



DEPARTMENT OF THE NAVY
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CNICINST 12451.2C
N00C
11 Mar 2013

CNIC INSTRUCTION 12451.2C

From: Commander, Navy Installations Command

Subj: CNIC HEADQUARTERS CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR PROGRAM FOR UIC 00052

Ref: (a) CNICINST 12451.1A
(b) CNICINST 1650.1C

Encl: (1) Criteria for Consideration
(2) Nomination Procedures

1. Purpose. To establish procedures, criteria, and responsibility for selecting the Commander, Navy Installations Command (CNIC) Headquarters (HQ) Civilian of the Quarter (COQ) and Civilian of the Year (COY).
2. Cancellation. CNICINST 12451.2B dated 11 Jun 2012.
3. Background. The COQ and COY awards are a special means of recognizing significant accomplishments and outstanding achievement of civilian personnel. The awards also serve as an incentive to encourage other employees to emulate the professionalism and accomplishments of award recipients and nominees. Detailed criteria for consideration can be found in enclosure (1).
4. Policy. As established in references (a) and (b).
 - a. Timeframe. The COQ/COY award timeframes are based on the calendar year of 1 January through 31 December. Specific timeframes and nominations procedures are further detailed in enclosure (2).
 - b. Eligibility. All civilian appropriated and non-appropriated fund employees assigned to CNIC UIC: 00052 are eligible to be nominated for the COQ and COY awards. Contract employees are not eligible.

c. Categories. The COQ/COY awards will include two categories of personnel: Supervisory and non-supervisory employees. Each N-Code/Special Assistant (SA) may submit one nominee in each category using the Sample Format for CNIC HQ Civilian of the Quarter/Civilian of the Year Nomination, and Sample Letter of Commendation found on the Gateway 2.0 (G2) Civilian of the Quarter/Year teamsite at:
<https://g2.cnic.navy.mil/teamsites/CoQ/default.aspx>.

d. COQ. Nominees must be employees of CNIC HQ for the entire quarter under consideration. Nominees from one quarter may be considered for COQ for a subsequent quarter of the year as long as the accomplishment occurred in the quarter relevant to the nomination. Recipients of the COQ award cannot be nominated for COQ again during the same calendar year.

e. COY. Nominees must be employees of CNIC HQ for the entire twelve-month period under consideration. Personnel must have been nominated or selected as COQ during the calendar year to be considered for COY for that year. Recipients of the COY award are not eligible for COQ or COY nomination during the next consecutive calendar year.

f. Awards Board. The CNIC HQ Awards Board consists of a rotating panel of N-Codes/SAs. The Awards Board is chaired by the HQ Chief of Staff (COS). The Awards Board will review the nominations and make recommendations to the COS and CNIC Commander for final approval.

g. Recognition and Awards

(1) The CNIC Commander or Deputy Commander has the final approval authority for COQ and COY awards.

(2) The CNIC HQ COQ will receive:

(a) Recognition as part of an All Hands ceremony at which the employee's family will be invited guests.

(b) Letter of Commendation from the Commander

(c) 24-hour time-off award

(3) The CNIC HQ COY will receive:

(a) Recognition as part of an All Hands ceremony at which the employee's family will be invited guests

(b) Letter of Commendation from the CNIC Commander

(c) 40-hour time-off award.

(4) Nominees for COQ and COY awards will each receive a Letter of Appreciation from the Commander.

5. Responsibilities

a. The CNIC HQ COS is responsible for:

(1) Chairing the CNIC HQ Awards Board.

(2) Timely release of the Warning Order (WARNORD) establishing the due dates and guidelines for COQ/COY nominations as outlined in the Sample WARNORD found on the G2 COQ teamsite.

b. The CNIC HQ N-Codes/SAs are responsible for:

(1) Promoting awards program among supervisors and staff.

(2) Submitting nomination packages in accordance with enclosure (2) of this directive and using the Sample Format for CNIC HQ Civilian of the Quarter/Civilian of the Year Nomination, and Sample Letter of Commendation found on the G2 COQ teamsite by the 10th day of the month following the award period.

c. The CNIC HQ Awards Board is responsible for:

(1) Convening not later than the 20th day of the month following the close of each award period.

(2) Assessing and grading each nomination package and measuring its merits against the criteria set out in enclosure (1).

(3) Comparing nominees and their contributions in a fair and just manner.

d. The CNIC HQ Awards Coordinator is responsible for convening a virtual Awards Board to review the nominations and make recommendations for final awards.

6. Action

a. The CNIC Commander or Deputy Commander shall approve the final awardee for COQ and COY awards.

b. The COS shall:

(1) Release a WARNORD drafted by the Awards Coordinator establishing due dates for COQ/COY nominations and required actions.

