**Naval Postgraduate School**

 **The President, Naval Postgraduate School takes pleasure in presenting the Department of the Navy MERITORIOUS CIVILIAN SERVICE AWARD to:**

**(Ms./Mr.) Joe D. Sailor**

**for service as set forth in the following**

**CITATION**

 **For sustained meritorious civilian service while serving as (Job Position) in the** **(Department) at the Naval Postgraduate School (NPS) in Monterey, California from (Month) 20xx to (Month) 20xx.**

**(Specify what specific contributions you are recognizing and the importance of these contributions to NPS/Navy. Note that the citation must be limited to 28 lines of text. NAME has been instrumental in… His/Her attention to detail during this period in regard to … has been significant. He/She has demonstrated excellent leadership and professionalism by… The role NAME played in completing the XXX project was an important contribution to the success of …NAME’s diligence in serving patrons, in particular faculty and students, has been noteworthy in that he was willing to take on any question and find an answer. NAME developed an excellent working relationship with assigned departments and was regularly sought out to provide technical information…**

**(Ms./Mr.) Sailors’ distinctive accomplishments and impressive devotion reflected credit upon himself/herself, the Naval Postgraduate School, and the Department of the Navy.**

**ANN E. RONDEAU**

**Vice Admiral, U.S. Navy (Ret.)**

**President, Naval Postgraduate School**