1. Purpose. To establish a program for the timely recognition and reward of significant contributions made by civilian employees to the mission of the Naval Air Training Command (NATRACOM) during the calendar year.

2. Cancellation. CNATRAINST 12451.3

3. Scope. This program applies to all Department of the Navy (DoN) civilian employees assigned to the Chief of Naval Air Training (CNATRA) and NATRACOM (up to and including GS-12). A performance award program per references (a) through (c), the CNATRA Civilian of the Year (COY)/Senior Civilian of the Year (SCOY) publically recognizes civilian employees for outstanding contributions to the command through monetary and/or time off awards. For the specific purposes of this instruction and in the administration of the CNATRA COQ/COY Awards program, the term “Senior” refers to civilian employees in paygrades GS-11 and GS-12.

4. Eligibility. Candidates will be drawn from the COY/SCOY from the Training Air Wings and CNATRA Headquarters.

   a. Nominees in grades GS-5 to GS-10 will be considered for COY.

   b. Nominees in grades GS-11 and GS-12 will be considered for the SCOY.

   c. Only one nomination package will be accepted from each Training Wing for the NATRACOM COY and SCOY. The CNATRA Headquarters COY/SCOY will also be considered for NATRACOM COY/SCOY.

   d. Accomplishments are to be specific to the calendar year. Any performance or accomplishment outside the specified calendar year will not be considered.
5. Nominations

   a. Deserving employees will be nominated by submitting a written nomination form using enclosure (1) specifically addressing the employee's contributions to the command during the calendar year. Nomination packages will include enclosure (2) and enclosure (3).

   b. Nominations are due to Ms. Darlena Craig (N1A) at darlena.craig@navy.mil by 25 January or a date set by N1. The nominees will be presented to the NATRACOM COY/SCOY Awards Board held at CNATRA Headquarters; the Board members will be drawn from Wing Commodores or Chief of Staff Officers and CNATRA Assistant Chief of Staffs (ACOS) or Deputy ACOS. The Chief of Staff will chair the board and be the deciding vote if there is a tie. Board members will utilize enclosure (4) in reviewing each nomination based on the following factors, which are weighted in scoring:

   (1) Specific accomplishments completed during the award period. (20 points)

   (2) Performance above the standards of the position. (20 points)

   (3) Job knowledge and professional experience. (20 points)

   (4) Quality of service to customer/fleet. (10 points)

   (5) Contribution to the command’s mission and working environment, to include commitment to Merit Systems and Equal Employment Opportunity principles. (10 points)

   (6) Contribution to the command through teambuilding efforts. (10 points)

   (7) Self-improvement and other noteworthy areas (i.e. community service, etc.). (10 points)

6. Award Presentations. CNATRA will present the NATRACOM COY/SCOY Awards at a suitably arranged presentation ceremony.

   a. The NATRACOM COY/SCOY award recipients will receive:

      (1) A wooden framed certificate.

      (2) Flag Letter of Commendation.

      (3) A Command Coin.

      (4) A Special Act (Monetary) Cash Award of $1,250.00 or a 32-hour time off award.

   b. Provision and amount of monetary awards are contingent on availability of appropriated funds.
7. Publicity. The CNATRA Public Affairs Office will submit, for publication, an article(s) regarding the NATRACOM COY/SCOY award recipients to appropriate base and local media outlets.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 series.

9. Review and Effective Date. Per OPNAVINST 5215.17A, CNATRA will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.

10. Forms Management Control. NATRACOM COY/SCOY Awards Nomination Memorandum, Sample NATRACOM COY/SCOY Letter of Commendation Citation Format, Sample NATRACOM COY/SCOY Biography with Picture, and NATRACOM COY/SCOY Criteria/Score Sheet will be used to draft packages and complete boards. These forms will be maintained in the CNATRAINST 12451.3A series.

S. B. STARKEY
Chief of Staff

Distribution:
CNATRA Website
NATRACOM COY/SCOY Awards Nomination Memorandum

MEMORANDUM

From: Commodore, Training Air Wing XXXX
To: Chief of Naval Air Training, Assistant Chief of Staff, Total Force Manpower and Personnel (N1)

Subj: NATRACOM CIVILIAN OF THE YEAR/SENIOR CIVILIAN OF THE YEAR

1. The information below is provided to nominate: First Name / Last Name, Position and Grade, for the Naval Air Training Command Civilian of the Year/Senior Civilian of the Year, Calendar Year 20XX.

2. Below input is submitted for consideration:

Note: All criteria may not apply. Provide information which applies.

   a. Specific accomplishments completed during the award period.
   b. Performance above the standards of the position.
   c. Job knowledge and professional experience.
   d. Quality of service to customer/fleet.
   e. Contribution to the command’s mission and working environment, to include commitment to Merit Systems and Equal Employment Opportunity principles.
   f. Contribution to the command through teambuilding efforts.
   g. Self-improvement and other noteworthy areas (i.e. community service, etc).

3. My Point of Contact for this matter is J. S. Doe, he/she may be reached at COMM: (XXX) XXX-XXXX or via email at john.doe@navy.mil

   J. N. DOE

Enclosure (1)
Sample NATRACOM COY/SCOY Letter of Commendation Citation Format

Chief of Naval Air Training
Takes Pleasure in Presenting the
Naval Air Training Command Civilian of the Year/Senior Civilian of the Year
To

(Name of Employee)

for service as set forth in the following

CITATION:

For professional achievement in the superior performance of his/her duties while serving as [department] for [activity’s name], culminating in their selection as the Naval Air Training Command Civilian of the Year /Senior Civilian of the Year, Calendar Year 20XX. Mr./Ms. (last name) was dedicated to his/her duties, the command, guiding principles of the United States Navy, and the development of the future of Naval Aviation. He/She [specific/noteworthy accomplishments to describe what the COY/SCOY did to warrant nomination]. Mr./Ms. (last name)’s exceptional professionalism, personal initiative, and dedication to duty reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

J. W. ADMIRAL
Rear Admiral, U. S. Navy
Chief of Naval Air Training
Sample NATRACOM COY/SCOY Biography with Picture

Name of Nominee
Position Title
Organization

The first paragraph of the biography will include the hometown (town, state), presented as, "...is a native of...", and work history prior to NATRACOM (i.e. military work history, contractor, private sector)

The next paragraph includes work history upon entering into NATRACOM (include month/year) and accomplishments.

Third paragraph includes the current work (include start date, month/year) being performed and accomplishments associated with the current position.

Last paragraph can include personal information i.e. hobbies, family, relatives.
NATRACOM COY/SCOY Criteria/Score Sheet

<table>
<thead>
<tr>
<th>Score</th>
<th>Selection Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Specific accomplishments completed during the award period</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Performance above the standards of the position</td>
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<tr>
<td>20</td>
<td>Job knowledge and professional experience</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Quality of service to customer/fleet</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Contribution to the command’s mission and working environment, to include commitment to Merit Systems and Equal Employment Opportunity Principles</td>
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<tr>
<td>10</td>
<td>Contribution to the command’s working environment through teambuilding efforts</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Self-improvement and other noteworthy area (i.e. community service, etc).</td>
<td></td>
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Total Value