



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
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WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO:
CNLSCNOTE 1650
Code 61
6 Dec 2011

COMNAVLEGSVCCOM NOTICE 1650

From: Commander, Naval Legal Service Command

Subj: NAVAL LEGAL SERVICE COMMAND (NLSC) SUPERIOR PERFORMANCE AWARDS PROGRAM

Encl: (1) NLSC Superior Performance Award Criteria
(2) Nomination Package Sample Format (Individual)

1. Purpose. To implement the 2011 NLSC Superior Performance Awards Program and to provide eligibility criteria and nomination procedures.

2. Discussion. The NLSC Superior Performance Awards Program recognizes noteworthy officers working in NLSC offices throughout the world for outstanding achievement, performance of duty, leadership, special accomplishments, and overall contributions to their organizations.

3. Eligibility. The NLSC Superior Performance Awards period is from 1 January to 31 December 2011. Individual officers, lieutenant commander (O-4) and below, assigned to NLSC during any portion of the eligibility period may be nominated for outstanding performance in the following categories:

- a. NLSC Junior Officer of the Year
- b. Defense Counsel of the Year
- c. Trial Counsel of the Year
- d. Legal Assistance Attorney of the Year
- e. Command Services Attorney of the Year
- f. Recruiter of the Year

4. Action. NLSC Superior Performance Award nominations shall be prepared in the format specified in enclosures (1) and (2).

a. Deadline. Nominations shall be received by the Office of the Judge Advocate General (OJAG) Military Personnel Division (Code 61) on or before 27 January 2012.

b. Selection Process. An awards board will be convened to review all nomination packages and select one individual from the nominees for each category identified in paragraph 3. The board composition shall be determined by Deputy Commander (DCOM), Region Legal Service Offices with the concurrence of DCOM, Naval Legal Service Offices.

5. Nomination Package. Each nomination package shall be submitted electronically in PDF Format to ojagawards@navy.mil. Each package shall pertain to a single nominee. Each package shall include information to support nomination (written samples, trial transcripts, CMTIS data, awards, etc), Navy Achievement Medal citation, OPNAV 1650 Personal Award Recommendation Form, and a one paragraph summary of achievements to include in the From the Flags announcement.

6. Awards. NLSC Superior Performance Award winners will receive an award certificate and plaque, Navy-Marine Corps Achievement Medal, and other recognition as appropriate.

7. Coordination. The coordinator for the NLSC Superior Performance Awards program is Ms. Maria Catania, who may be reached via phone at (202) 685-5187 or e-mail maria.catania@navy.mil.

8. Cancellation Contingency. This notice will be cancelled upon selection and presentation of all NLSC Superior Performance Awards for 2011.


J. G. HANNINK
By direction

Distribution:

Electronic only via the OJAG web site, <http://www.jag.navy.mil>.

NLSC Superior Performance Award Criteria

1. NLSC Junior Officer of the Year

a. Nominations shall be made by Naval Legal Service Office (NLSO) or Region Legal Service Office (RLSO) Commanding Officers. Commander, Naval Legal Service Command (CNLSC) will recognize one junior officer each year for superior performance.

b. Nominations will be evaluated based on the following criteria:

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

(2) Volume and quality of work product as evidenced by performance metrics data; and

(3) Service to the community; including the member's military or civilian community.

c. Each nomination must include the nominee's biographical information and a description, not to exceed 1,000 words, of how the nominee excelled and why the nominee should receive the award.

2. Defense Counsel of the Year

a. Nominations shall be made by NLSO Commanding Officers. CNLSC will recognize one Navy judge advocate each year for excellence in trial defense advocacy.

b. Nominations will be evaluated based 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; and

(2) Service to the community; including service to the country, and/or the member's military or civilian community.

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c. Each nomination must include the nominee's biographical information and a description, not to exceed 1,000 words, of how the nominee excelled and why the nominee should receive the award.

3. Trial Counsel of the Year

a. Nominations shall be made by RLSO Commanding Officers. CNLSC will recognize one Navy judge advocate each year for excellence in trial advocacy on behalf of the government.

b. Nominations will be evaluated based 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; and

(2) Service to the community; including service to the member's military or civilian community.

c. Each nomination must include the nominee's biographical information and a description, not to exceed 1,000 words, of how the nominee excelled and why the nominee should receive the award.

4. Legal Assistance Attorney of the Year

a. Nominations shall be made by NLSC (NLSO or RLSO) Commanding Officers. CNLSC will recognize one Navy judge advocate each year for excellence in legal assistance.

b. Nominations will be evaluated based on the following criteria:

(1) Demonstrated excellence in legal assistance during the past year, as evidenced by complexity of work, quality of work and/or quantity of work performed by the nominees;

(2) Volume and quality of work product as evidenced by performance metrics data; and

(3) Service to the community, including service to the country, and/or the member's military or civilian community.

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c. Each nomination must include the nominee's biographical information and a description, not to exceed 1,000 words, of how the nominee excelled and why the nominee should receive the award.

5. Command Services Attorney of the Year

a. Nominations shall be made by RLSO Commanding Officers. CNLSC will recognize one Navy judge advocate each year for excellence in command services.

b. Nominations will be evaluated based on the following criteria:

(1) Demonstrated excellence in command services during the past year, as evidenced by complexity of work, quality of work and quantity of work performed by the nominees;

(2) Volume and quality of work product as evidenced by performance metrics data; and

(3) Service to the community; including service to the country, and/or the member's military or civilian community.

c. Each nomination must include the nominee's biographical information and a description, not to exceed 1,000 words, of how the nominee excelled and why the nominee should receive the award.

6. Recruiter of the Year

a. Nominations shall be made by NLSC (NLSO or RLSO) Commanding Officers. The CNLSC will recognize one judge advocate for superior performance in recruiting.

b. Nominations will be evaluated based on the following criteria:

(1) Demonstrated superior performance in recruiting during the past year, as evidenced by number of law schools visited, number of law students contacted, number of interviews directly associated with the individual's recruiting efforts, 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 recruiting efforts; and

(2) Service to the community; including service to the member's military or civilian community.

c. Each nomination must include the nominee's biographical information and a description, not to exceed 1,000 words, of how the nominee excelled and why the nominee should receive the award.

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SAMPLE FORMAT
LETTERHEAD

From: _____
To: Commander, Naval Legal Service Command
Subj: NOMINATION OF _____ FOR THE 2011 NLSC SUPERIOR
PERFORMANCE AWARD OF THE YEAR AWARD FOR _____
Encl: (1) Information to support nomination [*written samples,*
trial transcripts, CMTIS data, awards, etc]
(2) Navy Achievement Medal citation
(3) OPNAV 1650 Personal Award Recommendation Form
(4) One paragraph summary of achievements to include in
quarterly From the Flags announcement

1. It is with great pleasure that I nominate _____ for
the 2011 NLSC Superior Performance Award for _____.

2. 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. Description of how the nominee has excelled in 1,000 words
or less:

4. If you have any questions or require additional information,
please call _____ at (____) _____ or e-mail to _____@_____.

Signature
Title/Position

Enclosure (2)