



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

IN REPLY REFER TO
BUMEDINST 12451.7A
BUMED-M09B1
DEC 29 2015

BUMED INSTRUCTION 12451.7A

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

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

Encl: (1) Sample Letter of Commendation

1. Purpose. To provide procedures to nominate and select personnel for subject awards.
2. Cancellation. BUMEDINST 12451.7.
3. Background. The Bureau of Medicine and Surgery (BUMED), Headquarters (HQ) 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 HQ selects recipients of subject awards on a fiscal year basis.

4. Awards

a. There will be two civilian of the quarter (COQ) awards granted each quarter. The first COQ 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 COQ 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 (COY) 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.

5. Eligibility

a. Civilian of the Quarter. Civilian employee in grades GS-6 through GS-15 or a FWS equivalent working directly for Headquarters, BUMED HQ. Prior COQ winners are ineligible to compete in the same fiscal year.

(1) Employee must have worked at Headquarters, BUMED HQ 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.

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

6. Nominating Procedures

a. Civilian of the Quarter

(1) Nominations are due to the Military and Civilian Awards Specialist, BUMED-M09B1 by 10 January, 10 April, 10 July, and 10 October, unless the 10th falls on a weekend/Holiday then they will be due the next business day. Late submissions will not be accepted. Requests for nominations will be posted in the Plan of the Week. Each Deputy Director can only submit one nomination package in each category to be approved and signed by the Director. The Executive Director and Chief of Staff (COS) can only submit one nomination package in each category.

(2) Nominations will be submitted using BUMED 12451/5, Civilian of the Quarter/Year Award Nomination, and include a draft letter of commendation. The text area on the draft letter of commendation needs to have margins of .75 for left and right margin 5.75 and no longer than 20 lines, see enclosure (1) for sample. BUMED 12451/5 must be signed by the Executive Director, COS, or Director whichever applies.

b. Civilian of the Year

(1) BUMED-M09B1 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 COY. Nominations shall be submitted to BUMED-M09B1 not later than the first week in November. Late submissions will not be accepted.

(2) Nominations will be submitted, using BUMED 12451/5 and include a draft letter of commendation, the text area on the draft letter of commendation needs to have margins of .75 for left and right margin 5.75 no longer than 20 lines, see enclosure (1) for sample. The leadership endorser block on the form must be signed by the Executive Director, COS, or Director whichever applies.

7. Selection Board.

a. The BUMED HQ COQ/COY Awards Board will meet quarterly during the month following the end of the quarter to select the COQ and one additional time during the month of December to select the COYs.

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

c. The BUMED COQ/COY 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 BUMED HQ Awards Board and one Civilian representative from Executive Director; COS; Director, Total Force (TF); Director, Business Operations/Comptroller (DBO); and Director, Healthcare Operations (HCO).

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 Chief of Staff, BUMED. 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 shall be presented by the COS, BUMED.

(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 shall be presented by the COS, BUMED.

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

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

9. Processing. All award packages will be submitted to the Military and Civilian Awards Specialist, BUMED-M09B1, for review and processing. 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 BUMED 12451/5, and signed by the Executive Director, COS, or Director whichever applies. Please ensure BUMED 12451/5 contains the nominee's complete name including middle initial with correct spelling 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 (12-2015), Civilian of the Quarter/Year Nomination, is available at: <http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx>



A. M. DIGGS
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>

SAMPLE LETTER OF COMMENDATION

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

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 Junior or Senior 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. Your achievements and dedication to duty reflected credit upon yourself and are in keeping with the highest standards of Civil Service. I commend you for a job "Well Done"!

J. A. SAILOR
Captain, Nurse Corps
United States Navy
Chief of Staff