



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON DC 20374-5066

IN REPLY REFER TO

COMNAVLEGSVCCOMINST 1650.1A
61 (60/004)

COMNAVLEGSVCCOM INSTRUCTION 1650.1A

Subj: JUNIOR OFFICER OF THE QUARTER / SAILOR OF THE QUARTER
PROGRAMS

Encl: (1) Format for Nomination

1. Purpose. To establish and implement procedures for the Junior Officer of the Quarter and Sailor of the Quarter Programs within Naval Legal Service Command.

2. Cancellation. COMNAVLEGSVCSOMINST 1650.1

3. Discussion. Programs to select Junior Officers of the Quarter and Sailors of the Quarter are widely used in the Navy to formally recognize outstanding personnel. Within Naval Legal Service Command, it is appropriate to recognize the "frontline" personnel - our junior officers and enlisted professionals - who deliver the bulk of the Navy's legal services on a daily basis.

4. Eligibility

a. The Junior Officer of the Quarter Program is available to any Navy or Marine Corps commissioned officer (pay grade O-3) and below, including Limited Duty Officers (Law)), attached to the headquarters or a field component of Naval Legal Service Command.

b. The Sailor of the Quarter Program is available to any Navy Petty Officer or Marine Corps noncommissioned officer in pay grade E-6 and below, attached to the headquarters or a field component of Naval Legal Service Command.

5. Selection Criteria. The intent of these programs is to recognize the very best junior officers and enlisted personnel within Naval Legal Service Command. Selection criteria includes, but is not limited to, the following demonstrated character traits and performance during a calendar quarter:

a. Performance of duty: professionalism, technical proficiency, and noteworthy achievements contributing to the mission accomplishment of the member's command or activity.

b. Excellence in leadership.

c. Teamwork, motivation, pride, and patriotism.

d. Participation in community affairs or other off-duty activities that enhances the image of the Navy or Marine Corps.

e. Acts of heroism, awards, letters of commendation and/or appreciation.

f. Off-duty education, as well as professional education acquired through DoD, Navy, or Marine Corps schools and correspondence courses.

6. Selection Board. Commander, Naval Legal Service Command (CNLSC), shall appoint members and convene a selection board on a quarterly basis to review the nominations received for both programs. The Chairperson and permanent advisor to the Junior Officer of the Quarter Board shall be the Lieutenant/LDO Law Detailer (PERS 4416C), and the Chairperson and permanent advisor to the Sailor of the Quarter Board shall be the CNLSC Command Master Chief.

7. Chairperson Duties. Duties of the Chairperson shall include the following:

a. Screen all nomination packages for completeness.

b. Arrange for a time and place to convene the selection board and notify all board members.

c. Following board selection, ensure promulgation of Board results by best means, and ensure appropriate letters are prepared for CNLSC's signature.

d. Ensure appropriate support for the program is provided at the headquarters and in the field.

8. Recognition. As the primary purpose of the Junior Officer of the Quarter and Sailor of the Quarter programs is to recognize outstanding command personnel, the following elements of recognition will be provided to each selectee:

a. CNLSC Letter of Commendation.

b. Display of his/her photograph at NLSC headquarters, and at an appropriate location within his/her command or activity.

c. Three days shore leave for the Junior Officer of the Quarter and 72 hours special liberty for the Sailor of the Quarter, at a time mutually agreeable to the selectee and his/her commanding officer.

d. Appropriate base/hometown news release, if desired by the selectee.

e. Other consideration as determined by the selectee's commanding officer.

9. Other Competitions. A Legalman selected as Sailor of the Quarter shall not automatically become a nominee for the Navy wide Legalmen of the Year competition.

10. Action

a. Components of the Naval Legal Service Command shall establish procedures for evaluating and nominating candidates for these programs. No command or activity is required to submit a nomination each quarter. Nomination packages are limited to two pages in total length in the format provided in enclosure (1). Nominations must be received by CNLSC (Code 61) no later than 20 days after the end of each calendar quarter.

b. The Vice Commander, Naval Legal Service Command, and the CNLSC Command Master Chief shall implement the provisions of this instruction.


J. E. MCPHERSON

Distribution:

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FORMAT FOR NOMINATION - NO MORE THAN TWO PAGES IN LENGTH

From:

To: Commander, Naval Legal Service Command

Subj: JUNIOR OFFICER OF THE QUARTER / SAILOR OF THE QUARTER
NOMINATION FOR _____

Ref: (a) COMNAVLEGSVCCOMINST 1650.1A

1. In accordance with reference (a), _____ is
nominated for [Junior Officer of the Quarter / Sailor of the
Quarter] for the period _____.

2. [Synopsis of significant professional and/or personal
achievements that warrant selection.]

3. Commanding Officer's comments: