



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1650.23C  
N461  
28 Oct 1994

OPNAV INSTRUCTION 1650.23C

From: Chief of Naval Operations

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

1. Purpose. To issue revised procedures for participation in the Commander in Chief's Award for Installation Excellence Program.
2. Cancellation. OPNAVINST 1650.23B.
3. Summary of changes. Significant revisions in this instruction include a change of award period from calendar to fiscal year, changes in selection criteria, new selection procedures, automatic eligibility of the incumbent award winner, a requirement for specific endorsement by the major claimant, and deletion of the requirement for a draft award citation.
4. Background. This Presidential awards program was established to recognize outstanding efforts by personnel of each Service in the operation and maintenance of U.S. military installations worldwide. The awards recognize one installation from each Service whose command has made best use of available resources to accomplish its assigned mission, and focuses on imaginative and innovative management actions that have increased the productivity of its work force and have enhanced the quality of life of assigned personnel.
5. Policy. The Secretary of Defense has overall responsibility for this program. Each Service establishes specific procedures to select its winner.



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a. Eligibility. All Navy shore installations are eligible for this award. Each major claimant may nominate one of its shore installations annually.

b. Award period. The award recognizes accomplishments of the preceding fiscal year (i.e., packages submitted in January 1995 for Fiscal Year 1994).

c. Selection criteria. Nomination packages should address achievements in each of the following categories. (Due to the limited length of the nomination package, avoid redundancy. If necessary, an item detailed in one category may be referenced in another.)

(1) Total quality enhancements. Describe specific process improvements and requirements reductions achieved through the use of Total Quality Leadership (TQL) techniques, re-engineering, entrepreneurial activities, risk management analyses, etc., implemented by the command, and the cost savings and/or benefits realized.

(2) Awards competitions. For each of the following (as applicable), list present command standing (i.e., winner, type commander finalist, nominee, etc.) and describe specific achievements/improvements cited as justification for subject award. Receipt of an award provides ample evidence of initiatives in the program area. In such cases, discussion should be limited to a statement of the command's standing and a brief description (approximately 25 words or less) of program highlights.

(a) SECNAV Energy Conservation Award;

(b) SECNAV Environmental Award;

(c) SECNAV Natural Resources Conservation Award;

(d) SECNAV Pollution Prevention Award;

(e) SECNAV Morale, Welfare, and Recreation Resource, Recovery, & Recycling Award;

- (f) SECNAV and CNO Safety Awards;
- (g) Admiral Elmo R. Zumwalt Award for excellence in UPH management;
- (h) Bronze Hammer Award for outstanding self help program;
- (i) Golden/Silver Anchor Award for retention excellence;
- (j) Captain Edward F. Ney Award for food service excellence.
- (k) Other significant government or community awards.

(3) Occupational safety and health programs. Include results (numerical score and adjective grade) from most recent Navy Inspector General NAVOSH Oversight Inspection. Describe program highlights, initiatives, and improvements implemented.

(4) Equal employment opportunity. Describe measures implemented to enhance minority employment opportunities, and eliminate discrimination and harassment.

(5) Community relations and participation. Describe actions taken to enhance interaction and cooperation with the local community, and to foster a positive image of the Navy (Adopt-a-School programs, attendance at civic meetings, station open houses, etc.).

d. Number of awards. One winner will be selected from among all nominations submitted by the major claimants. The winner will receive a cash award of \$200,000, a trophy for permanent retention by the installation, and an Excellent Installation Flag authorized to be flown by the installation for a period of one year, commencing with the date of the award ceremony. A rotating trophy with the names of all previous awardees will be presented to the winning installation's major claimant for display until its return to CNO for the succeeding year's presentation.

e. Nomination procedures. Interested Navy shore installations should submit nomination packages via their

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operational chain of command. Each major claimant may then submit one nominee to CNO for consideration. (The incumbent award winner is automatically eligible for consideration; therefore, its major claimant may also submit a second installation for consideration.) Major claimant endorsements must include comments specifically addressing the nominated installation's performance in:

- (1) Accomplishment of assigned mission, and
- (2) Installation appearance and smartness.

Forward endorsed nomination packages to:

Director, Shore Installation Management Division  
CNO (N46), Room 4D616  
2000 Navy Pentagon  
Washington, D.C. 20350-2000

f. Selection schedule. Nominations must be received by CNO (N46) not later than January 15 each year. Semifinalists will be notified and requested to give a command presentation to a selection committee in Washington, D.C. in mid-February. Soon thereafter, commands selected as finalists will be visited by representatives of the selection committee. The winner will be announced in March and honored in a Pentagon ceremony usually scheduled in May.

g. Content of nominations. Nominations should contain information of sufficient detail to permit evaluation of achievements and will be formatted as follows:

(1) Page 1: Name and location of installation; name of nearest civilian community; names of principal local newspaper, radio and TV stations; names of interested members of Congress; functional description of the installation (less than 250 words).

(2) Pages 2-5: Selection justification of four pages maximum, including charts and graphs, addressing achievements as outlined in paragraphs 5c(1)-(5); names and titles of individuals closely related to award's receipt, but at a minimum the installation commander and major claimant.

(3) Six photographs of the installation in 8x10 inch glossy color print format, each accompanied by a brief narrative caption (approximately 25 words, not more than 150 words total).

6. Report. The reporting requirement contained in paragraph 5 is exempt from reports control by SECNAVINST 5214.2B.



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