



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRASTAFFINST 12451.2B
N1
5 Jan 2015

CNATRA STAFF INSTRUCTION 12451.2B

Subj: CHIEF OF NAVAL AIR TRAINING STAFF CIVILIAN EMPLOYEE
RECOGNITION/AWARDS PROGRAM

Ref: (a) 5 U.S.C. Chapter 45 - Incentive Awards
(b) DODI 1400.25, Volume 2008
(c) COMNAVAIRPACINST 12451.1B
(d) CNATRAINST 12451.1A

Encl: (1) Civilian Employee of the Quarter/Year Nomination
Criteria
(2) Civilian Employee of the Quarter/Year Nomination
Memorandum

1. Purpose. To publish a program for the timely recognition and reward of significant contributions made by employees to the mission by the Chief of Naval Air Training (CNATRA) Staff during the course of a quarter or year. This program includes public recognition, monetary (cash) and/or time off awards for contributions to mission accomplishment and is given at the discretion of CNATRA. Candidates are nominated by their peers or supervisors, recommended by Assistant Chiefs of Staff or Special Assistants, and are approved by the civilian recognition/awards board.

2. Cancellation. CNATRASTAFFINST 12451.2A

3. Scope and Eligibility. This program applies to all Department of Defense (DoD) and Department of the Navy (DoN) civilian employees assigned to CNATRA Staff. It is categorized as an incentive award program and is a more flexible form of recognizing and rewarding civilian employees for their contributions to the command.

4. Discussion. This program does not replicate nor replace other awards covered in reference (a) through (d). This program, referred to as the Civilian of the Quarter, is designed to recognize exemplary performance by the civil service workforce on a quarterly or yearly career basis. The nomination

procedures, approval process, and awards are detailed in paragraphs 5 and 6.

5. Nominations

a. Enclosure (1) provides the criteria for the CNATRA Staff Civilian Employees of the Quarter/Year award. The Civilian of the Quarter/Year award is open to all federal employees on the CNATRA Staff and detachments from GS 1-12. Nominations should be based on the criteria as delineated. Employees will only be awarded one Civilian of the Quarter award per calendar year.

b. Immediate supervisors and/or peers may nominate deserving employees for awards by submitting a written nomination using enclosure (2) specifically addressing the nominated employee's name and contributions to the command which have been realized during the timeframe of the award, that is, quarterly or yearly.

c. Assistant Chiefs of Staff and Special Assistants will collect, review and forward appropriate nominations to N1 by five working days after the end of each calendar year or quarter; normally 5 April, 5 July, 5 October and 5 January. The nominees will be presented to the Civilian Employee of the Quarter Awards Board convened by the CNATRA N1 ACOS and composed of the Assistant Chief of Staff Deputies or for departments without deputies their designated representative.

d. The quarterly winners of each award will automatically be considered and nominated for the Civilian Employee of the Year Award to be recognized on or about 31 January of the subsequent year.

6. Award Presentations. CNATRA, or designee, will present the Civilian Employee of the Quarter/Year Awards at a suitably arranged presentation ceremony or event during the month immediately following the quarter/calendar year for which the selection is made. Cash awards will be presented to the extent practical, within fiscal year constraints.

a. Civilian Employee of the Quarter award recipients will receive:

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

(2) A Special Act (Monetary) Cash Award of \$500.00 or a 10 hour time off award.

b. The Civilian Employee of the Year award recipients will receive:

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

(2) A Special Act (Monetary) Cash Award of \$1,000.00 or a 20 hour time off award.

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

D. M. EDGECOMB
Chief of Staff

Distribution:
CNATRA Website
CNATRA SharePoint

CIVILIAN EMPLOYEE OF THE QUARTER/YEAR
AWARD NOMINATION CRITERIA

1. Civilian Employee of the Quarter and Civilian Employee of the Year:

Exceptional Value to the Command - Exemplary Employee

Example criteria: Significant contributions to the value of a product, activity, program, or service. Significant change or modification of operating principles, processes or procedures resulting in significant and positive impact to mission accomplishment, which is of sufficient value to merit formal recognition.

2. Nomination Criteria:

a. Professional Knowledge/Expertise:

(1) Fully qualified at current assigned level of work with demonstrated competence.

(2) Organizational and/or administrative skills in specialty area exceed others of same/similar assigned level of work and experience.

(3) Sought out by others for technical knowledge to resolve difficult problems.

(4) Exceptionally skilled, develops and executes innovative ideas.

(5) Superb organizer, great foresight, develops process improvements and efficiencies.

b. Personal Job Accomplishment/Initiative:

(1) Energetic self-starter. Gets job done early and far better.

(2) Their work ethic sets an example for co-workers.

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b. Professionalism (Gets along with supervisors and co-workers, commitment to the organization, courteous, team-player):

c. Community Service (special interests, volunteer work):

d. Self-Improvement (physical/mental):

e. Achievements (over and beyond what is expected):

f. Additional Comments:

NOMINATOR SIGNATURE

Enclosure (2)