



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5204

IN REPLY REFER TO

NETPDTCINST 12451.1C
N832

JAN 20 2004

NETPDTC INSTRUCTION 12451.1C

Subj: **NETPDTC CIVILIAN EMPLOYEE/SENIOR CIVILIAN EMPLOYEE OF THE
QUARTER/YEAR**

Encl: (1) Civilian of the Quarter/Year Rating Criteria
(NETPDTC 12451/3 (1-04))
(2) Senior Civilian of the Quarter/Year Rating Criteria
(NETPDTC 12451/4 (1-04))

- Purpose**. This instruction establishes a system for nominating, selecting, and rewarding Naval Education and Training Professional Development and Technology Center (NETPDTC) civilian employees who have significantly contributed to the operation, progress, productivity, morale and image of the Command and provides the criteria on which to base the selection. The awards will be NETPDTC Civilian Employee of the Quarter (COQ), NETPDTC Senior Civilian Employee of the Quarter (SCOQ), NETPDTC Civilian Employee of the Year (COY) and NETPDTC Senior Civilian Employee of the Year (SCOY). Award dates will be based on fiscal year.
- Cancellation**. NETPDTCINST 12451.1B
- Revision**. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
- Discussion**. The NETPDTC COQ/SCOQ and COY/SCOY are incentive awards that recognize civilian employees who have significantly contributed to the Command. This instruction provides the policy and criteria on which to base the award.
- Eligibility**. All permanent career or career-conditional (for COQ/Y GS-1 through GS-7 and wage grade equivalent; for SCOQ/Y GS-8 through GS-12 and wage grade equivalent) civilian personnel assigned to NETPDTC for at least 90 days are eligible for the awards. Nominations must be based on accomplishments during the designated quarter/year. Nominees need not have received an award under the Incentive Awards Program nor a Quality Step Increase in order to be eligible. All COQ/SCOQ winners including the current fourth quarter COQ/SCOQ will automatically be considered for the COY/SCOY, if they are still assigned to NETPDTC. Their nominations may be updated for COY/SCOY selection.

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Employees will be nominated on the basis of a combination of Performance Traits and Job Standards. Nominating supervisors will provide a bulletized performance list giving specific examples of how the employee has met each performance standard. Nominees will be rated on the following:

a. Civilian of the Quarter/Year

(1) Professional Knowledge. Technical knowledge and practical application.

(2) Quality of Work/Customer Focus. Understands and applies quality principles such as quantitative decision-making and continuous process improvement to exceed customer expectations.

(3) Personal Job Accomplishment/Initiative. Responsibility, quantity of work.

(4) Teamwork. Contributions to team building and team results.

b. Senior Civilian of the Quarter/Year

(1) Professional Expertise. Professional knowledge, proficiency and qualifications.

(2) Quality of Work/Customer Focus. Understands and applies quality principles such as quantitative decision-making and continuous process improvement to exceed customer expectations.

(3) Mission Accomplishment/Initiative. Taking initiative, planning/prioritizing, achieving mission.

(4) Leadership. Organizing, motivating and developing to accomplish goals.

6. Nomination Procedures

a. Based on the above criteria, supervisors will submit a bulletized list, using enclosures (1) and (2), giving specific examples of how each nominee met the performance standards. An example of every standard is not required, but the more examples provided will result in a stronger nomination package. Font size should be no smaller than Courier New 10 pitch.

b. All nominations will be submitted by the Directors/Special Assistants to N832. Supervisors are encouraged to submit nominations to the head of their respective department or any employee they believe has made significant contributions to the command. Nominations are not mandatory from each Director/Special Assistant each quarter; however they are encouraged.

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c. Supervisors should make COQ/SCOQ nominations to the Director/Special Assistant by the last Wednesday of each fiscal quarter. The Director/Special Assistant COQ/SCOQ nomination is to be forwarded in sufficient time to reach N832 by the first Wednesday of the month following the end of the quarter.

d. The Selection Committee will meet on the first Tuesday after the nominations are due. The Commanding Officer will review and approve the final selection and the COQ/SCOQ will be announced within 14 days of selection.

e. COY/SCYOY nominations should be forwarded to N832 by the first Wednesday in October. A Selection Committee for the COY/SCYOY will meet after the 4th Qtr selection is complete. The Commanding Officer will review and approve the final selection and the COY/SCYOY will be announced within 14 days of selection.

