



DEPARTMENT OF THE NAVY
NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 1650.2A
M1A
5 Aug 08

NAVMEDEAST INSTRUCTION 1650.2A

Subj: NAVY MEDICINE EAST (NME) STAFF MEMBER OF THE QUARTER PROGRAM

Enc: (1) Staff Member of the Quarter Award Certificate/Letter

1. Purpose. To recognize and reward command staff members for exceptional performance.

2. Policy

a. All staff members assigned to Navy Medicine East (NME) are eligible for this award. This includes all Military and Civil Service personnel regardless of pay grade or position.

b. Members previously selected as Staff Members of the Quarter, and those that have been previously nominated are eligible to compete for the award.

c. The Staff Member of the Quarter will be selected during the final week of March, June, September and December of each year.

3. Action

a. The Admin Chief will solicit nominations from NME staff members during the first week of that quarter's final month. Any staff member has the ability to nominate another co-worker for this award. The deadline for nominations will be on the 15th of that quarter's final month. Nominations should include a brief description or statement of the member's accomplishments during the quarter.

b. The Admin Chief will collect all nominations and give the names to each respective DCoS. Each DCoS will select one member from their directorate to compete for the award.

c. The ACoS will convene a selection board with all DCoS' during the final Director's meeting of the quarter. The selection board will nominate one candidate for the Chief of Staff's final approval.

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d. Winning Military staff members will receive 1 day of special liberty to be used during the next quarter. Winning Civil Service Personnel will receive 8 hours of annual leave to be used during the next quarter. Each winning member will receive formal recognition during a designated ESC meeting in the form of a Letter of Commendation signed by the Admiral.



PETER F. O'CONNOR
Chief of Staff