



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

NETCINST 12451.1C
N1CP
17 Feb 2026

NETC INSTRUCTION 12451.1C

From: Commander, Naval Education and Training Command

Subj: CIVILIAN AWARDS PROGRAM

Ref: (a) 5 CFR 451
(b) DoD Instruction 1400.25 of 1 Dec 96
(c) DON Civilian Human Resources Manual, Subchapter 451.1 of Sep 05
(d) DON Human Resources Implementation Guidance 451-02, Guidance on Implementing Awards Program of Aug 05
(e) SECNAV memo, Delegation of Authority to Approve Monetary Awards for Civilian Employees in the Department of the Navy of 4 Feb 22
(f) SECNAV memo, DON Civilian Service Commendation and Achievement Medals of 24 Apr 18
(g) OPNAVSTAFFINST 12451.1
(h) NETCNOTE 12000 of 11 Mar 25
(i) NETCSTAFFNOTE 12000 of 6 Mar 25

Encl: (1) Sample Nomination Letter Format - Department of the Navy Distinguished Civilian Service Award
(2) Sample Nomination Letter Format - Department of the Navy Superior Civilian Service Award
(3) Sample Nomination Letter Format - Department of the Navy Meritorious Civilian Service Award, Civilian Service Commendation Medal, and Civilian Service Achievement Medal
(4) Sample Presidential Letter of Appreciation Request for Civilian Retiree
(5) Naval Education and Training Command Junior Civilian of the Quarter/Year Nomination Form
(6) Naval Education and Training Command Senior Civilian of the Quarter/Year Nomination Form
(7) Preparation of Citations for Civilian Honorary Awards
(8) Sample Citation Format - Department of the Navy Distinguished and Superior Civilian Service Awards

- (9) Sample Citation Format - Department of the Navy Meritorious Civilian Service Award, Civilian Service Commendation Medal, and Civilian Service Achievement Medal
- (10) Naval Education and Training Command Leadership Awards Board Rotation Schedule

1. Purpose. To establish processing procedures for recommendations of awards submitted for Commander, Naval Education and Training Command (CNETC) civilian employees at grades general schedule (GS) 15 and below.

2. Cancellation. NETCINST 12451.1B, NETCSTAFFINST 12451.1D, and NETCSTAFFINST 12451.2C.

3. Background. Reference (a) is the Code of Federal Regulations covering awards. Reference (b) provides guidance for awards of Department of Defense (DoD) civilian employees. Reference (c) establishes policy and assigns responsibility for awards programs within the Department of the Navy (DON). Reference (d) provides guidance on implementing an awards program. Reference (e) provides delegation of authority to approve monetary awards for civilian employees in the DON. Reference (f) provides guidance on the DON civilian service commendation and achievement medals. Reference (g) provides DON guidance for civilian awards. Reference (h) publishes Naval Education and Training Command (NETC) guidance for implementation of the DoD Performance Management and Appraisal Program (DPMAP) performance cycle process. Reference (i) publishes the NETC Headquarters (HQ) business rules for performance cycle awards for positions covered under DPMAP. Samples are provided as enclosures. Enclosure (1) provides a sample of the DON Distinguished Civilian Service Award (DCSA) Nomination Letter. Enclosure (2) provides a sample of the DON Superior Civilian Service Award (SCSA) Nomination Letter. Enclosure (3) provides a sample of the DON Meritorious Civilian Service Award (MCSA), Civilian Service Commendation Medal (CSCM), and Civilian Service Achievement Medal (CSAM) Nomination Forms. Enclosure (4) provides a sample of the Presidential Letter of Appreciation (PLOA) Request. Samples of the Junior Civilian of the Quarter (COQ) and Year and Senior COQ and Year Nomination Forms are provided in enclosures (5) and (6). Guidance regarding the preparation of citations is provided in enclosure (7).

Samples of the citation formats are provided in enclosures (8) and (9). The NETC Leadership Awards Board (LAB) Rotation Schedule is provided in enclosure (10).

