From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND CIVILIAN OF THE QUARTER/YEAR AWARDS PROGRAM

Ref: (a) DON Civilian Human Resources Manual
(b) COMNAVRESFORINST 12451.4

Encl: (1) Sample COQ/COY Nomination Format
(2) Sample COQ Letter of Commendation Citation Format
(3) Sample COY Meritorious Civilian Service Award Citation Format

1. Purpose. To issue eligibility criteria and nomination procedures for the Headquarters Civilian of the Quarter (COQ) and Civilian of the Year (COY) Awards Program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 12451.1D.

3. Scope. Per references (a) and (b), the goal of the awards program is to recognize Federal civilian personnel for outstanding achievements and significant contributions to the mission and priorities of Headquarters. The awards program is designed to motivate personnel to increase productivity by recognizing outstanding individual performance and creativity. The success of the program depends primarily upon the personal attention and support of supervisors and managers at every level of the organization.

4. Eligibility

a. COQ Awards Program

(1) Nominations will be accepted on a calendar quarter basis, i.e., Quarter One (Q1) January - March, Q2 April - June, Q3 July - September, and Q4 October - December.

(2) Candidates for COQ must be full-time permanent employees and employed with the command for at least the full quarter nominated.
(3) Employees, GS-11 through GS-13, may be nominated for Senior COQ; GS-10 and below may be nominated for Junior COY.

(4) Employees can be selected as COQ only once per calendar year.

b. COY Awards Program

(1) Employees selected as COQ during the calendar year will be an automatic nominee for the COY award; however, a COY nomination package must be submitted, for each selectee by the directorate nominating official.

(2) Employees nominated but not selected for COQ during the calendar year may be nominated as contenders for COY.

(3) Employees can be selected as COY only once in a 2-year period. For example, an employee selected for the 2012 COY is not eligible for the 2013 COY; he/she will be eligible for COY in 2014.

5. Nomination Procedures

a. COQ and COY nominations are limited to two pages and will be submitted using the format provided in enclosure (1). The following criteria must be addressed:

(1) Superior job performance and contributions to the organization's mission and priorities (include specific accomplishments).

(2) Effective customer service attributes and results, i.e., provide examples of how the nominee interacts positively with customers, co-workers, and supervisors, and how such relations result in desired outcomes and outstanding support.

(3) Leadership and problem solving skills, i.e., explain how nominee takes initiative in crisis situations, performs when new department or program requirements are received, and works to steer team or project to a successful finish.

(4) Professional/career growth efforts such as continuing education, certifications, licensures, or substantial career-related training.
b. COQ nominations will include a proposed Letter of Commendation, not to exceed one page, using the format of enclosure (2). COY nominations will include a proposed Meritorious Civilian Service Award (MCSA) citation, not to exceed one page, using the format of enclosure (3).

c. Submit COQ nominations via Civilian Personnel department to the Chief of Staff (COS) no later than the 10th of the month following the end of the calendar quarter nominated; or no later than 30 January for COY nominations for the preceding year.

d. Only one nomination per category may be submitted per Directorate/Special Assistant (SA), unless, for COY, the directorate/SA had multiple COQ selectees during the calendar year. In this case, directorates must submit a COY nomination package for each COQ selected during the calendar year. Note: This requirement means that if a Directorate/SA had a COQ selectee during the year, it cannot also nominate a non-selected COQ nominee for COY consideration.

e. Nominations must be submitted or endorsed by the directorate Departmental Chief of Staff (DCOS)/SA. Incomplete/incorrect nomination packages will be returned to the appropriate DCOS/SA without action.

6. Selection Board. The COQ/COY Selection Board will be composed of the COS as Chair, the Executive Director, and four DCOS/SAs, who will be selected by the Chair. The COQ Selection Board will convene no later than the 20th day of the new quarter and will review nominations, rate the packages, and recommend selectees to the Chair for final approval. The COY Selection Board will convene no later than 10 February each year. Selection Board members will abstain from rating members of their own department. In this case, the Chair will rate these nominees. Otherwise, the Chair will vote in the case of a tie.

