



Naval Medical Logistics Command

COQ/COY Recommendation

Date:

COQ/COY Recommendation (Check One)

1st Qtr Jan-Mar 2nd Qtr Apr-Jun 3rd Qtr Jul-Sep 4th Qtr Oct-Dec COY Jan-Dec

Nominee:	Code	Position, Series, Grade
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Originator's Signature:	Date Signed:
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Director's Signature:	<input type="checkbox"/> Recommended	Date Signed:
	<input type="checkbox"/> Not Recommended	

Position Description/Duties:

Awards/Recognitions During this Period:

Award Justification: Please check the appropriate contribution(s) for Mission Impact and Personal Attributes the employee has preformed that warrants the award and cite specific examples for each contribution.

Mission Impact:	Cite Specific Examples
<input type="checkbox"/> Technical Competency	
<input type="checkbox"/> Recource Savings	
<input type="checkbox"/> Productivity	
<input type="checkbox"/> Customer Service	
<input type="checkbox"/> Other	

Personal Attributes:	Cite Specific Examples
<input type="checkbox"/> Professional Development	
<input type="checkbox"/> Collateral Duties	
<input type="checkbox"/> Team Work	
<input type="checkbox"/> Community Involvement	
<input type="checkbox"/> Other (describe)	

Awards Board:

Selected as Junior/Senior COQ for ____ Qtr

Selected as Junior/Senior COY for ____ Calendar Year

Not Selected as Junior/Senior COQ/COY

To be completed by Human Resources:	
<p>Nominees</p> <p><input type="checkbox"/> SF52 Completed—4 hrs time off award</p> <p><input type="checkbox"/> Copy of SF50 to Recipient, Code 08, and File</p> <p><input type="checkbox"/> Letter of Appreciation (LOA) Complete—File</p> <p><input type="checkbox"/> LOA and Coin Presented at Awards Ceremony</p>	<p>Selectees</p> <p><input type="checkbox"/> COQ SF52 Completed—16 hrs time off and \$500</p> <p><input type="checkbox"/> COY SF 52 Completed—24 hrs time off and \$1,000</p> <p><input type="checkbox"/> Copy of SF 50 to Recipient, Code 08, and File</p> <p><input type="checkbox"/> Letter of Appreciation (LOA) Complete—File</p> <p><input type="checkbox"/> Command Plaque and Photo Ordered</p> <p><input type="checkbox"/> LOA, Plaque, and Coin Presented at Awards Ceremony</p> <p><input type="checkbox"/> Public Affairs Announcement (PAO)</p>

