



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 12451.1G
N00
9 Mar 16

NSTC INSTRUCTION 12451.1G

From: Commander, Naval Service Training Command

Subj: NSTC CIVILIAN OF THE QUARTER/YEAR PROGRAM

Encl: (1) [Nomination form](#)

1. Purpose. To establish a recognition program for top performing Naval Service Training Command (NSTC) civilian staff members and to set forth a process and criteria for nominating and selecting the Civilian of the Quarter (COQ)/Civilian of the Year (COY) within NSTC.
2. Cancellation. NSTCINST 12451.1F.
3. Policy. This program provides a means of recognizing significant accomplishments and outstanding achievements by NSTC civilian personnel. Such programs are only successful when supervisors know their work force and bring outstanding efforts to the attention of the chain of command.
4. Eligibility. Any General Schedule (GS), Department of Defense, employee who is GS-9 or below and assigned to the NSTC domain, less those assigned to Recruit Training Command or Officer Training Command Newport, for the entire quarter/year, as appropriate. Supervisors may not nominate COQ recipients for COQ again during the same calendar year.
5. Nomination Procedures
 - a. One subordinate employee may be nominated each quarter/year, as appropriate, by Commanding Officers of Naval Reserve Officers Training Corps (NROTC) units and Officers in Charge of Departments of Naval Science (DNS). These nominations shall be submitted to the Officer Development Deputy Director (ODA).
 - b. One subordinate employee may be nominated each quarter/year, as appropriate, by:

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(1) Each department head (DH) or special assistant (SA) at NSTC in Great Lakes.

(2) The Director, Citizenship Development (CD), including eligible subordinates assigned to the CD staff in Pensacola and the Area Managers' staff.

(3) The ODA may submit one nomination from among the OD staff or from among the nominations received from the NROTC units and DNSs.

c. Submit nominations from DHs, SAs, CD, and the ODA to the Chief of Staff's Executive Assistant (CoS EA).

d. Submit the nomination for COQ using enclosure (1), no later than (NLT) the 10th of the month that follows the calendar quarter or as directed by the NSTC Executive Director (ED). For COQ, the nomination requires remarks on accomplishments covering the entire quarter but may not cover accomplishments from other periods.

e. Submit the nomination for COY using enclosure (1), NLT 15 January of each calendar year. The nomination will include remarks covering the entire year. Previous selection as COQ does not automatically serve as a nomination for COY; supervisors must submit a COY nomination that covers the entire year.

6. Selection Board. Selection boards shall review the nominations and make recommendations to Commander, NSTC (CNSTC) for final approval.

a. The board shall be composed of:

(1) ED (Chair);

(2) Manpower Director (N1);

(3) Planning and Programming Director (N3);

(4) Logistics Director (N4);

(5) Strategy and Analysis Director (N5);

(6) Information Technology Director (N6);

(7) Training Director (N7);

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(8) Comptroller (N8);

(9) ODA;

(10) CD; and

(11) Flag Secretary

b. The board shall be convened by the ED NLT the 20th day of the new quarter. A quorum of members must be present to conduct business. A vote of board members shall determine selectees. The chair will only vote in the case of a tie.

7. Selection Board Considerations. **Performance during the entire quarter/year must be exceptional when measured against the position requirements and should far exceed contributions of others with comparable responsibilities.** Typical contributions of employees nominated for these awards include unusual efforts or leadership in accomplishing work, contributions to improvement in organizational efficiencies, superior customer service, significant contributions to the command mission, and/or creativity and initiative in overcoming challenges.

8. Recognition Ceremony

a. The NSTC COQ is honored at a presentation ceremony and receives a certificate, Letter of Commendation (LOC), suitable Public Affairs recognition, a \$250 cash award, an NSTC command coin, and a photo displayed on the NSTC "Command Spotlight" board.

b. The NSTC COY is honored at a presentation ceremony and receives a COY certificate, an Meritorious Civilian Service Award (MCSA), suitable Public Affairs recognition, a \$500 cash award, a statue, an NSTC command coin, and a photo displayed on the NSTC "Command Spotlight" board.

9. Action

a. ED shall:

(1) Provide guidance to the boards; and

(2) Forward authorization of cash awards to NSTC N1.

b. CoS EA shall:

- (1) Review nomination packages for completeness;
- (2) Provide nominations to board members; and
- (3) Schedule and coordinate the boards.

c. NSTC Directors/Deputies, DHs, and SAs shall:

- (1) Submit nominations per this instruction;
- (2) Provide the administrative officer with an appropriate draft citation following COQ/COY selection;
- (3) Ensure awardees present themselves for an official photograph within one week of announcement; and
- (4) Ensure awardees present themselves at the appropriate award presentation.

d. NSTC Public Affairs Officer shall:

- (1) Provide suitable media coverage and take an official photo of awardees; and
- (2) Post the COQ/COY photographs in the NSTC passageway.

e. Administrative Officer shall prepare and finalize LOCs and MCSAs as appropriate.

f. Flag Writer shall schedule and coordinate award presentations.

g. N4 shall acquire an appropriate statue for presentation for COY.

h. Flag Aide shall provide command coins for COQ/COY.


S. C. EVANS

Distribution: (NSTCINST 5216.1B)
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NSTC CIVILIAN OF THE QUARTER/YEAR NOMINATION

NOMINEEE NAME: _____

TITLE, GRADE: _____

CODE: _____

NOMINATION DATE: _____

___ COQ ___ COY

1. Job performance/accomplishments and contribution to NSTC's mission (provide specific work completed within the applicable quarter/year):

2. Service to customers/quality of working relationships:

NOMINATION ENDORSEMENT

NOMINATING OFFICIAL

SIGNATURE/DATE

DEPARTMENT HEAD/SPECIAL ASST

SIGNATURE/DATE