



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORREST ALDRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 12451.1
N00CP
26 Mar 2021

COMNAVRESFOR INSTRUCTION 12451.1

From: Commander, Navy Reserve Force

Subj: COMMANDER, NAVY RESERVE FORCE CIVILIAN OF THE QUARTER/YEAR
AWARDS PROGRAM

Ref: (a) DoD Instruction 1400.25
(b) COMNAVRESFORINST 12451.4A

Encl: (1) Sample COQ/COY Nomination Format
(2) Sample COQ Letter of Commendation Citation Format
(3) Sample COY Meritorious Civilian Service Award Citation Format
(4) Biography of Nominated Employee
(5) NAVRES 12451-1

1. Purpose. To establish eligibility criteria and nomination procedures for the Headquarters Civilian of the Quarter (COQ) and Civilian of the Year (COY) awards program. This instruction applies to civilian employees of Chief of Navy Reserve, Commander, Navy Reserve Force, Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), Commander, Naval Air Force Reserve, Navy Air Logistics Office, and Navy Reserve Professional Development Center. This instruction supersedes COMNAVRESFORCOM 12451.1F and should be reviewed in its entirety.

2. Scope. Per references (a) and (b), the goal of the awards program is to recognize federal civilian employees for outstanding achievements and significant contributions to the mission and priorities of headquarters. The awards program is designed to motivate personnel to increase productivity by recognizing outstanding individual performance and creativity. The success of the program depends primarily upon the personal attention and support of supervisors and managers at every level of the organization.

3. Collective Bargaining Agreements. Provisions of an existing collective bargaining agreements (CBA), memorandum of understanding (MOU), and/or memorandum of agreement (MOA) applicable to bargaining unit employees supersede the policies and procedures outlined herein unless to do so would violate any applicable government-wide law, rule, or regulation.

4. Eligibility

a. COQ Awards Program

(1) Nominations will be accepted on a calendar quarter basis, i.e., Quarter 1 (January – March), Quarter 2 (April – June), Quarter 3 (July – September), and Quarter 4 (October – December).

(2) Candidates for COQ must be full-time permanent employees and employed with the command for at least the full quarter nominated.

(3) Employees, GS-12 through GS-13, may be nominated for Senior COQ; GS-11 and below may be nominated for Junior COY.

(4) Employees can be selected as COQ only once per calendar year.

b. COY Awards Program

(1) Employees selected as COQ during the calendar year will be an automatic nominee for the COY award. A COY nomination package must be submitted for each selectee by the directorate nominating official.

(2) Employees nominated but not selected for COQ during the calendar year may be nominated for COY.

(3) Employees can be selected as COY only once in a two year period. For example, an employee selected for the 2017 COY is not eligible for the 2018 COY; he/she will be eligible for the 2019 COY.

6. Nomination Procedures

a. COQ and COY nominations are limited to two pages and will be submitted using the format provided in enclosure (1). The following criteria must be addressed:

(1) Superior job performance and contributions to the organization's mission and priorities (include specific accomplishments).

(2) Effective customer service attributes and results, i.e., provide examples of how the nominee interacts positively with customers, co-workers, and supervisors, and how these interactions result in desired outcomes and outstanding support.

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(3) Leadership and problem solving skills, i.e., explain how the nominee takes initiative in stressful situations, performs when new department or program requirements are received, and works to steer team or project to mission accomplishments.

(4) Professional/career growth efforts such as continuing education, certifications, licensures, or substantial career-related training. Do not include mandatory training and degrees already earned.

b. COQ nominations will include a proposed Letter of Commendation, not to exceed one page, using the format of enclosure (2). COY nominations will include a proposed Meritorious Civilian Service Award citation, not to exceed one page, using the format of enclosure (3). The applicable Departmental Chief of Staff (DCOS)/Special Assistant (SA) of the COQ/COY winners will be required to provide enclosure (4) for award presentation. Enclosure (5) must be completed, signed and approved in the award nomination to ensure if the nominee is not selected the documentation will be provided to Command Services in a timely manner via DONTRACKER to process the Department of the Navy (DON) Civilian Service Achievement Medal.

c. Submit COQ nominations via civilian human resources (N00CP) to the Chief of Staff (COS) no later than the 10th of the month following the end of the calendar quarter nominated; or no later than 30 January for COY nominations for the preceding year.

d. Only one nomination per category may be submitted per directorate/SA, unless, for COY, the directorate/SA had multiple COQ selectees during the calendar year. In this case, directorates must submit a COY nomination package for each COQ selected during the calendar year.

