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Navy Training Headquarters Selects Paralegal as Junior Civilian of the Quarter

PENSACOLA, Fla. -- Naval Education and Training Command (NETC) announced Nov. 21 the selection of Kimberly Seith as its junior civilian of the quarter for the third quarter of the 2011 calendar year.

"I am very surprised to be recognized and appreciative of the award," said Seith.

"Kim is a valued and trusted member of the NETC team," said Capt. Pamela C. Ball, Force Judge Advocate, Seith's supervisor. "She welcomes challenges and never hesitates to take on the most difficult tasks or stop until the job at hand is complete. Her enthusiasm to do a good job is apparent in everything she does. Her analytical and people skills are refreshing and were never more apparent than during the last few months when she managed the office singlehandedly in my absence, while at the same time handling some of the most complex Freedom of Information Act requests. Her professionalism, exceptional communication skills, and legal knowledge set a new bar for others to reach, and enabled us to exceed expectations."

During this period Seith was frequently called upon to provide procedural

guidance to personnel throughout the NETC domain, where the guidance she provided was insightful and exactly right.

“Kim conducted detailed and thorough research into complex legal issues and diligently reviewed and drafted correspondence in reference to line of duty Judge Advocate General (JAG) Manual investigations, administrative separations, reports of misconduct, and other matters of a sensitive nature,” said Ball.

Seith says she couldn't do the job that she does without the generous support she receives from her co-workers and supervisor.

“I'm fortunate to work alongside some really great people at NETC. It motivates me to do a really good job,” said Seith. “I am fortunate for all of the wonderful support I receive from my supervisor.”

As a paralegal specialist and assistant to NETC's Force Judge Advocate Seith processes all incoming Freedom of Information Act (FOIA) requests, tracks reports from subordinate commands; prepares consolidated reports due to the Office of the Judge Advocate General, Vice Chief of Naval Operations, Chief of Naval Operations and higher echelon commands. She researches legal and technical questions pertaining to military justice, administrative law, FOIA, Public Affairs, Personal Identifiable Information, and standards of conduct. She also prepares Non Judicial Punishment (NJP) appeal responses, administrative separation, Board of Inquiry and Detachment for Cause paperwork.

For more information on the Naval Education and Training Command, visit <https://www.netc.navy.mil>.

**Story by Steve Vanderwerff, Naval Education and Training Command
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