



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRASTAFFINST 12451.2D
N1
22 OCT 2018

CNATRA STAFF INSTRUCTION 12451.2D

Subj: CHIEF OF NAVAL AIR TRAINING STAFF CIVILIAN/SENIOR CIVILIAN OF THE QUARTER/YEAR PROGRAM

Ref: (a) 5 U.S.C. Chapter 45
(b) DoD 1400.25-M, Volume 451
(c) COMNAVAIRPACINST 12451.1C
(d) CNATRAINST 12451.1B

Encl: (1) Civilian/Senior Civilian of the Quarter/Year Recognition Awards Nomination Memorandum
(2) Sample Civilian/Senior Civilian of the Quarter/Year Letter of Commendation Citation Format
(3) Sample Civilian/Senior Civilian of the Quarter/Year Biography with Picture
(4) Sample Civilian/Senior Civilian of the Quarter/Year 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 Chief of Naval Air Training (CNATRA) Staff during the course of a quarter or calendar year.

2. Cancellation. CNATRASTAFFINST 12451.2C

3. Scope. This program applies to all Department of the Navy (DoN) civilian employees assigned to CNATRA Staff (up to and including GS-12). A performance award program per references (a) through (c), the CNATRA Civilian/Senior Civilian of the Quarter/Year publically recognizes civilian employees for outstanding contributions to the command through monetary and/or time off awards.

4. Eligibility. Candidates are nominated by their supervisors, recommended by Assistant Chiefs of Staff (ACOS), or Special Assistants, and are approved by the Civilian Awards Board.

a. Civilian/Senior Civilian of the Quarter (COQ):

(1) Nominees in grades GS-5 to GS-10 will be considered for the COQ.

(2) Nominees in grades GS-11 and GS-12 will be considered for the Senior COQ.

(3) Accomplishments are to be specific to the quarter. Any performance/accomplishment outside the specified quarter will not be considered.

(4) Only one nomination package will be accepted from each department (to include detachments).

b. Civilian/Senior Civilian of the Year (COY):

(1) COQ and Senior COQ's will be automatically considered for COY. A new nomination form must be submitted to document the accomplishments throughout the year.

(2) COQ nominees are eligible for COY nomination.

(3) Other employees who have displayed above and beyond the scope of their responsibilities are eligible for a COY nomination.

(4) Only one nomination package will be accepted from each department. Departments with multiple COQ awardees must submit only one COY nominee.

4. Discussion. This program does not replicate nor replace other awards covered in reference (a) through (d). This program, referred to as the Civilian/Senior Civilian of the Quarter/Year, is designed to recognize exemplary performance by the civil service workforce on a quarterly or yearly basis. The nomination procedures, approval process, and awards are detailed in paragraphs 5 and 6.

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 timeframe of the award. Nomination packages will include enclosure (2) and enclosure (3).

b. Assistant Chiefs of Staff and Special Assistants will collect, review, and forward appropriate nominations to N1 no later than five working days after the end of each calendar quarter or a date set by N1. Civilian/Senior Civilian of the Year nomination packages must be received no later than 18 January or a date set by N1. The nominees will be presented to the Civilian Awards Board convened by the CNATRA N1 ACOS and composed of all Deputy ACOS or, for departments without deputies their designated representative. Board members will review 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 area (i.e. community service, etc). (10 points)

6. Award Presentations. CNATRA will present the Civilian/Senior Civilian of the Quarter/Year Awards at a suitably arranged presentation ceremony.

a. Civilian/Senior Civilian of the Quarter 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 \$500.00 or a 16 hour time off award.

(4) A designated parking spot (if desired).

b. The Civilian/Senior Civilian of the Year 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 \$1,000.00 or a 24 hour time off award.

(4) A designated parking spot for use during the subsequent year (if desired).

c. Nominees who are not selected as COY will be recognized through a Letter of Appreciation prepared and presented at the awards ceremony.

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

7. Publicity. Publicity releases will be made locally to the NAS Corpus Christi newspaper, The Wingspan, by the Public Affairs Officer.



S. B. STARKEY
Chief of Staff

Distribution:
CNATRA Website

- f. Contribution to the command through teambuilding efforts.
- g. Self-improvement and other noteworthy areas (i.e. community service, etc).

NOMINATOR SIGNATURE

Enclosure (1)

Sample Civilian/Senior Civilian of the Quarter/Year Letter of Commendation Citation Format

Chief of Naval Air Training
Takes Pleasure in Presenting
Civilian/Senior Civilian of the Quarter/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 (office)'s (position title/position held at the time) from (Month to Month Year), which resulted in his/her selection as Chief of Naval Air Training Civilian Staff of the (First/Second/Third/Fourth Quarter or Civilian of the Calendar Year XXXX). Mr./Ms. (last name) was dedicated to his/her duties, the command and guiding principles and the United States Navy. He/She (add specific/noteworthy accomplishments to describe what the COQ/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.

SIGNATURE BLOCK

Sample 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.



PICTURE OF NOMINEE

Civilian/Senior Civilian of the Quarter/Year 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 area (i.e. community service, etc).	
100	Total Value	

