



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRASTAFFINST 12451.2A
N124
10 Feb 12

CNATRA STAFF INSTRUCTION 12451.2A

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

Ref: (a) 5 U.S.C. Chapter 45 - Incentive Awards
(b) DoD CivPers Manual 1400.2S-M
(c) COMNAVAIRPACINST 12451.1B
(d) CNATRAININST 12451.1A

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

1. Purpose. To publish a program for the timely recognition and reward of significant contributions made by individuals to the mission by the Staff of the Chief of Naval Air Training (CNATRA) during the course of a quarter, year or career. This awards program includes public recognition, monetary (cash) and/or time off awards for contributions to mission accomplishment and are 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 12451.2

3. Scope and Eligibility. This award program applies to all assigned 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 awards program does not replicate nor replace other awards covered in reference (a) through (d). This award program, referred to as the Civilian of the Quarter, Year or Career Recognition, is designed to recognize exemplary performance by the civil service workforce on a quarterly, yearly, or on a career basis. The nomination procedures, approval process, and awards are detailed in paragraphs five and six.

5. Nominations

a. Enclosure (1) provides the criteria for the CNATRA Staff Civilian Employees of the Quarter/Year, as well as the Career Recognition award. The Civilian of the Quarter/Year award is open to all federal employees on the CNATRA staff and detachments from GS 1-8, & GS 9-12. Nominations should be based on the criteria as delineated.

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, quarter, year or career.

c. Assistant Chiefs of Staff and Special Assistants will collect, review and forward appropriate nominations to N1 not later than 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 Executive Assistant 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.

e. Career Recognition Awards will be processed as necessary. This award is reserved for civilian employees who are retiring from federal service, or who are leaving CNATRA after a significant period of time. Assistant Chiefs of Staff will submit nominations to the Chief of Staff for approval.

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.

a. Civilian Employee 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 for use during the subsequent quarter.

b. The Civilian Employee 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 or a 24 hour time off award.

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

c. The Career Recognition Award recipients will receive: A framed Letter of Commendation/Certificate, with Matting and a Command Coin.

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

THOMAS E. BRODERICK
Chief of Staff

Distribution:
CNATRA Website

CIVILIAN EMPLOYEE OF THE QUARTER/YEAR
AND
CAREER RECOGNITION
AWARDS NOMINATION CRITERIA

1. Civilian Employee of the Quarter, Civilian Employee of the Year, and Career Recognition Award:

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.

CNATRASTAFFINST 12451.2A
10 Feb 12

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)