



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 12451.1B  
N1CP  
13 May 2024

NETC INSTRUCTION 12451.1B

From: Commander, Naval Education and Training Command

Subj: CIVILIAN AWARDS

Ref: (a) 5 CFR 451  
(b) DoD Instruction 1400.25 of 4 November 2013  
(c) DON Civilian Human Resources Manual, Subchapter 451.1 of September 2005  
(d) DON Human Resources Implementation Guidance 451-02, Guidance on Implementing Awards Program of August 2005  
(e) NETCNOTE 12000 of 7 July 2023  
(f) NETCSTAFFNOTE 12000 of 20 June 2023  
(g) SECNAV memo, Delegation of Authority to Approve Monetary Awards for Civilian Employees in the Department of the Navy of 4 Feb 22  
(h) SECNAV memo, DON Civilian Service Commendation and Achievement Medals of 24 Apr 18  
(i) NETCSTAFFINST 12451.2C

Encl: (1) Sample Nomination Letter Format - Department of the Navy Distinguished Civilian Service Award  
(2) Sample Nomination Letter Format - Department of the Navy Superior Civilian Service Award  
(3) Sample Nomination Letter Format - Department of the Navy Meritorious Civilian Service Award, Civilian Service Commendation Medal, and Civilian Service Achievement Medal  
(4) Department of the Navy Civilian Service Commendation and Achievement Medals Award Template  
(5) Naval Education and Training Command Leadership Awards Board Rotation Schedule

1. Purpose. To establish procedures for processing recommendations for awards submitted for Commander, Naval Education and Training Command (CNETC) civilian employees at grades general schedule - 15 and below.

2. Cancellation. NETCINST 12451.1A.

3. Background. Reference (a) is the Code of Federal Regulations covering awards. Reference (b) provides guidance for awards for Department of Defense (DoD) civilian employees. Reference (c) establishes policy and assigns responsibility for awards programs within the Department of the Navy (DON). Reference (d) provides guidance on implementing an awards program. Reference (e) publishes guidance for the implementation of the DoD performance management and appraisal program (DPMAP) performance cycle process. Reference (f) publishes the NETC Headquarters (HQ) business rules for performance cycle awards for positions covered under DPMAP. Reference (g) provides delegation of authority to approve monetary awards for civilian employees in the DON. Reference (h) provides guidance on the DON civilian service commendation and achievement medals. Reference (i) provides guidance on awarding time off from duty as an incentive award.

4. Policy. Award recommendations should reflect exceptional acts of service that exceed expected performance of duty. The NETC awards program will include the following awards:

a. Honorary awards

(1) DON Distinguished Civilian Service Award (DCSA). This is the highest honorary award the Secretary of the Navy (SECNAV) can confer on a DON civilian employee. It is normally given to those employees who have given exceptional or extraordinary service to the Navy that have had, at a minimum, Navy-wide impact. The DCSA will be granted only to those employees who have given distinguished or extraordinary service to the DON. The achievements or service must be truly exceptional when measured against the position requirements of the employee and should far exceed the contributions and service of others with comparable responsibilities. Normally, nominees for this award should have previously received high level honorary awards (e.g., Superior Civilian Service Award (SCSA), Meritorious Civilian Service Award (MCSA), or similar awards or honors) and have a consistent record of annual performance-based awards. Further, the DCSA should be reserved for contributions that are so exceptional or significant, that recognition at the

SECNAV level is merited. Nominations for this award must be submitted following the format provided in enclosure (1). Additional indicators include:

(a) A pattern of long-term, sustained high performance as evidenced by the nominee having previously received high honorary awards (e.g., DON SCSA or DON MCSA, or similar awards or honors).

(b) Career achievements that are recognized throughout the DON.

(c) Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee's activity or command.

(d) Accomplishments or achievements that have had, at a minimum, DON-wide impact.

(e) Scientific or technical advances or suggestions of significant value.

