



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 12451.1C
N004
9 Apr 12

NSTC INSTRUCTION 12451.1C

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND CIVILIAN OF THE QUARTER/
CIVILIAN OF THE YEAR PROGRAM

Encl: (1) [Sample nomination format](#)
(2) [Sample COQ Letter of Commendation citation format](#)
(3) [Sample COY Meritorious Service Medal citation format](#)

1. Purpose. To establish an award recognizing top performing Naval Service Training Command (NSTC) civilian staff members, and to set forth a process and criteria for nominating and selecting the Civilian of the Quarter (COQ)/Civilian of the Year (COY) within NSTC.

2. Cancellation. NSTCINST 12451.1B.

3. Policy. The COQ/COY awards provide a means of recognizing significant accomplishments and outstanding achievement of our civilian personnel. Such awards can only be successful when supervisory personnel, at all levels, know their work force and bring an individual's outstanding efforts to the attention of the chain of command.

4. Eligibility. GS-11 and below, Department of Defense civilian personnel who have been assigned to NSTC at either the headquarters, Officer Development, or Citizen Development for the entire quarter/year are eligible to be nominated for COQ/COY, respectively. Nominees may hold either supervisory or non-supervisory positions. Recipients of a COQ award may not be nominated for COQ again during the same calendar year.

5. Nomination Package Contents and Procedures for COQ/COY

a. Packages for COQ must be submitted in writing and will include the Nomination and a draft Letter of Commendation (LOC). Both documents must be typed using enclosures (1) and (2) as templates. Submit documents in Microsoft Word format via email to the Chief of Staff (CoS), copying the Executive Assistant

(EA). Packages for COQ must be received by the CoS no later than (NLT) the 10th of the first month following each calendar quarter (January, April, July, and October) or as announced during Staff meetings. Only one nomination package will be accepted each quarter from each department or special assistant. The written nomination requires remarks on accomplishments covering the entire quarter nominated but should not cover accomplishments from other time periods.

b. Packages for COY must be submitted in writing and will include the Nomination and a Meritorious Service Medal Citation (MSMC). Both documents must be typed using enclosures (1) and (3) as templates. Submit documents in Microsoft Word format via email to the CoS, copying the EA. Packages for COY must be received by the CoS NLT 15 January for the preceding year. The written nomination will include remarks covering the entire year. A separate, complete, and inclusive COY nomination package is required even for those who have previously had COQ packages submitted during the past calendar year and for those who may have a 4th quarter COQ package under consideration.

c. Incomplete packages will be returned to the appropriate Department Head or Special Assistant.

6. Selection Board. A Selection Board will review the nominations and make recommendations to Commander, NSTC (CNSTC) for final approval. The COQ/COY Boards will be composed of the Chief of Staff (CoS) as chair, Command Master Chief, and at least four Special Assistants, Directors, and/or Department Heads who are selected by the CoS. The board will be convened by the CoS NLT the 20th day of the new quarter. Board members shall abstain from scoring members of their own department. Winners will be determined by a vote of board members. The chair will only vote in case of a tie.

7. Selection Board Considerations. A single, short-term accomplishment is not a sufficient basis for this award. Rather, performance or service during the entire quarter/year must be exceptional when measured against the position requirements and should far exceed contributions and service of others with comparable responsibilities. Typical contributions of employees nominated for this award include unusual efforts or leadership in accomplishing work, contributions to improvement

in organizational efficiencies, superior customer service, significant contributions to the command mission, and/or creativity and initiative in overcoming challenges and obstacles.

8. Awards Presentation and Ceremony

a. The NSTC COQ will be honored at a presentation ceremony, receive a COQ certificate and LOC, suitable Public Affairs recognition, an 8-hour time off award, an NSTC command coin, and a photo displayed on the NSTC "Command Spotlight" board.

b. The NSTC COY will be honored at a presentation ceremony, receive a COY certificate, MSMC, suitable Public Affairs recognition, a 16-hour time off award, a NSTC command coin, and a photo displayed on the NSTC "Command Spotlight" board.

9. Action

a. CNSTC will: Establish a selection board for the NSTC COQ/COY. CNSTC shall not select as a board member any person who is also a nominee.

b. CoS will:

(1) Schedule and coordinate the selection boards and provide guidance and advice to COQ/COY Selection Board members.

