



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 3590.1  
PAO  
15 Aug 02

NTC GREAT LAKES INSTRUCTION 3590.1

From: Commander, Naval Training Center, Great Lakes

Subj: THE EVERYDAY EXCELLENCE (E<sup>2</sup>) AWARDS PROGRAM

Ref: (a) SECNAVINST 3590.4A

Encl: (1) Sample E<sup>2</sup> nomination memo

1. Purpose. To establish the "Everyday Excellence" (E<sup>2</sup>) awards program to recognize Naval Training Center (Complex) Great Lakes personnel providing exceptional everyday service.

2. Background. During the 7 Jan 02 CNTC all hands call, RADM Rondeau spotlighted eight Great Lakes employees who, through their commitment to service and dedication to duty, exemplified "Everyday Excellence" in their jobs. "Everyday Excellence" is not the exclusive province of Sailors and Civilians of the Quarter. "Everyday Excellence" is resident in any member of the Great Lakes team who takes exceptional pride in his or her job, goes the extra mile to help customers, constantly strives for excellence and improvement, and in doing so, contributes to and enhances Great Lakes' primary mission: Training.

3. Procedures

a. Any command member may nominate any other command member for the E<sup>2</sup> award. Every member of the Great Lakes team is eligible for the award - officer, enlisted, civilian, contractor, etc.

b. Nominations will be submitted in writing, via the chain of command, to the NTC Great Lakes Public Affairs Office (Bldg 1, Rm B25). Electronic submissions are also acceptable and may be sent to [todd.willebrand@cnet.navy.mil](mailto:todd.willebrand@cnet.navy.mil), provided they come from the employee's CO, OIC, Dept. Head or Special Asst. The nomination must include a statement, a sample of which is included as enclosure (1), outlining the "Everyday Excellence" demonstrated by the nominee. The "Everyday Excellence" must be work-related.

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c. The E<sup>2</sup> award is not intended to recognize people for on-the-spot achievements or special projects. Rather, it is designed to reward sustained excellence over time - those individuals whose performance, day in and day out, is truly representative of the term "Everyday Excellence".

d. NTC PAO will forward all nominations to CNTC for final approval and will ensure the E<sup>2</sup> awards program is managed in accordance with the guidelines established in reference (a).



A. E. RONDEAU

Distribution:  
NTCGLAKESINST 5216.5M  
Lists I, II (Case A), III-A, B, C,  
IV, V, VI, VII, VIII

Sample E<sup>2</sup> Nomination Memo

DD MMM YYYY

From: CO, OIC, Department Head or Special Assistant  
To: Commander, NTC Great Lakes (Attn: PAO)

Subj: EVERYDAY EXCELLENCE (E<sup>2</sup>) AWARD NOMINATION

Ref: (a) NTCGLAKESINST 3590.1

1. IAW reference (a), the following nomination for the Great Lakes Everyday Excellence (E<sup>2</sup>) Award is submitted on behalf of Ms. Jane Doe, staff writer, NTC Public Affairs Office.

2. Ms. Doe's contribution to this office over the past six months has been overwhelming. Through her work ethic, sound judgement and creative problem solving, she increased the productivity in our office by a factor of ten. She is a team player in every respect, and she would do anything to help one of her co-workers to get the job done.

3. Her writing is always of the highest quality. She uses her substantial talents to tell the Great Lakes story through her prolific contributions to the Great Lakes Bulletin. Always one to keep mission first on her priority list, she consistently produces intriguing articles on Sailors in training and those who provide it. Specific accomplishments include:

- Wrote 24 feature articles for the Great Lakes Bulletin and other Navy publications, many of which were published in the Navy-wide Navy Wire Service.

- Assisted with escorting media in support of visits by SECDEF, CNO and SECNAV.

- Volunteers to man a camera position for tapings of Great Lakes' command information program, "In Step."

- Active member of the NTC Civilian Wellness committee.

Ms. Doe is a tremendous asset to the public affairs staff, NTC Great Lakes and the Navy as a whole. Her daily contributions to mission, can-do attitude, willingness to take on any challenge and team spirit truly reflect her Everyday Excellence.

I. M. BOSS

Enclosure (1)