



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 11  
JAG/COMNAVLEGSVCCOMNOTE 12450  
Code 64

JAN 11 2011

JAG/COMNAVLEGSVCCOM 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) 2010 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 on duty, leadership, special accomplishments, and overall contributions to their organization.

3. Eligibility. The COY award period will cover 1 January 2010 to 31 December 2010. There will be a COY selected for the following categories of civilian employees attached to OJAG/NLSC:

- a. Junior Civilian: General Schedule GS-8 and below
- b. Senior Civilian: General Schedule GS-9 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 25 February 2011 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 in March 2011. 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 package shall contain the following: (1) last three performance evaluations; (2) any letters of appreciation/commendation and/or awards received during nominative period; (3) biography; and (4) draft award citation. Each 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.

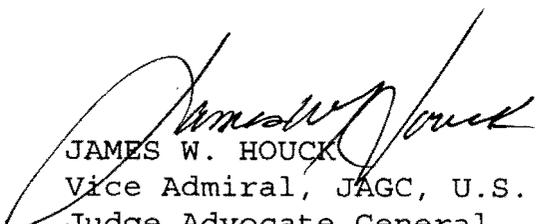
6. Awards. The COY will receive the following recognition in addition to any command recognition provided:

- a. 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. Amy Stevens, OJAG (Code 64), 1322 Patterson Ave, SE, Suite 3000, Washington Navy Yard, Washington, D.C. 20374-5066; (202) 685-5286; [amy.stevens@navy.mil](mailto:amy.stevens@navy.mil).

8. Cancellation Contingency. This notice will be cancelled upon selection of the COY for CY 2010.

  
NANETTE M. DeRENZI  
Rear Admiral, JAGC, U.S. Navy  
Commander, Naval Legal Service  
Command

  
JAMES W. HOUCK  
Vice Admiral, JAGC, U.S. Navy  
Judge Advocate General

Distribution:  
Electronic only via Office of the Judge Advocate General  
website, <http://www.jag.navy.mil>.

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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 CIVLIAN 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 the date and place of birth, education, military service,  
current assignment, personal awards, immediate family members,  
etc.)  
(6) Draft award citation

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

2. In addition to enclosures (1) though (\_\_\_), 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/ Evaluation of overall performance

Enclosure (1)

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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")

Enclosure (1)