



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
1322 PATTERSON AVENUE SE SUITE 3000  
WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO:

JAG/CNLSCINST 1650.1B  
Code 61  
JUL 19 2012

JAG/COMNAVLEGSVCCOM INSTRUCTION 1650.1B

From: Judge Advocate General  
Commander, Naval Legal Service Command

Subj: JUDGE ADVOCATE GENERAL'S CORPS MILITARY PERSONNEL  
AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1[series]  
(b) Secretary of the Navy Manual 5210.1  
(c) Department of Defense Directive 5500.07-R

Encl: (1) Personal Military Decorations  
(2) OJAG and NLSC Superior Performance Awards Guidance  
(3) NLSC Sailor of the Year Award (SOY) and  
OJAG Legalman of the Year (LOY) Award Guidance  
(4) NLSC Junior Officer of the Quarter Award (SOQ) and  
NLSC Sailor of the Quarter (JOQ) Award Guidance  
(5) Navy Reserve Law Program Awards Guidance

1. Purpose. To establish procedures and criteria for awards to recognize active and reserve military personnel under the cognizance of the Judge Advocate General (OJAG) and/or Commander, Naval Legal Service Command (CNLSC).

2. Cancellation. COMNAVLEGSVCCOM INSTRUCTION 1650.1A

3. Policy. Supervisory personnel must ensure that outstanding performance is recognized. Each command and activity within the JAG Corps shall establish methods for evaluating and nominating candidates based on exceptional performance and accomplishments that surpass levels normally expected of their rank, rate or experience. This instruction applies to all JAG Corps personnel for all awards except those addressed by reference (a).

4. Records Management. Any records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (b).

5. Award Submissions. All award nomination packets, unless otherwise directed, shall be submitted electronically to:  
ojagawards@navy.mil.

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6. Award Coordination

a. The Flag Secretary for the Deputy Judge Advocate General (001FS) will coordinate the processing of personal military decorations for OJAG/NLSC personnel not addressed elsewhere in this instruction.

b. The OJAG Military Personnel Division (Code 61) shall coordinate the nominations for the officer awards listed in paragraph 8 of this instruction. Code 61 shall also coordinate nominations of active duty officer and enlisted personnel for awards established by organizations outside the U.S. Government.

c. The JAG Corps Senior Enlisted Advisor (Code 004) shall coordinate the Legalman of the Year and the Naval Legal Service Command Sailor of the Quarter/Sailor of the Year.

d. The OJAG Reserve Affairs and Operations Division (Code 62) shall coordinate all awards for Navy Reserve personnel, including personnel nominated for awards established by organizations outside the U.S. Government.

7. Personal Military Decorations. Recommendations for personal military decorations for active duty personnel will be submitted to the Flag Secretary in accordance with reference (a) and enclosure (1).

8. OJAG and NLSC Awards

a. Under the criteria outlined in enclosures (2) through (4), the following awards are open to personnel serving on active duty and assigned to OJAG and NLSC during a Fiscal Year (FY):

(1) OJAG and NLSC Superior Performance Awards

(a) OJAG Military Justice Officer of the Year (OJAG Codes 02 and 05)

(b) OJAG Action Officer of the Year (OJAG Codes 01,06 and Special Assistant for Strategic Planning (SASP))

(c) NLSC Junior Officer of the Year

(d) NLSC Defense Counsel of the Year

(e) NLSC Trial Counsel of the Year

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- (f) NLSC Legal Assistance Attorney of the Year
- (g) NLSC Command Services Attorney of the Year
- (h) NLSC Recruiter of the Year
- (2) Annual Enlisted Recognition Awards
  - (a) NLSC Sailor of the Year
  - (b) OJAG Legalman of the Year
- (3) Quarterly Officer and Enlisted Recognition Awards
  - (a) NLSC Junior Officer of the Quarter
  - (b) NLSC Sailor of the Quarter

b. Candidates for OJAG and NLSC Superior Performance Awards may be nominated for only one award category per year, and no member who has won any such award may be nominated again the following year in the same category.

c. The OJAG Superior Performance Awards, the NLSC Superior Performance Awards, the OJAG Legalman of the Year, and the NLSC Sailor of the Year are selected annually each fiscal year. Detailed guidance is provided in enclosures (2) and (3).

d. NLSC Junior Officer and Sailor of the Quarter awards shall be presented four times a year for performance exhibited during the preceding quarter. Detailed guidance is provided in enclosure (4).

