



**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:

Canc frp:

JAGNOTE 1650  
Code 004  
AUG 17 2016

JAG NOTICE 1650

From: Judge Advocate General

Subj: 2016 JUDGE ADVOCATE GENERAL'S LEGALMAN OF THE YEAR  
COMPETITION

Encl: (1) Sample Nomination Format

1. Purpose. To implement the Judge Advocate General's (JAG) Legalman of the Year (LOY) Competition and provide eligibility criteria and nomination procedures.
2. Discussion. This program is designed to recognize a Sailor serving within the legal community for outstanding achievement, duty performance, leadership, special accomplishments, and overall contributions to command efficiency, morale, and welfare.
3. Eligibility. This program is applicable to active duty Legalmen or other enlisted personnel, serving in paygrades E-6 and below, who are assigned to billets in direct support of the JAG Corps. The inclusive period for nomination is 1 October 2015 to 30 September 2016. This program does not include Sailors assigned to Naval Legal Service Command (NLSC) units (who are covered under the NLSC Sailor of the Year Program), and it is not intended to replace the Chief of Naval Operations' Sailor of the Year (SOY) Program.
4. Action. Nominations shall be prepared using the format in enclosure (1).
5. Procedure
  - a. Nominations must be received by the Office of the Judge Advocate General (OJAG) (Code 004) on or before **4 November 2016**. Submit scanned packages via email to OJAG Awards (ojagawards@navy.mil). When scanning documents, care must be taken to ensure all documents and photographs are clearly visible.
  - b. Commands desiring to nominate a Sailor who transferred during the selection period may do so, regardless of the billet the candidate may be serving in at the time of nomination.
  - c. Initial Selection Process. Nomination packages will be submitted to the JAG LOY Selection Committee via email by **14 November 2016**. The selection committee will review all nomination packages and select three finalists. After notifying the Commanding Officers and Senior Enlisted Leaders, finalists' names will be published via message or other appropriate means.
  - d. Final Selection Process. Finalists will report to OJAG, Washington Navy Yard, Washington, D.C., under Temporary Additional Duty (TAD) orders for the selection process,

interviews, and recognition events. This period of TAD will be scheduled during the week of **23 January 2017**. The prescribed uniform is Service Dress Blue. Logistics, funding, and other information concerning the event will be provided through separate correspondence following the announcement of the finalists.

e. The JAG LOY will be announced by message or other appropriate means.

6. Nominating Format. Enclosure (1) provides a sample of the correct nomination format. Nomination packages must include a Personal Award Recommendation (OPNAV 1650/3) and draft Navy Commendation Medal citation.

7. Awards. To avoid awards duplication, commands must delay presentation of any related personal awards until after the competition is complete. The JAG LOY will receive the Navy and Marine Corps Commendation Medal. The award will be accompanied by appropriate news releases.

8. Coordination. The JAG LOY Coordinator is LNC(SW/IW) Alicia Cooper, OJAG Code 004, 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, Washington, D.C. 20374-5066; (202) 685-8375; [alicia.r.cooper@navy.mil](mailto:alicia.r.cooper@navy.mil).

9. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Cancellation contingency. This notice will be cancelled upon selection of the JAG LOY in January 2017.



J. W. CRAWFORD III

**Releasability and distribution:**

This notice is cleared for public release and is available electronically only via Navy JAG Website <http://www.jag.navy.mil>.

**SAMPLE NOMINATION FORMAT**

SSIC  
Originator's Code  
Date

From: (Nominee's Commanding Officer)  
To: Judge Advocate General (Attn: Code 004)

Subj: 2016 JUDGE ADVOCATE GENERAL'S CORPS LEGALMAN OF THE YEAR  
COMPETITION NOMINATION IN THE CASE OF (RATING, WARFARE, LAST  
NAME, FIRST NAME, MIDDLE INITIAL), USN

Ref: (a) JAGNOTE 1650 of \_\_\_\_\_

- Encl:
- (1) Copies of last 5 years of evaluations (most recent first)
  - (2) Personal Awards received during the nominative period (1 October to 30 September)
  - (3) LOY nominee biography (one page narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards, and medals)
  - (4) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Corps Commendation Medal (forwarded, including summary of action and completed unsigned citation)
  - (5) Two 5x7 color glossy photographs, plain background, Service dress blue uniform, uncovered, (one full-length front and one full-length side view, both with name, rate, command and date on data boards)
  - (6) Past 5 years of PRIMS on PRIMS data sheet
  - (7) One paragraph summary of achievements to include in a "From the Flags" announcement

1. Per reference (a) (rating, warfare, last name, first name, middle initial) is nominated as the 20\_ Legalman of the Year.

2. Complete contact information of member nominated:

- a. Name: (Last, First, Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work) (Home)
- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work) (Home)
- g. E-mail Address: (Work) (Home)

Enclosure (1)

3. If previously selected as Sailor of the Month or Quarter, list command, selection and period in chronological order:

(Command) (Month/Quarter) (YYMMDD – YYMMDD)

4. Reporting Senior's justification of nomination utilizing the following format (**limit to two typewritten pages**).

- a. Primary responsibilities
- b. Job performance
- c. Leadership
- d. Command climate/Sailorization
- e. Collateral duties
- f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards).

List in chronological order:

(Decoration/Award) (Command) (YYMMDD – YYMMDD)

6. List educational accomplishments.

a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

b. Navy "A," "B," "C," and or "F" schools completed:

(School) (YYMMDD)

c. Other self-study educational achievements attained (include United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Reporting Senior's remarks (**limit to one typewritten page**).

(Signature)  
("By direction" not authorized)