

**NETC STAFF CIVILIAN OF THE QUARTER
NOMINATION FORM**

Name, Position Title, Grade, Staff Code:

The NETC Staff 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. Nominations/selection require the nominee to meet a minimum of two of the following criteria. Check applicable criteria and provide a brief description of the nominee's exceptional performance and/or outstanding accomplishments.

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.

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

NOMINATION ENDORSEMENT

Nominating Official

Nominating Official Signature Date

Supervisor Endorsement

Yes No

Supervisor Signature Date

NETC 12451/1 (3-03)