7. Selection Procedures

a. The Selection Committee will consist of:

Executive Officer - Chairperson
 One - Department Director
 One - Special Assistant
 One - peer GS-7 or below
 One - peer GS-8 or above

b. N832 will provide an annual rotating schedule for participation on the Selection Committee. Each member of the Selection Committee will come from a different Department Director or Special Assistant. Directors/Special Assistants will be responsible for providing the name of the peer (volunteers only) when it is their Directors/Special Assistants turn to provide peers.

c. N832 will coordinate and schedule the dates and meeting times for the selection committee. Each member of the committee will review all of the nominations and assign a numeric score based on a given scale in each area with the greater number being the highest score to each nominee using the established criteria. The committee will recommend final selections to the Commanding Officer.

d. The Selection Committee will use the following Performance Traits when making their selections:

| <u>Civilian of the Quarter/Year</u> | <u>Scale</u> |
|-------------------------------------|--------------|
| Professional Knowledge | 7-1 points |
| Quality of Work/Customer Focus | 6-1 points |
| Personal Job Accomplishment | 6-1 points |

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Teamwork 3-1 points

Senior Civilian of the Quarter/Year

Professional Expertise 7-1 points
Quality of Work/Customer Focus 6-1 points
Mission Accomplishment/Initiative 6-1 points
Leadership 3-1 points

8. **Responsibilities**

a. **Commanding Officer**

(1) Review and approve Selection Committee's recommendation for COQ/SCOQ and COY/SCYOY.

(2) Notify winner of selection as COQ/SCOQ or COY/SCYOY.

(3) Present awards to winners at an official ceremony.

b. **Executive Officer**

(1) Provide for periodic review of this instruction to ensure current command policies are reflected.

(2) Act as Chairman of the Selection Committee.

c. **Directors/Special Assistants**

(1) Give this program the widest possible dissemination, periodically emphasizing it in meetings with their staff and encouraging full participation and support.

(2) Solicit nominations from supervisors and submit nominations to N832 in accordance with nomination procedures.

(3) Serve on Selection Committee on a rotating basis as scheduled by N832.

(4) Provide a peer volunteer to serve on the Selection Committee when required by the annual schedule provided by N832.

d. **Supervisors**

(1) Submit five copies of the nomination package to their Director/Special Assistant using enclosures (1) and (2) format.

(2) Upon notification of employee being selected:

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(a) Forward a Letter of Commendation (within three days) to N832 via Director/Special Assistant. Sample Letter of Commendation will be provided by N832.

(b) Instruct COY/SCYOY winner to set up photo appointment with Code N5.

(c) Contact the Workforce Development and Management Office (N832) for the "floating" parking space sign.

e. Workforce Development and Management Office (N832)

(1) Announce the nomination due dates for the awards in the Plan of the Week.

(2) Provide an annual schedule for Selection Committee members on a rotating basis.

(3) Coordinate and schedule the dates and meeting times for the Selection Committee.

(4) As nominations are received put nominees name on a rating form and prepare packages for Selection Committee members.

(5) Serve as Recorder for Selection Committee.

(a) List ratings of each nominee and totals.

(b) Prepare cover memorandum with winners and nominees names and ratings. Forward a cover memorandum to Commanding Officer via the Executive Officer.

(c) Forward nomination, sample Letter of Commendation, and form to the winner's supervisors.

(d) Generate the form for the time off award, forward for appropriate signatures and process personnel action for time off award.

(e) Notify N8 Secretary of requirement for brass plate for COQ/SCOQ and COY/SCYOY command plaque.

(f) Fill out copies of certificates for nominees not selected as COQ/SCOQ or COY/SCYOY and forward to N5.

f. Electronic Media (N5)

(1) Provide photos of COY/SCYOY winners to N832.

(2) Complete certificates for nominees not selected as COQ/SCOQ or COY/SCYOY and return to N832.

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9. Recognition

a. The NETPDTC COQ/SCOQ will be recognized in the following manner:

(1) Receive a NETPDTC plaque.

(2) Receive an official letter recognizing selection as COQ/SCOQ.

(3) Receive a time off award of eight hours.

(4) Receive the COQ/SCOQ parking space. Winner will choose the location for placement of the parking sign in the vicinity of the employee's workspace as long as it is not already reserved. The parking space will be valid until the next COQ/SCOQ is selected.

b. The NETPDTC COY/SCYOY will be recognized in the following manner:

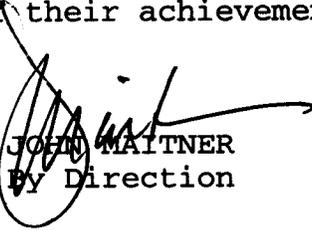
(1) Receive a NETPDTC plaque.

(2) Receive an official letter recognizing selection as COY/SCYOY.

(3) Receive a time off award for 16 hours.

(4) Receive the COY/SCYOY parking space. Winner will choose the location for placement of the parking sign in the vicinity of the employee's workspace as long as it is not already reserved. The parking space will be valid until the next COY/SCYOY is selected.

(5) Have his/her picture posted in the lobby of NETPDTC, Building 2435 as recognition of their achievement.


