



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
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IN REPLY REFER TO

NAVFACINST 4804.1J
FAC ACQ/AHR
25 June 1999

NAVFAC INSTRUCTION 4804.1J

From: Commander, Naval Facilities Engineering Command

Subj: NAVFACENGCOM INDUSTRIAL INCENTIVE PLAN

Encl: (1) Industrial Incentive Plan for Contractors

1. Purpose. To restate the policy of the Commander, Naval Facilities Engineering Command, in awarding certificates for noteworthy performance by contractors in the fulfillment of NAVFACENGCOM contracts.

2. General. Awards provided under this plan are intended to stimulate high contractor performance and serve as an incentive for contractors to meet contract deadlines, effect economies, and other benefits of significance to the Department of the Navy and the United States Government.

3. Policy. The policy of the Commander, NAVFACENGCOM, is to urge and encourage the fullest use of the Industrial Incentive Plan to improve contract relationships and to insure appropriate recognition for contractors (individual or organization) whose contract performance merits such recognition.

4. Action. Addressees are requested to:

- a. Become familiar with enclosure (1) and comply with the procedures therein,
- b. Publicize the Industrial Incentive Plan, inform contractors of the plan at the time of contract award, and,
- c. Evaluate contractor performance.


ROBERT R. BOYER
Director, Acquisition

INDUSTRIAL INCENTIVE PLAN FOR CONTRACTORS

1. Scope. The recognition provided under the Industrial Incentive Plan is for performance by a contractor in excess of contract requirements, in one or a combination of the following areas:

- a. A better product
- b. Speed of accomplishment
- c. Significant savings to the Government
- d. Cooperation beyond the terms of the contract to serve the convenience of the Command, the Navy or the U.S. Government.

2. Eligibility.

a. Architect-Engineer, Construction and Facilities Support Contracts are principally involved. This applies to:

1. NAVFACENGCOC contracts in excess of \$10,000.

2. Sub-contracts (Civil Works), where the Commander NAVFACENGCOC is the Contracting Officer.

b. Public/Private Venture (Third Party) contracting under provisions of Real Estate Procedural Manual (P-73) and other Public/Private Venture Procurements.

3. Awards. There are two types of awards:

a. CERTIFICATE OF APPRECIATION. This certificate is granted for exemplary performance on a contract.

(1) Approval Authority. For contracts supervised by field activities, the Certificate of Appreciation is issued and approved by the Commander/Commanding Officer of the cognizant Engineering Field Division (EFD), Engineering Field Activity (EFA) or Public Works Center (PWC). For contracts supervised at Command Headquarters, the certificate is issued and approved by the cognizant Deputy Commander or equivalent.

(2) Submission. There is no limit to the number of Certificates of Appreciation to be awarded. Nominations may be submitted at any time, preferably as soon as possible after contract completion.

(3) Documentation. Each nomination for the Certificate of Appreciation shall contain a description of the accomplishment and how it exceeded the performance expected of the contractor.

Enclosure (1)

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(4) Supply. A supply of the Certificate of Appreciation may be obtained from the Administrator, NAVFACENGCOC Incentive Awards Program.

b. COMMANDER'S CERTIFICATE OF COMMENDATION. This is the highest award under the NAVFACENGCOC Industrial Incentive Plan. It is granted for outstanding performance by a contractor, significantly in excess of the contract requirements.

(1) Approval Authority. The Commander's Certificate of Commendation and letter is signed by the Commander, NAVFACENGCOC. For contracts supervised by field activities, nominations will be forwarded by the Commander/Commanding Officer of the cognizant EFD/EFA/PWC to Administrator, NAVFACENGCOC Incentive Awards Program. For contracts supervised at Command Headquarters, the nomination will be submitted to Administrator, NAVFACENGCOC Incentive Awards Program by the cognizant office.

(2) Submission. Nominations may be submitted any time, preferably as soon as possible after contract completion.

(3) Documentation. Each nomination for the Commander's Certificate of Commendation shall contain the following information:

(a) Full name of contractor with complete address

(b) Name of the principal/president or firm/company official to whom the Commander's letter should be addressed

(c) Contract number, title, date of contract, scheduled contract completion date and actual completion date, with legible copy of the contract and change orders

(d) For construction contracts an 8" X 10" color photograph of the project, captioned with the following information:

(1) Security Classification

(2) Name and Location of Activity

(3) Date of Exposure

(4) Title of Project and Program Team

(5) Name of Facility (if different from (2))

(6) Construction Contract Number and Name of Contractor

(e) Legible copy of Contract Release

Enclosure (1)

(f) Copy of Contractor Performance Evaluation as required by NAVFAC P-68, "Contracting Manual", including verification that the evaluation has been entered in the respective ACASS/CCASS/CPARS databases.

(g) Copy of letter issuing local award, if any.

(h) Justification for the nomination.

(i) Citation and suggested text for letter.

(4) Notification to Awardee. In order to avoid situations of possible embarrassment, contractors *should not be informed* of their selection for the Certificate of Commendation until after favorable action has been taken by the Command.

4. Program Feedback. Forward information copies of awards issued under this program to Administrator, NAVFACENCOM Incentive Awards Program.