



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON DC 20374-5066

IN REPLY REFER TO

Canc frp: APR 09

JAG/NAVLEGSVCCOMNOTE 12450

Code 64

DEC 29 2008

JAG/NAVLEGSVCCOM NOTICE 12450

From: Judge Advocate General

Subj: OFFICE OF THE JUDGE ADVOCATE GENERAL/NAVAL LEGAL
SERVICE COMMAND CIVILIAN OF THE YEAR PROGRAM (COY)

Encl: (1) Nomination Package Sample Format

1. Purpose. To implement the Calendar Year (CY) 2008 Civilian of the Year (COY) Program for civilians attached to the Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC), and to provide eligibility criteria and nomination procedures.

2. Discussion. The COY Program recognizes noteworthy civilians working in legal offices throughout the Navy for outstanding achievement, performance of duty, leadership, special accomplishments, and overall contributions to their organization.

3. Eligibility. The COY award period will cover from 1 January 2008 to 31 December 2008. There will be a COY selected for the following categories of civilian employees attached to OJAG/NLSC:

a. Technical/Support: National Security Personnel System (NSPS) Pay Schedules YB and YP/General Schedule GS8 and below;

b. Professional/Analytical: NSPS Pay Schedules YA and YC /General Schedule GS9 and above.

4. Action. COY nominations shall be prepared in the format specified in enclosure (1).

a. Deadline. Nominations shall be received by the Judge Advocate General and Commander, Naval Legal Service Command on or before 12 February 2009 to be considered. Electronic submissions or faxed copies will not be accepted.

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b. Selection Process. A COY Board will be convened the week of 9 March 2009. The board will review all nomination packages and select one individual from the nominees for each category.

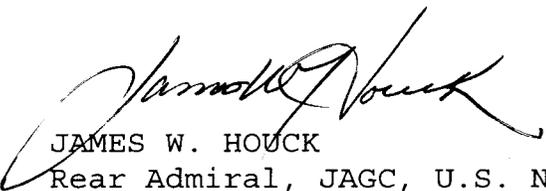
5. Nominating Format. Enclosure (1) provides a sample of the proper nomination format. Each nominating package shall contain an original hard copy plus six (6) complete photocopies of the entire package, as well as electronic media containing the complete package. Do not use highlighting, double-spacing, bold or special print fonts. Each package shall pertain to a single individual.

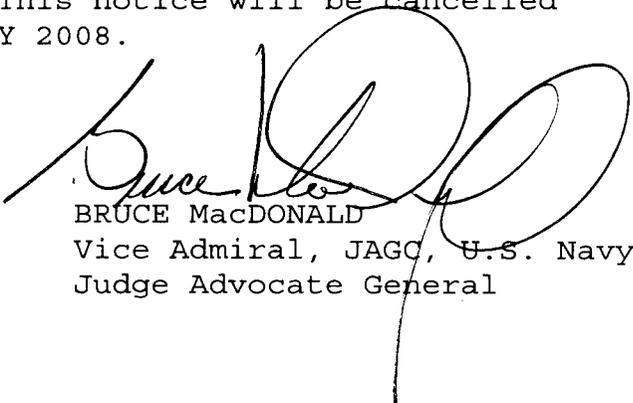
6. Awards. The COY will receive the following recognition in addition to any command recognition provided:

- a. a Civilian Meritorious Service award certificate and medal;
- b. appropriate news releases; and
- c. other recognition as appropriate.

7. Coordination. The coordinator for the COY program is Ms. Joyce Sherwood, OJAG (Code 64), 1322 Patterson Avenue, SE, Suite 3000, Washington Navy Yard, Washington, D.C. 20374-5066; (202) 685-5284; joyce.sherwood@navy.mil.

8. Cancellation Contingency. This notice will be cancelled upon selection of the COY for CY 2008.


JAMES W. HOUCK
Rear Admiral, JAGC, U.S. Navy
Commander, Naval Legal
Service Command


BRUCE MacDONALD
Vice Admiral, JAGC, U.S. Navy
Judge Advocate General

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SAMPLE FORMAT

From:
To: Judge Advocate General (Code 64)
Via: (Nominee's Commanding Officer or Senior Echelon 2 Staff
Judge Advocate)

Subj: NOMINATION FOR CIVILIAN OF THE YEAR (COY)

Ref: (a) JAG/CNLSC NOTE 12450 of _____

Encl: (1) Last three performance evaluations
(2) Letters of appreciation received during nominative period
(3) Letters of commendation received during nominative period
(4) Awards received during nominative period
(5) Biography (one page or less typed narrative starting with date and place of birth, schooling, military service, current assignment, personal awards, immediate family members, etc.)

1. Per reference (a), _____ is nominated as the Civilian of the Year (COY).

2. In addition to enclosures (1) through (), the following information is provided:

- a. Name (Last, First, MI)
- b. Present Duty Station
- c. Address
- d. Telephone
- e. Facsimile
- f. E-mail
- g. Position title, series, and grade
- h. Length of time in position

Enclosure (1)

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- i. Description of duties / Evaluation of overall performance
 - j. Description of individual's attitude, performance of service, courtesy, professionalism, self-development, mentoring of subordinates, and demonstrated leadership and professional skills, as applicable
 - k. Reasons for recommendation
 - l. Brief synopsis of individual's significant achievements justifying selection
 - m. Personal awards
 - n. Nominee's off-duty community involvement
3. Commanding Officer/Senior Echelon 2 Staff Judge Advocate remarks.

(Signature)
(NO "By direction")