4. Policy. It is NETC policy to encourage and recognize significant contributions and accomplishments of its civilian employees through a variety of monetary and non-monetary tools. Award recommendations should reflect exceptional acts of service that exceed the expected performance of duty. The NETC awards program will include the following award types:

a. Monetary awards. This includes special act awards, quality step increases, awards for suggestions, and awards for inventions. Performance awards will be conducted per references (g) and (h). Per reference (e), commanders or activity heads may approve performance awards up to 10 percent of base pay that do not exceed \$7,500 per individual; approve cash awards up to a maximum of \$7,500 per individual; and further delegate this authority to department heads. Special act or cash awards up to \$10,000 may only be approved by CNETC.

b. Length of Service (LOS) Awards. LOS awards may be presented to employees who have reached a milestone while employed with NETC. LOS certificates will be prepared in five-year increments from five to 50 years of civilian service. Total federal civilian and honorable military service may be creditable toward eligibility for LOS recognition. For HQ NETC staff employees, N1CP will review the LOS report at the end of each quarter and prepare the LOS award listed for each employee. Subordinate commands may establish local procedures per references (a) through (h).

c. Retirement Certificates. Supervisors are responsible for contacting their respective awards point of contact at least 90 days prior to retirement to ensure a Civilian Retirement Certificate is prepared for the retiring employee. For employees retiring with 30 or more years of service, supervisors may request a PLOA. The letter is prepared by the White House and signed by the President of the United States. Processing time must be taken into consideration when submitting requests. The White House's processing time is six months (180 days) or more. Requests will be submitted using the appropriate request format in enclosure (4) and emailed to the local awards representative. For employees

retiring with 40 or more years of service, supervisors may also request a retirement certificate signed by the Secretary of the Navy (SECNAV). This request must also be submitted at least six months (180 days) prior to retirement to allow time to obtain SECNAV signature.

d. Honorary Awards:

(1) DON DCSA. This is the highest honorary award that the SECNAV can confer on a DON civilian employee. It is normally given to those employees who have given exceptional or extraordinary service to the Navy that have had, at a minimum, Navy-wide impact. The DCSA will be granted only to those employees who have given distinguished or extraordinary service to the DON. The achievements or service must be truly exceptional when measured against the position requirements of the employee and should far exceed the contributions and service of others with comparable responsibilities. Normally, nominees for this award should have previously received high level honorary awards (e.g., SCSA, MCSA, or similar awards or honors) and have a consistent record of annual performance-based awards. Further, the DCSA should be reserved for contributions that are so exceptional or significant that recognition at the SECNAV level is merited. Only the SECNAV may approve this award. Nominations for this award must be submitted following the format provided in enclosure (1); on the proper letterhead with the recommended font type, Courier New, size 12. A citation must be attached following the format provided in enclosures (7) and (8). Additional indicators include:

(a) A long-term pattern of sustained high performance as evidenced by the nominee having previously received high honorary awards (e.g., DON SCSA or DON MCSA, or similar awards or honors).

(b) Career achievements that are recognized throughout the DON.

(c) Indications of innovative leadership of highly successful programs or projects that have an impact beyond the nominee's activity or command.

(d) Accomplishments or achievements that have had at minimum, DON-wide impact.

(e) Scientific or technical advances or suggestions of significant value.

(f) Accomplishments that show unusual management abilities, innovative thinking, or outstanding leadership that benefit the DON.

(g) Responsibility for major cost savings, reductions, or avoidance.

(h) Exceptional cooperative efforts with other Navy offices, federal agencies, or the private sector.

(i) Unusual acts of heroism beyond the call of duty.

(2) DON SCSA. This award is the second highest honorary award in the DON. The same criteria in paragraph 4d(1)(a) through 4d(1)(i) will be used for granting this award; however, the contribution, while exceptional in value, would be narrower in scope and impact (e.g., accomplishment that is significant and has far-reaching major command-wide impact). The approval authority for this award is echelons 1, 2, and major commands as outlined in reference (d). NETC is delegated approval authority as a major command as delineated in reference (d). Nominations for this award must be submitted following the format provided in enclosure (2); on the proper letterhead with the recommended Courier New font type, size 12. A citation must be attached following the format provided in enclosures (7) and (8).

(3) DON MCSA. This is the third highest honorary award in the DON and is the highest honorary award a commander or activity head can confer on a DON civilian. The same criteria in paragraph 4d(1)(a) through 4d(1)(i) will be used for granting this award; however, the contributions, while high in value, are more limited in scope and impact (e.g., accomplishment should be significant and have far reaching impact, but less than the SCSA). Furthermore, the MCSA should be reserved for contributions that are so unusual or significant that recognition at the activity head level is warranted. This award should not be used as a retirement award. However, if a significant accomplishment occurs close to retirement, it may be acceptable to present it

at retirement. The approval authority for this award is the commander or activity head. Nominations for this award must be submitted following the format provided in enclosure (3); on the proper letterhead with the recommended font type, Courier New, size 12.

(4) DON CSCM. Per reference (f), the DON CSCM is the fourth highest honorary award in the DON. This medal is awarded to DON civilians who distinguish themselves by performing well above what is usually expected of individuals commensurate with their grade or specialty and above the degree of excellence that can be appropriately reflected in the individual's performance evaluations or personnel records. The CSCM may be awarded after a significant achievement (such as an invention or improvement in design, procedure, or organizations) or after an extended period (such as a deployment or overseas tour). Recipients of the CSCM are recognized for performance at the equivalent level of the Navy and Marine Corps Commendation Medal awarded to military personnel for similar achievement.

(a) Approval Authority. Commanders in the rank of O-6 and above and civilians in equivalent positions may approve the DON CSCM. NETC HQ will submit nominations per enclosure (3). NETC Human Resources (N1CP) should be contacted regarding submission requirements for those assigned to NETC HQ. Commands have discretion in establishing their internal review process.

(b) This award citation must be submitted following the format provided in enclosures (7) and (9).

(5) DON CSAM. In accordance with reference (f), the DON CSAM is the fifth highest honorary award in the DON. This medal is awarded to DON civilians who, while serving in a capacity within the Navy or Marine Corps, are to be recognized for sustained performance or specific achievement of a superlative nature at the equivalent level of the Navy and Marine Corps Achievement Medal awarded to military personnel.

(a) Approval Authority. Commanders in the rank of O-5 and above and civilians in equivalent positions may approve the DON CSAM. NETC HQ will submit nominations per enclosure (3). NETC N1CP should be contacted regarding submission requirements for those assigned to NETC HQ. Commands have discretion in establishing their internal review process.

(b) This award citation must be submitted following the format provided in enclosure (7) and (9).

e. Time-Off awards. Time-Off awards are an alternative or additional means of recognizing superior accomplishments of employees with other than monetary or non-monetary awards. Time-Off awards may be granted, without the 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. A Time-Off Award may be granted to an employee who meets the definition of Section 2105 of Title 5, U.S. Code. Division Directors (DD) and Special Assistants (SA) may authorize, per reference (d), immediate supervisors to grant Time-Off awards without further review for periods not to exceed one workday.

(1) DD/SAs will submit Time-Off award nominations exceeding one duty day (10 or more hours) to the LAB for review and recommendation. The Chief of Staff (COS) is the approving official.

(2) Time-Off awards must be scheduled and used within one year (12 months) after the effective date of the award. Any unused amount remaining after that time will be forfeited without further compensation to the employee. A Time-Off Award can be transferred, but only within DON.

(3) Time-Off awards should be scheduled and used to avoid adversely affecting employees who have "use or lose" leave. Should an employee become physically incapacitated during time-off leave granted as an award, the activity may grant sick leave for the period of incapacitation.

(4) If an employee is transferring to another service within the DoD activity or outside DoD, the time-off cannot be transferred. To avoid losing the Time-Off Award, the employee should be allowed to use the incentive prior to transferring.

(5) A Time-Off Award does not convert to cash under any circumstances.

(6) The total amount of time-off that may be granted to an employee during one leave year is 80 hours. The maximum amount of time-off which may be granted for any single

contribution is 40 hours. 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.

(7) DD/SAs will submit Time-Off Award nominations of more than 8 hours, or 10 hours for flex schedule employees, to the NETC LAB for review and recommendation using NETC Form 12451/2 and the guidelines below, in Figure 1.

(8) The signed NETC Form 12451/2 must be forwarded to N1CP. N1CP will then document on the SF52 (Request for Personnel Action) and forward to the NETC Human Resources Office (HRO) for processing.

(9) Figure 1 provides a scale for the number of hours used to reward employees with time off.

SCALE OF TIME-OFF AWARDS	
VALUE TO ORGANIZATION	NUMBER OF HOURS
<p style="text-align: center;">MODERATE</p> <p>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.</p>	1 to 10
<p style="text-align: center;">SUBSTANTIAL</p> <p>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.</p>	11 to 20
<p style="text-align: center;">HIGH</p> <p>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.</p>	21 to 30
<p style="text-align: center;">EXCEPTIONAL</p> <p>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.</p>	31 to 40

Figure 1: Scale of Time-Off Awards

f. NETC Staff COQ and Civilian of the Year (COY). The NETC Staff COQ and COY awards are distinct from other recognition programs. The COQ/COY Award is established to recognize and reward civilian staff 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 and personal or professional development. References (a) through (f) apply. Subordinate commands may establish local procedures per references (a) through (h).