9. Navy Reserve Law Program Awards

a. The following annual awards are open to individuals and units supporting the Navy Reserve (Judge Advocate General's Corps) program:

- (1) RADM Gerald E. Gilbert Cup Unit Award
- (2) RADM Hugh H. Howell, Jr. Award of Excellence (two awards in each category authorized per year)
  - (a) Reserve Senior Officer (O-5 and above)
  - (b) Reserve Junior Officer (O-4 and below)

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- (c) Reserve Legalman (E-5 and below)
- (d) Reserve Law Program Unit
- (e) Active Duty Supported Command
- (3) Reserve Legalman of the Year Award (E-6)
- (4) MCPO Delbert Black Leadership Award (E-7 and above)

b. Eligibility, level of recognition and the frequency of presenting the above awards is provided in enclosure (5).

10. Awards from Outside Organizations. Distinct from military awards, JAG Corps members are also eligible for honors given by professional and affinity groups outside the U.S. Government. If eligible, commands are encouraged to submit their nominations to Code 61 for active duty members or Code 62 for reservists.

a. Code 61 (Code 62 for reservists) will ensure nominations are consolidated and brought to the attention of JAG Corps leadership for approval and endorsement as required.

b. For awards that limit the number of submissions, or that require the ranking of nominees, special boards may be convened to select the final nominee(s) using the process described in paragraph 11 of this instruction.

c. If ranking is not required or nominations are unlimited, the Assistant Judge Advocate General for Operations and Management (AJAG 06) may approve active duty nominees. Code 62 may approve Navy Reserve nominees. In either case, the Deputy Assistant Judge Advocate General (DAJAG) for Military Personnel (Code 61) may sign endorsements upon approval by the DJAG, AJAG 06, or Code 62 as applicable.

d. Before accepting an award from an outside organization, Commands or Judge Advocates notified of their selection for such an award shall inform Code 61 if an active duty member, or Code 62 if a reserve member, so that JAG Corps leadership is aware of the recognition received.

11. Awards Boards. For awards other than personal military awards, the Assistant Judge Advocate General for Operations and Management (AJAG 06) will appoint members and convene boards to review, rank or select nominations for any Active Duty awards

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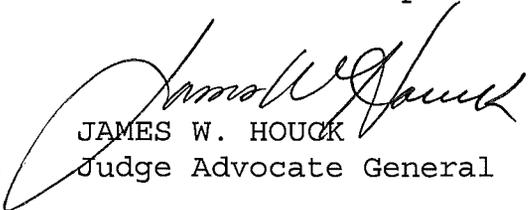
referenced in this instruction, as well as to consider nominations for other awards not mentioned herein. This authority may be delegated to the Director, Military Personnel Division (Code 61). The Deputy Judge Advocate General for Reserve Affairs and Operations (DJAG RA&O) shall have equal authority regarding Navy Reserve JAG Corps award boards. Awards board composition and appointment criteria for specific awards, if relevant, are detailed in enclosures (1) through (5).

12. Board Management. Codes 61 and Code 62 shall manage their respective awards boards and ensure that all boards are convened in a timely manner and that selections are forwarded to the JAG, AJAG 06, CNLSC or DJAG RA&O, as appropriate, for approval.

13. Travel and Honoraria. All personnel who are selected for an award from a non-Department of Defense (DOD) entity, including professional and affinity groups, must ensure that any gifts of travel, gifts in kind, honoraria or complimentary attendance complies with reference (c). Personnel should consult with the Administrative Law Division (Code 13) to determine what may be accepted and whether the member may attend an event in their official capacity on Government-funded travel.

14. Awards Presentation. Awards listed in paragraph 8, unless otherwise directed, should be presented by the recipient's own commanding officer, division director or AJAG. However, the SOY and LOY awards will be presented by the JAG/CNLSC. For awards from outside organizations, winners may attend events to accept provided they comply with paragraph 13. When permissible under reference (c) and otherwise feasible, a senior member of the JAG Corps should attend such events as an official representative. Recipient(s) and/or their Commanding Officer, Division Director, or Senior Staff Judge Advocate, will provide Code 61 (for active duty awardees) or Code 62 (for reserve awardees) with the names of those attending award events on behalf of the JAG Corps.

  
NANETTE M. DERENZI  
Commander, Naval Legal Service  
Command

  
JAMES W. HOUCK  
Judge Advocate General

Distribution:

Electronic only via the OJAG web site: <http://www.jag.navy.mil>;  
and the Navy Directives Web site <http://doni.dpas.dla.mil>

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**OJAG and NLSC Personal Military Decorations Guidance**