Note: This requirement means that if a directorate/SA had a COQ selectee during the year, it cannot also nominate a non-selected COQ nominee for COY consideration.

e. Nominations must be submitted or endorsed by the directorate DCOS/SA. Incomplete/incorrect nomination packages will be returned to the appropriate DCOS/SA without action.

7. Selection Board. The COQ/COY selection board will be composed of the COS as chair, the executive director, and four DCOS/SAs or the assistant DCOS/SA, who will be selected by the chair. The COQ selection board will convene no later than the 20th day of the new quarter and will review nominations, rate the packages, and recommend selectees to the chair for final approval. The COY selection board will convene no later than 10 February each year. Selection board members will abstain from rating members of their own department. In this case, the chair will rate these nominees. Otherwise, the chair will vote in the case of a tie.

8. Awards Presentation and Ceremony

a. The recipients of the COQ award will be honored at a presentation ceremony and will receive:

- (1) A Letter of Commendation
- (2) DON Civilian Service Commendation Medal
- (3) COMNAVRESFORCOM plaque
- (4) Cash award in the amount of \$750
- (5) Time off award in the amount of 24 hours
- (6) Photograph prominently displayed on the headquarters "photo board"
- (7) Parking spot in rear parking garage

b. The recipients of the COY award will be honored at a presentation ceremony and will receive:

- (1) A Meritorious Civilian Service Award and medal set
- (2) COMNAVRESFORCOM plaque
- (3) Cash award in the amount of \$1,500
- (4) Time off award in the amount of 32 hours
- (5) Photograph prominently displayed on the headquarters "photo board"
- (6) Parking spot in rear parking garage

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1.

23 Feb 2021

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually around its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10 year anniversary date, or an extension has been granted.

A handwritten signature in dark ink, appearing to read 'J. B. Mustin', with a stylized, sweeping flourish extending to the right.

J. B. MUSTIN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>

SAMPLE COQ/COY NOMINATION FORMAT

MEMORANDUM

From: DCOS/SA
To: Chief of Staff (N01)
Via: Director, Civilian Human Resources (N00CP)

Subj: NOMINATION FOR CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR

Ref: (a) COMNAVRESFORCOMINST 12451.1G

1. Per reference (a), I nominate Mr./Ms./Mrs. (first and last name), (position title and grade), for selection as Headquarter (Senior/Junior) Civilian of the (Quarter/Year) for the period covering (Month) to (Month) (year).

2. The following pertinent information is provided:

a. Superior job performance and contributions to the organization's mission and priorities (include specific accomplishments).

b. Effective customer service attributes and results, i.e., provide examples of how nominee interacts positively with customers, co-workers, and supervisors, in addition to how such relations result in desired outcomes and outstanding support.

c. Leadership and problem solving skills, i.e., show how employee steps up and takes initiative in crisis situations or when new departmental or program requirements are received, and works to steer team or project to a successful finish.

d. Professional/career growth efforts such as, continuing education, certifications, licensures, or substantial career-related training.

Very respectfully,

(Signature)

SAMPLE COQ LETTER OF COMMENDATION CITATION FORMAT

Commander, Navy Reserve Forces Command takes pleasure in presenting the LETTER OF COMMENDATION to

Mr./Ms. Employee First/Last Name

for service set forth in the following

CITATION:

For professional achievement in the superior performance of his/her duties while serving as (position title), Commander, Navy Reserve Forces Command from (month to month (year)) which resulted in his/her selection as Senior Civilian of the Quarter, (First, Second, Third or Fourth Quarter), Calendar Year 2017. (Mr./Ms. Last Name) (use next several lines to describe what the COQ did to warrant nomination). Mr./Ms. Last Name's exceptional professionalism, initiative, and loyal dedication to duty reflected credit upon him/her and were in keeping with the highest standards of the Department of the Navy.

J. A. SCHOMMER
Rear Admiral, United States Navy
Commander, Navy Reserve Forces Command

SAMPLE COY MERITORIOUS CIVILIAN SERVICE AWARD CITATION FORMAT

Commander, Navy Reserve Force
takes pleasure in presenting the
Navy Meritorious Civilian Service Award
to

Mr./Ms. Employee First/Last name

For service set forth in the following

CITATION:

For outstanding meritorious service while serving as (position title), Commander, Navy Reserve Forces Command from month to month year. (use the next several lines to describe what the COY did to warrant nomination). Mr./Ms. (Last name) exceptional professionalism, personal initiative, and loyal dedication to duty reflected great credit upon him/her and were in keeping with the highest standards of the Department of the Navy.

J. B. MUSTIN
Vice Admiral, United States Navy

BIOGRAPHY OF NOMINATED EMPLOYEE

Name:

How long have you been assigned to the Navy Reserve:

Which code do you work in:

Family:

Interesting fact about yourself:

Where are you from: