AWARD RECOMMENDATION FOR SUPERIOR ACCOMPLISHMENT
NAVEXOS-3908

Copy

NAVY INCENTIVE AWARDS PROGRAM

TO: Incentive Awards Committee

DATE: 1 July 1955

Naval Supply Center, Pearl Harbor, T. H.
(Activity - Name and Location)

I recommend that award consideration be given for the superior accomplishment herein described which was performed by the employee, or group of employees, named below.

RECOMMENDED BY	POSITION: SHOP. DEPT. OR DIV.
Verna G. Rutz	Supvery Employee Relations Officer Industrial Relations Department

EMPLOYEE *(Name: Last, First; Badge and Payroll Number)*	POSITION: SHOP. DEPT. OR DIV.	GRADE	ANNUAL BASE PAY
Riley Crabb	Supr Publications Editor (General)	GS-7	$4795

(Attach a list for additional employees.)

TYPE OF ACCOMPLISHMENT

☐ SUPERIOR ACHIEVEMENT ☒ SUSTAINED WORK PERFORMANCE ☐ COURAGEOUS ACT ☐ SPECIAL SERVICE IN PUBLIC INTEREST

DATE(S) OF PERFORMANCE OR SERVICE: 1 July 1954 - 1 July 1955

DESCRIPTION OF ACCOMPLISHMENT *(Give specific facts to describe accomplishment and to show the extent to which it excels normal job expectancy.)*

During the past year Riley Crabb has performed assigned and additional duties in a superior manner considered to be above and beyond the normal requirements of his position as Editor of the CENTER RELAY. This position is one-of-a-kind within the Center, and Mr. Crabb's performance, compared with that of previous incumbents of the position, is so far superior it shines out like a spotlight on a stormy night.

Although his position description states he will "work with" the TIO on certain assigned public relations programs, Mr. Crabb has, in fact, in many cases been delegated primary responsibility in connection with newspaper coverage, and radio, television and personal-appearance programs produced and staged to further the Center's public relations program. His excellent personal relationships with Honolulu radio and television personnel, and his extensive experience in these communications media locally have enabled him to arrange program bookings with utmost cooperation and ease. He has written scripts, directed and managed the production of various programs which have materially improved and sustained the Navy's public relations. Examples of such programs are those produced in connection with the recent Armed Forces Auction and the Supply Corps birthday, and the LeRoy Henry Safe Driving TV program series. He has enthusiastically and voluntarily devoted many hours of his own time in the production of these various programs, and they have all been received with very commendable results. His extra work with CEA-sponsored projects, such as the May Day program, have boosted employee morale and strengthened employee relations.

Despite extra-curricula activities, during the past year and particularly the past six months, the quality and tone standards of the writing in the CENTER RELAY have been raised; the layout and arrangement balance have been improved; news and feature coverage have been broadened and diversified. These continuing improvements are direct results of Mr. Crabb's application of ingenuity, versatility and energetic drive, and of his high-caliber qualifications as a newspaperman. He is extremely industrious and conscientious, and he is not only faithfully "on the job" but "on the ball" all the time.

(Continue on reverse side)

RILEY CRABB

Mr. Crabb is a "lone wolf" in the performance of his duties, with supervision limited to screening of results obtained. He is unusually self-sufficient; his judgments are sound and his decisions wise, emanating from adept application of his broad knowledge and experience in communications fields. He is singularly adaptable to working conditions, and has an amazing capacity to adjust easily to emergency deadlines, taking in smooth stride last-minute changes and late-news flashes which disrupt layout and require re-working pages of the RELAY just at press time. While timeliness and meeting deadlines are essential, and he normally keeps considerably ahead of schedule, his equilibrium and stability under distressing and emergency circumstances are far more than normally expected.

As a supervisor he has uncommon patience, tact and understanding, and has encouraged and "built up" the interests and ambitions of his two subordinates so they are seeking to broaden their experience and knowledge of newspaper work. He has given them opportunities to improve themselves by working with all aspects of the RELAY's production, giving them individual detailed instruction and attention, sharing with them his thorough knowledge of all phases of producing the paper.

Mr. Crabb's working relationships with all grades and rates of civilian and military personnel and the Command are sustained at the highest cooperative and amicable level. He has earned the confidence and respect of his associates and superiors and has achieved invaluable results in the public relations and employee relations spheres.

Verna G. Rutz

VERNA G. RUTZ