1. Purpose. To provide procedures and amplification of guidance provided in reference (a) for the nomination, processing, and approval of personal military decorations at OJAG and NLSC headquarters.
2. Awards Board. The awards board shall make recommendations on all awards that require signature and approval by the Judge Advocate General (JAG), Commander, Naval Legal Service Command (CNLSC), or higher approval authority. For officer awards, the awards board shall consist of the four Assistant Judge Advocates General (AJAGs). For enlisted awards, the awards board shall consist of the four AJAGs and the Command Master Chief.
3. Timing. If the final awarding authority is JAG or CNLSC, award nominations must be received by the Flag Secretary via email 60 days prior to the desired presentation date. Awards requiring higher approval authority must be received 90 days prior to the desired presentation date. Awards received after a member transfers or separates must be accompanied with a draft apology letter to be signed by the JAG or CNLSC.
4. Submissions. All awards nominations must be accompanied with the following:
  - a. A draft citation. Model citations can be requested from the Flag Secretary. In the case of Meritorious Service Medals and Legions of Merit, the maximum citation length is 23 lines. In the case of Navy and Marine Corps Achievement Medals and Navy and Marine Corps Commendation Medals, the maximum citation length is 7.5 lines. Spell out all acronyms when first used.
  - b. A complete Personal Award Recommendation (OPNAV 1650/3), to include a summary of action. The most recent version of the OPNAV 1650/3 is available at the Navy Department Awards Web Service (NDAWS) webpage.
    - (1) Block 19 of the OPNAV 1650/3 (previous personal decorations and period recognized) requires particular attention. Ensure Block 19 matches the NDAWS record of the service member being nominated for an award. If a nominee's NDAWS record is inaccurate, please list the inaccuracies in the email used to submit the award. There is no need to delay an award submission if NDAWS is inaccurate. However, if you find an inaccuracy in the nominee's record, please have the nominee contact the Flag Secretary to assist with updating NDAWS.

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(2) Full justification must be provided for submitted awards, regardless of the level of award. Ensure Block 35 (Summary of Action) is filled with accurate and sufficient information. Spell out all acronyms when first used.

5. Split Tours Policy. Split tours will be treated as a single tour for awards purposes. If recommended and deserving, personnel will receive a single award at the end of the second tour, which incorporates input from both tours.

a. A split tour occurs when an individual is assigned to an OJAG or NLSC headquarters element (to include Navy-Marine Corps Appellate Review Activity and the Navy-Marine Corps Court of Criminal Appeals) and then leaves the assignment before the regularly scheduled permanent change of station (PCS) termination date to go to another OJAG or NLSC headquarters element (e.g., from Code 13 to Code 14), or assigned temporarily to another DoD or DON organization in the National Capital Region (e.g., from Code 10 to OPNAV N3/N5).

b. There are some circumstances when an individual may be eligible for award consideration despite a departure before a PCS termination date. A person may be eligible for award consideration after a move within OJAG/NLSC headquarters at the two-year point because many PCS tours last two years.

c. If an individual is ordered to an OJAG/NLSC headquarters element for a one-year PCS assignment, such individuals will be eligible for award consideration after completion of the PCS assignment, even if they receive a second set of PCS orders within OJAG/NLSC headquarters.

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**OJAG and NLSC Superior Performance Awards Guidance**

1. OJAG Military Justice Officer of the Year (Codes 02 and 05)

a. The Judge Advocate General will recognize one Navy or Marine Corps judge advocate, O-4 or below, each fiscal year for excellence in military justice advocacy or administration. Nominations shall be made by Division Directors.

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence in military justice knowledge and execution as evidenced by quantifiable accomplishments in the appellate courtroom, or demonstrated excellence in the administration outside of the courtroom, or demonstrated excellence in support of trial or appellate litigation.

(2) Service to the community, including service to the member's military or civilian community or other achievements that directly enhance the mission and reputation of OJAG.

2. OJAG Action Officer of the Year (Codes 01, 06 and SASP)

a. The Judge Advocate General will recognize one Navy or Marine Corps judge advocate, O-4 or below, each fiscal year for excellence as an action officer in any of the areas of Civil Law, Operations and Management, and Strategic Planning. Nominations shall be made by Division Directors.

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence in Civil Law, Operations and Management, or Strategic Planning during the fiscal year, as evidenced by the complexity and quality of the nominee's work product.

(2) Service to the community, including service to the member's military or civilian community, or other achievements that directly enhance the mission and reputation of OJAG.

3. NLSC Junior Officer of the Year

a. Commander, Naval Legal Service Command (CNLSC) will recognize one junior officer, O-3 or below, each fiscal year for

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superior performance. Nominations can be made by Defense Service Office (DSO) and Region Legal Service Office (RLSO) Commanding Officers. Any Junior Officers assigned to the Trial Counsel Assistance Program (TCAP) or to the Defense Counsel Assistance Program (DCAP) are also eligible and may be nominated by their respective Director.

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence in performance of assigned duties during the fiscal year, as evidenced by complexity of work, quality and/or quantity of work performed by the nominees.

(2) Service to the community, including the member's military or civilian community or other achievements that directly enhance the mission and reputation of NLSC.

