



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACTNAPLESINST 12451.5C

N00/N01

17 Dec 2025

NAVSUPPACT NAPLES INSTRUCTION 12451.5C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: U.S. NAVAL SUPPORT ACTIVITY (NAVSUPPACT) NAPLES, ITALY, CIVILIAN  
EMPLOYEE OF THE QUARTER OR YEAR

Ref: CNREURAFCENTINST 12451.1F

Encl: (1) Civilian Employee of the Quarter or Year Nomination, NAVSUPPACT Naples Form  
12451/2 (Rev. 12-25)  
(2) Award Justification Form, CNREURAFCENT form 12451/1 (Rev 03-2024)

1. Purpose. To establish policy and procedures and implement procedures for nominating, selecting, and rewarding civilian employees at U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, on a quarterly and annual basis, in accordance with reference (a) and utilizing enclosures (1), (2) and (3).

2. Cancellation. NAVSUPPACTNAPLESINST 12451.5B.

3. Discussion. Formal recognition of outstanding, professional performance increases morale and productivity. Furthermore, contributions from civilian employees toward executing the command's mission should be given appropriate recognition.

4. Eligibility. All NAVSUPPACT Naples, General Services (GS), Appropriated Fund (APF), Non-Appropriated Fund (NAF), and local national civilian employees serviced by the Office of Civilian Human Resources (OCHR) and the NAF Human Resources Office may be nominated and selected for this award.

NOTE: The following Civilian Department Heads and Special Assistants are exempt from recognition under this program and should be recognized using other available means (i.e. special act, decorations, etc.) or through the **Civilian Supervisor of the Year (CSOY)**

**award**: Protocol, Training Officer, Emergency Management Officer; Fire Chief; Occupational Safety and Health Director; Installation Programs Integrator (IPI); Information Systems Director; Installation Comptroller; Fleet and Family Readiness Director, Fleet and Family Support Center Director; Morale, Welfare, and Recreation Director; Housing Director, CYP Director.

5. Program Responsibility. The success of this program is dependent on the participation of the command's department heads, special assistants, and their staff members to ensure deserving individuals are recommended for consideration:

a. Installation Executive Officer (IXO) will:

(1) Oversee installation awards, ensuring integrity, consistency, and compliance with reference (a);

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(2) Be established as chair of the Installation Awards Board, ensuring it reviews proposed civilian of the quarter/year submission for installation employees.

b. Installation Comptrollers will verify funding availability for the COQ/COY monetary award recommendations at the installation level.

c. Supervisors will:

(1) Recognize and reward eligible employees based on accomplishments and contributions above and beyond their regular duties.

(2) Ensure personnel receive copy of their approved award citation and are informed of scheduled awards ceremonies and that awardees are present, or N04C is informed of an awardee's absence.

d. Command Administration (N04C) will:

(1) Be responsible for ordering, processing, and presenting award supplies in support of the COQ/COY Program and for informing supervisors when their employees will receive an award at a scheduled award ceremony.

(2) Ensure all nominees and winners are recognized at the appropriate awards ceremony.

## 6. Action

a. Nominations. All the winners are to be documented on enclosure (3), and endorsed and approved at the appropriate level per reference (a). All nomination packets requiring review or processing will be submitted by department head/designated POC via ETMS2 tasker.

## 7. Categories of NAVSUPPACT Naples, Civilian Employee of the Quarter (COQ)/Year (COY).

a. In order to affect an equitable program, there are four categories:

**Junior Civilian Category (I):** GS-1/UA-9/UC-8/NF-1 through GS-5/UA-5/UC-5/NF-2.

**Civilian Category (II):** GS-6/UA-4/NF-3 through GS-9/UA-2/NF-4.

**Senior Civilian Category (III):** GS-10/UA-1/NF-5 through GS-13/QX.

**Civilian Supervisor of the Year (CSOY):** The Commanding Officer (CO), Executive Officer (XO), Command Master Chief (CMC), and Installation Program Integrator (IPI) will determine the CSOY. The CSOY Award is designed to recognize and reward civilian supervisors whose supervisory and leadership accomplishments, performance, and conduct are above the normal standards of excellence based on the fiscal year:

b. Eligibility. Nominees must oversee at least two full-time employees. All employee types are all eligible. Active Duty military members and contractors are not eligible for this award.

