



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

NETCSTAFFINST 12451.1  
N00V

JAN 15 2004

NETC STAFF INSTRUCTION 12451.1

From: Commander, Naval Education and Training Command  
To: Headquarters Staff, Naval Education and Training Command

Subj: NETC STAFF CIVILIAN OF THE QUARTER (COQ) AND CIVILIAN OF  
THE YEAR (COY) AWARDS

Ref: (a) CFR 451  
(b) CPI 451  
(c) CNETSTAFFINST 12451.4

Encl: (1) NETC 12451/1 (3-03), NETC Staff Civilian of the Quarter  
Nomination Form

1. Purpose. To establish a system and a method for processing COQ and COY awards and to set forth criteria for nomination and selection of Naval Education and Training Command (NETC) Headquarters Staff COQs and COYs.

2. Cancellation. CNETSTAFFINST 12451.1D

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

4. Eligibility. Staff (billets) civilian employees of NETC Headquarters, up to and including the GS-12 level, are eligible for nomination and selection for the awards. The COY will be selected from the four COQ winners.

5. Nomination Procedures

a. Any NETC Headquarters Staff employee may submit a nomination (self-nomination permitted) for any civilian staff employee they feel meets the criteria of the COQ award as contained in enclosure (1).

b. Enclosure (1) will be used for all nominations and must be endorsed by the nominee's immediate supervisor and forwarded to N01CP via the Division Director/Special Assistant (DD/SA) in the chain of command.

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c. COQ nominations are due by the fifth day of the month following the end of the quarter or by the date requested if notification is sent.

d. N01CP will review nominations for eligibility and completeness and prepare them for submission to the Leadership Awards Board (LAB).

6. Selection Process. The LAB, established by reference (c), is responsible for selecting the COQ and COY. The LAB will:

a. Evaluate each COQ nomination package. Personal knowledge of nominees and material not contained in the nomination package will not be considered.

b. Vote by arranging candidates in rank order with #1 being the best choice.

c. Review COQ selections made for each quarter and select a COY by the second week of January to serve during that calendar year.

7. Award Presentations. COQ awards will be announced/presented at the first Admiral's Call following the end of the quarter. The COY selectee will be announced by the last day of January. CNETC or VCNETC will present all COQ/COY awards. Award recipients will attend the Admiral's Call and:

a. Receive an official letter to be placed in his/her official personnel folder.

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

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

d. Receive a command plaque and time-off award (COQ - 8 hours; COY - 16 hours).

e. Receive a Cash (Special Act) Award (COQ - \$250; COY - \$750).

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

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9. Forms. NETC 12451/1 (3-03) may be obtained from N-DMAN at  
<http://pens7517/docushare/dsweb/Get/Document-6655/12451.1.pdf>.



F. L. SALOMON  
Chief of Staff

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## 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.

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### NOMINATION ENDORSEMENT

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



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

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

Yes

No

\_\_\_\_\_  
Supervisor Signature

Date