



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN ROAD  
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 12451.3A  
N00

FEB 16 2011

### NAVBASE SAN DIEGO INSTRUCTION 12451.3A

Subj: CIVILIAN OF THE QUARTER (COQ)/CIVILIAN OF THE YEAR  
PROGRAM (COY)

Ref: (a) NAVBASESANDIEGOINST 12451.2A

Encl: (1) Sample Format for NBSD COQ/COY Non-supervisory  
Nomination  
(2) Sample format for NBSD COQ/COY Supervisory Nomination  
(3) Sample Award Citation for NBSD COQ

1. Purpose. To establish procedures, criteria, and responsibility for selecting the NBSD COQ/COY.
2. Cancellation. NAVBASESANDIEGOINST 12451.3. This is a complete revision and should be read in its entirety.
3. Policy. The COQ/COY awards provide a special means of recognizing significant accomplishments and outstanding achievement of our civilian personnel. Such awards can only be successful when supervisory personnel know their work force and bring an individual's outstanding efforts to the chain of command's attention.
4. Eligibility. All civilian appropriated employees assigned to Naval Base San Diego UIC's 00245/00242. Contractor employees are not eligible.
  - a. COQ. Nominee must be an employee of NBSD for the entire quarter for which considered. Separate nominations may be made for both supervisory and non-supervisory positions. Recipients of this award cannot be nominated again during the same calendar year. To be eligible for COY, nominee must be an employee of NBSD for the entire twelve month period.
  - b. COY. Candidates for COY shall come from the pool of COQ winners only.

FEB 14 2011

## 5. Responsibility

a. A Command designated person shall establish and be responsible for the administration of the COQ/COY and will coordinate all aspects of the program at NBSD. All award aspects of COQ fall under the purview of the Commanding Officer. At the end of the calendar year, the Commanding Officer will forward NBSD COY selections to CNRSW N04C to compete with other COY nominees for Regional recognition.

b. N-Codes and Special Assistants may nominate a staff member for COQ/COY utilizing enclosures (1) and (2) and forward to NBSD for board consideration.

6. Criteria for Consideration. Personnel nominated for COQ/COY awards will be those individuals whose service to the command and the Navy distinguishes their achievements, making them stand out from their peers. Personal data concerning the nominee will include position title and grade, awards, honors received, date nominee reported to CNBSD, and number of years of civilian service. Supporting data should be factual and specific, rather than opinions or unsupported general conclusions. The following are specific areas of accomplishment which will be considered in the nominations. Nominations shall address all of the following areas; however, limited accomplishments in only one category should not preclude an individual from being nominated.

a. Accomplishments. State why employee is being nominated this quarter/year. Identify what specific accomplishments were completed during this award quarter/year.

b. Job Performance. Describe how the employee consistently performed beyond the expected standards of the position.

c. Professionalism. Discuss how the employee handles him/herself as a true professional.

d. Service to Customers. Address service delivery performance and customer focus.

e. Quality of Working Relationships. Discuss how the employee's role as a team player and his/her contribution to the organization's morale.

f. Contributions to the Command Mission and Working Environment. Address specifically how the employee contributes to mission accomplishment.

g. Efforts Toward Self-Improvement. Include voluntary, job-related self development efforts.

h. Other Noteworthy Areas. Include other significant employee accomplishments, if applicable, e.g., community service, safety, beneficial suggestions, process improvement initiatives.

7. Nomination Procedures

a. NBSD Staff: Nominations for COY must be forwarded using enclosures (1) and (2) as a template to reach the NBSD Command COQ/COY Program Manager using the schedule outlined below. Only one nomination will be accepted per category for each program. The written nomination shall include accomplishments covering only the quarter nominated.

1st Quarter	January - March	Due 10 April
2nd Quarter	April - June	Due 10 July
3rd Quarter	July - September	Due 10 October
4th Quarter	October - December	Due 10 January
COY	NBSD Board Selection	By 14 January

b. Incomplete packages will be returned to the appropriate Department/Program Installation or N-Code/Special Assistant without action.

8. Awards Board. The NBSD Awards Board shall consist of the Appointed COQ/COY Program Manager (Chair) and at least three voting members. The Board will make recommendations for the COQ to the NBSD Commanding Officer for final approval. This same panel will, select COY from the installation and nominations. The boards recommendations for COY will be presented to NBSD Commanding Officer for final approval. The

board will normally convene NLT the 20<sup>th</sup> day of the month following the close of each award period, by 14 January for COY, to allow for selection and submission to compete for CNRSW Civilian of the Year.

9. Ceremony and Awards. Per reference (a), this establishes a uniform award for the NBSD COQ/COY Program.

a. The NBSD Civilians of the Quarter will receive:

(1) Recognition as part of an All Hands ceremony (the employee's family is invited).

(2) Civilian of the Quarter Letter of Commendation and plaque from the Commanding Officer.

(3) His or her picture displayed on the Quarterdeck board in building 72.

(4) Eight hour time-off award.

(5) In addition, the winner of COQ will be automatically considered for nomination as the NBSD COY.

b. The NBSD Civilians of the Year will receive:

(1) Recognition as part of an All Hands ceremony (the employee's family is invited).