(2) Review Awards Board recommendations and submit to the Commander or Executive Director for final approval.

c. N-Codes/SAs shall:

(1) Disseminate award information in accordance with this instruction.

(2) Prepare a nomination package in accordance with enclosure (2), using the Sample Format for CNIC HQ Civilian of the Quarter/Civilian of the Year Nomination, and Sample Letter of Commendation found on the G2 COQ teamsite, and submit to the Awards Coordinator by the 10th day of the month following the quarter (COQ) or calendar year (COY).

(3) Prepare and submit a Request for Personnel Action (RPA) for awardee to CNIC HQ Civilian Personnel (N13) for time-off awards.

d. Awards Board Members shall

(1) Vote only on personnel outside of their own N-Code.

(2) Review and grade nomination packages virtually (using grade sheets as shown on the G2 COQ teamsite.)

e. The Awards Coordinator shall:

(1) Draft a WARNORD using the sample found on the G2 COQ teamsite, establishing due dates and guidelines for submitting nomination packages.

(2) Review nomination packages for completeness.

(3) Convene a virtual (electronic) Awards Board not later than the 20th of the month following the award period.

(4) Process nomination packages for the Awards Board and notify members when packages are available on the share drive or CNIC Gateway.

(5) Submit Awards Board grading sheets and award citations to the COS.



W. D. FRENCH
Vice Admiral, U.S. Navy

Distribution:

Electronic only, via Gateway 2.0

<https://g2.cnic.navy.mil/CNICHQ/Pages/default.aspx>

CRITERIA FOR CONSIDERATION

1. Personnel nominated for COQ/COY awards will be those individuals whose service and contributions to the Command and the Department of Navy are exceptional. Nominations will be forwarded in accordance with the Nomination Procedures found in enclosure (2) and following the Sample Format for CNIC HQ COQ/COY Nomination found on the G2 COQ teamsite at:
<https://g2.cnic.navy.mil/teamsites/CoQ/default.aspx>.
2. Personal data concerning the nominee will include position title and grade, awards/honors received, date nominee reported to CNIC, and number of years of civilian service. Supporting data should be factual and specific, rather than opinions or unsupported general conclusions.
3. The following are specific areas of accomplishment that will be considered in the nominations. *All nominations shall address all of the areas below*; however, limited accomplishments in a certain category should not preclude an individual from being nominated.
 - a. Accomplishments. State why the employee is being nominated this quarter/year. Identify specific accomplishments that were completed during this award period.
 - b. Job Performance. Describe how the employee consistently performs beyond the standards of the position.
 - c. Professionalism. Describe how knowledgeable the employee is in his or her specialty. Discuss employee's ability to work with or lead other employees and his or her inherent respect for co-workers.
 - d. Quality of Working Relationships. Discuss how the employee makes positive contributions to the morale of co-workers.
 - e. Contributions to the command mission and working environment. Describe how the employee's actions and participation positively impact the command.
 - f. Efforts Toward Self-Improvement. List voluntary, job-related course attendance.

g. Other Noteworthy Areas. Describe other significant employee accomplishments, e.g., community service, safety contributions, beneficial suggestions, etc.

h. For Supervisors only: In addition to the other areas previously outlined, those nominated in the supervisory category should list accomplishments in the following areas.
Supervision: List number of employees supervised. Describe the supervisory/leadership attributes that the nominee exhibits and how this affects their work section.

NOMINATION PROCEDURES

1. Only one nomination in each of the two personnel categories (supervisory and non-supervisory) per N-Code/SA will be accepted for COQ. COY nominees must have been nominated or selected as a COQ during the calendar year. This could result in multiple nominees from an N-Code/SA. The written nomination requires remarks on accomplishments covering only the time period nominated.
2. Nominations for COQ must be forwarded using the Sample Format for CNIC HQ Civilian of the Quarter/Civilian of the Year Nomination (available on the G2 COQ teamsite) as a template, to the CNIC Awards Coordinator not later than (NLT) the 10th of the month following the close of the award period. Nomination dues dates are as follows: 10 April for the first quarter (January through March); 10 July for the second quarter (April through June); 10 October for third quarter (July through September); and 10 December for the fourth quarter (October through December). Nominations for COY must be forwarded, using the Sample Format for CNIC HQ Civilian of the Quarter/Civilian of the Year Nomination (available on the G2 COQ teamsite) as a template, to the CNIC HQ Awards Coordinator NLT 10 January for the preceding calendar year.
3. Nomination packages must include the letter of commendation award citation in a word document (sampled on the G2 COQ teamsite).
4. A new nomination package is required for each award period. Incomplete or late nomination packages will be returned to the appropriate N-Code/SA without action.
5. The CNIC Awards Board will review the nominations and submit recommendations to the CNIC HQ Chief of Staff (COS). The COS will review the recommendations and submit them to the Commander or Executive Director for final approval.