JOHN MAITNER
By Direction

Distribution: (NETPDTCINST 5216.1G)
Lists I and II

Web Access: MAIN INDEX

[https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm](https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive/home/index.cfm)

Civilian of the Quarter/Year Rating Criteria
NETPDTTC 12451/3 (Rev. 01-04)

NETPDTTCINST 12451.1C
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| | | |
|--|---|--|
| EMPLOYEE'S NAME: | | POSITION TITLE: |
| SERIES/GRADE: | CODE: | SUPERVISOR: |
| PERFORMANCE TRAITS | STANDARDS | BULLETIZED PERFORMANCE LIST (Give specific examples showing how Performance Traits & Standards were met) |
| PROFESSIONAL KNOWLEDGE: Technical knowledge and practical application | Recognized and sought out for job-related expertise. Uses knowledge to solve job-related problems. Stays current and accepts new developments, changing priorities or requirements. Understands the mission and values of the command. Keeps abreast of job-related issues and details. | ➤ |
| QUALITY OF WORK/CUSTOMER FOCUS: Understands and applies quality principles such as quantitative decision-making and continuous process improvement to exceed customer expectations | Needs little or no supervision. Produces exceptional work with little or no rework required. Understands who are the customers and ensures customers are satisfied. Helps resolve customer complaints. Completes work assignments in a timely manner. Seeks and makes process improvements. | ➤ |

Enclosure (1)

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| PERFORMANCE TRAITS | STANDARDS | BULLETED PERFORMANCE LIST (Give specific examples showing how Performance Traits & Standards were met) |
|---|---|--|
| <p>PERSONAL JOB ACCOMPLISHMENT/ INITIATIVE: Responsibility, quantity of work</p> | <p>Energetic self-starter.</p> <p>Completes tasks early, far better than expected.</p> <p>Plans/prioritizes wisely and with exceptional foresight.</p> <p>Seeks extra duties/responsibilities.</p> <p>Invests in self-development and manages own time efficiently.</p> | <p>➤</p> |
| <p>TEAMWORK: Contributions to team building and team results</p> | <p>Team builder, helps inspire cooperation and progress.</p> <p>Works effectively in groups and helps others to get job done.</p> <p>Establishes and maintains cooperative working relationships.</p> <p>Accepts and offers team direction.</p> <p>Treats others equitably.</p> | <p>➤</p> |

Senior Civilian of the Quarter/Year Rating Criteria

NETPDTCINST 12451.1C

NETPDTC 12451/4 (Rev. 01-04)

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| | | |
|--|---|--|
| EMPLOYEE'S NAME: | | POSITION TITLE: |
| SERIES/GRADE: | CODE: | SUPERVISOR: |
| PERFORMANCE TRAITS | STANDARDS | BULLETIZED PERFORMANCE LIST (Give specific examples showing how Performance Traits & Standards were met) |
| <p>PROFESSIONAL EXPERTISE: Professional knowledge proficiency and qualifications</p> | <p>Recognized expert, sought after to solve difficult problems.</p> <p>Exceptionally skilled, develops and executes innovative ideas.</p> <p>Recognizes and defines problems, analyzes relevant information, encourages alternative solutions and plans to solve problems.</p> <p>Independently plans and organizes work.</p> <p>Understands the mission and values of the command.</p> | <ul style="list-style-type: none"> • |
| <p>QUALITY OF WORK/CUSTOMER FOCUS: Understands and applies quality principles such as quantitative decision-making and continuous process improvement to exceed customer expectations</p> | <p>Needs no supervision.</p> <p>Always produces exceptional work with no rework required.</p> <p>Understands who are the customers and ensures customer satisfaction.</p> <p>Assumes responsibility for resolving customer complaints.</p> <p>Solicits input and is open to ideas from customers.</p> | <ul style="list-style-type: none"> • |

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| PERFORMANCE TRAITS | STANDARDS | BULLETIZED PERFORMANCE LIST (Give specific examples showing how Performance Traits & Standards were met) |
|--|---|--|
| MISSION ACCOMPLISHMENT/ INITIATIVE: Taking initiative, planning/ prioritizing, achieving mission | Develops innovative ways to accomplish the mission of the command. Plans/prioritizes with exceptional skill and foresight. Invests in self-development and applies new technologies to organizational needs. Gets job done earlier and far better than expected. Works extremely well with management and subordinates. | <ul style="list-style-type: none"> • |
| LEADERSHIP: Organizing, motivating and developing others to accomplish goals | Demonstrates and encourages high standards of behavior. Adapts leadership style to situations and people, empowers, motivates and guides others. Leadership achievements dramatically further command mission and vision. Exceptional communicator. Great organizer, great foresight, develops process improvements and efficiencies. | <ul style="list-style-type: none"> • |