(1) Employees at the GS-11 grade level and below are eligible for the junior level award, and employees at the GS-12 through GS-14 grade level are eligible for the senior level award. An employee is not required to have been selected as COQ in their respective categories to be eligible for selection as the COY for the calendar year (CY). Employees may only be selected once in any 24-month period for COQ/COY.

(2) 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 enclosures (5) or (6). Self-nominations are also permitted.

(b) The respective nomination form at enclosures (5) and (6) in addition to a draft citation at enclosure (9), will be used for all nominations and must be endorsed by the nominee's immediate supervisor and DD/SA. If the supervisor and DD/SA are the same person, the DD/SA will endorse (sign both lines).

(c) N1CP will review nominations for eligibility and completeness and prepare for submission to the LAB.

(3) 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 evaluate each COQ/COY nomination package and select the most deserving employee and forward the final recommendation(s) to the COS for selection, via N1CP. Personal knowledge of nominees and material not contained in the nomination package will not be considered.

(c) The LAB will vote by evaluating candidates in each rating category and ranking them in numerical order with number one (1) being the highest ranking.

(d) 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.

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

(4) Recognition: The COQ selectee(s) will be announced within 15 working days of the month following the end of the quarter. The COY selectee(s) will be announced by the last day in January. All COQ/COY Awards will be presented by CNETC or COS. Award recipients will attend the awards ceremony and:

(a) Receive an official NETC certificate and appropriate DON honorary award; CSAM for COQ and CSCM for COY. Selectees also receive a monetary award; \$250 for COQ and \$500 for COY. Monetary awards are processed after the presentation to avoid premature selection notification.

(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.

6. Procedures. A LAB is comprised of a mix of civilian and military DDs and SAs. Voting members will be appointed to serve on a rotational basis as outlined in enclosure (10). The LAB lead will certify the recommendation of the members and reconcile any disagreements prior to sending recommendations to N1CP. A non-voting advisor or coordinator from NETC N1CP will also serve as a member of the LAB to assist in the coordination,

tracking, and routing of requests. To promptly review award recommendations, the LAB will meet on an as-needed basis; the meeting may be virtual or in person.

a. The LAB will review all honorary awards that require CNETC approval, as well as all recommendations for cash awards over \$7,500. Awards at this level must reflect action far superior to typical performance. The LAB will ensure that the award type and amount are commensurate with the appropriate tangible or intangible benefits. DDs and SAs or echelon 4 commands (when required) will submit their requests to NETC N1CP for LAB coordination.

b. LAB recommendations will be submitted to NETC N8 if applicable (for HQ funds obligation), NETC Executive Director (for review), and NETC COS (for approval) within five days of the LAB's final recommendation. NETC N1CP will finalize processing upon approval.

c. If the award requires approval by higher authority above CNETC, the LAB will submit its recommendations to NETC N1CP for preparation of the official endorsement and further processing.

7. 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.

8. 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.

9. Forms

a. The following form is available for download from the NETC public web site (www.netc.navy.mil): NETC 12451/2 (Incentive Awards Recommendation/Approval)

b. The following form is available for download from the U.S. Office of Personnel Management web site (<https://www.opm.gov/forms/standard-forms/>): SF 52 (Request for Personnel Action)



G. C. HUFFMAN

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

NETCINST 12451.1C
17 Feb 2026

SAMPLE NOMINATION LETTER FORMAT - DEPARTMENT OF THE NAVY
DISTINGUISHED CIVILIAN SERVICE AWARD

NOMINEE INFORMATION

SSIC
Originator's Code
Date

From: (Command)
To: Secretary of the Navy
Via: Commander, Naval Education and Training Command

Subj: DEPARTMENT OF THE NAVY DISTINGUISHED CIVILIAN SERVICE
AWARD NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE
INITIAL, LAST NAME)

Ref: (a) NETCINST 12451.1C
(b) DON Guidance No. 451-02
(c) DON CHRMs Subchapter 451.1

1. Purpose. Per references (a) through (c), the following information is provided in consideration of the Distinguished Civilian Service Award (DCSA) nomination:

2. Member information:

- a. Name: (First, Middle Initial, Last)
- b. Pay Plan, Series, Grade:
- c. Organization or activity name and location:

3. Justification of nomination:

a. Current job responsibilities: (A brief summary of the nominee's current job responsibilities.)

b. Awards and honors: (Include dates and titles of honorary and monetary awards, published papers, articles, books, or inventions.)

