



DEPARTMENT OF THE NAVY

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NAVAL BASE SAN DIEGO
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IN REPLY REFER TO:

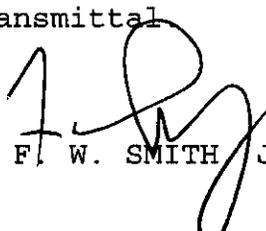
NAVBASESANDIEGOINST 12451.3A CH 1
N00
14 Feb 12

NAVAL BASE SAN DIEGO INSTRUCTION 12451.3A CHANGE TRANSMITTAL 1

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

Encl: (1) Revised page 4 of the basic instruction

1. Purpose. To transmit the new page 4 which changes paragraph 9 (Ceremony and Awards) into the basic instruction.
2. Action. Remove page 4 of the basic instruction and insert enclosure (1) of this change transmittal


F. W. SMITH JR.

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board will normally convene NLT the 20th 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) \$500.00 or equivalent time off award (NAFE funded through NAF budget).

(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) \$1,000.00 or equivalent time-off award, NAFE funded through NAF budget).

c. The CNRSW Civilians of the Year will receive:

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