(f) Accomplishments that show unusual management abilities, innovative thinking, or outstanding leadership that benefit the DON.

(g) Responsibility for major cost savings, reductions, or avoidance.

(h) Exceptional cooperative efforts with other Navy offices, federal agencies, or the private sector.

(i) Unusual acts of heroism beyond the call of duty.

(2) DON SCSA. This award is the second highest honorary award in the DON. The same criteria in paragraph 4a(1)(a) through 4a(1)(i) will be used for granting this award; however, the contribution, while exceptional in value, would be narrower in scope and impact (e.g., accomplishment that is significant and has far-reaching major command-wide impact). Echelon 2 and above commanders may approve this award. Nominations for this award must be submitted following the format provided in enclosure (2).

(3) DON MCSA. This is the third highest honorary award in the DON and is the highest honorary award an echelon 3 commander or activity head can confer on a DON civilian. The same criteria in paragraph 4a(1)(a) through 4a(1)(i) will be used for granting this award, however, the contributions, while high in value, are more limited in scope and impact (e.g., accomplishment should be significant and have far reaching impact, but less than the SCSA). Furthermore, the MCSA should be reserved for contributions that are so unusual or significant that recognition at the activity head level is warranted. This award should not be used as a retirement award. However, if a significant accomplishment occurs close to retirement, it may be acceptable to present it at retirement. Nominations for this award must be submitted following the format provided in enclosure (3).

(4) DON Civilian Service Commendation Medal (CSCM). Per reference (h), the DON CSCM is the fourth highest honorary award in the DON. This medal is awarded to DON civilians who distinguish themselves by performing well above what is usually expected of individuals commensurate with their grade or specialty and above the degree of excellence that can be appropriately reflected in the individual's performance evaluations or personnel records. The CSCM may be awarded after a significant achievement (such as an invention or improvement in design, procedure, or organizations) or after an extended period (such as a deployment or overseas tour). Recipients of the CSCM are recognized for performance at the equivalent level of the Navy and Marine Corps Commendation Medal awarded to military personnel for similar achievement.

(a) Approval Authority. Commanders in the rank of O-6 and above and civilians in equivalent positions may approve the DON CSCM. NETC HQ will submit nominations per enclosure (3). NETC Human Resources (N1CP) should be contacted regarding submission requirements for those assigned to NETC HQ. Commands have discretion in establishing their internal review process.

(b) This award citation must be submitted following the format provided in enclosure (4).

(5) DON Civilian Service Achievement Medal (CSAM). Per reference (h), the DON CSAM is the fifth highest honorary award in the DON. This medal is awarded to DON civilians who, while

serving in a capacity within the Navy or Marine Corps, are to be recognized for sustained performance or specific achievement of a superlative nature at the equivalent level of the Navy and Marine Corps Achievement Medal awarded to military personnel.

(a) Approval Authority. Commanders in the rank of O-5 and above and civilians in equivalent positions may approve the DON CSAM. NETC HQ will submit nominations per enclosure (3). NETC N1CP should be contacted regarding submission requirements for those assigned to NETC HQ. Commands have discretion in establishing their internal review process.

(b) This award citation must be submitted following the format provided in enclosure (4).

b. Monetary awards. This includes special act awards, quality step increases, awards for suggestions, and awards for inventions. Performance awards will be conducted per references (e) and (f). Per reference (g), commanders or activity heads may approve performance awards up to 10 percent of base pay that do not exceed \$7,500 per individual; approve cash awards up to a maximum of \$7,500 per individual; and further delegate this authority to department heads. Special act or cash awards up to \$10,000 may only be approved by CNETC.

c. Time-Off awards. Time-off awards are an alternate or additional means of recognizing superior accomplishments of employees with other than monetary or non-monetary awards. Time-off awards may be granted, without the loss of pay or charge to leave, in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of government quarters per reference (i). Figure 1 provides a scale of the amount of hours used to award employees with time off.

