



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 12451.2D
N04C
13 Jul 2018

CNIC INSTRUCTION 12451.2D

From: Commander, Navy Installations Command

Subj: HEADQUARTERS CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR PROGRAM

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

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 12451.2C.

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 are eligible to be nominated for the COQ and COY awards. N-Codes, Deputies and 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 12-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 N-Codes/SAs or Deputies. 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 Commander for final approval.

g. Recognition and Awards

(1) The 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.

(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.

(b) Letter of Commendation from the Commander.

(c) 40-hour time-off award.

5. Responsibilities

a. The CNIC HQ COS is responsible for:

(1) Chairing the CNIC HQ Awards Board.

(2) Reviewing Awards Board recommendations and submitting to the Commander for final approval.

b. The CNIC HQ Awards Board is responsible for:

(1) Assessing and grading each nomination package and measuring its merits against the criteria set out in enclosure (1), using grade sheets as shown on the G2 COQ teamsite.

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

(3) Voting only on personnel outside of their own N-Code.

c. The CNIC HQ Awards Coordinator is responsible for:

(1) Convening a virtual Awards Board to review the nominations and make recommendations for final awards.

(2) Reviewing nomination packages for completeness.

(3) Processing nomination packages for the Awards Board and notifying members when packages are available on the share drive.

(4) Submitting Awards Board grading sheets and award citations to the COS via the Command and Staff Director.

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

(1) Promoting the awards program among supervisors and staff.

(2) Submitting nomination packages per enclosure (2) of this directive, 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.

(3) Preparing and submitting a Request for Personnel Action (RPA) for awardee through Defense Civilian Personnel Data System (DCPDS) for time-off awards.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000 and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For

13 Jul 2018

SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N04C) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC G2 <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.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 per 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 will 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. Only one nominee per 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 Command and Staff 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 January 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 15 January for the preceding calendar year.
3. Nomination packages must include the letter of commendation award citation in a word document (sample 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 for final approval.