

NETPDTC INSTRUCTION 12451.1A

Subj: NETPDTC CIVILIAN EMPLOYEE/SENIOR CIVILIAN EMPLOYEE OF THE
QUARTER/YEAR

Encl: (1) Nomination Form (NETPDTC 12451/2 (Rev. 2-97))

1. Purpose. This instruction establishes a system for nominating, selecting, and rewarding Naval Education and Training Professional Development and Technology Center (NETPDTC) civilian employees who have significantly contributed to the operation, progress, productivity, morale and image of the Command and provides the criteria on which to base the selection. The awards will be NETPDTC Civilian Employee of the Quarter (COQ), NETPDTC Senior Civilian Employee of the Quarter (SCOQ), NETPDTC Civilian Employee of the Year (COY) and NETPDTC Senior Civilian Employee of the Year (SCOY). Award dates will be based on fiscal year.

2. Cancellation. NETPDTCINST 12451.1

3. Discussion. The NETPDTC COQ/SCOQ and COY/SCOY are incentive awards which recognize civilian employees who have significantly contributed to the Command. This instruction provides the policy and criteria on which to base the award.

4. Eligibility. All permanent career or career-conditional (for COQ/Y GS-1 through GS-7 and wage grade equivalent; for SCOQ/Y GS-8 through GS-12 and wage grade equivalent) civilian personnel assigned to NETPDTC for at least 90 days are eligible for the awards. Nominations should be based on accomplishments during the designated quarter/year. Nominees need not have received an outstanding performance rating, an award under the Incentive Awards Program, nor a Quality Step Increase in order to be eligible. All COQ/SCOQ winners, including the current fourth quarter COQ/SCOQ, will automatically be considered for the COY/SCOY, if they are still assigned to NETPDTC. Their nominations may be updated for COY/SCOY selection. Nominees for COY/SCOY need not have been previously chosen as COQ/SCOQ. Employees will be nominated on the basis of a combination of the following:

a. Job Performance. List the employee's major duties and responsibilities and give details of his/her achievements, efficiency and competence. Describe how the employee's performance deserves special recognition.

b. Participation in Command Activities. Describe how the employee supports NETPDTC programs and activities such as collateral duties, committees, Process Action Teams, Quality Management Boards, etc. Describe the contributions the employee made to improve operations within NETPDTC.

c. Character Traits. Describe the employee's attitude and loyalty to NETPDTC and willingness to accept tasks. Describe character traits in relation to customer service and/or teamwork in the accomplishment of NETPDTC's mission, vision and goals.

d. Self-improvement. Describe accomplishments the employee made towards self-improvement, particularly those undertaken on his/her initiative and during off-duty time.

5. Nomination Procedures

a. Based on the criteria described above, nominations will be submitted using the basic format in enclosure (1). Nominations are limited to two pages.

b. All nominations for these awards will be submitted by the Directors/ Special Assistant to N832. Supervisors are encouraged to submit nominations to the head of their respective department for any employee they believe has made significant contributions to the command. Nominations are not mandatory from each Director/Special Assistant each quarter; however, they are encouraged.

c. Supervisors should make COQ/SCOQ nominations to the Director/Special Assistant by the last Wednesday of each fiscal quarter. The Director/Special Assistant COQ/SCOQ nomination is to be forwarded in sufficient time to reach N832 by the first Wednesday of the month following the end of the quarter.

d. The Selection Committee will meet on the first Tuesday after the nominations are due. The Commanding Officer will review and approve the final selection and the COQ/SCOQ will be announced within 14 days of selection.

e. COY/SCYOY nominations should be forwarded to N832 by the first Wednesday in October. The Selection Committee for the fourth quarter COQ/SCOQ will select the COY/SCYOY. The Commanding Officer will review and approve the final selection and the COY/SCYOY will be announced within 14 days of selection.

