NSTC INSTRUCTION 12451.1H

From: Commander, Naval Service Training Command

Subj: NSTC CIVILIAN OF THE QUARTER/YEAR PROGRAM

Encl: (1) Nomination form

1. Purpose. To establish a recognition program for top performing Naval Service Training Command (NSTC) civilian staff members, and to set forth a process and criteria for nominating and selecting the Civilian of the Quarter (COQ)/Civilian of the Year (COY) within NSTC.

2. Cancellation. NSTCINST 12451.1G.

3. Policy. This program provides a means of recognizing significant accomplishments and outstanding achievement by NSTC civilian personnel. Such programs are only successful when supervisors know their work force and bring outstanding efforts to the attention of the chain of command. The program will recognize an NSTC COQ/COY and an NROTC Program COQ/COY.

4. Eligibility. Any General Schedule (GS), Department of Defense, employees who is GS-9 or below and assigned to the NSTC domain, less those assigned to Recruit Training Command or Officer Training Command Newport, for the entire quarter/year, as appropriate. Supervisors may not nominate COQ recipients for COQ again during the same calendar year.


   a. One subordinate employee may be nominated each quarter/year, as appropriate, by Commanding Officers of Naval Reserve Officers Training Corps (NROTC) units and Officers in Charge of Departments of Naval Science (DNS). These nominations shall be submitted to the Officer Development Deputy Director (ODA).

   b. One subordinate employee may be nominated each quarter/year, as appropriate by:

      (1) Each Department Head (DH) or Special Assistant (SA) at NSTC in Great Lakes.

      (2) The Director, Citizenship Development (CD), including eligible subordinates assigned to the CD staff in Pensacola and the Area Managers’ staff.

      (3) The ODA may submit one nomination from among the OD staff.
c. For nominations for the NSTC COQ/COY, packages shall be submitted from DHs, SAs, CD, and the ODA to the Chief of Staff’s Executive Assistant (CoS EA).

d. For nominations for the NROTC COQ/COY, packages shall be submitted from PNSs/OICs to the Officer Development Executive Assistant (ODS).

e. Submit the nomination for COQ using enclosure (1), no later than (NLT) the 10th of the month that follows the calendar. For COQ, the nomination requires remarks on accomplishments covering the entire quarter but may not cover accomplishments from other periods.

f. Submit the nomination for COY using enclosure (1) NLT 15 January of each calendar year. The nomination will include remarks covering the entire year. Previous selection as COQ does not automatically serve as a nomination for COY; supervisors must submit a COY nomination that covers the entire year.

6. Selection Board. Selection boards shall review the nominations and make recommendations to Commander, NSTC (CNSTC) for final approval.

a. The NSTC COQ/COY board shall be composed of:

(1) Executive Director (Chair);

(2) Manpower Director (N1);

(3) Planning and Programming Director (N3);

(4) Logistics Director (N4);

(5) Strategy and Analysis Director (N5);

(6) Information Technology Director (N6);

(7) Training Director (N7);

(8) Comptroller (N8);

(9) ODA;

(10) CD; and

(11) Flag Secretary

b. The NROTC Program COQ/COY board shall be composed of:

(1) ODA (Chair);
(2) Manpower Director (N1);

(3) OD Selection/Placement Director (OD2);

(4) OD Professional Development Director (OD3);

(5) OD Student Operations Director (OD4);

(6) OD Unit Operations Director (OD5);

(7) Executive Officer/OIC to be identified by ODA (must have a nomination package under consideration)

(8) Executive Officer/OIC to be identified by ODA (must have a nomination package under consideration)

(9) Executive Officer/OIC to be identified by ODA (must have a nomination package under consideration)

The NSTC board shall be convened by the ED NLT the 20th day of the new quarter and the NROTC Program board shall be convened by ODA NLT than the 20th day of the new quarter. A quorum of members must be present to conduct business. A vote of board members shall determine selectees. The chair will only vote in the case of a tie.

