



DEPARTMENT OF THE NAVY  
U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 12451.5B CH-2  
N01  
**13 DEC 2021**

NAVSUPPACT NAPLES INSTRUCTION 12451.5B CHANGE TRANSMITTAL 2

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

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

1. Purpose. To promulgate change 2 to subject instruction, reporting additional eligibility criteria to paragraph 4 of the basic instruction.

2. Action. Add the following sentence to page 1, paragraph 4, of the basic instruction:

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.): Emergency Management Officer; Fire Chief; Occupational Safety and Health Director; Installation Business Manager; Information Systems Department Director; Installation Comptroller; Fleet and Family Support Center Director; Morale, Welfare, and Recreation Director; Housing Director.

3. 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).

4. 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 `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.

  
J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa\\_naples/about/departments/administratio\\_n\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administratio_n_n1/administrative_services/instructions.html)



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NAVSUPPACTNAPLESINST 12451.5B CH-1  
N01  
3 MAR 2020

NAVSUPPACT NAPLES INSTRUCTION 12451.5B CHANGE TRANSMITTAL 1

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

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

1. Purpose. To promulgate change 1 to subject instruction.
2. Action. Remove paragraph 9 from basic instruction and insert new paragraph 9 as follows:

“9. Recognition. NAVSUPPACT Naples COQ/COY selectees will receive the following recognition:

a. COQ winners will receive recognition as part of an All Hands Call ceremony, a Letter of Commendation from the CO, 24-hour time-off award, and a plaque. There is no cash award associated with COQ.

b. COY winners will receive recognition as part of an All Hands Call ceremony, a Letter of Commendation from the CO, 40-hour time-off award, and a plaque. There is no cash award associated with COY.”

3. Records Management. Records created as a result of this change transmittal, regardless of media and format, must be managed per SECNAV M-5210.1.

  
T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cnmc.navy.mil/regions/cnreurafswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnmc.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)





## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 12451.5B

N01

23 FEB 2018

### NAVSUPPACT NAPLES INSTRUCTION 12451.5B

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

Encl: (1) Civilian Employee of the Quarter or Year Nomination, NAVSUPPACT Naples Form 12451/2 (Rev. 4-15)  
(2) Civilian Employee of the Quarter or Year Ballot, NAVSUPPACT Naples Form 12451/3 (Rev. 4-15).

1. Purpose. To establish 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.

2. Cancellation. NAVSUPPACTNAPLESINST 12451.5A.

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, Non-Appropriated Fund, and local national civilian employees serviced by the Naples Human Resources Office and the Naples Regional Business Office may be nominated and selected for this award.

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.

6. Categories of NAVSUPPACT Naples, Civilian Employee of the Quarter (COQ)/Year (COY). In order to affect an equitable program, there are three categories:

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

**Category II:** GS-6/UA-4/NF-3 through GS-10/UA-2/NF-4.

**Category III:** GS-11/UA-1/NF-5 through GS-14/QX.

7. 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 Admin Office by the following deadlines:

	<b>Nomination Deadline</b>
1st (January - March)	5 April
2nd (April - June)	5 July
3rd (July - September)	5 October
4th (October - December)	5 January

b. COY. Each department head or special assistant can nominate one individual from their department for consideration in categories I, II and III. Nominations may include recommendations for employees not previously nominated for COQ. Enclosure (1) must be completed and submitted to Admin Office no later than 15 January of each year.

c. Enclosure (1) may not be modified and must be typed using Times New Roman 12-point font. 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.

8. NAVSUPPACT Naples COQ/COY Review Board. The Review Board is comprised of each NAVSUPPACT Naples department head or special assistant who supervises civilian employees.

a. COQ. The Board will convene quarterly to review the nominations. Typically, the board will convene one week after the nomination deadline. The Admin Officer will provide notice of meetings to the board. After the board members have had the

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opportunity to review and discuss the nominations, a vote utilizing enclosure (2) will be conducted. The results of the vote will become the recommendation and will be forwarded to the Executive Officer (XO) and the Commanding Officer (CO) for final approval. In the event of a tie, the CO will make the final selection.

b. COY. Nominee submissions are due by 15 January. The Board will convene no later than 30 January to review the nominations. After the board members have reviewed and discussed the nominations, a vote utilizing enclosure (2), 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.

9. Award Amounts. NAVSUPPACT Naples COQ/COY selectees will receive monetary awards. Award funding is budgeted/allocated from within each award program.

a. COQ. Recipients will receive a certificate and a monetary award in the amount of \$500 each.

b. COY. Recipients will receive a certificate and a monetary award in the amount of \$1,000 each.

10. Award Presentation. An awards ceremony, honoring recipients will be held at the next scheduled Command Awards Quarters by the CO, 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.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

12. 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



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will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



T. A. ABRAHAMSON

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Lists: I through IV

Electronic via NAVSUPPACT Naples web site:

[https://www.cnmc.navy.mil/regions/cnreurafrswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnmc.navy.mil/regions/cnreurafrswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

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<b>CIVILIAN EMPLOYEE OF THE QUARTER OR YEAR NOMINATION</b>			
<b>NAVSUPPACT NAPLES FORM 12451/2 (Rev 4-15)</b>			
<input type="checkbox"/> <b>1<sup>st</sup> Quarter</b> (Jan - Mar)	<input type="checkbox"/> <b>2<sup>nd</sup> Quarter</b> (Apr – Jun)	<input type="checkbox"/> <b>3<sup>rd</sup> Quarter</b> (Jul – Sep)	<input type="checkbox"/> <b>4<sup>th</sup> Quarter</b> (Oct - Dec)
<input type="checkbox"/> <b>Year</b> (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	
<b>1. NAME OF EMPLOYEE (LAST Name, First Name, MI)</b>			
<b>2. POSITION TITLE/PAY PLAN-SERIES-GRADE (i.e., Secretary/GS-318-05)</b>			
<b>3. ORGANIZATION LOCATION (i.e., NAVSUPPACT Naples Code N1)</b>			
<b>4. BRIEF DESCRIPTION OF JOB DUTIES</b>			
<b>5. BRIEF DESCRIPTION OF PERFORMANCE UPON WHICH AWARD RECOMMENDATION IS BASED</b>			
<b>NOMINATING SUPERVISOR</b>  <div style="text-align: center;">(Typewritten Name and Title)</div>		<b>DEPARTMENT HEAD OR SPECIAL ASSISTANT</b>  <div style="text-align: center;">(Typewritten Name and Title)</div>	
<div style="border-top: 1px solid black; width: 100%;"></div> (Signature)		<div style="border-top: 1px solid black; width: 100%;"></div> (Signature)	

## CIVILIAN EMPLOYEE OF THE QUARTER SELECTION

NAVSUPPACT NAPLES FORM 12451/3 (New 4-15)

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