6. Selection Procedures

a. The Selection Committee will consist of:

- Executive Officer - Chairman
- One - Department Director
- One - Special Assistant
- One - peer GS-7 or below
- One - peer GS-8 or above

b. N832 will provide an annual rotating schedule for participation on the Selection Committee. Each member of the Selection Committee will come from a different Department Director or Special Assistant. Directors/Special Assistants will be responsible for providing the name of the peer (volunteers only) when it is their Directors/Special Assistants turn to provide peers.

c. N832 will coordinate and schedule the dates and meeting times for the selection committee. Each member of the committee will review all of the nominations and assign a numeric score to each nominee using the established criteria. The committee will recommend final selections to the Commanding Officer.

d. The Selection Committee will use the following weighted factors when making their selections:

Job performance	50 percent
Participation in command activities	20 percent
Character traits	20 percent
Self-improvement	10 percent

7. Responsibilities

a. Commanding Officer

(1) Provide for periodic review of this instruction to ensure current command policies are reflected.

(2) Review and approve Selection Committee's recommendations for COQ/SCOQ and COY/SCYOY.

(3) Notify winner of selection as COQ/SCOQ or COY/SCYOY.

(4) Present awards to winners at an official ceremony.

b. Executive Officer

(1) Act as Chairman of the Selection Committee.

(2) Authorize time off awards for COQ/SCOQ and COY/SCYOY.

c. Directors/Special Assistants

(1) Give this program the widest possible dissemination, periodically emphasizing it in meetings with their staff and encouraging full participation and support.

(2) Solicit nominations from supervisors and submit nominations to N832 in accordance with the nomination procedures.

(3) Serve on Selection Committee on a rotating basis as scheduled by N832.

(4) Provide a peer volunteer to serve on the Selection Committee when required by the annual schedule provided by N832.

d. Supervisors

(1) Submit five copies of nomination package using enclosure (1) as a format to Director/Special Assistant.

(2) Upon notification of employee being selected:

(a) Forward Letter of Commendation (within three days) to Commanding Officer via Director/Special Assistant. Sample Letter of Commendation will be provided by N832.

(b) Instruct winner to set up photo appointment with Code N72.

(c) Contact the Workforce Development & Management Office (N832) for the "floating" parking space sign.

e. Workforce Development and Management Office (N832)

(1) Announce the nomination due dates for the awards in the Plan of the Week.

(2) Provide an annual schedule for Selection Committee members on a rotating basis.

(3) Coordinate and schedule the dates and meeting times for the Selection Committee.

(4) As nominations are received put nominees name on a rating form and prepare packages for Selection Committee members.

(5) Serve as Recorder for Selection Committee.

(a) List ratings of each nominee and totals.

(b) Prepare cover memorandum with winners and nominees names and ratings. Forward cover memorandum to Commanding Officer via the Executive Officer.

(c) Forward nomination, sample Letter of Commendation, and form to winners' supervisors.

(d) Generate form for the time off award, forward for appropriate signatures and process personnel action for time off award.

(e) Notify Code 00R of requirement for brass plate for COQ/SCOQ and COY/SCYOY command plaque.

(f) Fill out copies of certificates for nominee's not selected as COQ/SCOQ or COY/SCYOY and forward to N72.

f. Electronic Media (N72)

(1) Provide photos of winners to N832.

(2) Complete certificates for nominees not selected as COQ/SCOQ or COY/SCYOY and return to N832.

8. Recognition

a. The NETPDTC COQ/SCOQ will be recognized in the following manner:

(1) Receive a NETPDTC plaque.

(2) Receive an official letter recognizing selection as COQ/SCOQ.

(3) Receive a time off award of 8 hours.

(4) Receive the COQ/SCOQ parking space. Winner will chose the location for placement of parking sign in the vicinity of the employee's office. The parking space will be valid until the next COQ/SCOQ is selected.

(5) Have his/her picture posted in the lobby of NETPDTC Building 2435 as recognition of their achievement.

b. The NETPDTC COY/SCYOY will be recognized in the following manner:

(1) Receive a NETPDTC plaque.

(2) Receive an official letter recognizing selection as COY/SCYOY.

(3) Receive a time off award of 16 hours.

(4) Receive the COY/SCYOY parking space. Winner will chose the location for placement of parking sign in the vicinity of the employee's office. The parking space will be valid until the next COY/SCYOY is selected.

NETPDTCINST 12451.1A

(5) Have his/her picture posted in the lobby of NETPDTC Building 2435 as recognition of their achievement.

M. E. McADAMS

Distribution: (NETPDTCINST 5216.1B)
Lists I & II