



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

CH-1 of 31 Oct 16  
NETCSTAFFINST 12451.1D  
N00V

27 MAY 2015

NETC STAFF INSTRUCTION 12451.1D

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND STAFF CIVILIAN OF  
THE QUARTER AND CIVILIAN OF THE YEAR AWARDS

Ref: (a) 5 CFR 451  
(b) DoD Instruction 1400.25 of 4 November 2013  
(c) DON Guidance 451-02  
(d) DON CHRM 451.1

Encl: (1) NETC Staff Civilian of the Quarter/Civilian of the  
Year Nomination Form (NETC 12451/1)

1. Purpose. To establish a system and a method to administratively process Civilian of the Quarter (COQ) and Civilian of the Year (COY) Awards and to set forth criteria for nomination and selection of Naval Education and Training Command (NETC) Headquarters (HQ) Staff COQs and COYs.

2. Cancellation. NETCSTAFFINST 12451.1C.

3. Background. The NETC Staff COQ and COY Awards are distinct from other recognition programs. The COQ/COY Award is established to recognize and reward staff civilian employees who have made significant contributions to the mission, operations, and productivity of the NETC HQ, or who have achieved significant levels of performance or service through job performance, civic duty, and/or self-development. References (a) through (d) apply.

4. Eligibility. For the purpose of this instruction, "employee" is defined as civilian personnel performing full-time duties within the NETC HQ in direct support of the NETC mission for a minimum of six consecutive months. Employees at the GS-11 grade level and below are eligible for the junior level award, and employees at the GS-12 and GS-13 grade level are eligible for the senior level award. An employee is not required to be selected as a COQ in their respective category to be eligible for selection as the COY for the Calendar Year (CY). Employees

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may be selected only once in any 24-month period for COQ/COY. Additionally, the recipients of the COQ/COY Award are also eligible for other non-monetary awards.

5. Nomination Procedures

a. Any NETC HQ Staff employee may submit a nomination for any civilian staff employee they feel meets the criteria of the COQ/COY Award as contained in enclosure (1). Self-nominations are also permitted.

b. Enclosure (1) will be used for all nominations and must be endorsed by the nominee's immediate supervisor and Division Director/Special Assistant (DD/SA).

c. COQ nominations are due by the 20th working day of the month following the end of the quarter, and COY nominations are due by the 20th working day in January following the end of the CY or by the date requested if notification is sent. Nomination packages are to be forwarded to N00V9 and must include a proposed draft citation in Microsoft Word format.

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d. N00V9 will review nominations for eligibility and completeness and prepare them for submission to the Leadership Awards Board (LAB).

6. Selection Process

a. The LAB is responsible for selecting the COQ and COY for each level. The members of the Board will rely on the written justification presented in the nomination package. For this reason, it is vitally important that the justification be completed in a manner that addresses each of the rating criteria and presents the best possible picture of the nominee's qualifications.

b. The LAB will:

(1) Evaluate each COQ/COY nomination package and select the most deserving employee and forward the final recommendation(s) to the Chief of Staff (COS) for selection, via N00V9. Personal knowledge of nominees and material not contained in the nomination package will not be considered.

(2) Vote by evaluating candidates in each rating category and ranking them in numerical order with number 1 being the highest ranking.

(3) Select the winner with the lowest overall score after tallying the votes. In the event of a tie, the LAB will reevaluate the tied candidates as outlined in paragraph 6b(2).

(4) Review nominations and select a Junior and Senior COY by the second week of January to serve during the CY.

c. The COQ selectee(s) will be announced within 15 working days of the month following the end of the quarter.

7. Recognition. The COQ/COY Awards will be presented at an appropriate awards ceremony following the end of the quarter. The COY selectee(s) will be announced by the last day of January. Commander, NETC or COS will present all COQ/COY Awards. Award recipients will attend the awards ceremony and:

a. Receive an official Letter of Commendation and command certificate.

b. Have photographs taken for placement on the Civilian Awards Board adjacent to the NETC Quarterdeck and in the base newspaper with an accompanying article.

c. Be assigned a designated parking space, chosen from among NETC general parking, to be appropriately marked as "RESERVED FOR COQ" OR "RESERVED FOR COY."

8. Action. DD/SAs will give this awards program the widest possible dissemination and support and encourage full participation from supervisors.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

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10. Forms. NETC 12451/1 (NETC Staff Civilian of the Quarter/  
Civilian of the Year Nomination Form) can be obtained from the  
NETC Electronic Library Total Records and Information Management  
System.



M. A. WHITT  
Chief of Staff

NETC STAFF CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR  
NOMINATION FORM

Junior Level COQ/COY - Grade GS-11 and below

Name, Position Title, Grade, Staff Code: \_\_\_\_\_

The NETC Staff Junior Civilian of the Quarter/Year Awards are designed specifically to recognize those civilian employees who are highly motivated and have demonstrated exceptional performance during the nomination period. Nomination/selection will be based on the below criteria. Provide a brief description of the nominee's exceptional performance and/or outstanding accomplishments in each area.

Rating Criteria:

Performance on the Job. Provide details of outstanding performance within the scope of assigned duties.

Contributions to Mission, Operations, and Productivity of NETC Headquarters. Describe performance and provide details of contributions that exceed job requirements. Include performance as a member of a team or in support of command programs (i.e., MWR, CFC, Savings Bonds, etc.)

Civic Duty. Summarize participation with civic functions/organizations and impact of participation.

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Personal/Professional Development. List personal and professional development activities and/or achievements. Highlight improved capabilities and/or performance such as professional certificates or new knowledge, skills, and abilities acquired.

NOMINATION ENDORSEMENT

\_\_\_\_\_  
Nominating Official

\_\_\_\_\_  
Nominating Official Signature, Date

\_\_\_\_\_  
Supervisor Endorsement

\_\_\_\_\_  
Supervisor Signature, Date

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NETC STAFF CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR  
NOMINATION FORM

Senior Level COQ/COY - Grade GS-12 through GS-13

Name, Position Title, Grade, Staff Code: \_\_\_\_\_

The NETC Staff Senior Civilian of the Quarter/Year Awards are designed specifically to recognize those civilian employees who are highly motivated and have demonstrated exceptional performance during the nomination period. Nomination/selection will be based on the below criteria. Provide a brief description of the nominee's exceptional performance and/or outstanding accomplishments in each area.

Rating Criteria:

Performance on the Job. Provide details of outstanding performance within the scope of assigned duties.

Achievements or service that is exceptional when measured against the position requirements of the individual and should exceed the contributions and service of others with comparable responsibilities.

Professionalism, shown in:

Accepting responsibility; accepting and accomplishing assigned tasks; working as a leader or as a member of a team; and customer service.

Performance, characterized by:

Initiative, Resourcefulness and Goal Achievement.

Contributions to Mission, Operations and Productivity of NETC Headquarters

Accomplishments which show unusual management abilities, innovative thinking, and/or outstanding leadership, which benefits the command.

Accomplishments, innovative leadership or highly successful programs or projects which have impacted beyond the command.

Civic Duty. Summarize participation with civic functions/organizations and impact of participation.

Personal/Professional Development.

Conduct, reflected by:

Personal development; contributions to command efficiency; self-improvement, and other considerations of a commendable nature.

**NOMINATION ENDORSEMENT**

\_\_\_\_\_  
Nominating Official

\_\_\_\_\_  
Nominating Official Signature, Date

\_\_\_\_\_  
Supervisor Endorsement

\_\_\_\_\_  
Supervisor Signature, Date