<b>SCALE OF TIME-OFF AWARDS</b>	
<b>VALUE TO ORGANIZATION</b>	<b>NUMBER OF HOURS</b>
<p style="text-align: center;"><b>MODERATE</b></p> <p>A contribution to a product, activity, program, or service to the public which is of sufficient value to merit formal recognition.</p> <p>Beneficial change or modification of operating principles or procedures.</p>	1 to 10
<p style="text-align: center;"><b>SUBSTANTIAL</b></p> <p>An important contribution to the value of a product, activity, program, or service to the public.</p> <p>Significant change or modification of operating principles or procedures.</p>	11 to 20
<p style="text-align: center;"><b>HIGH</b></p> <p>A highly significant contribution to the value of a product, activity, program, or service to the public.</p> <p>Complete revision of operating principles or procedures, with considerable impact.</p>	21 to 30
<p style="text-align: center;"><b>EXCEPTIONAL</b></p> <p>A superior contribution to the quality of a critical product, activity, program, or service to the public.</p> <p>Initiation of a new principle or major procedure, with significant impact.</p>	31 to 40

Figure 1: Scale of Time-Off Awards

5. Procedures

a. A Leadership Awards Board (LAB) is comprised of a mix of civilian and military Assistant Chiefs of Staff (ACOS) and

special assistants (SA). Voting members will be appointed to serve on a rotational basis as outlined in enclosure (5). The LAB lead will certify the recommendation of the members and reconcile any disagreements prior to sending recommendation to N1CP. A non-voting advisor or coordinator from NETC N1CP will also serve as a member of the LAB to assist in the coordination, tracking, and routing of requests. In order to promptly review award recommendations, the LAB will meet on an as-needed basis (may be virtual or in-person).

b. The LAB will review all honorary awards that require CNETC approval, as well as all recommendations for cash awards over \$7,500. Awards at this level must reflect action far superior to typical performance. The LAB will ensure that the award type and amount are commensurate with the appropriate tangible or intangible benefits. ACOSs and SAs or echelon 3 commands (when required) will submit their requests to NETC N1CP for LAB coordination.

c. LAB recommendations will be submitted to NETC N8 if applicable (for HQ funds obligation), NETC Executive Director (for review), and NETC Chief of Staff (for approval) within 5 days of final recommendation of the LAB. NETC N1CP will finalize processing upon approval.

d. If the award requires approval by higher authority above CNETC, the LAB will submit its recommendations to NETC N1CP for preparation of the official endorsement and further processing.

## 6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

13 May 2024

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-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.



J.J. CZEREPKO

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).



NETCINST 12451.1B  
13 May 2024

SAMPLE NOMINATION LETTER FORMAT - DEPARTMENT OF THE NAVY  
DISTINGUISHED CIVILIAN SERVICE AWARD

**NOMINEE INFORMATION**

SSIC  
Originator's Code  
Date

From: (Command)  
To: Secretary of the Navy  
Via: Commander, Naval Education and Training Command

Subj: DEPARTMENT OF THE NAVY DISTINGUISHED CIVILIAN SERVICE  
AWARD NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE  
INITIAL, LAST NAME)

Ref: (a) NETCINST 12451.1B  
(b) DON Guidance No. 451-02  
(c) DON CHRMs Subchapter 451.1

1. Per references (a) through (c), the following information is provided in consideration of the Distinguished Civilian Service Award (DCSA) nomination:

2. Member information:

a. Name: (First, Middle Initial, Last)

b. Pay Plan, Series, Grade:

c. Organization or activity name and location:

3. Justification of nomination:

a. Current job responsibilities: (A brief summary of the nominee's current job responsibilities.)

b. Awards and honors: (Include dates and titles of honorary and monetary awards, published papers, articles, books, or inventions.)

