



DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET  
P.O. BOX 357068  
NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 12451.1 CH-1  
N1

JAN 27 1999

FASOTRAGRUPAC INSTRUCTION 12451.1 CHANGE TRANSMITTAL 1

Subj: INCENTIVE AWARD PROGRAM

1. Purpose. To promulgate change 1 to the basic instruction To provide revised policy guidance to the Civilian of the Quarter/Year (COQ/COY) award program.

2. Action.

a. Paragraph 9.b.: Add the following sentence:

Nomination for COQ/COY must be submitted via Letter of Nomination with a Proposed Letter of Commendation included as an enclosure.

b. Add subparagraphs 9.d. and 9.e.

d. To be eligible for nomination as COQ, employees must:

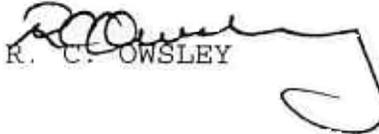
(1) Be a GS-10 or a WG-11 and below.

(2) Have been employed by FASOTRAGRUPAC for at least 90 days.

(3) Have no record of civil convictions or adverse actions during the previous year.

(4) Have not been selected as Civilian of the Quarter during the previous four quarters.

e. To be eligible for nomination as COY, employees must meet requirements in paragraphs 9.d.(1), (2), and (3), and have not been selected as COY during the past two fiscal years.

  
R. C. OWSLEY

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FASOTRAGRUPACINST 5216.2V  
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