



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:

JAG/COMNAVLEGSVCCOMNOTE 12450

Code 64

JAN 24 2012

JAG/COMNAVLEGSVCCOM NOTICE 12450

From: Judge Advocate General  
Commander, Naval Legal Service Command

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) 2011 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 from 1 January 2011 to 31 December 2011. 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 3 February 2012 to be considered. Nominations received after 3 February 2012 will not be accepted.

b. Transmission of Nomination. Nominations should be sent via electronic mail to Ms. Katarolyn Malone ([katarolyn.malone@navy.mil](mailto:katarolyn.malone@navy.mil)) by the 3 February 2012 deadline.

c. Selection Process. A COY Board will be convened in March 2012. The board will review all nomination packages and select one individual from the nominees for each category.

5. Nomination Format. Enclosure (1) provides a sample of the proper nomination format. Do not use highlighting, double-spacing, bold, or special print fonts. Each package shall pertain to a single individual.

6. Awards

a. The Senior COY will receive the following recognition in addition to any command recognition provided:

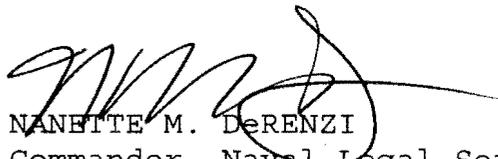
- (1) Superior Civilian Service Award certificate and medal;
- (2) appropriate news release; and
- (3) other recognition as appropriate.

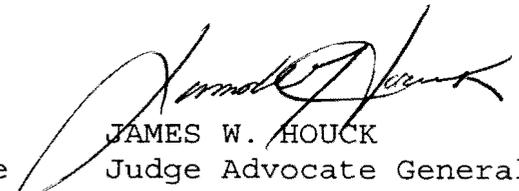
b. The Junior COY will receive the following recognition in addition to any command recognition provided:

- (1) Meritorious Civilian Service Award certificate and medal;
- (2) appropriate news release; and
- (3) other recognition as appropriate.

7. Coordination. The coordinator for the COY program is Ms. Katarolyn Malone, OJAG (Code 64), 1322 Patterson Ave, SE, Suite 3000, Washington Navy Yard, Washington, D.C. 20374-5066; (202) 685-5285; [katarolyn.malone@navy.mil](mailto:katarolyn.malone@navy.mil).

8. Cancellation Contingency. This notice will be cancelled upon selection of the COY for CY 2011.

  
NANETTE M. DeRENZI  
Commander, Naval Legal Service  
Command

  
JAMES W. HOUCK  
Judge Advocate General

Distribution:  
Electronic only via Navy Directives website  
<http://neds.daps.dla.mil>; and the OJAG website,  
<http://www.jag.navy.mil>

**NOMINATION PACKAGE 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 (Senior or Junior) 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)

- 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 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")