Enclosure (1)

Subj: DEPARTMENT OF THE NAVY DISTINGUISHED CIVILIAN SERVICE  
AWARD NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE  
INITIAL, LAST NAME)

4. Narrative justification. Narrative justification for this DCSA must specifically identify which category the submission is based on and address how the nominee meets or exceeds the criteria provided below. The DCSA may be approved for either service or long-term performance.

a. Nominations and selection require the nominee to demonstrate a pattern of long-term and sustained high performance, career achievements, or innovative leadership. Provide information for the applicable criteria:

(1) A pattern of long-term and sustained high performance: (List the dates and titles of all previous awards, including annual performance-based awards for the last 5 years.)

(2) Career achievements that are recognized throughout the command: (List career achievements and the method of recognition.)

(3) Programs or projects that reflect innovative leadership: (List the programs or projects, provide a brief description, and quantify the impact on savings or performance improvement.)

b. Nominations and selection require nominee to meet one or more specific accomplishments or achievements.

(1) Accomplishments or achievements which had a Navy-wide impact: (List the accomplishments or achievements and quantify the impact on savings or performance improvement.)

(2) Scientific or technical advances or suggestions of significant value to the Navy: (List the advances or suggestions with a brief description and quantify the impact on savings or performance improvement.)

(3) Accomplishments which show unusual management abilities, innovative thinking, or outstanding leadership

Enclosure (1)

Subj: DEPARTMENT OF THE NAVY DISTINGUISHED CIVILIAN SERVICE  
AWARD NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE  
INITIAL, LAST NAME)

which benefit the Navy: (Provide a brief description of the accomplishments and quantify the impact on savings or performance improvement.)

(4) Major cost savings, reductions, or avoidance which benefitted the Navy: (Provide a brief description and the benefits.)

(5) Exceptional successful cooperative efforts with other DON offices, federal agencies, or the private sector which reflect positively upon the Navy: (Provide a brief description of the efforts, list the office, agency, or sector, and its impact.)

(6) Unusual acts of heroism beyond call of duty:  
(Briefly describe the act and provide the date.)

5. Career history and education summary:

a. Federal employment: (Begin with the most recent and list the dates, job title, organization, and location.)

b. Education: (List the educational institution, dates attended, major of study, degree received, and academic honors.)

(Signature)  
("By direction" not authorized)

Enclosure (1)

NETCINST 12451.1B  
13 May 2024

SAMPLE NOMINATION LETTER FORMAT - DEPARTMENT OF THE NAVY  
SUPERIOR CIVILIAN SERVICE AWARD

**NOMINEE INFORMATION**

SSIC  
Originator's Code  
Date

From: (Command)  
To: Commander, Naval Education and Training Command  
  
Subj: DEPARTMENT OF THE NAVY SUPERIOR CIVILIAN SERVICE AWARD  
NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE INITIAL,  
LAST NAME)  
  
Ref: (a) NETCINST 12451.1B

1. Per reference (a), the following information is provided in consideration of the Superior Civilian Service Award (SCSA) nomination:

2. Member information:

- a. Name: (First, Middle Initial, Last)
- b. Pay Plan, Series, Grade:
- c. Organization or activity name and location:

3. Justification of nomination:

a. Current job responsibilities: (A brief summary of the nominee's current job responsibilities.)

b. Awards and honors: (Include dates and titles of honorary and monetary awards, published papers, articles, books, or inventions.)

4. Narrative justification. Narrative justification for this SCSA must specifically identify which category the submission is based on and address how the nominee meets or exceeds the

Enclosure (2)

Subj: DEPARTMENT OF THE NAVY SUPERIOR CIVILIAN SERVICE AWARD  
NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE INITIAL,  
LAST NAME)

criteria provided below. The SCSA may be approved for either service, long-term performance, or one or more specific accomplishments or achievements.

a. Nominations or selection require the nominee to demonstrate a pattern of long-term and sustained high exceptional service performance, career achievements, or innovative leadership. Provide information for the applicable criteria:

(1) Pattern of long-term and sustained high performance as evidenced by the nominee having previously high honorary awards, e.g., Meritorious Civilian Service Award or similar awards of honor: (List the dates and titles of all previous awards, including annual performance-based awards for the last 5 years.)

