



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:
JAGNOTE 1650
Code 61
6 Dec 2011

JAG NOTICE 1650

From: Judge Advocate General

Subj: OFFICE OF THE JUDGE ADVOCATE GENERAL (OJAG) LEGAL
EXCELLENCE AWARDS PROGRAM

Encl: (1) OJAG Legal Excellence Awards Criteria
(2) Nomination Package Sample Format

1. Purpose. To implement the 2011 OJAG Legal Excellence Awards Program for officers assigned to OJAG in Washington, D.C. and to provide eligibility criteria and nomination procedures.

2. Discussion. The awards program recognizes noteworthy officers working within the following OJAG organizations: Civil Law (01), Navy-Marine Corps Appellate Review Activity (02), Navy-Marine Corps Judiciary (05), Operations and Management (06), and OJAG Special Assistant for Strategic Planning (SASP) for outstanding achievement, performance of duty, leadership, special accomplishments, and overall contributions to the OJAG organization.

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

a. OJAG Military Justice Junior Officer of the Year (Codes 02 and 05). Codes 02 and 05 include Codes 20, 30, 40, 45, 46, and 51.

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

4. Action. Nominations shall be prepared in the format specified in enclosures (1) and (2).

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

b. Selection Process. An awards board will convene 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 the Assistant Judge Advocate General (Operations and Management).

5. Nomination Package. Each nomination package shall be submitted electronically in PDF format to ojagawards@navy.mil. Each package shall pertain to a single nomination. 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. OJAG Legal Excellence 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 OJAG 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 awards for 2011.


J. G. HANNINK
By Direction

Distribution:

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

OJAG Legal Excellence Award Criteria

1. OJAG Military Justice Junior Officer of the Year (Codes 02 and 05). Codes 02 and 05 include Codes 20, 30, 40, 45, 46, and 51.

a. Nominations shall be made by Division Directors. The Judge Advocate General will recognize one Navy judge advocate each year for excellence in military justice advocacy or administration.

b. Nominations will be evaluated based 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 the appellate court; 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.

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

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

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

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

SAMPLE FORMAT
LETTERHEAD

From: _____
To: Assistant Judge Advocate General (Operations and Management)
Subj: NOMINATION OF _____ FOR THE 2011 OFFICE OF THE JUDGE ADVOCATE GENERAL LEGAL EXCELLENCE AWARD FOR _____
Encl: (1) Information to support nomination [*written samples, trial transcripts, 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 Legal Excellence Award for _____ for 2011.

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)