



**DEPARTMENT OF THE NAVY**  
CHIEF OF NAVAL AIR TRAINING  
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CNATRAINST 12451.3  
N1  
3 Dec 2018

CNATRA INSTRUCTION 12451.3

Subj: NAVAL AIR TRAINING COMMAND CIVILIAN OF THE YEAR AND SENIOR CIVILIAN OF THE YEAR PROGRAM

Ref: (a) 5 U.S.C. Chapter 45  
(b) DoD 1400.25-M, Volume 451  
(c) COMNAVAIRPACINST 12451.2C

Encl: (1) NATRACOM COY/SCOY Recognition Awards Nomination Memorandum  
(2) Sample NATRACOM COY/SCOY Letter of Commendation Citation Format  
(3) Sample NATRACOM COY/Senior COY Biography with Picture  
(4) NATRACOM COY/SCOY Criteria/Score Sheet

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. 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.

3. 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 CNATRA COY/Senior COY.

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

4. 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 CNATRA N1 Total Force Manpower by 25 January or a date set by N1. The nominees will be presented to the NATRACOM COY/SCYO 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. 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)

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

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

(1) A framed Letter of Commendation/Certificate, with Matting.

(2) A Command Coin.

(3) A Special Act (Monetary) Cash Award of \$1250.00 or a 32-hour time off award.

b. Provision and amount of monetary awards are contingent on availability of appropriated funds.

6. Publicity. The CNATRA Public Affairs Office will submit for publication an article(s) regarding the NATRACOM COY/SCOEY award recipients to appropriate base and local media outlets.
7. 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.
8. 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 five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.
9. Forms Management Control. NATRACOM COY/SCOEY Awards Nomination Memorandum, Sample NATRACOM COY/SCOEY Letter of Commendation Citation Format, Sample NATRACOM COY/SCOEY Biography with Picture, and NATRACOM COY/SCOEY Criteria/Score Sheet will be used to draft packages and complete boards. These forms will be maintained in the CNATRAINST 12451.3 series.

  
S. B. STARKEY  
Chief of Staff

Distribution:  
CNATRA Website

NATRACOM COY/SCOY Awards Nomination Memorandum

\_\_\_\_\_  
Date

MEMORANDUM

From: CAPT (First Name, Last Name), Training Air Wing XXXX

To: Chief of Naval Air Training (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 in office code XXXX, 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. (20 pts)
- b. Performance above the standards of the position. (20pts)
- c. Job knowledge and professional experience. (20 pts)
- d. Quality of service to customer/fleet. (10 pts)
- e. Contribution to the command's mission and working environment, to include commitment to Merit Systems and Equal Employment Opportunity principles. (10 pts)
- f. Contribution to the command through teambuilding efforts. (10 pts)
- g. Self-improvement and other noteworthy areas (i.e. community service, etc). (10 pts)

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 (Senior) Civilian of the Year  
To

**(Name of Employee)**

for service as set forth in the following

CITATION:

For commendable achievement in the performance of duties while service as [insert department] for [activity's name], culminating in their selection as the 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 [insert specific/noteworthy accomplishments to describe what the COY 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. N. DOE  
Rear Admiral, U. S. Navy  
Chief of Naval Air Training

Sample NATRACOM COY/SCYOY Biography with Picture

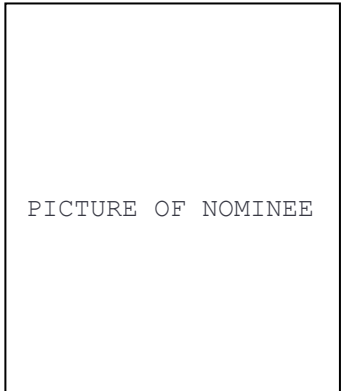
Name of Nominee  
Position Title  
Organization

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

Score	Selection Criteria	Score
20	Specific accomplishments completed during the award period	
20	Performance above the standards of the position	
20	Job knowledge and professional experience	
10	Quality of service to customer/fleet	
10	Contribution to the command's mission and working environment, to include commitment to Merit Systems and Equal Employment Opportunity Principles	
10	Contribution to the command's working environment through teambuilding efforts	
10	Self-improvement and other noteworthy areas (i.e. community service, etc).	
<b>100</b>	<b>Total Value</b>	