERVISOR)							
FROM (ORIGINATOR)			NAME			SSN	
ORGANIZATION/DEPARTMENT		POSITION TITLE		SERIES		GRADE/STEP	
PERIOD OF SERVICE FOR WHICH RECOMMENDATION IS BASED FROM:		POSITION HELD DURING PERIOD COVERED IF DIFFERENT FROM CURRENT POSITION					
		POSITION TITLE		SERIES		GRADE	
TO:		IF NOMINATION IS FOR A GROUP ATTACH A SEPARATE SHEET IDENTIFYING <u>NAME</u> , <u>TITLE</u> , <u>SERIES</u> , AND <u>GRADE</u>					
DESCRIPTION OF ACT OR SERVICE (IF ADDITIONAL SPACE IS REQUIRED USE ADDITIONAL PAGES)							
SECTION II							
ESTIMATE OF BENEFITS (CHECK APPROPRIATE BLOCK)							
INTANGIBLE BENEFITS (CHECK BLOCK BELOW TO IDENTIFY VALUE, EXTENT OF BENEFIT)							
TYPE		VALUE			EXTENT OF APPLICATION		
<input type="checkbox"/> SAFETY		<input type="checkbox"/> MODERATE			<input type="checkbox"/> LIMITED		
<input type="checkbox"/> IMPROVED METHOD		<input type="checkbox"/> SUBSTANTIAL			<input type="checkbox"/> EXTENDED		
<input type="checkbox"/> MORALE		<input type="checkbox"/> HIGH			<input type="checkbox"/> BROAD		
<input type="checkbox"/> OTHER		<input type="checkbox"/> EXCEPTIONAL			<input type="checkbox"/> GENERAL		
TANGIBLE BENEFITS (IN TABLE BELOW COMPUTE LABOR SAVINGS AT ACTUAL COST)							
	LABOR			MATERIAL			
	MAN HOURS PER	DOLLARS PER	TOTAL	UNITS PER	COST PER	TOTAL	TOTAL (LABOR AND MATERIAL)
FORMER METHOD							
NEW METHOD							
SAVINGS							
RECOMMENDED AMOUNT OF MONETARY AWARD							
RECOMMENDING SUPERVISOR				SECTION III			
(ACOS for Awards up to \$250 or 8 hours Time-Off)				SIGNATURE/DATE			
NAME		ORGANIZATION					
SECOND LEVEL SUPERVISOR OR ACOS/SA:				SIGNATURE/DATE			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL (IF DISAPPROVAL RECOMMEND PROVIDE RATIONAL ON SEPARATE SHEET OF PAPER (SEE SECTION IV))							

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NOMINATION/APPROVAL FOR MONETARY OR TIME-OFF AWARDS		
(Each item of section III must be completed in the order provided below)		
SECTION III A AWARD APPROVAL/DISAPPROVAL		
DEPARTMENT HEAD/SPECIAL ASSISTANT		
PROVIDE EVALUATION AND RECOMMENDATION		
SIGNATURE	DATE	
SECTION III B COMPTROLLER (N/A for Time-Off Awards)		
<input type="checkbox"/> FUNDS AVAILABLE	<input type="checkbox"/> FUNDS NOT AVAILABLE	AMOUNT
SIGNATURE	DATE	
APPROVING OFFICIAL (COS or Commodore for Awards exceeding \$250 or 8 hours Time-Off)		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
REMARKS		
SIGNATURE	DATE	
INCENTIVE AWARDS PROGRAM ADMINISTRATOR, HUMAN RESOURCES		
RPA NUMBER:	DATE FORWARDED TO HRSC:	

Forward to Civilian Personnel Department after approval.
 The Incentive Awards Program Administrator will maintain all records on Incentive Awards recommendations.
 Form may be reproduced within department

