



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 12451.1C
N1
1 Oct 2016

TRARON NINE INSTRUCTION 12451.1C

From: Commanding Officer, Training Squadron NINE

Subj: CIVILIAN EMPLOYEE OF THE QUARTER AND CIVILIAN OF THE YEAR
AWARDS PROGRAM

Ref: (a) DoD 1400.25-M, Subchapter 451

Encl: (1) Sample Letter of Appreciation
(2) Sample Letter of Commendation
(3) Civilian Achievement and Civilian of Quarter Award Worksheet
(4) Civilian Employee of the Year and Quarter Nomination Form
(5) Sample Civilian Employee of the Year

1. Purpose. To establish policy and procedures governing the use of the Awards Program per reference (a). The goal of this Awards Program is to recognize productivity and creativity in the workplace by rewarding employees with an official Command Designated Parking Spot. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. TRARONNINEINST 12451.1B

3. Scope. This instruction does not include monetary awards but provides information to employees and their supervisors concerning eligibility, procedures, requirements, limitations, and administrative processing. Department Heads (DHs) and the Civilian Supervisor are strongly encouraged to recognize exceptional performers at any time during the rating cycle.

a. Non-Monetary Awards. Non-monetary awards provide an opportunity to acknowledge valuable contributions made and may reflect contributions made over a period of time.

b. This instruction applies only to the civilian employees of Training Squadron NINE (VT-9).

4. Types of Awards. As a quick reference, enclosures (1) through (4) provide the types of awards and corresponding types of recognition applicable.

a. Civilian of the Quarter (COQ) and Civilian of the Year (COY) Award. This award is used to recognize and show appreciation for civilian employees who provide continuity within the Command and make important contributions to readiness. This program is designed to inspire increased effort on the part of all employees to develop character traits essential to deserve such recognition.

b. Eligibility. Any General Schedule (GS) civilian employee, whether temporary or permanent, may be nominated for COQ or COY. To be eligible for nomination, employees must have been employed by the Command and performed in the position for which they are being nominated for at least 3 months, have no record of adverse actions for the past 6 months, and have not been selected as COQ during the previous 4 quarters. Employees selected as COQ for any of the previous 4 quarters are the only employees considered for COY.

c. Nominations

(1) Civilian of Quarter (COQ). DHs and the Civilian Supervisor will submit, by close of business (COB) 20 January, 20 April, 20 July, and 20 October, their nomination for COQ to the Civilian Supervisor, Selection Committee Chairperson. Nominations shall be submitted as follows:

(2) DHs and the Civilian Supervisor should establish procedures within their departments to select eligible nominees from the assigned civilian employees.

(3) Nominations shall be submitted by completing Civilian Employee of the Year and Quarter Nomination Form, enclosure (4).

(4) Each department may nominate only one individual each quarter.

d. Civilian of the Year (COY). After the close of each fiscal year, the Selection Committee will review the nomination packages of employees selected for COQ during the previous 4 quarters and select the COY. DHs and the Civilian Supervisor will update COQ nomination packages for COY consideration. Revised packages are due to the Executive Officer (XO) by close of business 15 November. The COY selection shall be made by 30 November.

(1) Criteria for Selection. To ensure that all DHs and the Civilian Supervisor select candidates on an equitable basis, selection shall be based solely on professional performance, adaptability, productivity, skill level, leadership, communication skills (verbal and written), initiative, contributions to mission performance, attitude, efforts at self-improvement, and important achievements.

(2) Selection Committee. The chairperson shall be the Civilian Supervisor. The committee will be comprised of one representative from each department as voting members. The Selection Committee will also include an Equal Employment Opportunity (EEO) Representative as a non-voting member. The committee shall meet, and review the nominations as necessary, and recommend a COQ or a COY to the XO.

5. Awards Criteria

a. It is the goal of VT-9 to emphasize recognition of workforce contributions in a timely manner. The acts or services must be accomplished or performed above that normally expected of an employee commensurate with his or her grade, and constitutes a definite contribution toward mission accomplishment.

b. An award is not an entitlement; therefore, the granting of, the failure to grant, or the level of an award is neither grievable under administrative procedures nor appealable.

c. Examples of achievements that may be considered for recognition include:

(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Displaying special initiative and skill in completing an assignment or project before the deadline.

(3) Using initiative and creativity in making improvements in a product, activity, program, or service.

(4) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work while maintaining the employee's own workload.

(5) Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

6. COQ and COY Selection Committee:

a. DHs and the Civilian Supervisor shall complete enclosure (3) by COB 20 January, 20 April, 20 July, and 20 October.

b. The committee shall convene in order to, review the nominations, interview the candidates as necessary, and recommend a COQ or COY to the XO.

c. Forward enclosure (3) and (4) to the XO.

