



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

IN REPLY REFER TO:

OJAG/COMNAVLEGSVCCOMINST 12450.1

Code 66

OCT 17 2014

OJAG/COMNAVLEGSVCCOM INSTRUCTION 12450.1

From: Judge Advocate General of the Navy
Commander, Naval Legal Service Command

Subj: CIVILIAN AWARD AND RECOGNITION PROGRAM

Ref: (a) DON CHRM 451.1
(b) DON CHRM Guide Number 451-02 of Sep 2005
(c) SECNAV M-5210.1

Encl: (1) Honorary Awards
(2) Civilian Award Nomination Form
(3) Sample Civilian of the Year Nomination

1. Purpose. To establish policy and procedures for the submission, review, and approval of honorary awards for civilian personnel under the cognizance of the Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC), and to establish the parameters of the OJAG/NLSC Civilian of the Year program, including the format and deadline for submission of nominations. This instruction also establishes procedures for recognizing civilian employees for years of federal service.

2. Policy. This instruction applies only to civilian honorary awards, including Flag Letters of Commendation and Department of the Navy (DON) civilian honorary awards under reference (b) (i.e., the DON Distinguished Civilian Service Award, the DON Superior Civilian Service Award, and the DON Meritorious Service Award). Supervisory personnel shall ensure that the outstanding performance, extraordinary achievements, and significant contributions of individual employees or groups of employees are appropriately recognized. To merit a civilian honorary award, the performance or accomplishments must be distinctive when measured against the position requirements of the individual, and should exceed the contributions and service of others with comparable responsibilities. Additional criteria for these awards are contained in enclosure (1). Recognition should be made as soon after the achievement as possible. The policies and procedures for other types of civilian recognition (e.g., monetary awards and

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time-off awards) are governed by references (a) and (b), and specific guidance from OJAG Code 66.

3. Honorary Award Submission Process

a. Award packages for Flag Letters of Commendation, the DON Superior Civilian Service Award, and the DON Meritorious Civilian Service Award must be submitted electronically to the OJAG/NLSC Flag Secretary and OJAG Code 66 a minimum of 60 days in advance of the anticipated presentation date. The DON Distinguished Civilian Service Award, which requires approval by the DON Awards Review Panel (DARP), must be received 90 days prior to the desired presentation date.

b. All award packages must include the following:

1. A complete civilian award nomination form, enclosure (2), including a thorough justification detailing the specific conduct meriting recognition.

2. A draft citation. Model citations can be requested from the OJAG/NLSC Flag Secretary or Code 66. Always provide the recipient's name exactly as it should appear on the award certificate. Spell out all acronyms when first used.

c. All civilian award packages requiring signature and approval by the Judge Advocate General (JAG) or higher authority shall be endorsed by the cognizant Assistant Judge Advocate General (AJAG). All civilian award packages requiring signature and approval by Commander, Naval Legal Service Command (CNLSC) or higher authority shall be endorsed by the cognizant Chief of Staff (COS).

d. The OJAG Executive Director shall review the AJAG/COS endorsement and make a recommendation to JAG or CNLSC on all civilian awards that require signature and approval by the JAG, CNLSC, or higher approval authority.

4. Civilian of the Year (COY) Program

a. The COY program recognizes civilians working within OJAG and NLSC for outstanding achievement, performance, leadership, accomplishments, and overall contributions to their organization. General Schedule (GS) and Foreign National (FN) employees are eligible to be nominated for COY.

b. Each calendar year, a COY will be selected from each category below:

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1. NLSC Junior Civilian: GS-8 and below (and FN equivalent).

2. NLSC Senior Civilian: GS-9 and above (and FN equivalent).

3. OJAG Junior Civilian: GS-11 and below.

4. OJAG Senior Civilian: GS-12 and above.

c. The OJAG and NLSC Senior COY will receive the following recognition:

1. Superior Civilian Service Award certificate and medal; and,

2. Appropriate announcement.

d. The OJAG and NLSC Junior COY will receive the following recognition:

1. Meritorious Civilian Service Award certificate and medal; and,

2. Appropriate announcement.

e. COY nominations shall be prepared in the format specified in enclosure (3). Nominations are due on 15 January. If this date falls on a weekend or a holiday, submissions shall be due on the next business day.

