



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

NETCSTAFFINST 12451.2C
N1CP
7 Apr 21

NETC STAFF INSTRUCTION 12451.2C

From: Commander, Naval Education and Training Command

Subj: TIME-OFF FROM DUTY AS AN INCENTIVE AWARD

Ref: (a) 5 CFR 451
(b) DoD 1400.25-M, DoD Civilian Personnel Manual,
1 December 1996
(c) DON Guide No. 451-02
(d) DON Civilian Human Resources Manual, Subchapter 451.1

Encl: (1) Scale of Time-Off Awards

1. Purpose. To provide guidance implementing references (a) through (d).

2. Cancellation. NETCSTAFFINST 12451.2B.

3. Background. Time-off from duty, called a "Time-Off Award," may be granted, without 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 operations. Time-Off Awards are an alternate and/or additional means of recognizing the superior accomplishments of employees with other than monetary or non-monetary awards. Examples of achievements which may be considered for a Time-Off Award include:

a. High-level performance. Sustaining high-level performance for an extended period as reflected, for example, in a rating of record. See Enclosure (1) for amounts; make sure the high-level performances noted in the justification.

b. Making a high quality contribution involving a difficult or important project or assignment.

c. Displaying special initiative and skill in completing an assignment or project before the deadline.

d. Using initiative and creativity in making improvements in a product, activity, program, or service.

e. 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.

f. Accomplishing a specific one-time or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

4. Coverage. All Department of the Navy (DON) civil service employees assigned to Naval Education and Training Command (NETC) Headquarters Staff.

5. Eligibility. A Time-Off Award may be granted to an employee who meets the definition of Section 2105 of Title 5, U.S. Code.

6. Responsibility

a. Division Directors and Special Assistants (DD/SAs) may authorize, per reference (c), immediate supervisors to grant Time-Off Awards without further review for periods not to exceed 1 work day.

b. DD/SAs may grant a Time-Off Award for up to 24 hours or 3 work days.

c. DD/SAs may submit Time-Off Award nominations exceeding 24 hours to the Leadership Awards Board (LAB) for review and recommendation. The Chief of Staff (COS) is the approving official.

7. Information

a. The Time-Off Award can be transferred, but only within DON. Time-Off Awards must be scheduled and used within 1 year after the effective date of the award. Any unused amount remaining after that time must be forfeited without further compensation to the employee. Time-Off Awards should be scheduled and used to avoid adversely affecting an employee who is in an annual leave "use or lose" situation. Should an

employee become physically incapacitated during a period of time off granted as an award, the activity may grant sick leave for the period of incapacitation.

b. A Time-Off Award does not convert to cash under any circumstances.

c. If the employee is transferring to another service within the Department of Defense (DoD) activity or outside DoD, the time-off cannot be transferred, and, in order to avoid the loss of the time-off award, the employee should be allowed to use the incentive prior to the transfer.

8. Limitations on Time-Off Awards

a. The total amount of time-off that may be granted to an employee during 1 leave year is 80 hours. The maximum amount of time-off which may be granted for any single contribution is 40 hours.

b. For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work generally worked during a pay period. The maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

9. Action

a. Supervisors and DD/SAs granting, recommending, or submitting a nomination for Time-Off Awards must comply with the guidelines of Enclosure (1) and document the award using NETC 12451/2 (Incentive Awards Recommendation/Approval).

b. DD/SAs will submit Time-Off Award nominations in excess of 24 hours to NETC LAB for review and recommendation using NETC 12451/2. If approval is recommended by the LAB, the LAB will forward to COS for final approval. Once the DD/SA receives approval, the signed NETC 12451/2 is sent to N1CP.

c. The signed NETC 12451/2 must be forwarded to N1CP. N1CP will then document on the SF-52 (Request for Personnel Action) and forward to the NETC Human Resources Office for processing.

7 APR 2021

10. 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 Department of the Navy 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>.

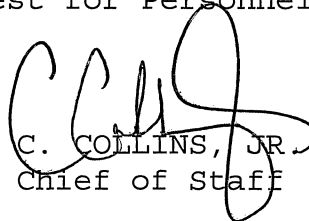
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

11. 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, 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 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.

12. Forms

a. The following form is available electronically by email at netc_directives@navy.mil: NETC 12451/2 (Incentive Awards Recommendation/Approval).

b. The following form is available for download at the DoD Forms Management Program website (<https://www.esd.whs.mil/directives/forms>): SF-50 (Request for Personnel Action)


C. COLLINS, JR.
Chief of Staff

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Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC Reference Library in DON Tracker or by email at netc_directives@navy.mil.

SCALE OF TIME-OFF AWARDS	
VALUE TO ORGANIZATION	NUMBER OF HOURS
<p style="text-align: center;">MODERATE</p> <ul style="list-style-type: none">• A contribution to a product, activity, program, or service to the public which is of sufficient value to merit formal recognition.• Beneficial change or modification of operating principles or procedures.	1 to 10
<p style="text-align: center;">SUBSTANTIAL</p> <ul style="list-style-type: none">• An important contribution to the value of a product, activity, program, or service to the public.• Significant change or modification of operating principles or procedures.	11 to 20
<p style="text-align: center;">HIGH</p> <ul style="list-style-type: none">• A highly significant contribution to the value of a product, activity, program, or service to the public.• Complete revision of operating principles or procedures, with considerable impact.	21 to 30
<p style="text-align: center;">EXCEPTIONAL</p> <ul style="list-style-type: none">• A superior contribution to the quality of a critical product, activity, program, or service to the public.• Initiation of a new principle or major procedure, with significant impact.	31 to 40