7. Civilian Supervisor:

a. Forward award packages to Administrative Department for CO approval, and notification of COQ or COY selection.

b. Upon selection of COY the awardee will receive the following:

- (1) COQ: Letter or Certificate
Command Picture
Parking Spot
8 hours off (if available)
- (2) COY: Letter or Certificate
Command Picture
8 hours off (if available)

8. Administration Department:

a. Responsible for reviewing and processing COQ Letter of Appreciation or COY Letter of Commendation.

b. Notification of COQ or COY Letter as applicable for Commanding Officer (CO) signature.

9. 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 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, Training Squadron NINE 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


T. M. D'ANTONIO

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Chief of Naval Air Training Web site, <https://www.cnatra.navy.mil/tw1/vt9/>

SAMPLE LETTER OF APPRECIATION

COMMANDING OFFICER, TRAINING SQUADRON NINE, MERIDIAN, TAKES PLEASURE IN PRESENTING THIS LETTER OF APPRECIATION TO

(Employee Name)

AS TRAINING SQUADRON NINE, CIVILIAN OF THE QUARTER, (LIST QUARTER), FY 20XX, FOR SERVICE AS SET FORTH IN THE FOLLOWING CITATION:

FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS OR HER DUTIES AS (Position Title) ASSIGNED TO TRAINING SQUADRON NINE MERIDIAN, MISSISSIPPI, FROM (Period of Recognition)

(Employee Name)

Provide Explanation of Accomplishments

(Employee Name) EXCEPTIONAL PROFESSIONALISM AND SELFLESS DEVOTION TO DUTY REFLECTED CREDIT UPON HIM OR HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF UNITED STATES CIVILIAN SERVICE.

Department Head Name _____

Department Head Title _____

TRARONNINEINST 12451.1C
1 Oct 2016

SAMPLE LETTER OF COMMENDATION

1650
Ser NI/

From: Commanding Officer, Training Squadron NINE
To: Mr. or Mrs. or Ms. (Employee Full Name)

Subj: LETTER OF COMMENDATION FOR SELECTION AS CIVILIAN EMPLOYEE
OF THE YEAR

Ref: (a) TRARONNINEINST 12451.1C

Encl: (1) Certificate for Civilian Employee of the Year

1. Per reference (a), you are commended for your outstanding performance as Civilian Employee of the Year. You have earned this recognition by demonstrating a high degree of administrative and technical proficiency within your assigned duties. Additionally, your conduct and positive attitude have made an extremely favorable impression among your peers, military instructors and students.

2. It is with great pleasure that I designate you Training Squadron NINE Civilian Employee of the Year for 20XX. Enclosure (1) is attached.

I. B. THE CO

Copy to:
Civilian Supervisor

Enclosure (2)

CIVILIAN ACHIEVEMENT AND CIVILIAN OF QUARTER AWARD WORKSHEET

Type of Recognition: COY and or COQ Civilian of Quarter for what Quarter: _____

Civilian Achievement Award:

Employee Name:

Position Title:

Series and Grade:

For professional achievement in the performance of his or her duties as: What: _____

Position Title and Grade assigned to Training Squadron NINE, Meridian, MS from to Month and
Year Assigned to Current Position

Month and Year Assignment Ended: Mr., Ms. or Mrs.

Employee Name:

(Provide explanation of accomplishments - not to exceed four typed lines)

CIVILIAN EMPLOYEE OF THE YEAR AND QUARTER NOMINATION FORM

From: Department Head or Civilian Supervisor
To: Civilian Employee of the Quarter Selection Committee

Subj: NOMINATION FOR CIVILIAN EMPLOYEE OF THE QUARTER FOR THE PERIOD

1. Nominee Information:

- a. Employee Name:
- b. Position Title:
- c. Series and Grade:
- d. Month and Year Assigned to Current Position:
- e. Month and Year Last Nominated for COQ

2. Explain why your nominee deserves recognition as the Employee of the Quarter and provide examples to demonstrate how your nominee is deserving of this award. The basis for nomination must be accomplishments or achievements which occurred during the quarter for which nominated. All criteria may not apply. You need only provide information which applies.

- a. Overall Work Performance (adaptability, productivity, skill level, dependability, completeness, going the extra mile, quality of work and or service, etc.):
- b. Professionalism (gets along with supervisors and co-workers, commitment to the Command, courteous, team-player):
- c. Community Service (Active participation or leadership in Command Sponsored programs, and special emphasis programs):
- d. Self-Improvement (academic, scholastic, professional development, professional certifications completed, etc.):
- e. Achievements and or Contributions (provide duty description and duty accomplishments over and beyond what is expected. Describe the significant effect on mission accomplishment, employee morale and welfare, or other areas which resulted in improvement in Command Programs, procedures, or work methods):

3. Additional Comments. Signature of Nominator.

TRARONNINEINST 12451.1C
1 Oct 2016

***SAMPLE CIVILIAN EMPLOYEE OF THE QUARTER
OR YEAR***

***TRAINING SQUADRON NINE
QUARTER OR YEAR 20XX***



***MR. OR MRS. OR MS.
FIRST NAME MIDDLE LAST NAME***

I. B. THE CO
COMMANDER, USN
COMMANDING OFFICER

Enclosure (5)