

**CIVILIAN EMPLOYEE OF THE QUARTER OR YEAR NOMINATION**

**NAVSUPPACT NAPLES FORM 12451/2 (Rev 4-15)**

**1<sup>st</sup> Quarter** (Jan - Mar)     **2<sup>nd</sup> Quarter** (Apr – Jun)     **3<sup>rd</sup> Quarter** (Jul – Sep)     **4<sup>th</sup> Quarter** (Oct - Dec)  
 **Year** (Jan – Dec)

<input type="checkbox"/> <b>CATEGORY I</b> GS-1/UA-9/UC-8/NF-1 through GS-5/UA-5/UC-5/NF-2	<input type="checkbox"/> <b>CATEGORY II</b> GS-6/UA-4/NF-3 through GS-10/UA-2/NF-4	<input type="checkbox"/> <b>CATEGORY III</b> GS-11/UA-1/NF-5 through GS-14/QX
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**1. NAME OF EMPLOYEE (LAST Name, First Name, MI)**

**2. POSITION TITLE/PAY PLAN-SERIES-GRADE (i.e., Secretary/GS-318-05)**

**3. ORGANIZATION LOCATION (i.e., NAVSUPPACT Naples Code N1)**

**4. BRIEF DESCRIPTION OF JOB DUTIES**

**5. BRIEF DESCRIPTION OF PERFORMANCE UPON WHICH AWARD RECOMMENDATION IS BASED**

**NOMINATING SUPERVISOR**  
  
(Typewritten Name and Title)

**DEPARTMENT HEAD OR SPECIAL ASSISTANT**  
  
(Typewritten Name and Title)

(Signature)

(Signature)