4. Narrative justification. Narrative justification for this DCSA must specifically identify which category the submission is

Enclosure (1)

Subj: DEPARTMENT OF THE NAVY DISTINGUISHED CIVILIAN SERVICE
AWARD NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE
INITIAL, LAST NAME)

based on and address how the nominee meets or exceeds the criteria provided below. The DCSA may be approved for either service or long-term performance. Nominations and selection require the nominee to demonstrate a pattern of long-term and sustained high performance, career achievements, or innovative leadership. Provide information for the applicable criteria:

a. A pattern of long-term and sustained high performance: (List the dates and titles of all previous awards, including annual performance-based awards for the last five years.)

b. Career achievements that are recognized throughout the command: (List career achievements and the method of recognition.)

c. Programs or projects that reflect innovative leadership: (List the programs or projects, provide a brief description, and quantify the impact on savings or performance improvement.)

d. Nominations and selection require nominee to meet one or more specific accomplishments or achievements.

e. Accomplishments or achievements which had a Navy-wide impact: (List the accomplishments or achievements and quantify the impact on savings or performance improvement.)

f. Scientific or technical advances or suggestions of significant value to the Navy: (List the advances or suggestions with a brief description and quantify the impact on savings or performance improvement.)

g. Accomplishments that show extraordinary management abilities, innovative thinking, or outstanding leadership, which benefits the Navy: (Provide a brief description of the accomplishments and quantify the impact on savings or performance improvement.)

Enclosure (1)

Subj: DEPARTMENT OF THE NAVY DISTINGUISHED CIVILIAN SERVICE
AWARD NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE
INITIAL, LAST NAME)

h. Major cost savings, reductions, or avoidance which benefited the Navy: (Provide a brief description and the benefits.)

i. Exceptional successful cooperative efforts with other DON offices, federal agencies, or the private sector which reflect positively upon the Navy: (Provide a brief description of the efforts, list the office, agency, or sector, and its impact.)

j. Unusual acts of heroism beyond call of duty:
(Briefly describe the act and provide the date.)

5. Career history and education summary:

a. Federal employment: (Begin with the most recent and list the dates, job title, organization, and location.)

b. Education: (List the educational institution, dates attended, major of study, degree received, and academic honors.)

(Signature)
("By direction" not authorized)

NETCINST 12451.1C
17 Feb 2026

SAMPLE NOMINATION LETTER FORMAT - DEPARTMENT OF THE NAVY
SUPERIOR CIVILIAN SERVICE AWARD

NOMINEE INFORMATION

SSIC
Originator's Code
Date

From: (Command)
To: Commander, Naval Education and Training Command
Subj: DEPARTMENT OF THE NAVY SUPERIOR CIVILIAN SERVICE AWARD
NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE INITIAL,
LAST NAME)
Ref: (a) NETCINST 12451.1C

1. Purpose. Per reference (a), the following information is provided in consideration of the Superior Civilian Service Award (SCSA) nomination:

2. Member information:

- a. Name: (First, Middle Initial, Last)
- b. Pay Plan, Series, Grade:
- c. Organization or activity name and location:

3. Justification of nomination:

a. Current job responsibilities: (A brief summary of the nominee's current job responsibilities.)

b. Awards and honors: (Include dates and titles of honorary and monetary awards, published papers, articles, books, or inventions.)

4. Narrative justification. Narrative justification for this SCSA must specifically identify which category the submission is based on and address how the nominee meets or exceeds the

Enclosure (2)

Subj: DEPARTMENT OF THE NAVY SUPERIOR CIVILIAN SERVICE AWARD
NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE INITIAL,
LAST NAME)

criteria provided below. The SCSA may be approved for either service, long-term performance, or one or more specific accomplishments or achievements.

a. Nominations or selection require the nominee to demonstrate a pattern of long-term and sustained high exceptional service performance, career achievements, or innovative leadership. Provide information for the applicable criteria:

(1) Pattern of long-term and sustained high performance as evidenced by the nominee having previously high honorary awards, e.g., Meritorious Civilian Service Award or similar awards of honor: (List the dates and titles of all previous awards, including annual performance-based awards for the last 5 years.)

(2) Career achievements that are recognized throughout the Major Command: (List career achievements and the method of recognition.)

(3) Programs or projects that reflect innovative leadership of highly successful programs or projects that have impacted beyond the nominee's activity: (List the programs or projects, provide a brief description, and quantify the impact on savings or performance improvement.)

b. Nominations and selection require nominees to meet one or more specific accomplishments or achievements.