#### 4. NLSC Defense Counsel of the Year

a. CNLSC will recognize one judge advocate, O-3 or below, each fiscal year for excellence in trial defense advocacy. Nominations shall be made by DSO Commanding Officers. Junior officers assigned to the Defense Counsel Assistance Program (DCAP) are also eligible and may be nominated Director, DCAP.

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence in defense advocacy at the trial level during the past year as evidenced by quantifiable accomplishments in the courtroom, at administrative separation proceedings, boards of inquiry, and/or other individual client defense advocacy.

(2) Metrics identifying the number of cases to which nominee was detailed and specifying whether nominee served as lead counsel or second chair. In addition, indicate number of cases contested and number of guilty plea cases.

(3) Service to the community, including the member's military or civilian community or other achievements that directly enhance the mission and reputation of NLSC.

#### 5. NLSC Trial Counsel of the Year

a. CNLSC will recognize one judge advocate, O-3 or below, each fiscal year for excellence in trial advocacy on behalf of the Government. Nominations shall be made by RLSO Commanding Officers. Junior Officers assigned to the Trial Counsel

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Assistance Program (TCAP) are also eligible and may be nominated by Director, TCAP.

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence in trial advocacy on behalf of the Government at the trial level during the past year, as evidenced by quantifiable accomplishments in the courtroom.

(2) Metrics identifying the number of cases to which nominee was detailed and specifying whether nominee served as lead counsel or second chair. In addition, indicate number of cases contested and number of guilty plea cases.

(3) Service to the community, including the member's military or civilian community or other achievements that directly enhance the mission and reputation of NLSC.

6. NLSC Legal Assistance Attorney of the Year

a. CNLSC will recognize one judge advocate, O-3 or below, each fiscal year for excellence in providing legal assistance. Nominations shall be made by RLSO Commanding Officers (and DSO Commanding Officers for FY12).

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence in legal assistance during the fiscal year, as evidenced by, complexity of work, quality and quantity of work performed by the nominee; including number of clients and volume of services delivered.

(2) Service to the community, including the member's military or civilian community or other achievements that directly enhance the mission and reputation of NLSC.

7. NLSC Command Services Attorney of the Year

a. CNLSC will recognize one judge advocate, O-3 or below, each fiscal year for excellence in providing command services. Nominations shall be made by RLSO Commanding Officers.

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence in command services during the fiscal year, as evidenced by complexity of work, quality of work and quantity of work performed by the nominees; including number of clients and volume of services delivered.

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(2) Service to the community, including the member's military or civilian community or other achievements that directly enhance the mission and reputation of NLSC.

8. NLSC Recruiter of the Year

a. CNLSC will recognize one judge advocate, O-3 or below, each fiscal year for superior performance in recruiting duty. Nominations can be made by Defense Service Office (DSO) and Region Legal Service Office (RLSO) Commanding Officers.

b. Nominations will be evaluated on demonstrated superior performance in recruiting, as evidenced by number of law schools visited, number of students contacted, number of interviews and number of applicants directly associated with the individual's recruiting efforts, and unique or novel and effective recruiting initiatives directly associated with the individual's efforts.

9. Nomination Packages: Nomination packages for all of the above listed awards should be submitted on command letterhead using the following template and must include:

a. Summary of Performance: A description, not to exceed 1,000 words, stating how the nominee meets the award's criteria

b. A draft Navy and Marine Corps Achievement Medal citation

c. OPNAV 1650 Personal Award Recommendation Form

d. A one paragraph summary of achievements for posting in a From the Flags announcement.

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**SAMPLE FORMAT**

**LETTERHEAD**

From: \_\_\_\_\_  
To: Commander, Naval Legal Service Command (or)  
Assistant Judge Advocate General (Operations)  
Subj: NOMINATION OF \_\_\_\_\_ FOR THE OJAG/NLSC \_\_\_\_\_  
AWARD OF THE YEAR IN \_\_\_\_\_ (category) \_\_\_\_\_  
Encl: (1) Summary of Performance (1000 word limit)  
(2) Navy and Marine Corps Commendation Medal citation  
draft  
(3) OPNAV 1650 Personal Award Recommendation Form  
(4) One paragraph summary of achievements to include in  
quarterly From the Flags announcement

1. It is my pleasure to nominate \_\_\_\_\_ for a \_\_\_\_\_  
Award for the period 01 October 20\_\_\_\_ to 30 September 20\_\_\_\_.

2. Enclosure (1) summarizes the nominee's performance and  
achievement that merit this award. The following biographical  
information is provided:

- a. Nominee's Name:
- b. Years of Military Service:
- c. Grade:
- d. Service:
- e. Present Duty Assignment:
- f. Previous Duty Assignments:
- g. Civilian and Professional Military Education:
- h. Bar and Professional Organization Membership:
- i. Military Awards:

3. If you have any questions or require additional information,  
please call \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_ or e-mail to \_\_\_\_\_@\_\_\_\_\_.