c. Nominations will be accepted from the following individuals: non-supervisors, supervisors, military personnel, etc. Contractors may not submit nominations. Nominations are submitted using enclosure (1), but do not require endorsement by supervisor or N-Code for submission.

d. The CSOY Selection Board will be comprised of the CO/XO/CMC/IPI. Nominees' will be evaluated on their demonstrated mentoring, professionalism, and leadership provided to their subordinates, and/or within the Command, during the timeframe covered in the award. Selection will be based on the merits of the written submission, whether the justification speaks to each of the critical elements outlined on enclosure (1), and any additional testimony allowed by the Chair during the selection process.

e. The CSOY will be recognized as part of an All Hands Call ceremony; receiving a certificate, command plaque, Civilian Service Achievement Medal, and a monetary award in the amount of \$3,000 as Special Act Award. The winner's photo will be displayed on the Command's awards billboard by the PAO.

#### 8. Nominating Procedures

a. COQ. Each department head or special assistant can nominate one individual from their department for consideration in categories I, II and III. Enclosure (1) must be completed and submitted to the Command Administration (N04C) via ETMS2 tasker by the following deadlines:

	<b>Nomination Deadline</b>
1st (October - December)	15 January
2nd (January - March)	15 April
3rd (April - June)	15 July
4th (July - September)	15 October

b. COY. Each department head or special assistant can nominate one individual from their department for consideration in categories I, II and III. XO and CO will determine the CSOY. Nominations from previous COQ winners are highly encouraged, but not required. Enclosure (1) must be completed and submitted to the Command Administration (N04C) via ETMS2 tasker no later than 15 October of each year;

c. Employees nominated must have been employed by NAVSUPPACT NAPLES for the entire quarter for which they are being nominated. Nominees from one quarter may be considered for COQ for a subsequent quarter of the same calendar year. Recipients of the COQ award can be nominated for the COQ again during the same rating year.

d. Descriptions/justifications will be limited to the space provided on the nomination form. Attachments will not be accepted. Nominations deviating from the requirements identified in this instruction, and in enclosure (1), will not be eligible for consideration unless they are corrected and returned by the deadlines identified above.

9. NAVSUPPACT Naples COQ/COY Review Board. The Review Board is comprised of the following department heads: XO, IPI, SECO, Fire Chief, Admin Officer, Air Ops, Safety, EM Officer, N6, PWO, N9, MWR Director, Housing Director, FFSC Director, CYP Director, and Gaeta OIC. A quorum is required.

a. COQ. The Board, headed by the XO, will convene quarterly to review the nominations. Typically, the board will convene one week after the nomination deadline. The Command Administration (N04C) will provide notice of meetings to the board. After the board members have had the opportunity to review and discuss the nominations, a vote will be conducted. The results of the vote will become the recommendation and will be forwarded to the Commanding Officer (CO) for final approval. In the event of a tie, the CO will make the final selection.

b. COY. The Board, headed by the XO, will convene no later than 30 October to review the nominations. After the board members have had the opportunity to review and discuss the nominations, a vote will be conducted. The results of the vote will become the recommendation and will be forwarded to the XO and CO for final approval. In the event of a tie, the CO will make the final selection.

10. Award Recognition. NAVSUPPACT Naples COQ/COY selectees will receive the following:

a. COQ. Recipients will receive a certificate, command plaque, and a monetary award in the amount of \$1,000.

b. COY. Recipients will receive a certificate, command plaque and a monetary award in the amount of \$3,000 and a Civilian Service Achievement Medal.

11. Award Presentation. The recipients will be honored at the next scheduled Command Awards Quarters, after final approval of the NAVSUPPACT Naples COQ/COY Review Board's recommendation(s). Admin Office will notify pertinent departments of the time, date, and location of the ceremony.

