



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN MS 39309-5404

IN REPLY REFER TO:
TRARONINEINST 12451.1
N1
7 Oct 11

TRARON NINE INSTRUCTION 12451.1

From: Commanding Officer, Training Squadron NINE

Subj: CIVILIAN EMPLOYEE OF THE QUARTER/YEAR AWARDS PROGRAM

Ref: (a) DoD 1400.25-M, Subchapter 451

Encl: (1) Sample Letter of Appreciation
(2) Sample Letter of Commendation
(3) Civilian Achievement/Civilian of Quarter Award Worksheet
(4) Civilian Employee of the Year/Quarter Nomination Form

1. Purpose. To establish policy and procedures governing the use of the Awards Program per reference (a). The goal of this Awards Program is to recognize productivity and creativity in the workplace by rewarding employees with a Command Officially Designated Parking Spot. This instruction is a complete revision and should be read in its entirety.

2. Scope. This instruction does not include monetary awards but provides information to employees and their supervisors concerning eligibility, procedures, requirements, limitations, and administrative processing. Department Heads/Civilian Supervisor are strongly encouraged to recognize exceptional performers at any time during the rating cycle.

a. Non-Monetary Awards. Non-monetary awards provide an opportunity to acknowledge valuable contributions made and may reflect contributions made over a period of time.

b. This instruction primarily applies only to the civilian employees of Training Squadron NINE (VT-9).

3. Types of Awards. As a quick reference, enclosures (1) through (4) provides the types of awards, corresponding types of recognition, applicability.

a. Civilian of the Quarter (COQ)/Civilian of the Year (COY) Award. This award is used to recognize and show appreciation for civilian employees who provide continuity within the Command and make important contributions to readiness. This program is designed to inspire increased effort on the part of all employees to develop the traits of character essential to deserve such recognition.

b. Eligibility. Any GS civilian employee, whether temporary or permanent, may be nominated for COQ/COY. To be eligible for nomination, employees must have been employed by the Command and performed in the position being nominated for at least three months, have no record of adverse actions for the past six months, and have not been selected as COQ during the previous four quarters. Employees selected as COQ for previous four quarters are the only employees eligible for selection as COY.

c. Nominations

(1) Civilian of Quarter (COQ). Department Heads/Civilian Supervisor will submit, by COB 20 January, 20 April, 20 July, and 20 October, their nomination for COQ to the Civilian Supervisor, Selection Committee Chairperson. Nominations shall be submitted as follows:

(2) Department Heads/Civilian Supervisor shall establish procedures within their departments to select eligible nominees from the civilian employees assigned.

(3) Nominations shall be submitted by completing Civilian Employee of the Quarter/Year Nomination Form, enclosure (4).

(4) Each department may nominate only one individual each quarter.

d. Civilian of the Year (COY). After the close of each fiscal year, the Selection Committee will review the nomination packages of employees selected for COQ during the previous four quarters and select the COY. Department Heads/Civilian Supervisor will update COQ nomination packages for COY consideration. Revised packages are due to the Executive Officer by close of business 15 November. The COY selection shall be made by 30 November.

(1) Criteria for Selection. To ensure that all Department Heads/Civilian Supervisor select candidates on an equitable basis, selection shall be based solely on professional performance, adaptability, productivity, skill level, leadership, communication skills (verbal and written), initiative, contributions to mission performance, attitude, efforts at self-improvement, and important achievements.

(2) Selection Committee. The chairperson shall be the Civilian Supervisor. The committee will be comprised of one representative from each department as voting members. The Selection Committee will also include an EEO representative as a non-voting member. The committee shall meet, and review the nominations as necessary, and recommend a COQ/COY to the Executive Officer.

4. Awards Criteria

a. It is the goal of TRARON NINE to emphasize recognition of workforce contributions in a timely manner. The acts or services must be accomplished or performed above that normally expected of an employee commensurate with his/her grade, and constitutes a definite contribution toward mission accomplishment.

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b. An award is not an entitlement; therefore, the granting of, the failure to grant, or the level of an award is neither grievable under administrative procedures nor appealable.

c. Examples of achievements that may be considered for recognition include:

(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Displaying special initiative and skill in completing an assignment or project before the deadline.

(3) Using initiative and creativity in making improvements in a product, activity, program, or service.

(4) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work while maintaining the employee's own workload.

(5) Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

5. Department Heads/Civilian Supervisor:

a. Shall complete enclosure (3) and forward to Executive Officer by COB 20 January, 20 April, 20 July, and 20 October their nomination for COQ.