Signature  
Title/Position

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**NLSC Sailor of the Year Award and  
JAG Corps Legalman of the Year Award Guidance**

1. Purpose. Sailor and Legalman of the Year awards are used to formally recognize enlisted personnel within the Naval Legal Service Command (NLSC) and the Judge Advocate General's (JAG) Corps for exceptional job performance during the fiscal year.

2. Discussion. Both awards are designed to recognize outstanding achievement, duty performance, leadership, special accomplishments, and overall contributions to command efficiency, morale, and welfare. The period for nomination is 1 October to 30 September each fiscal year.

3. Eligibility. While similar in nature, each award is distinct and recognizes enlisted personnel as follows:

a. The NLSC Sailor of the Year (SOY) award is open to active duty Legalmen or other enlisted personnel serving in pay grades E-6 and below that are assigned to a NLSC unit or activity.

b. The JAG Corps Legalman of the Year (LOY) award is open to any Legalman in the pay grade E-6 and below working outside of NLSC.

c. Commands and activities may nominate a Legalman who was assigned during all or part of the fiscal year even if he or she transferred out of the command during the award period.

4. Procedure

a. Nominations for SOY/LOY shall be received by the Office of the Judge Advocate General (Code 004) on or before a date to be announced annually. All submissions should be scanned and sent via email to the OJAG Senior Enlisted Leader (SEL) or his/her designee.

b. Initial Selection Process. A selection board will convene as prescribed by the relevant JAG-wide Notice. The JAG Corps SEL will appoint board members from the Legalman rating in paygrades E-7 and above. The board will review all nomination packages and select three finalists for each award. After notifying the Commanding Officers and Senior

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Enlisted Leaders, the selected finalists' names will be published via message or other appropriate means.

c. Logistics. Finalists for SOY/LOY will report to the Office of the Judge Advocate General, Washington Navy Yard, Washington, D.C., under Temporary Additional Duty (TAD) orders to compete in the final selection process, interviews, and recognition events. TAD orders will be issued for travel. The prescribed uniform is Service Dress Blue. Funding and other information concerning the event will be provided through separate correspondence following the announcement of the finalists.

d. Final Selection Process. The JAG Corps SEL will convene a selection board composed of legalmen in paygrades E-7 and above. This board will interview and screen the three finalists for each award and make a final selection for the SOY and LOY. Upon approval by the Commander, Navy Legal Service Command for the SOY, and the Judge Advocate General for the LOY, the winner's names will be announced by appropriate means.

5. Selection Criteria. Selection criteria include, but are not limited to, the following demonstrated character traits and performance during the preceding calendar year:

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

b. Teamwork, motivation, pride, and patriotism.

c. Excellence in leadership.

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

e. Awards and letters of commendation/appreciation.

f. Off-duty education, as well as professional education acquired through Department of Defense or Navy schools and correspondence courses.

g. Nominations for SOY/LOY must state that the nominee has completed required Legalman Paralegal Education Program

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(LPEP) courses or is currently enrolled and in good standing in the LPEP curriculum.

6. Nominations

a. Commands are encouraged but not required to submit nominations either for the NLSC Sailor of the Year or the JAG Corps Legalman of the Year awards.

b. Amplifying information regarding nomination packages and actual deadlines for both the Sailor and Legalman of the Year awards will be distributed annually.

c. A template nomination form for both the Sailor and Legalman of Year awards is provided in this enclosure.

d. Nomination packages for both awards must include a Personal Award Recommendation (OPNAV 1650/3) and draft Navy and Marine Corps Commendation Medal citation.

e. Unless otherwise directed, nominations for both the SOY and LOY awards shall be submitted electronically in PDF Format to the OJAG SEL by the designated deadline.

7. Awards. To avoid awards duplication, commands must delay presentation of any related personal awards until after the competition is complete. Both the SOY and LOY will receive the Navy and Marine Corps Commendation Medal.

8. Additional Honors. The Sailor of the Year selectee will be forwarded as NLSC's nominee for the Vice Chief of Naval Operations (Naval Shore Activities) Sailor of the Year competition.

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**SAMPLE FORMAT**

From: (Nominee's Commanding Officer)  
To: OJAG Command Master Chief (Code 004)

Subj: NLSC SAILOR OF THE YEAR AND OJAG LEGALMAN OF THE  
YEAR COMPETITION NOMINATION

Encl: (1) Information to support nomination  
(include copies of last 5 years of performance  
evaluations; Page 4 covering last 3 years,  
letters of appreciation and commendations, and  
awards earned during nomination period)  
(2) Biography (narrative format, starting with date  
and place of birth, civilian schooling,  
military service, current assignment, personal  
awards and medals, etc). Limit to one type-  
written page, single-spaced.  
(3) Personal Award Recommendation (OPNAV 1650/3 for  
Navy and Marine Corps Commendation Medal with  
draft citation  
(4) Two 5x7 color glossy photographs (one-front and  
one-side view, plain background, Service Dress  
Blue uniform, uncovered)  
(5) One paragraph summary of achievements to  
include in a From the Flags announcement

1. I hereby nominate \_\_\_\_\_  
as the:

\_\_\_\_\_ Naval Legal Service Command Sailor of the Year  
(SOY).