(1) Accomplishments or achievements which had a major command-wide impact: (List the accomplishments or achievements and quantify the activity-wide impact on savings or performance improvement.)

(2) Scientific or technical advances or suggestions of significant value to the major command: (List the advances or suggestions with a brief description and quantify the impact on savings or performance improvement.)

Enclosure (2)

Subj: DEPARTMENT OF THE NAVY SUPERIOR CIVILIAN SERVICE AWARD
NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE INITIAL,
LAST NAME)

(3) Accomplishments which show unusual management abilities, innovative thinking, or outstanding leadership which benefit the major command: (Provide a brief description of the accomplishments and quantify the impact on savings or performance improvement.)

(4) Major cost savings, reductions, or avoidance which benefitted the major command: (Provide a brief description and the benefits.)

(5) Successful cooperative efforts with other Department of the Navy offices, federal agencies, or the private sector which reflect positively upon the major command: (Provide a brief description of the efforts, list the office, agency, or sector, and its impact.)

(6) Unusual acts of heroism: (Briefly describe the act and provide the date.)

5. Career history and education summary:

a. Federal employment: (Begin with the most recent and list the dates, job title, organization, and location.)

b. Education: (List the educational institution, dates attended, major of study, degree received, and academic honors.)

(Signature)
("By direction" not authorized)

NETCINST 12451.1C
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SAMPLE NOMINATION LETTER FORMAT - DEPARTMENT OF THE NAVY
MERITORIOUS CIVILIAN SERVICE AWARD, CIVILIAN SERVICE
COMMENDATION MEDAL, AND CIVILIAN SERVICE ACHIEVEMENT MEDAL

NOMINEE INFORMATION

SSIC
Originator's Code
Date

From: (Command)
To: Commander, Naval Education and Training Command
Subj: DEPARTMENT OF THE NAVY (NAME OF AWARD (e.g., MERITORIOUS CIVILIAN SERVICE AWARD, CIVILIAN SERVICE COMMENDATION MEDAL, OR CIVILIAN SERVICE ACHIEVEMENT MEDAL)) NOMINATION IN THE CASE OF (FIRST NAME, MIDDLE INITIAL, LAST NAME)
Ref: (a) NETCINST 12451.1C

1. Purpose. Per reference (a), the following information is provided in consideration of the Meritorious Civilian Service Award (MCSA) nomination:

2. Member information:

- a. Name: (First, Middle Initial, Last)
- b. Pay Plan, Series, Grade:
- c. Organization or activity name and location:

3. Justification of nomination:

a. Current job responsibilities: (A brief summary of the nominee's current job responsibilities.)

b. Awards and honors: (Include dates and titles of honorary and monetary awards, published papers, articles, books, or inventions.)

4. Narrative justification. Narrative justification for this MCSA must specifically identify which category the submission

Enclosure (3)

Subj: DEPARTMENT OF THE NAVY (NAME OF AWARD) NOMINATION IN THE
CASE OF (FIRST NAME, MIDDLE INITIAL, LAST NAME)

is based on and address how the nominee meets or exceeds the criteria provided below. The MCSA may be approved for either service, long-term performance, or one or more specific accomplishments or achievements.

a. Nominations and selection require the nominee to demonstrate exceptional service or a pattern of long-term and sustained high performance, career achievements or innovative leadership. Provide information for the applicable criteria:

(1) Pattern of long-term and sustained high performance as evidenced by the nominee having previously received high honorary awards. There should be a consistent record of annual performance: (List the dates and titles of all previous awards, including annual performance-based awards for the last 5 years.)

(2) Career achievements that are recognized throughout the activity: (List career achievements and the method of recognition.)

(3) Programs or projects that reflect innovative leadership: (List the programs or projects, provide a brief description, and quantify the impact on savings or performance improvement.)

b. Nominations and selection require nominees to meet one or more specific accomplishments or achievements.

(1) Accomplishments or achievements which had a activity-wide impact: (List the accomplishments or achievements and quantify the impact on savings or performance improvement.)

(2) Scientific or technical advances or suggestions of significant value to the activity: (List the advances or suggestions with a brief description and quantify the impact on savings or performance improvement.)

(3) Accomplishments which show unusual management abilities innovative thinking, or outstanding leadership which

Subj: DEPARTMENT OF THE NAVY (NAME OF AWARD) NOMINATION IN THE
CASE OF (FIRST NAME, MIDDLE INITIAL, LAST NAME)

benefit the activity: (Provide a brief description of the accomplishments and quantify the impact on savings or performance improvement.)