6. COQ/COY Selection Committee:

a. The committee shall meet, review the nominations, interview the candidates as necessary, and recommend a COQ/COY to the Executive Officer.

b. Notify the Executive Officer of outcome of selection.

7. Administration Department:

a. Responsible for reviewing and processing COQ Letter of Appreciation/COY Letter of Commendation and notification of COQ/COY as applicable for Commanding Officer signature.

8. Civilian Supervisor:

a. Forward award packages to Administrative Department for Commanding Officer approval, and notification of COQ/COY selection. Upon selection of COY the awardee will receive the following:

(1) COQ: Letter/Certificate
Command Picture
Parking Spot
8 hours off

(2) COY: Letter/Certificate
Command Picture
8 hours off


C. M. SNYDER

Distribution:
TRARONINEINST 5216.1E
LIST I, II

SAMPLE LETTER OF APPRECIATION

(Department Head/Civilian Supervisor), TRAINING SQUADRON NINE, MERIDIAN, TAKES PLEASURE IN PRESENTING THIS LETTER OF APPRECIATION TO

(Employee Name)

FOR SERVICE AS SET FORTH IN THE FOLLOWING CITATION:

FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES AS (Position Title) ASSIGNED TO TRAINING SQUADRON NINE MERIDIAN, MISSISSIPPI, FROM (Period of Recognition)

(Employee Name)

<u>Provide</u>	<u>Explanation</u>	<u>of</u>	<u>Accomplishments</u>

(Employee Name) EXCEPTIONAL PROFESSIONALISM AND SELFLESS DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF UNITED STATES CIVILIAN SERVICE.

Department Head Name _____

Department Head Title _____

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SAMPLE LETTER OF COMMENDATION

1650
Ser N1/

From: Commanding Officer, Training Squadron NINE
To: Mr./Mrs./Ms. (Employee Full Name)

Subj: LETTER OF COMMENDATION FOR SELECTION AS CIVILIAN EMPLOYEE
OF THE YEAR

Ref: (a) TRARONNINEINST 12451.1

Encl: (1) Certificate for Civilian Employee of the Year

1. Per reference (a), you are commended for your outstanding performance as Civilian Employee of the Year. You have earned this recognition by demonstrating a high degree of administrative and technical proficiency within your assigned duties. Additionally, your conduct and military bearing have made an extremely favorable impression among your peers and military instructors and students.

2. It is with great pleasure that I designate you Training Squadron NINE Civilian Employee of the Year for 20XX. Enclosure (1) is attached.

C. M. SNYDER

Copy to:
Civilian Supervisor

Enclosure (2)

CIVILIAN EMPLOYEE OF THE YEAR
TRAINING SQUADRON NINE
MONTH 2010



MR./MRS./MS.
FIRST NAME MIDDLE LAST NAME

C. M. SNYDER
COMMANDER, USN
COMMANDING OFFICER

Enclosure (2)

CIVILIAN EMPLOYEE OF THE YEAR/QUARTER NOMINATION FORM

From: Department Head/Civilian Supervisor

To: Civilian Employee of the Quarter Selection Committee

Subj: NOMINATION FOR CIVILIAN EMPLOYEE OF THE QUARTER FOR THE PERIOD

1. Nominee Information:

a. Employee Name:

b. Position Title:

c. Series/Grade:

d. Month/Year Assigned to Current Position:

e. Month/Year Last Nominated for COQ

2. Explain why your nominee deserves recognition as the Employee of the Quarter and provide examples to demonstrate how your nominee is deserving of this award. The basis for nomination must be accomplishments or achievements which occurred during the quarter for which nominated. All criteria may not apply. You need only provide information which applies.

a. Overall Work Performance (adaptability, productivity, skill level, dependability, completeness, going the extra mile, quality of work/service, etc.):

b. Professionalism (gets along w/supervisors and co-workers, commitment to the Command, courteous, team-player):

c. Community Service (Active participation or leadership in Command Sponsored programs, special emphasis programs):

d. Self-Improvement (academic/scholastic/professional development/professional certifications completed, etc.):

e. Achievements/Contributions (provide duty description and duty accomplishments over and beyond what is expected. Describe the significant effect on mission accomplishment, employee morale and welfare, or other areas which resulted in improvement in Command programs, procedures, or work methods):

3. Additional Comments

a. Signature of Nominator.