



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 12451.7 CH-2
BUMED-09B14
SEP 9 2015

BUMED INSTRUCTION 12451.7 CHANGE TRANSMITTAL 2

From: Chief, Bureau of Medicine and Surgery

Subj: CIVILIAN OF THE QUARTER AND CIVILIAN OF THE YEAR AWARDS

Encl: (1) Revised pages 2, 3, and 4 of basic instruction

1. Purpose. To revise page 2, paragraphs 5a(1), 5a(2), 5b(1), and 5b(2), BUMED codes or Corps Chief to Executive Director (ED), Chief of Staff (COS), and Directors. Revise page 3, paragraph 7c(1), Chair: Assistant Chief of Staff (ACOS) to Chair: COS; and revise page 3, paragraph 7c(2) ACOS to COS. Revise page 4, paragraph 9 The BUMED 12451/5 must be signed by the Deputy Chief of the nominating code or Corps Chief in the leadership endorser block to The leadership endorser block on the form must be signed by the nominating office, either ED, COS, or Directors whichever applies.
2. Action. Remove pages 2, 3, and 4 of the basic instruction and replace with enclosure (1).
3. Retain. For record purposes, keep this change transmittal in front of the basic instruction.


A. M. DIGGS
Chief of Staff

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b. Civilian of the Year. All quarterly winners for that fiscal year will be eligible, in addition to all nominees for civilian of the quarter for that fiscal year if they have maintained acceptable performance.

5. Nominating Procedures

a. Civilian of the Quarter

(1) Nominations will be due to the Military and Civilian Awards Specialist, BUMED-M09B11 by 10 January, 10 April, 10 July, and 10 October. Late submissions will not be accepted. Requests for nominations will be posted in the Plan of the Week. Executive Director (ED), Chief of Staff (COS), or Directors may only submit one nominee per category.

(2) Nominations will be submitted, using BUMED 12451/5, Civilian of the Quarter/ Year Nomination and draft letter of commendation, see enclosure (1) for sample. The leadership endorser block on the BUMED 12451/5 must be signed by the nominating office, either ED, COS, or Directors whichever applies.

b. Civilian of the Year

(1) BUMED-M09B11 will contact the executive assistant in each code who had a nominee or winner for the civilian of the quarter for that fiscal year notifying them of the opportunity to submit a nomination package for civilian of the year. Nominations shall be submitted to BUMED-M09B11 not later than the first week in November. Late submissions will not be accepted ED, COS, or Directors may submit only one nominee in each category.

(2) Nominations will be submitted, using BUMED 12451/5 and a draft letter of commendation, see enclosure (1) for sample. The leadership endorser block on the form must be signed by the nominating office, either ED, COS, or Directors whichever applies.

6. Selection of Award Recipients

a. Civilian of the Quarter. The BUMED Awards Board will meet the month following the end of the quarter to review nominations. The Awards Board will make its selection by voting, in closed sessions, and will submit its recommendations to the COS for approval.

b. Civilian of the Year. The BUMED Awards Board will meet during the month of December each year. The Awards Board will make its selection by voting, in closed sessions, and will submit its recommendations to the COS for approval.

7. Selection Board.

a. The BUMED Awards Board will meet quarterly, during the month following the end of the quarter to select the civilians of the quarter and one additional time, during the first quarter of the fiscal year, to select the civilians of the year.

b. The BUMED Awards Board's recommendation for civilian of the quarter/year will be made to the COS who is the final approving authority.

c. The BUMED Awards Board shall consist of the following membership. An Awards Board member or alternate who is either a candidate for civilian of the quarter/year award or who has nominated someone will not represent that award at the Awards Board.

(1) Chair: COS.

(2) Vice-Chair: Director for Administration (BUMED-M09B1) serves as a regular member of the Board and acts as Chair in the absence of the COS.

(3) Members: Include representation from each BUMED code.

8. Recognition

a. Civilian of the Quarter/Year. All nominees not selected as civilian of the quarter/year will receive a letter of appreciation signed by the COS. The Awards Board may also return a nomination, via the chain of command, to the supervisor with a recommendation for another type of award or form of recognition.

b. Civilian of the Quarter

(1) Letter of commendation and command plaque presented by the COS.

(2) Time Off award of 8 or 9 hours.

(3) On-the-Spot cash award of \$750.00.

(4) Photograph taken by BUMED Public Affairs Office photographer and displayed.

c. Civilian of the Year

(1) Letter of commendation and command plaque presented by the COS.

(2) Time Off award of 16 or 18 hours.

(3) Special Act cash award of \$1,500.

(4) Photograph taken by BUMED Public Affairs Office photographer and displayed.

9. Processing. All award packages will be submitted to BUMED-M09B11, for review and processing. For civilian of the quarter/year, thoroughly complete BUMED 12451/5 and a draft letter of commendation. Ensure that all questions have been properly answered and complete the narrative justification on the nomination form. The leadership endorser block on the form must be signed by the nominating office, either ED, COS, or Directors whichever applies. Ensure that the BUMED 12451/5 contains the nominee's complete name including middle initial with correct spelling on the nomination form as this will be used for the command plaque if the employee is selected.

10. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

11. Form. The BUMED 12451/5 (04-2015), Civilian of the Quarter/Year Nomination, is available at: <http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx>


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IN REPLY REFER TO
BUMEDINST 12451.7 CH-1
BUMED-M09B14
3 Apr 15


BUMED INSTRUCTION 12451.7 CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery

Subj: CIVILIAN OF THE QUARTER AND CIVILIAN OF THE YEAR AWARDS

Encl: (1) Revised pages 1 and 4 of basic instruction

1. Purpose. To revise page 1, paragraph 3a, the Junior Civilian of the Quarter competitive group to GS-6 through GS-11, and Senior Civilian of the Quarter competitive group to GS-12 through GS-15; and revise page 4, paragraph 11, and updating BUMED 12451/5.
2. Action. Remove pages 1 and 4 of the basic instruction and replace with enclosure (1).
3. Retain. For record purposes, keep this change transmittal in front of the basic instruction.


P. B. COE
Chief of Staff

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CH-1 of 3 Apr 15
IN REPLY REFER TO
BUMEDINST 12451.7
BUMED-09B14
13 Jun 2014

BUMED INSTRUCTION 12451.7

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: CIVILIAN OF THE QUARTER AND CIVILIAN OF THE YEAR AWARDS

Encl: (1) Draft Letter of Commendation

1. Purpose. To provide procedures to nominate and select personnel for subject awards.
2. Background. The Bureau of Medicine and Surgery (BUMED) has always been proud of the contributions and dedication of its civilian work force. As one method for officially recognizing the efforts of individuals who demonstrate outstanding performance, BUMED selects recipients of subject awards on a fiscal year basis.
3. Awards
 - a. There will be two civilian of the quarter awards granted each quarter. The first is to recognize an outstanding General Service (GS) employee GS-6 through GS-11 or Federal Wage System (FWS) equivalent employees as "Junior" civilian of the quarter. The second is to recognize an outstanding GS employee GS-12 through GS-15 or FWS equivalent employees as "Senior" civilian of the quarter. A minimum of two nomination packages must be received for a particular quarter in one of the categories for an award to be granted for that category. If there is only one nomination for the quarter for that category, nominee can be nominated in the following quarter.
 - b. There will be two civilian of the year awards granted each fiscal year, one from each category. A minimum of two nomination packages must be received in one of the categories for an award to be granted for that category.
4. Eligibility
 - a. Civilian of the Quarter. Civilian employee in grades GS-6 through GS-15 or a FWS equivalent working directly for Headquarters, BUMED. Prior civilian of the quarter winners are ineligible to compete in the same fiscal year that they won.

(1) Employee must have worked at Headquarters, BUMED for at least 1 year as of the end of the quarter for which nominated.

(2) Employee has maintained acceptable performance during the year before the end of the quarter for which nominated.

(3) Special Act cash award of \$1,500.

(4) Photograph taken by BUMED Public Affairs Office photographer and displayed.

9. Processing. All award packages will be submitted to BUMED-M09B11, for review and processing. For civilian of the quarter/year, thoroughly complete BUMED 12451/5 and a draft letter of commendation. Ensure that all questions have been properly answered and complete the narrative justification on the nomination form. The BUMED 12451/5 must be signed by the Deputy Chief of the nominating code or Corps Chief in the leadership endorser block. Ensure that the BUMED 12451/5 contains the nominee's complete name with correct spelling on the nomination form as this will be used for the command plaque if the employee is selected.

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 - (2) Employee has maintained acceptable performance during the year before the end of the quarter for which nominated.

b. Civilian of the Year. All quarterly winners for that fiscal year will be eligible, in addition to all nominees for civilian of the quarter for that fiscal year if they have maintained acceptable performance.

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b. The BUMED Awards Board's recommendation for civilian of the quarter/year will be made to the Chief of Staff, BUMED who is the final approving authority.

c. The BUMED Awards Board shall consist of the following membership. An Awards Board member or alternate who is either a candidate for civilian of the quarter/year award or who has nominated someone will not represent that award at the Awards Board.

(1) Chair: Assistant Chief of Staff (ACOS)

(2) Vice-Chair: Director for Administration (BUMED-M09B1) serves as a regular member of the Board and acts as Chair in the absence of the ACOS.

(3) Members: Include representation from each BUMED code.

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b. Civilian of the Quarter

(1) Letter of commendation and command plaque presented by the Chief of Staff, BUMED.

(2) Time Off award of 8 or 9 hours.

(3) On-the-Spot cash award of \$750.00.

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P. B. COE
Chief of Staff
Acting

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DRAFT LETTER OF COMMENDATION

*The Chief of Staff
Bureau of Medicine and Surgery
takes great pleasure in presenting to*

MRS. JANE E. DOE

Letter of Commendation

In Recognition of Services as set forth herein

For commendable performance of your duties while serving as Administrative Assistant, Administrative Services Department, Bureau of Medicine and Surgery which led to your nomination as Civilian of the Quarter/Year, _____ Quarter, Calendar Year _____. Displaying superior leadership and exceptional administrative service, you flawlessly processed more than 190 Military, Contractor, and Civilian employee check-in packages, 14 personnel transfer packages, and 205 Transaction Online Processing System uploads. Your meticulous attention to detail ensured error free customer service transactions. As the Administrative Services Department Move Coordinator, your organizational skills played a key role in the successful move of the office into the Defense Health Headquarters. Ms. Doe's achievements and dedication to duty reflected credit upon her and were in keeping with the highest standards of Civil Service. I commend you for a job "Well Done!"

I. M. SAILOR
Rear Admiral, Senior Health Care Executive
United States Navy
Chief of Staff