7. Awards Presentation and Ceremony

a. The recipients of the COQ award will be honored at a presentation ceremony and will receive:

(1) A Letter of Commendation.

(2) COMNAVRESFORCOM Plaque.
(3) Cash Award in the amount of $750.

(4) Photograph prominently displayed on the Headquarters "Photo Board."

b. The recipients of the COY award will be honored at a presentation ceremony and will receive:

(1) A MCSA.

(2) COMNAVRESFORCOM Plaque.

(3) Cash Award in the amount of $1,500.

(4) Photograph prominently displayed on the Headquarters "Photo Board."

Distribution:

Electronic copy via COMNAVRESFOR Web site
http://www.navyreserve.navy.mil

COMNAVRESFORCOM (N00, N00B, N00C, N01, Department Directors, Special Assistants, all Civilian Employees)
Sample COQ/COY Nomination Format

MEMORANDUM

From: DCOS/Special Assistant
To: Chief of Staff (NO1)
Via: Director, Civilian Personnel (NO0CP)

Subj: NOMINATION FOR CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR

Ref: (a) COMNAVRESFORCOMINST 12451.1D

1. Per reference (a), I nominate Mr./Ms./Mrs. (first and last name), (position title and grade), for selection as Headquarter (Senior/Junior) Civilian of the (Quarter/Year) for the period covering (Month) to (Month) (year).

2. The following pertinent information is provided:

   a. Superior job performance and contributions to the organization's mission and priorities (include specific accomplishments).

   b. Effective customer service attributes and results, i.e., provide examples of how nominee interacts positively with customers, co-workers, and supervisors, in addition to how such relations result in desired outcomes and outstanding support.

   c. Leadership and problem solving skills, i.e., show how employee steps up and takes initiative in crisis situations or when new departmental or program requirements are received, and, works to steer team or project to a successful finish.

   d. Professional/career growth efforts such as continuing education, certifications, licensures, or substantial career-related training.

Very respectfully,

(Signature)

Enclosure (1)
Sample COQ Letter of Commendation Citation Format

Commander, Navy Reserve Forces Command
takes pleasure in awarding a
LETTER OF COMMENDATION
to
Mr./Ms./Mrs. (first, middle initial, last name)
For service set forth in the following CITATION:

For professional achievement in the superior performance of his/her duties while serving as (office)’s (position title) from (Month) to (Month) (year) which resulted in his/her selection as Headquarters Civilian of the Quarter, (First/Second/Third/Fourth) Quarter, Calendar Year (year). Mr./Ms./Mrs. (last name) is dedicated to his/her duties, the command mission and guiding principles, and the Department of the Navy. He/she (use next several lines to describe what the COQ did to warrant nomination). Mr./Ms./Mrs. (last name)’s exceptional professionalism, initiative, and loyal dedication to duty reflected credit upon himself/herself and were in keeping with the highest standards of the Department of the Navy.

(SIGNATURE BLOCK)
B. P. CUTCHEN
Rear Admiral, U.S. Navy
Sample COY Meritorious Civilian Service Award Citation Format

Commander, Navy Reserve Forces Command
takes pleasure in presenting the
Navy Meritorious Civilian Service Award
to
Mr./Ms./Mrs. (first, middle initial, last name)
for services as set forth in the following
CITATION:

For outstanding meritorious service while serving as (position title) for the Headquarters, (office), Norfolk, Virginia from January to December (year). Mr./Ms./Mrs. (last name) (use next several lines to describe what the COY did to warrant nomination). Mr./Ms./Mrs. (last name's exceptional professionalism, personal initiative, and loyal dedication to duty reflected great credit upon himself/herself and were in keeping with the highest standards of the Department of the Navy.

(SIGNATURE BLOCK)
B. P. CUTCHEN
Rear Admiral, U.S. Navy

Enclosure (3)