7. **Selection Board Considerations.** Performance during the entire quarter/year must be exceptional when measured against the position requirements and should far exceed contributions of others with comparable responsibilities. Typical contributions of employees nominated for these awards include unusual efforts or leadership in accomplishing work, contributions to improvement in organizational efficiencies, superior customer service, significant contributions to the command mission, and/or creativity and initiative in overcoming challenges.

8. Recognition Ceremony

   a. The NSTC/NROTC Program COQs shall be honored at a presentation ceremony and receives a certificate, Letter of Commendation (LOC), suitable Public Affairs recognition, and a $250 cash award. For the NSTC COQ, a photo shall displayed on the NSTC “Command Spotlight” board. For the NROTC Program COQ, the unit PNS/OIC shall ensure appropriate photo recognition is achieved.

   b. The NSTC/NROTC Program COYs shall be honored at a presentation ceremony and receives a COY certificate, an Meritorious Civilian Service Medal (MCSA), suitable Public Affairs recognition, and a $500 cash award. For the NSTC COY, a photo displayed on the NSTC “Command Spotlight” board. For the NROTC Program COY, the unit PNS/OIC shall ensure appropriate photo recognition is achieved.
9. **Action**

   a. **ED shall:**
      
      (1) Provide guidance to the NSTC boards; and
      
      (2) Forward authorization of cash awards to NSTC N1.

   b. **COS EA shall:**
      
      (1) Review NSTC nomination packages for completeness;
      
      (2) Provide nominations to board members; and
      
      (3) Schedule and coordinate the NSTC boards;

   c. **NSTC Directors (or Deputy), DHs, and SAs shall:**
      
      (1) Submit nominations per this instruction;
      
      (2) Provide the administrative officer with an appropriate draft citation following COQ/COY selection;
      
      (3) Ensure awardees present themselves for an official photograph within one week of announcement; and
      
      (4) Ensure awardees present themselves at the appropriate award presentation.

   d. **ODA shall:**
      
      (1) Provide guidance to the NROTC Program boards; and
      
      (2) Forward authorization of cash awards to NSTC N1.

   e. **ODS shall:**
      
      (1) Review NROTC Program nomination packages for completeness;
      
      (2) Provide nominations to board members; and
      
      (3) Schedule and coordinate the NROTC Program boards;

   f. **PNSs and OICs shall:**
(1) Submit nominations per this instruction;

(2) Provide the NSTC administrative officer with an appropriate draft citation following
COQ/COY selection;

(3) Ensure appropriate photographic recognition is completed; and

(4) Ensure awardee is recognized at an appropriate awards recognition ceremony.

g. **NSTC Public Affairs Officer shall:**

(1) Provide suitable media coverage and take an official photo of NSTC COQ/COY
awardees; and

(2) Post the NSTC COQ/COY photographs in the NSTC passageway.

h. **NSTC Administrative officer shall** prepare and finalize LOCs and MCSAs as appropriate.

i. **Flag writer shall** schedule and coordinate NSTC award presentations.

\[Signature\]

S. C. EVANS

Distribution: (NSTCINST 5216.1B)
List 4
NSTC/NROTC CIVILIAN OF THE QUARTER/YEAR NOMINATION

NOMINEE NAME: ________________________________

TITLE, GRADE: ________________________________

CODE: ____________

NOMINATION DATE: ____________________________

___ COQ       ___ COY

1. Job performance/accomplishments and contribution to NSTC’s mission (provide specific work completed within the applicable quarter):

2. Service to Customers/Quality of working relationships:

NOMINATION ENDORSEMENT

_________________________       __________________________
NOMINATING OFFICIAL       SIGNATURE/DATE

________________________     __________________________
DEPARTMENT HEAD/SPECIAL ASST  SIGNATURE/DATE
PNS/OIC

Enclosure (1)