\_\_\_\_\_ JAG Corps Legalman of the Year (LOY)

2. In addition to enclosures (1) through ( ), the  
following information is provided:

- a. Name (Last, First, MI):
- b. Rate/rank:
- c. Present duty station:
- d. Address: (W)

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- e. Telephone: (W)
  - f. E-mail:
3. The following additional information is provided:
- a. Date of Birth (YYMMDD):
  - b. Active Duty Service Date (ADSD):
  - c. Advancement history (provide dates):
    - (1) E-4:
    - (2) E-5:
    - (3) E-6:
  - d. Currently selected for advancement (if yes, date to be advanced).
  - e. Family members (list names, relationship, and age or dates of birth).
  - f. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s).
  - g. Brief synopsis of significant professional achievements justifying selection.
  - h. Personal awards.
  - i. Nominee's off-duty community involvement.
  - j. List educational background.
    - (1) Years of formal civilian schooling completed; include degree if attained.
    - (2) Navy "A", "B" and/or "C" schools completed.
    - (3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute courses, Defense Activity for Non-Traditional Education Support courses, and PACE I and/or II. Exclude training courses required for advancement).

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(4) Indicate that nominee has completed, or is in good standing to complete, required LPEP curriculum.

4. Commanding Officer and Command Master Chief/Senior Enlisted Advisor email address and other contact information.

5. Commanding Officer/Senior Judge Advocate Remarks.

(Signature)

(No "By direction")

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**NLSC Junior Officer of the Quarter and  
NLSC Sailor of the Quarter Awards Guidance**

1. Purpose. The Junior Officer and Sailor of the Quarter awards are used to formally recognize Naval Legal Service Command (NLSC) officer and enlisted personnel for outstanding performance during each quarter of the fiscal year.

2. Eligibility

a. Any Navy petty officer or Marine Corps noncommissioned officer in the pay grade E-6 and below and attached to the NLSC Headquarters or to a NLSC field command is eligible for the Sailor of the Quarter (SOQ) award.

b. Any Navy or Marine Corps judge advocate or Limited Duty Officer (Law) in the pay grade O-3 or below assigned to NLSC Headquarters or to a NLSC field command is eligible for the Junior Officer of the Quarter (JOQ) award. Junior officers assigned to the Trial Counsel Assistance Program (TCAP) or to the Defense Counsel Assistance Program (DCAP) are also eligible.

3. Selection Criteria. Criteria for selection include the following demonstrated character and performance traits exhibited during a fiscal year quarter:

a. Duty Performance: pride and professionalism, technical proficiency, and noteworthy achievements contributing to the successful mission accomplishment of nominee's command or activity;

b. Teamwork and motivation;

c. Excellence in leadership;

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

e. Awards and letters of commendation/appreciation;

f. Off-duty education, as well as professional education from Department of Defense, Navy, or Marine Corps schools and correspondence courses.

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g. Nominations for SOQ must state that the nominee has completed required Legalman Paralegal Education Program (LPEP) courses or is currently enrolled and in good standing in the LPEP curriculum.

h. Personnel ultimately chosen as Junior Officer of the Quarter and Sailor of the Quarter shall not automatically become nominees for their respective annual award categories.

4. Nominations

a. A template nomination form for both the Sailor and Junior Officer of the Quarter awards is provided in this enclosure.

b. Nominations for Junior Officer of the Quarter awards shall be submitted electronically to OJAG Code 61 via email at [ojagawards@navy.mil](mailto:ojagawards@navy.mil) by the first working day after the end of each fiscal year quarter.

c. Nominations for NLSC Sailor of the Quarter shall be submitted electronically to OJAG Code 004 as directed by the OJAG Senior Enlisted Leader no later than the first working day after the end of the fiscal year quarter.

d. Each nomination packet must contain a draft Flag Letter of Commendation and a one paragraph summary of achievements to include in a From the Flags announcement.

5. Selection Board

a. The Director, Military Personnel Division (Code 61) may appoint members and convene a selection board on a quarterly basis to review nominations for the JOQ program. The JAG Corps Senior Enlisted Leader (SEL) may appoint members and convene a selection board on a quarterly basis to review nominations for the SOQ program.

b. The Lieutenant/LDO Law Detailer (PERS 4416C) shall be a standing member of the Junior Officer of the Quarter Board and will coordinate administrative aspects of the board. All other board members shall be O-5 and above.