(4) Major cost savings, reductions, avoidance which benefitted the activity: (Provide a brief description and the benefits.)

(5) Successful cooperative efforts with other Department of the Navy offices, federal agencies, or the private sector which reflect positively upon the activity: (Provide a brief description of the efforts, list the office, agency, or sector, and its impact.)

(6) Unusual acts of heroism: (Briefly describe the act and provide the date.)

5. Career history and education summary:

a. Federal employment: (Begin with the most recent and list the dates, job title, organization, and location.)

b. Education: (List the educational institution, dates attended, major of study, degree received, and academic honors.)

(Signature)
("By direction" not authorized)

NETCINST 12451.1C
17 Feb 2026

SAMPLE PRESIDENTIAL LETTER OF APPRECIATION REQUEST FOR CIVILIAN
RETIREE

DD MONTH YYYY

MEMORANDUM

For: Director, White House Military Office
Through: Executive Secretary, Office of the Secretary of
Defense
Via: White House Liaison Office, Office of the Secretary of
the Navy

Subj: PRESIDENTIAL LETTER OF APPRECIATION REQUEST FOR CIVILIAN
RETIREE

Name: Salutation First MI Last

Grade: Provide retiree's grade (Example: GS-11, YA-02, SES II)

Service: Department of the Navy Civilian

Years of Service: 30

Retirement Date: 1 November 2025

Ceremony Date: 1 September 2025

Home Address: 5720 Integrity Drive
Millington, TN 38055-0130

Unit Address: Commanding Officer (do not include commanding
officer's name)
Name of Command
Attn: (person coordinating request)
Street Address
City, State Zip + 4 Code

Disposition Instructions: Mail to home address or mail to unit
address (keep one phrase)

Retiree Medal of Honor Recipient: [Insert "YES" or "NO"]

Retiree former Prisoner of War: [Insert "YES" or "NO"]

Enclosure (4)

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Point of contact (POC) for this action: [Command POC]

[Signature Block]

Enclosure (4)

NAVAL EDUCATION AND TRAINING COMMAND STAFF JUNIOR CIVILIAN OF
THE QUARTER/CIVILIAN OF THE YEAR
NOMINATION FORM

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

Name, Position Title, Staff Code: _____

The NETC Staff Junior COQ/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 accomplishments in each area.)

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 (e.g., Morale Welfare and Recreation, Command Financial Counselor, etc.).

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 Name: _____
(If different from Supervisor)

Supervisor Name/Signature: _____ / _____

DD/SA Name/Signature: _____ / _____

NAVAL EDUCATION AND TRAINING COMMAND STAFF SENIOR CIVILIAN OF
THE QUARTER/CIVILIAN OF THE YEAR
NOMINATION FORM

Senior Level COQ/COY - Grade GS-12 through GS-14

Name, Position Title, Grade, Staff Code: _____

The NETC Staff Senior COQ/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 accomplishments in each area.

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

Achievements or service that are 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 that benefits the command.

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

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 Name: _____
(If different from Supervisor)

Supervisor Name / Signature: _____ / _____

DD/SA Name / Signature: _____ / _____

PREPARATION OF CITATIONS FOR CIVILIAN HONORARY AWARDS

DCSA/SCSA

Citations are required as part of the nomination package for Navy Honorary Awards. DCSA and SCSA citations should be submitted in portrait orientation, single spaced format. Prepare in upper-lower case, with Courier New, bold, size 12 font. The citation must not exceed 24 lines. Citations that are too long are subject to return to the initiating office for rewrite. See enclosure (9) for sample format with instructions.

MCSA/CSCM/CSAM

Citations are required as part of the nomination package for Navy Honorary Awards. MCSA/CSCM/CSAM citations should be submitted in landscape orientation, single spaced format. Prepare in upper case, with Courier New, bold, size 12 font. The citation must not exceed 10 lines. Citations that are too long are subject to return to the initiating office for rewrite. See enclosure (10) for sample format with instructions.

CITATION GUIDELINES:

- Always provide nominee's government name as it should appear on the certificate.
- Do NOT use terms inappropriate to the award; for example, if the award is for *superior* performance, do not use the term "distinguished" or "meritorious" in the citation.
- When using dates of service, use only months and years, not days.
- Do not use acronyms unless it is an acronym commonly recognized by civilians, such as U.S. (United States).
- At the end of the citation, the term "Department of the Navy" should be used for civilian awards instead of "United States Navy" or "Naval Service."