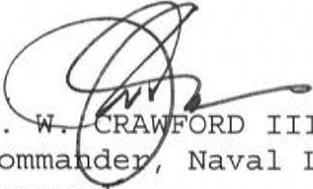
5. Length of Service Awards. Length of service awards will be presented to employees who have reached a service milestone while employed at an OJAG or NLSC command. Length of Service Award certificates will be prepared in five-year increments for five to 50 years of federal civilian service. Code 66 will prepare Length of Service Award certificates, and forward through the chain of command to the JAG or CNLSC, as appropriate, for signature.

6. Retirement Certificates. Supervisors are responsible for contacting Code 66 to ensure a Career Service/Retirement Certificate is prepared for presentation to the retiring employee. Certificates will be prepared by Code 66 and forwarded to the JAG or CNLSC, as appropriate, for signature. Certificates for career service of 40 or more years will be forwarded to the DARP for signature following the procedures outlined in reference (b).

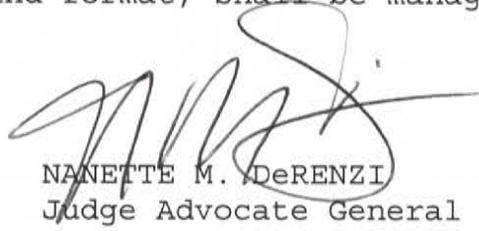
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Requests must be submitted to DARP at least 60 days in advance of the desired presentation date.

7. Records Management. Any records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (c).



J. W. CRAWFORD III
Commander, Naval Legal Service
Command



NANETTE M. DeRENZI
Judge Advocate General

Distribution:

Electronic only via the OJAG website, <http://www.jag.navy.mil>

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HONORARY AWARDS

1. Honorary awards are a tool to promote organizational and team goals and objectives. Honorary awards provide an opportunity to acknowledge valuable contributions made over a period of months or years. Honorary recognition may be in addition to or instead of monetary or time off recognition.

2. Types of honorary awards

a. DON Distinguished Civilian Service Award. This award is the highest honorary award the Secretary of the Navy (SECNAV) can confer on a DON civilian employee. The award is granted only to those employees who have given distinguished and/or extraordinary service to the DON. The DON Awards Review Panel (DARP) will review all nominations. The achievements or service must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. This award should be reserved for contributions that are so unusual and/or significant that recognition at the SECNAV level is deserved. Additional indicators include:

(1) A pattern of long-term, sustained high performance as evidenced by the nominee having previously received high honorary awards (e.g., DON Superior Civilian Service Award and/or DON Meritorious Civilian Service Award, or similar awards or honors);

(2) Career achievements that are recognized throughout the DON;

(3) Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee's activity or Command;

(4) Accomplishments/achievements that have had, as a minimum, DON-wide impact;

(5) Scientific or technical advances or suggestions of significant value;

(6) Accomplishments that show unusual management abilities, innovative thinking and/or outstanding leadership that benefits the DON;

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(7) Responsibility for major cost savings, reductions, or avoidance;

(8) Exceptional cooperative efforts with other Navy offices, Federal agencies, or the private sector; and,

(9) Unusual acts of heroism beyond the call of duty.

b. DON Distinguished Civilian Medal for Valor. This award is the highest honorary award the SECNAV can confer upon DON civilian employees for valor. The DARP will review all nominations. No more than one medal per person may be authorized for multiple acts of heroism resulting from the same incident. The award may be granted posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family. Eligible employees are those whose unselfish acts meet all of the following criteria:

(1) Distinguished, extraordinary and unusual acts of heroism beyond the call of duty;

(2) The individual must have exhibited extreme courage and conscious acts of sacrifice, risk to personal safety or determination in facing significant and grave danger in a perilous situation;

(3) The act of valor must be related to his or her Government employment (e.g., act occurs on the job or while employee is in a duty status; involves a military member or civilian DON employee, is related to the mission of the DON; the reputation of the DON is enhanced);

(4) The public interest is served; and,

(5) Nominations must be well documented. Newspaper reports, police reports, or other contemporaneous accounts of the acts must be submitted where possible.

c. DON Superior Civilian Service Award. This award is the second highest honorary award in the DON. The same criteria in section 2.a.(1) through (9) above will be used for granting this award, however, the contribution, while exceptional in value, would be narrower in scope or impact (e.g., accomplishment that is significant and has far-reaching major Command-wide impact). Commander, Naval Legal Service Command (CNLSC) and above may approve this award.

