DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 12451.3B
BUMED-91
4 Aug 2000

BUMED INSTRUCTION 12451.3B

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

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

Encl: (1) BUMED 12451/4, Civilian of the Quarter/Year Award Nomination Form
(2) BUMED 12451/5, Civilian Supervisor of the Year Award Nomination Form

1. Purpose. To provide procedures to nominate and select personnel for subject awards.

2. Cancellation. BUMEDINST 12451.3A.

3. Background. The Bureau of Medicine and Surgery (BUMED) 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 selects recipients of subject awards on a calendar year basis.

4. Awards

a. There may be two Civilian of the Quarter awards granted each quarter, one to recognize an outstanding General Service (GS)-2 through GS-7 or Federal Wage System (FWS) equivalent employee and another to recognize an outstanding GS-8 through GS-13 or FWS equivalent employee. If no nominations are received or recipient selected for a particular quarter in either category, then no award will be made for that quarter in that category. Two Civilian of the Year awards may be granted each year.

b. There may be one Civilian Supervisor of the Year award granted each year. If no nominations are received or recipient selected for a particular year, then no award will be made for that year.

5. Eligibility

a. Civilian of the Quarter. Any BUMED staff member may nominate, through the chain of command, any BUMED civilian for one of the two quarterly awards if the nominee:

(1) Is a non-supervisor or non-manager in grades GS-2 through GS-13 or a FWS equivalent working directly for headquarters, BUMED.

(2) Has been working at headquarters, BUMED for at least 1 year as of the end of the quarter for which nominated.

(3) Has maintained acceptable performance during the year before the end of the quarter for which nominated.

b. Civilian of the Year. Any BUMED staff member may nominate, through the chain of command, any BUMED civilian for one of the two yearly awards if the nominee meets the criteria set forth for Civilian of the Quarter. However, only one nominee from each assistant chief or equivalent may be forwarded for consideration. In addition, each Civilian of the Quarter recipient will also be considered for Civilian of the Year for the year in which they received the Civilian of the Quarter recognition.

c. Civilian Supervisor of the Year. The Civilian Supervisor of the Year recipient will be chosen from those nominated. Any BUMED staff member may nominate, through the chain of command, any BUMED civilian supervisor for this award, if the nominee:

(1) Is a supervisor or manager working directly for headquarters, BUMED.

(2) Has held a supervisory position at BUMED for at least 9 months during the year for which nominated.

(3) Has maintained acceptable performance during the 12 months of the year for which nominated.

d. All nominations must be endorsed by the nominee's assistant chief, deputy, or management equivalent.

6. Nominating Procedures

a. Civilian of the Quarter

(1) Nominations will be due to the chairperson of the selection committee by the 20th day of the month following the end of the quarter (i.e., 20 April, 20 July, 20 October, and 20 January). Requests for nominations for Civilian of the Quarter will be announced in the Plan of the Week.

(2) Nominations will be submitted, using BUMED 12451/4, via the chain of command, to the chairperson of the selection committee.

b. Civilian of the Year

(1) A call for nominations for Civilian of the Year will be issued during the month of January of each year. Nominations will be due to the chairperson of the selection committee by the date established in the call for nominations. This date should not be later than 28 February.

(2) Nominations will be submitted, using BUMED 12451/4, via the chain of command, to the chairperson of the selection committee.

c. Civilian Supervisor of the Year

(1) A call for nominations for Civilian Supervisor of the Year will be issued during the month of January of each year. Nominations will be due to the chairperson of the selection committee by the date established in the call for nominations. This date should not be later than 28 February.

(2) Nominations will be submitted, using BUMED 12451/5, via the chain of command, to the chairperson of the selection committee.

7. Selection of Award Recipients

a. Civilian of the Quarter. The selection committee will meet during the last week of the month following the end of the quarter to review nominations. The committee will make its selection by voting, in closed session, and will submit its recommendations to Chief, BUMED, for approval.

b. Civilian of the Year. The selection committee will meet at the call of the Chairperson, but before the end of March each year, to review the candidates for Civilian of the Year. After this review, the committee votes, in closed session, and submits its recommendations to Chief, BUMED, for approval.

c. Civilian Supervisor of the Year. The selection committee will meet at the call of the Chairperson, but before the end of March each year, to review the nominations for Civilian

Supervisor of the Year. After this review, the committee votes, in closed session, and submits its recommendation to the Chief, BUMED, for approval.