Provide Citations in Word format via e-mail.

SAMPLE CITATION FORMAT - DEPARTMENT OF THE NAVY DISTINGUISHED
AND SUPERIOR CIVILIAN SERVICE AWARDS

MR. JOHN N. DOE

For service as set forth in the following

CITATION:

For [distinguished / superior] performance while serving as [Title], [Command], [City], [State] from [Month] [YYYY] to [Month] [YYYY]. Mr. Doe has shaped how the U.S. military as well as key partners and allies posture for developments in China's military maritime domain. His research, presentations, and recommendations influenced military doctrine, and interagency assessments, policies, and actions. Mr. Doe was instrumental in the establishment of the Institute after arriving in Newport in Month YYYY and his penetrating insights into China's military maritime domain developments continue to guide research efforts today. He published a 168-page study on the implications if China were to achieve control over Taiwan; the National Bureau of Asian Research published his multimedia essay on the geography of China's military maritime development. Mr. Doe's efforts enabled the China Maritime Studies Institute to influence policy decisions, resulting in force posture adjustments and intelligence priority changes, and influenced government efforts on foreign weapons research. In addition to his own leading research on defense issues as a Naval War College faculty member over the past eighteen years, Mr. Doe was recognized for helping to set up and support the Naval War College's China Maritime Studies Institute, and for serving as its Research Director. Mr. Doe's analysis of the People's Liberation Army and intellectual leadership brought credit upon himself and were in keeping with the highest traditions of the Department of the Navy.

X. X. DOE
Rear Admiral, U.S. Navy

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SAMPLE CITATION FORMAT - DEPARTMENT OF THE NAVY MERITORIOUS CIVILIAN SERVICE AWARD,
CIVILIAN SERVICE COMMENDATION MEDAL AND CIVILIAN SERVICE ACHIEVEMENT MEDAL

MS. JANE DOE

FOR [MERITORIOUS PERFORMANCE] / [EXCEPTIONAL ACHIEVEMENT] WHILE SERVING AS [POSITION], [COMMAND], [CITY], [STATE] FROM [MONTH] [YYYY] TO [MONTH] [YYYY]. DO NOT USE ABBREVIATIONS IN AWARDS UNLESS THEY ARE COMMONLY RECOGNIZED BY CIVILIANS SUCH AS U.S. SPELL OUT CITIES, STATES, AND MONTHS. AVOID BEGINNING CITATION WITH WORDS LIKE "DISTINGUISHED," "SUPERIOR," OR "MERITORIOUS" UNLESS BEING AWARDED SUCH AWARDS. THE SECOND SENTENCE SHOULD USE THE AWARDEE'S NAME SUCH AS "MRS. DOE." THE LAST SENTENCE SHOULD ALSO USE THE AWARDEE'S NAME AS SHOWN BELOW. MS. DOE'S SUPERB ANALYSIS AND INVALUABLE INPUT WERE VITAL TO THE SUCCESS OF THE NAVAL EDUCATION AND TRAINING COMMAND LEARNING CENTERS AND THE SUCCESSFUL EXECUTION OF \$466 MILLION IN RESOURCES WITHIN THE FORCE DEVELOPMENT DOMAIN. ADDITIONALLY, SHE SUCCESSFULLY ORCHESTRATED THE MASSIVE REALIGNMENT OF END-STRENGTH AND FULL-TIME EQUIVALENT FUNDING FOR TRAINING DELIVERY OPTIMIZATION. BY HER DETERMINATION, WISE JUDGMENT, AND DEDICATION TO DUTY, MS. DOE REFLECTED CREDIT UPON HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE DEPARTMENT OF THE NAVY.

(DATE)

X. X. DOE
REAR ADMIRAL, U.S. NAVY
COMMANDER, NAVAL EDUCATION AND TRAINING
COMMAND

Enclosure (9)

NAVAL EDUCATION AND TRAINING COMMAND LEADERSHIP AWARDS BOARD ROTATION SCHEDULE

	N00D	N00G	N00P	N00T	N00X	N1CP	N1	N3	N4	N6	N7	N8	N9
FY26			X	X			LEAD X				X		X
FY27		X				X			X	X	LEAD X		
FY28		X		X		X	X	X		LEAD X			
FY29	X			LEAD X	X				X		X		
FY30	LEAD X				X		X	X			X		

NOTE: THE CHIEF OF STAFF IS THE CHAIR OF THE LEADERSHIP AWARDS BOARD