(2) Forward authorization of time off awards to NSTC, Manpower office (N1) and Comptroller office (N8) accordingly.

c. NSTC EA will:

(1) Review nomination packages for completeness.

(2) Process nominations and provide them at the COQ/COY Board when convened.

(3) Schedule and coordinate the NSTC COQ/COY Award presentation(s).

(4) Prepare and finalize COQ LOCs and COY MSMCs as appropriate.

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(5) Post the NSTC COQ/COY photographs in the NSTC passageway.

d. NSTC Department Heads and Special Assistants will:

(1) Give full support to the program by disseminating the information and by submitting nominations per this instruction.

(2) Ensure awardees present themselves for official photograph within one week of announcement.

(3) Participate in the NSTC COQ/COY Selection Board, on a rotational basis.

e. NSTC Public Affairs Officer will: Provide media coverage on the NSTC COQ/COY to the Great Lakes Bulletin and take an official photo of the NSTC COQ/COY.

f. Selection Board will: Meet as scheduled by the CoS and recommend candidate(s) for final approval to the CNSTC via the CoS.


DAVID F. STEINDL

Distribution: (NSTCINST 5216.1B)

List 4

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Sample Nomination Format

Date:

From: (Department Head/Special Assistant)
To: Commander, Naval Service Training Command
Subj: NAVAL SERVICE TRAINING COMMAND CIVILIAN OF THE QUARTER/
CIVILIAN OF THE YEAR PROGRAM NOMINATION
Ref: (a) NSTCINST 12451.1B

1. Per reference (a), _____ is nominated for Naval Service Training Command Civilian of the Quarter/Year.

2. The following information is provided:

- a. Full Name:
 - b. Position Title and Grade:
 - c. Length of Service:
 - d. Accomplishment:
 - e. Job Performance:
 - f. Professionalism:
 - g. Service to Customers:
 - h. Quality of Working Relationships:
 - i. Contributions to the Command Mission and Working Environment:
 - j. Efforts toward Self-Improvement:
 - k. Other Noteworthy Areas:
3. Supervisor's comments:

SIGNATURE BLOCK

Enclosure (1)

Sample - Letter of Commendation COQ Format

takes pleasure in awarding a LETTER OF COMMENDATION to

MR./MS./MRS. (first, middle, last name)
NAVAL SERVICE TRAINING COMMAND
CIVILIAN OF THE QUARTER

for service as set forth in the following

CITATION:

For professional achievement in the superior performance of his/her duties while serving as (office)'s (position title/position held at the time) from (Month to Month Year) which resulted in his/her selection as Naval Service Training Command Civilian of the Quarter, First/Second/Third/Fourth Quarter.(year). Mr./Ms./Mrs. (last name) is dedicated to his/her duties, the command mission and guiding principles and the United States Navy. He/She or Mr./Ms./Mrs. (last name) **(Use next several lines to describe what the COQ did to warrant nomination. This citation should not exceed 23 lines from beginning "For professional achievement" to the end "United States Naval Service.")**. Mr./Ms./Mrs (last name,)'s exceptional professionalism, initiative, exhibition of core values, and loyal devotion to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

Given this 0^{st/nd/rd/th} day of Month Year

DAVID F. STEINDL
Rear Admiral, U.S. Navy

Sample - Letter of Civilian Meritorious Service Medal Format

takes pleasure in presenting the DEPARTMENT OF THE NAVY
MERITORIOUS CIVILIAN SERVICE AWARD to

MR./MS./MRS. (first, middle, last name)

for service as set forth in the following

CITATION:

For outstanding meritorious service while serving as
(position title) for Naval Service Training Command, (office)
Great Lakes, Illinois from (month to month Year), resulting in
his/her selection as Civilian of the Year for (year).
Mr./Ms./Mrs. (last name) **(Use next several lines to describe
what the COQ did to warrant nomination. This citation should
not exceed 23 lines from beginning "For outstanding meritorious
service" to the end "United States Naval Service.")**.
Mr./Ms./Mrs. (last name,)'s exceptional professionalism,
personal initiative, and unswerving devotion to duty reflected
credit upon her and were in keeping with the highest traditions
of the United States Naval Service.

Given this 0^{st/nd/rd/th} day of Month Year

DAVID F. STEINDL
Rear Admiral, U.S. Navy