(2) Career achievements that are recognized throughout the Major Command: (List career achievements and the method of recognition.)

(3) Programs or projects that reflect innovative leadership of highly successful programs or projects that have impacted beyond the nominee's activity: (List the programs or projects, provide a brief description, and quantify the impact on savings or performance improvement.)

b. Nominations and selection require nominee to meet one or more specific accomplishments or achievements.

(1) Accomplishments or achievements which had a major command-wide impact: (List the accomplishments or achievements and quantify the activity-wide impact on savings or performance improvement.)

(2) Scientific or technical advances or suggestions of significant value to the major command: (List the advances or suggestions with a brief description and quantify the impact on savings or performance improvement.)

Enclosure (2)

Subj: DEPARTMENT OF THE NAVY SUPERIOR CIVILIAN SERVICE AWARD  
NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE INITIAL,  
LAST NAME)

(3) Accomplishments which show unusual management abilities, innovative thinking, or outstanding leadership which benefit the major command: (Provide a brief description of the accomplishments and quantify the impact on savings or performance improvement.)

(4) Major cost savings, reductions, or avoidance which benefitted the major command: (Provide a brief description and the benefits.)

(5) Successful cooperative efforts with other Department of the Navy offices, federal agencies, or the private sector which reflect positively upon the major command: (Provide a brief description of the efforts, list the office, agency, or sector, and its impact.)

(6) Unusual acts of heroism: (Briefly describe the act and provide the date.)

5. Career history and education summary:

a. Federal employment: (Begin with the most recent and list the dates, job title, organization, and location.)

b. Education: (List the educational institution, dates attended, major of study, degree received, and academic honors.)

(Signature)  
("By direction" not authorized)

NETCINST 12451.1B  
13 May 2024

SAMPLE NOMINATION LETTER FORMAT - DEPARTMENT OF THE NAVY  
MERITORIOUS CIVILIAN SERVICE AWARD, CIVILIAN SERVICE  
COMMENDATION MEDAL, AND CIVILIAN SERVICE ACHIEVEMENT MEDAL

**NOMINEE INFORMATION**

SSIC  
Originator's Code  
Date

From: (Command)  
To: Commander, Naval Education and Training Command  
  
Subj: DEPARTMENT OF THE NAVY (NAME OF AWARD (e.g., MERITORIOUS CIVILIAN SERVICE AWARD, CIVILIAN SERVICE COMMENDATION MEDAL, OR CIVILIAN SERVICE ACHIEVEMENT MEDAL)) NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE INITIAL, LAST NAME)  
  
Ref: (a) NETCINST 12451.1B

1. Per reference (a), the following information is provided in consideration of the Meritorious Civilian Service Award (MCSA) nomination:

2. Member information:

- a. Name: (First, Middle Initial, Last)
- b. Pay Plan, Series, Grade:
- c. Organization or activity name and location:

3. Justification of nomination:

a. Current job responsibilities: (A brief summary of the nominee's current job responsibilities.)

b. Awards and honors: (Include dates and titles of honorary and monetary awards, published papers, articles, books, or inventions.)

4. Narrative justification. Narrative justification for this MCSA must specifically identify which category the submission is based on and address how the nominee meets or exceeds the

Enclosure (3)

Subj: DEPARTMENT OF THE NAVY (NAME OF AWARD) NOMINATION IN THE  
CASE OF (FIRST NAME, MIDDLE INITIAL, LAST NAME)

criteria provided below. The MCSA may be approved for either service, long-term performance, or one or more specific accomplishments or achievements.

a. Nominations and selection require the nominee to demonstrate exceptional service or a pattern of long-term and sustained high performance, career achievements or innovative leadership. Provide information for the applicable criteria:

(1) Pattern of long-term and sustained high performance as evidenced by the nominee having previously received high honorary awards. There should be a consistent record of annual performance: (List the dates and titles of all previous awards, including annual performance-based awards for the last 5 years.)