12. The Management Analyst will prepare the CNREURAFCENT Awards Justification Form for Department Head and CO signatures and subsequent submission to Human Resources.

13. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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14. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

RANDAZZO J. Digitally signed by  
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J. L. RANDAZZO

**Releasability and distribution:**

This instruction is cleared for public release and is available via the NSA Naples website:  
<https://cnreurafcen.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

<b>CIVILIAN EMPLOYEE OF THE QUARTER/YEAR/SUPERVISOR OF THE YEAR NOMINATION</b>			
<b>NAVSUPPACT NAPLES FORM 12451/2 (Rev 12-25)</b>			
<input type="checkbox"/> <b>1<sup>st</sup> Quarter</b> (Oct - Dec)	<input type="checkbox"/> <b>2<sup>nd</sup> Quarter</b> (Jan - Mar)	<input type="checkbox"/> <b>3<sup>rd</sup> Quarter</b> (Apr - Jun)	<input type="checkbox"/> <b>4<sup>th</sup> Quarter</b> (Jul - Sep)
<input type="checkbox"/> <b>Year</b> (Oct - Sep)			
<input type="checkbox"/> <b>JUNIOR CATEGORY I</b> GS-1/UA-9/UC-8/NF-1 through GS-5/UA-5/UC-5/NF-2	<input type="checkbox"/> <b>MID-LEVEL CATEGORY II</b> GS-6/UA-4/NF-3 through GS-9/UA-2/NF-4	<input type="checkbox"/> <b>SENIOR CATEGORY III</b> GS-10/UA-1/NF-5 through GS-14/Q-X	<input type="checkbox"/> <b>SUPERVISOR OF THE YEAR</b>
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 N04C)			
4. BRIEF DESCRIPTION OF JOB DUTIES			
5. BRIEF DESCRIPTION OF PERFORMANCE UPON WHICH AWARD RECOMMENDATION IS BASED			
NOMINATING SUPERVISOR		DEPARTMENT HEAD OR SPECIAL ASSISTANT	
(Typewritten Name and Title)		(Typewritten Name and Title)	
(Signature)		(Signature)	

## CNREURAFCENT AWARDS JUSTIFICATION FORM

### BLOCKS 1 - 10 TO BE COMPLETED BY NOMINATING OFFICIAL

<b>1. Employee Name</b>	<b>2. Command/Activity</b>	<b>3. UIC</b>	<b>4. Department</b>
<b>5. Date Arrived at Command/Activity</b>	<b>6. Position Title, PP/Ser/Gr</b>		<b>7. Period of Award</b>
<b>8. Nominator</b> CWO3 B.S. CURRAN, ADMIN OFFICER	<b>9. Nominator Signature</b>		

### 10. AWARD RECOMMENDATION

<input type="checkbox"/> On-the-Spot (\$25 - \$750) Amount:\$ _____	<input type="checkbox"/> Quality Step Increase (U.S. only) Current Step: _____
<input type="checkbox"/> Special Act (\$751 - \$10,000) Amount:\$ _____	<input type="checkbox"/> Honorary (specify): _____
<input type="checkbox"/> Civilian of the Quarter: _____	<input type="checkbox"/> Civilian of the Year: _____
<input type="checkbox"/> Time-Off: _____	<input type="checkbox"/> Supervisor of the Year: _____
<input type="checkbox"/> Other (specify): _____	

### 11. JUSTIFICATION FOR AWARD (required for all requests)

INDIVIDUAL TIME OFF AWARD  
EMPLOYEE NAME:  
TIME OFF: XX HOURS  
APPROVED BY THE INSTALLATION COMMANDING OFFICER CAPT JOHN L. RANDAZZO

### 12. ENDORSEMENT AND APPROVALS

A) Recommending Official:	C) Human Resources (N13):
B) Endorsing Official (as applicable):	D) Comptroller (N8) (as applicable):
E) Approving Official:	