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d. DON Superior Civilian Medal for Valor. This award is the second highest honorary award for valor and recognizes acts of valor that do not meet the criteria in paragraph 2.b. above. Echelon 2 Commanders and above may approve this award. No more than one medal per person may be authorized for multiple acts of heroism resulting from the same incident. This award may be granted posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family. It may be granted for:

- (1) Unusual acts of heroism beyond the call of duty;
- (2) The individual must have exhibited courage, sacrifice and risk or clear presence of mind in assisting others in an emergency situation;
- (3) While the individual voluntarily places himself or herself in danger, the level and degree of danger or risk is not as extreme as the Distinguished Civilian Medal for Valor;
- (4) The act of heroism may be related to his or her Government employment, but this is not a requirement;
- (5) As a result of the act, the reputation of the DON is enhanced or the public interest is served; and,
- (6) The employee may be in a duty status or non-duty status when the heroic action is performed.

e. DON Meritorious Civilian Service Award. This award is the third highest honorary award in the DON. The same criteria in section 2.a.(1) through (9) will be used for granting this award, however, the contributions, while high in value, are more limited in scope/impact (e.g., accomplishment should be significant and have far reaching impact, but less than the Superior Civilian Service Award). This award should not be used as a retirement award. However, if a significant accomplishment occurs close to retirement, it may be acceptable to present it at retirement. CNLSC and above may approve this award.

f. Flag Letter of Commendation. This award signifies appreciation for individual achievement or a pattern of excellence that has had an impact on the OJAG/NLSC organization. Similar criteria exists to that in section 2.a.(1) through (9) should be used as a guide, however the scope/impact is more limited in nature. CNLSC and above may approve this award.

OJAG / NLSC HONORARY CIVILIAN AWARD NOMINATION FORM

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From:

To: Judge Advocate General of the Navy

Via: Assistant Judge Advocate General (Civil Law)

Subj: CIVILIAN AWARD NOMINATION ICO

Ref: (a) JAG/COMNAVLEGSVCCOMINST 12450.1

1. Name of Employee:

2. Grade:

3. Length of service in current position:

4. Length of service with OJAG/NLSC:

5. Total length of Federal service:

6. Current Position and Brief Summary of Duties:

7. Recommended Award: Flag Letter of Commendation

Enclosure (2)

OJAG / NLSC HONORARY CIVILIAN AWARD NOMINATION FORM

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8. Previous award and period recognized (if available):

9. Desired Presentation Date:

10. Presentation of award associated with:

Retirement

Transfer

Separation

Specific Achievement

11. Meritorious Period:

12. Summary of Action / Justification for Award:

OJAG / NLSC HONORARY CIVILIAN AWARD NOMINATION FORM

AJAG / COS Endorsement:

Recommend approval

Recommend disapproval

Comments:

Executive Director Endorsement:

Recommend approval

Recommend disapproval

Comments:



FINAL DISPOSITION:

DCSA DCM-V SCSA SCM-V MCSA FLOC

Approved by: _____

Date: _____

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SAMPLE COY NOMINATION

From: Nominee's Commanding Officer/Division Director
To: Judge Advocate General (Code 66)
Via: COS/AJAG

Subj: NOMINATION FOR [JUNIOR OR SENIOR] CIVILIAN OF THE YEAR

Ref: (a) OJAG/CNLSC INSTRUCTION 12450.1

Encl: (1) Most recent performance evaluation
(2) Awards received during nominative period
(3) Biography (one page or less typed narrative describing the nominee's background, education, military service, current assignment, personal awards, immediate family members, etc.)

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

2. In addition to enclosures (1) through (3), 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
- i. Description of duties
- j. Documentation of consistently outstanding job performance.

Enclosure (3)

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k. Demonstrated leadership (either subordinate or peer) in performing duties that resulted in improved productivity of the command, promoting teamwork and commitment to achieving excellence.

l. Demonstrated initiative and skill in devising new or improved work methods or procedures.

m. Demonstrated significant contributions to the community or charitable volunteer organizations.

3. Commanding Officer/AJAG/Division Director remarks.

(Signature)
(NO "By direction")