(2) Career achievements that are recognized throughout the activity: (List career achievements and the method of recognition.)

(3) Programs or projects that reflect innovative leadership: (List the programs or projects, provide a brief description, and quantify the impact on savings or performance improvement.)

b. Nominations and selection require nominee to meet one or more specific accomplishments or achievements.

(1) Accomplishments or achievements which had a activity-wide impact: (List the accomplishments or achievements and quantify the impact on savings or performance improvement.)

(2) Scientific or technical advances or suggestions of significant value to the activity: (List the advances or suggestions with a brief description and quantify the impact on savings or performance improvement.)

(3) Accomplishments which show unusual management abilities, innovative thinking, or outstanding leadership which



Subj: DEPARTMENT OF THE NAVY (NAME OF AWARD) NOMINATION IN THE  
CASE OF (FIRST NAME, MIDDLE INITIAL, LAST NAME)

benefit the activity: (Provide a brief description of the  
accomplishments and quantify the impact on savings or  
performance improvement.)

(4) Major cost savings, reductions, avoidance which  
benefitted the activity: (Provide a brief description and the  
benefits.)

(5) Successful cooperative efforts with other Department  
of the Navy offices, federal agencies, or the private sector  
which reflect positively upon the activity: (Provide a brief  
description of the efforts, list the office, agency, or sector,  
and its impact.)

(6) Unusual acts of heroism: (Briefly describe the act  
and provide the date.)

5. Career history and education summary:

a. Federal employment: (Begin with the most recent and  
list the dates, job title, organization, and location.)

b. Education: (List the educational institution, dates  
attended, major of study, degree received, and academic honors.)

(Signature)  
("By direction" not authorized)

NETCINST 12451.1B  
13 May 2024

DEPARTMENT OF THE NAVY CIVILIAN SERVICE COMMENDATION AND ACHIEVEMENT MEDALS AND AWARD  
TEMPLATE

MS. JANE DOE

FOR MERITORIOUS ACHIEVEMENT WHILE SERVING AS FINANCIAL MANAGEMENT ANALYST, NAVAL EDUCATION AND TRAINING COMMAND, PENSACOLA, FLORIDA FROM OCTOBER 2023 TO DECEMBER 2024. DEMONSTRATING EXCEPTIONAL COMMITMENT, MS. DOE'S SUPERB ANALYSIS AND INVALUABLE INPUT WERE VITAL TO THE SUCCESS OF THE NAVAL EDUCATION AND TRAINING COMMAND LEARNING CENTERS AND THE SUCCESSFUL EXECUTION OF \$466 MILLION IN RESOURCES WITHIN THE FORCE DEVELOPMENT DOMAIN. ADDITIONALLY, SHE SUCCESSFULLY ORCHESTRATED THE MASSIVE REALIGNMENT OF END-STRENGTH AND FULL-TIME EQUIVALENT FUNDING FOR TRAINING DELIVERY OPTIMIZATION. BY HER DETERMINATION, WISE JUDGMENT, AND DEDICATION TO DUTY, MS. DOE REFLECTED CREDIT UPON HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(DATE)

J. J. CZEREWKO  
REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVAL EDUCATION AND TRAINING  
COMMAND

Enclosure (4)

NAVAL EDUCATION AND TRAINING COMMAND LEADERSHIP AWARDS BOARD ROTATION SCHEDULE

	N00D	N00G	N00P	N00R	N00X	N1CP	N1	N3	N4	N5	N6	N7	N8	N9
FY24	Lead X	X						X		X			X	
FY25			X	X			X	Lead X						X
FY26			X	X			Lead X					X		X
FY27					X	X			X		X	Lead X		

NOTE: THE CHIEF OF STAFF IS THE CHAIR OF THE LEADERSHIP AWARDS BOARD