CNATRSTAFFINST 12451/1 (8-03) (Back)
 PRIVACY ACT STATEMENT

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NOMINATION/APPROVAL FOR HONORARY AWARD							
INDICATE TYPE OF AWARD RECOMMENDED	<input type="checkbox"/>	DCSA	<input type="checkbox"/>				
	<input type="checkbox"/>	SCSA	<input type="checkbox"/>	MCSA			
SECTION I (TO BE COMPLETED BY RECOMMENDING SUPERVISOR)							
FROM (ORIGINATOR)			NAME			SSN	
ORGANIZATION/DEPARTMENT	POSITION TITLE			SERIES		GRADE/STEP	
PERIOD OF SERVICE FOR WHICH RECOMMENDATION IS BASED FROM:	POSITION HELD DURING PERIOD COVERED IF DIFFERENT FROM CURRENT POSITION						
		POSITION TITLE		SERIES		GRADE	
TO:							
DESCRIPTION OF ACT OR SERVICE (IF ADDITIONAL SPACE IS REQUIRED USE ADDITIONAL PAGES). REFER TO CNATRASTAFFINST 12451.1, PARA 4f(1) FOR DESCRIPTION OF CRITERIA FOR AWARD.							
SECTION II							
ESTIMATE OF BENEFITS (CHECK APPROPRIATE BLOCK)							
INTANGIBLE BENEFITS (CHECK BLOCK BELOW TO IDENTIFY VALUE, EXTENT OF BENEFIT)							
TYPE		VALUE			EXTENT OF APPLICATION		
<input type="checkbox"/> SAFETY		<input type="checkbox"/> MODERATE			<input type="checkbox"/> LIMITED		
<input type="checkbox"/> IMPROVED METHOD		<input type="checkbox"/> SUBSTANTIAL			<input type="checkbox"/> EXTENDED		
<input type="checkbox"/> MORALE		<input type="checkbox"/> HIGH			<input type="checkbox"/> BROAD		
<input type="checkbox"/> OTHER		<input type="checkbox"/> EXCEPTIONAL			<input type="checkbox"/> GENERAL		
TANGIBLE BENEFITS (IN TABLE BELOW COMPUTE LABOR SAVINGS AT ACTUAL COST)							
	LABOR			MATERIAL			
	MAN HOURS PER	DOLLARS PER	TOTAL	UNITS PER	COST PER	TOTAL	TOTAL (LABOR AND MATERIAL)
FORMER METHOD							
NEW METHOD							
SAVINGS							
RECOMMENDING SUPERVISOR				SECTION III			
NAME		ORGANIZATION		POSITION		SIGNATURE/DATE	
SECOND LEVEL SUPERVISOR OR ACOS/SA:				SIGNATURE/DATE			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL							

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NOMINATION/APPROVAL FOR HONORARY AWARD	
APPROVING OFFICIAL CHIEF OF STAFF	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
REMARKS	
SIGNATURE	DATE
SECTION IV	
INCENTIVE AWARDS PROGRAM ADMINISTRATOR, HUMAN RESOURCES OFFICE	DATE FORWARDED TO N12:
Forward to HRO Corpus Christi for Issuance of Certificate/Medal.	

CNATRSTAFFINST 12451/03 (Back)
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**SCALE OF AWARD AMOUNTS FOR SPECIAL ACT AWARDS
BASED ON INTANGIBLE BENEFITS**

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED Affects functions, mission or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	EXTENDED Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	BROAD Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology	GENERAL Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
MODERATE Change or modification of an operating principle or procedure with limited use or impact	\$50-\$500	\$501-\$700	\$701-\$1000	\$1001-\$1500
SUBSTANTIAL Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501-\$700	\$701-\$1000	\$1001-\$1500	\$1501-\$2000
HIGH Complete revision of a basic principle; a highly significant improvement to the value of a product or service.	\$701-\$1000	\$1001-\$1500	\$1001-\$1500	\$2001-\$2500
EXCEPTIONAL Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$1001-\$1500	\$1501-\$2000	\$2001-\$2500	\$2501-\$3000

**SCALE OF AWARD FOR SPECIAL ACT AWARDS
BASED ON TANGIBLE BENEFIT**

BENEFIT

AWARD

Estimated First Year Benefits

Amount of Award

Up to \$100,000

3 percent of benefit

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SCALE OF AWARD AMOUNTS BASED ON INTAGIBLE BENEFITS FOR ON THE SPOT AWARDS

VALUE OF BENEFIT	EXTENT OF APPLICATION	
	LIMITED	EXTENDED
	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.
Moderate Change or modification of an operating principle or procedure with limited use or impact.	\$25-\$500	\$501-\$750
Substantial Substantial change or modification or procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501-\$750	

SCALE OF AWARD AMOUNTS BASED ON TAGIBLE BENEFITS FOR ON THE SPOT AWARDS

BENEFIT

AWARD

Estimated First Year Benefits

Amount of Award

Up to \$25,000

3 percent of benefits

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TIME-OFF AWARDS SCALE

<u>Value to the Organization</u>	<u>Number of Hours</u>
<p>MODERATE:</p> <p>(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.</p> <p>(2) Beneficial change or modification of operation principles or procedures.</p>	1 to 10
<p>SUBSTANTIAL:</p> <p>(1) An important contribution to the value of a product, activity, program, or service to the public.</p> <p>(2) Significant change or modification of operating principles or procedures.</p>	11 to 20
<p>HIGH:</p> <p>(1) A highly significant contribution to the value of a product, activity, program, or service to the public.</p> <p>(2) Complete revision of operating principles or procedures, with considerable impact.</p>	21 to 30
<p>EXCEPTIONAL:</p> <p>(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.</p> <p>(2) Initiation of a new principle or major procedure, with significant impact.</p>	31 to 40