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c. Unless otherwise directed by the AJAG 06, the standing Chairperson of the Sailor of the Quarter Board shall be the JAG Corps SEL. The other board members shall be all of the incumbent NLSC Senior Enlisted Advisors.

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**SAMPLE FORMAT FOR SOQ/JOQ NOMINATION**

From: Commanding Officer, \_\_\_\_\_  
To: Commander, Naval Legal Service Command

Subj: (SAILOR/JUNIOR) OFFICER OF THE QUARTER NOMINATION OF  
\_\_\_\_\_

Ref: (a) JAG/CNLSCINST 1650.1B

1. In accordance with reference (a), \_\_\_\_\_ is nominated for the NLSC (Sailor/Junior Officer) of the Quarter for \_\_\_\_ Quarter of CY\_\_\_\_.

2. (Provide synopsis of significant professional and/or personal achievements for the period indicated that warrant selection. Include comments on performance, leadership, teamwork, education, command and/or community involvement.)

3. Commanding Officer's comments (1000 word limit):

C. O. SIGNATURE

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## Navy Reserve Law Program Awards Guidance

### 1. Special Assistant for Awards and Recognition and Reserve Award Selection Boards

a. The Deputy Judge Advocate General for Reserve Affairs and Operations (DJAG RA&O) shall appoint an officer to serve as Special Assistant for Awards and Recognition to oversee and administer the Navy Reserve Judge Advocate's awards program.

b. All officer and unit awards will be reviewed by a DJAG RA&O Awards Board and may be comprised of incumbents in the following positions: the Navy Reserve Law Program Manager; the Special Assistant for Recognition and Awards who shall serve as chair of this board; and at least one other senior officer designated by the DJAG RA&O.

c. All Legalman awards will be reviewed by an Enlisted Leadership Awards Board comprised of incumbents in the following positions: the Reserve JAG Corps Command Master Chief; the Reserve JAG Corps Assistant Command Master Chief; the regional Reserve JAG Corps Senior Enlisted Leaders; and a Reserve Legalman Awards Program Director, appointed by the Reserve JAG Corps Command Master Chief, who shall be chair of this board.

d. The DJAG RA&O shall have the ultimate authority to determine and/or modify the composition of any Reserve Law Program Award Boards. Personnel nominated for an award may not serve on the selection board determining the same award.

### 2. Award Nominations

a. An awards call for all referenced Reserve Law Program awards will be issued by the DJAG RA&O providing an address and a deadline for submitting nomination packets.

b. Nominations for all enlisted awards should be submitted electronically to the Reserve Command Master Chief's Legalman Awards Program Director who shall administer the selection process and prepare packages for an awards board to review.

c. Nominations for all officer and unit awards should be submitted electronically to the Reserve DJAG's Special Assistant for Awards and Recognition who shall administer the selection process and prepare packages for an awards board to review.

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### 3. Awards Manual

a. A Navy Reserve Judge Advocate's Awards Manual, under the auspices of the DJAG (RA&O), has been promulgated to illustrate procedural guidance and provide nomination templates for the Reserve awards noted in this instruction.

b. Personnel are advised to consult the most recent edition of this manual, as well as the current year's awards call, for references before submitting their nomination packets.

### 4. Rear Admiral Gerald E. Gilbert Cup Unit Award

a. The Gilbert Cup, named in honor of its donor, Rear Admiral Gerald E. Gilbert, is awarded annually to a Navy Reserve Judge Advocate General's Corps Law unit judged to be the best reserve law unit in the Navy.

b. The Gilbert Cup unit award winner is chosen from among the top two reserve law units receiving a Rear Admiral Hugh H. Howell, Jr. Award of Excellence. The Reserve JAG Awards Board will consider the unit's initial Howell Award nomination package to determine the final Gilbert Cup winner.

c. The Gilbert Cup shall remain on display in the Office of the Judge Advocate General, while a suitable citation shall be presented to the recipients of this award for unit retention.

### 5. Rear Admiral Hugh H. Howell, Jr. Award of Excellence

a. The Rear Admiral Hugh H. Howell, Jr. Award of Excellence recognizes both individual and unit accomplishments and is named to honor the first Navy Judge Advocate Reservist to attain flag rank and the first Director, Navy Reserve Law Program.

b. Two awards may be presented annually in each of these five categories:

- (1) Reserve Senior Officer: Navy Reserve, O-5 and above.
- (2) Reserve Junior Officer: Navy Reserve, O-4 and below.
- (3) Reserve Legalman: Reserve Legalman, E-5 and below.
- (4) Reserve Unit: Navy Reserve JAG Corps Law units.