(2) Civilian of the Year Letter of Commendation and plaque from the Commanding Officer.

(3) His or her picture displayed on the Quarterdeck board in building 72.

(4) 24 hour time-off award.

c. The CNRSW Civilians of the Year will receive:

(1) Recognition as part of an All Hands ceremony (the employee's family is invited).

FEB 2011

(2) Meritorious Civilian Service Award.

(3) \$1,000.00 or equivalent time-off award.

Any deviations from above recognition items must be approved in advance by the awards board.

d. NBSD Installations, N-Codes and Special Assistants will:

(1) Give full support to the program by disseminating the information and by submitting nominations per this instruction.

(2) Prepare enclosure (3) and submit to NBSD Command COQ/COY Program Manager by due date.

e. Awards Board. Meet as scheduled herein and recommend candidate(s) for final approval.

f. NBSD COQ/COY Program Manager will:

(1) Gather and prepare nominations for COQ/COY board to review.

(2) Provide selections to Commanding Officer for final approval.

(3) Provide final selections to Command Admin for processing.

g. NBSD Command Admin will:

(1) Prepare and plan All Hands Award Ceremony for recognition of awardees.

(2) Forward authorization of "time-off" award to Human Resources.

(3) Prepare and finalize Letter of Commendation.

(4) Coordinate and acquire plaque.

NAVAL BASE SAN DIEGO CIVILIAN OF THE QUARTER/CIVILIAN OF THE  
YEAR NONSUPERVRSORY NOMINATION

Date:

From: Installation, N-Code/Special Assistant  
To: Commanding Officer, Naval Base San Diego

Subj: CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR NOMINATION  
(NONSUPERVISORY CATEGORY)

Ref: (a) CNRSW 12541.2A

1. Per reference (a), \_\_\_\_\_ is nominated for  
Commander, Naval Base San Diego Civilian of the Quarter/Civilian  
of the Year in the nonsupervisory category.

2. The following information is provided:

a. Full Name:

b. Position Title and Grade:

c. Length of Service:

d. Accomplishments:

e. Job Performance:

f. Professionalism:

g. Service to Customers:

h. Quality of Working Relationships:

i. Contributions to the Command Mission and Working  
Environment:

j. Efforts Toward Self Improvement:

k. Other Noteworthy Areas:

Enclosure (1)

3. Supervisor's comments: (include accomplishments for only  
Quarter/Year nominated.

Signature \_\_\_\_\_

NAVBASESANDIEGOINST 12451.3A  
FEB 2011

**NAVAL BASE SAN DIEGO CIVILIAN OF THE QUARTER/CIVILIAN OF THE  
YEAR SUPERVISORY NOMINATION**

Date:

From: Installation, N-Code/Special Assistant  
To: Commanding Officer, Naval Base San Diego

Subj: CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR NOMINATION  
(SUPERVISORY CATEGORY)

Ref: (a) CNRSW 12541.2A

1. Per reference (a), \_\_\_\_\_ is nominated for  
Commander, Naval Base San Diego, Civilian of the  
Quarter/Civilian of the Year in the supervisory category.

2. The following information is provided:

a. Full Name:

b. Position Title and Grade:

c. Length of Service:

d. Accomplishments:

e. Job Performance:

f. Professionalism:

g. Service to Customers:

h. Quality of Working Relationships:

i. Contributions to the Command Mission and Working  
Environment:

j. Efforts toward Self Improvement:

k. Other Noteworthy Areas:

Enclosure (2)

3. Supervisor's comments: (include accomplishments for only  
Quarter/Year nominated number of people supervised, if any, etc.

Signature\_\_\_\_\_

**SAMPLE AWARD CITATION FOR COMMANDER, NAVAL BASE SAN DIEGO (NBSD)  
NON-SUPERVISORY/SUPERVISORY CIVILIAN OF THE QUARTER**

The Commanding Officer, Naval Base San Diego takes pleasure in  
awarding a **LETTER OF COMMENDATION** to

MR./MS. \_\_\_\_\_

**COMMANDING OFFICER, NAVAL BASE SAN DIEGO CIVILIAN OF THE QUARTER  
(NONSUPERVISORY/SUPERVISORY)**

For service as set forth in the following **CITATION**;

"For outstanding achievement in the superior performance of  
his/her duties while serving as the

\_\_\_\_\_  
Mr./Ms. \_\_\_\_\_ consistently performed his/her demanding duties  
in an exemplary and highly professional manner, resulting in  
his/her selection as Naval Base San Diego Civilian of the  
Quarter/Year (Non-Supervisor/Supervisor).

-----Insert additional verbiage of accomplishments  
and devotion to duty reflected credit upon him/her and were in  
keeping with the highest traditions of the United States Naval  
Service. I take great pleasure in commending her for a job  
'well done'."

R. L. WILLIAMSON

Distribution:  
Electronic only, via CNIC web-site  
<https://cnicgateway.cnic.navy.mil/sites/SWNBSD/N00/>

Enclosure (3)