8. Selection Committee

a. Civilian of the Quarter/Civilian of the Year

(1) The selection committee will consist of the Civilian Awards Board (CAB), augmented by a representative from each single digit code not already represented on the CAB.

(2) The assistant chief or deputy of each code not represented on the CAB will appoint a civilian or military representative and provide their name to the Chairperson of the CAB. The representative will be reaffirmed or a new selection made every 2 years.

(3) The selection committee will meet quarterly, during the final week of the month following the end of the quarter to select the Civilians of the Quarter and one additional time, during the first quarter of the year, to select the Civilians of the Year.

(4) A selection committee member or alternate who is either a candidate for a Civilian of Quarter or Year award or who has nominated someone for Civilian of the Quarter will not participate in that quarter's deliberations and selection.

(5) Committee recommendations for Civilians of the Quarter and Year will be made to Chief, BUMED who is the approving authority.

b. Civilian Supervisor of Year

(1) The selection committee will consist of the Civilian Awards Board (CAB), augmented by senior BUMED staff members appointed by the Chief of Staff.

(2) The selection committee will meet before the end of the month of March to select the Civilian Supervisor of the Year.

(3) A selection committee member who is either a candidate for the Civilian Supervisor of the Year award or who has nominated someone for Civilian Supervisor of the Year will not participate in any deliberation or selection for that year.

(4) The committee's recommendation for Civilian Supervisor of the Year will be made to Chief, BUMED who is the approving authority.

9. Recognition

a. Civilian of the Quarter/Civilian of the Year.

(1) All nominees not selected as a Civilian of the Quarter and Civilian of the Year will receive a letter of appreciation signed by the Chief, BUMED. The selection committee may also return some nominations, via the chain of command, to the supervisor with a recommendation for another award or form of recognition.

(2) Civilian of the Quarter recipients will receive:

(a) A Letter of Appreciation and command plaque presented by Chief, BUMED.

(b) A time off award of 8 hours.

(c) A cash award of $500.00.

(d) Their photograph displayed on the quarterdeck in Building One.

(3) Civilian of the Year recipients will receive:

(a) A Letter of Appreciation and command plaque presented by Chief, BUMED.

(b) A time off award of 16 hours.

(c) A cash award of $750.00

(d) Their photograph displayed on the quarterdeck in Building One.

b. Civilian Supervisor of the Year recipient will receive:

(1) A Letter of Appreciation and a desk nameplate identifying the individual as "Supervisor of the Year" and the year of recognition presented by Chief, BUMED.

(2) A time off award of 16 hours.

(3) Their photograph displayed on the quarterdeck in Building One.

10. Forms. BUMED 12451/4 (7-99), Civilian of the Quarter/Year Award Nomination Form, and BUMED 12451/5 (7-99), Civilian Supervisor of the Year Award Nomination Form. Both forms are available from the BUMED Forms Folder within the Microsoft Outlook software; choose "Public Folders," then "BUMED Washington," then "Forms," then the form title.

D. C. ARTHUR
Deputy

Civilian of the Quarter/Year Award Nomination Form

Name of Nominee:	Grade:	Code:

Please address the attributes listed below as they pertain to the nominee for the period for which nominated

Initiative:

Dependability:

Professionalism/competence:

Acceptance of responsibility:

Teamwork – member or leader:

Positive attitude:

Respect for others – Courtesy:

Written narrative justifying nomination – address efforts, accomplishments, achievements, etc during the quarter/year for which nominated

Name of Submitter:	Code:	Telephone:	Date:
Signature:	Endorser:		

Civilian Supervisor Of The Year Award Nomination Form

Name of Nominee	Grade	Code

Please address how the nominee has demonstrated knowledge of the current rules and policies of personnel management

Please address how the nominee has demonstrated a concern for subordinates

Name of Submitter:	Code:	Telephone:	Date:
Signature:	Endorser:		