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(5) Active Duty Supported Commands: Active commands that demonstrate exceptional support to the Navy Reserve Law Program.

c. The Howell Awards shall be presented to Judge Advocates, Legalmen (E-5 and below), and to units of the Judge Advocate General's Corps, that contribute outstanding support to the Navy or Navy Reserve at a significant level of responsibility; and to active duty supported commands demonstrating exceptional support of the nominee's respective law program. The award may be justified either by sustained performance over time or by a specific achievement. A member's receipt of a Hugh Howell Award, will justify granting a Navy and Marine Corps Commendation Medal for Officers, or a Navy and Marine Corps Achievement Medal for Legalmen.

d. All Hugh Howell Award nominations should be submitted in letter format as follows for each category:

(1) Individuals. Include nominee's full name and rank, nomination category, unit title, supported command and location, title in unit structure, time in unit, and unit make-up. List the nominator's name, rank, title, contact information, and name of regional SJA. Describe how member contributed to mission success and include collateral or assumed responsibilities above and beyond the job. Community service, professional development and/or educational efforts should be included. Note the Military Law Training Symposium (MLTS) the nominee may attend.

(2) Reserve Units. Include nominee's full unit name and names of commanding officer, supported command and regional SJA. Describe unit composition with numbers of officer and enlisted billets. Enumerate the type of support provided and/or notable achievements. Include the MLTS the unit representative may attend. Nominations must come from the unit's supported command.

(3) Active Duty Supported Commands. Include nominator's full name, title and rank, name of reserve unit, name and region of Staff Judge Advocate (SJA), name of supported command and commanding officer, its duties, responsibilities and its AOR. Describe how the active command utilized a reserve unit and/or individual reservists to positively impact their mission success. Include which MLTS the command delegate may attend.

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6. Navy Reserve Legalman of the Year Award

a. The Navy Reserve Legalman of the Year Award is presented to a First Class Reserve Legalman who best exemplifies the award's ideals and demonstrates high military and professional standards. Nominations may include Reserve First Class Petty Officers who have been accepted for conversion to Legalman. Recipients will receive a Navy Commendation Medal.

b. This award was initially established to honor Reservist LN1 Kimberly Clark, who died in the 1995 bombing of the Oklahoma City Federal Building. The current award no longer carries her name but the criteria for this honor recognize a Reserve LN1 who exemplifies the same ideals as LN1 Clark did in her service.

c. Nominations for Navy Reserve Legalman of the Year Award should be submitted on command letterhead using and include:

- (1) Nomination letter;
- (2) Commanding officer's or SJA's endorsement;
- (3) OPNAV 1650 Personal Awards Recommendation;
- (4) Draft award citation.

d. Nomination letter must state how a nominee exemplifies the six ideals of duty, honor, commitment, devotion to the Navy, love of country and the belief that each person can make a positive difference; and demonstrates the following:

- (1) The highest military standards of the US Navy:
  - (a) Military bearing and character
  - (b) Military appearance
  - (c) Organization and mission support
  - (d) Pride in service
  - (e) Self motivated
  - (f) Leading, organizing and motivating others
- (2) Dedication to the highest professional standards:

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- (a) Consistent drive for excellence
  - (b) Personal and professional initiative
  - (c) Development of skills in others and self
  - (d) Forward thinking - "Can Do" attitude
- (3) Personal improvement via educational pursuits
  - (4) Commitment to the Navy Core Values

7. Master Chief Petty Officer Delbert Black Leadership Award

a. The Master Chief Petty Officer Delbert Black Leadership Award is named for the first Master Chief Petty Officer of the Navy and recognizes senior enlisted leadership accomplishments. Recipients will receive a Navy Commendation Medal.

b. The Black Award is presented to the Chief Petty Officer, Senior Chief Petty Officer or Master Chief Petty Officer that best demonstrates outstanding support and/or contribution to the Navy and Navy Reserve, or Joint Military Forces (Active and/or Reserve components) and encompasses a significant level of leadership responsibility. The award may be justified by sustained performance over an extended period or by a specific outstanding achievement(s).

c. Nomination packages should be submitted on command letterhead and include:

- (1) Nomination letter;
- (2) Commanding officer's or SJA's endorsement;
- (3) OPNAV 1650 Personal Awards Recommendation;
- (4) Draft award citation.

d. Nomination letter must state how a nominee exemplifies and demonstrates the below criteria:

- (1) The highest military standards of the U.S. Navy:
  - (a) Military bearing and character
  - (b) Military appearance

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- (c) Organization and mission support
  - (d) Pride in service
  - (e) Self motivation
  - (f) Leading, organizing, and motivating others
- (2) Dedication to the highest professional standards:
- (a) Consistent drive for excellence
  - (b) Professional initiative
  - (c) Development of professional skills in others
  - (d) Forward thinking