



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

COMNAVLEGSVCCOMNOTE 1650
Code 004

SEP 13 2011

COMNAVLEGSVCCOM NOTICE 1650

From: Commander, Naval Legal Service Command

Subj: 2011 NAVAL LEGAL SERVICE COMMAND SAILOR OF THE YEAR
COMPETITION

Encl: (1) Sample Nomination Format

1. Purpose. To implement the Naval Legal Service Command (NAVLEGSVCCOM) Sailor of the Year (SOY) Competition and provide eligibility criteria and nomination procedures.

2. Discussion. This program is designed to recognize a deserving Sailor serving within a Naval Legal Service Command 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 Legalman or other enlisted personnel serving in pay grades E-6 and below assigned to NAVLEGSVCCOM. The inclusive period for nomination is 1 October 2010 to 30 September 2011.

4. Action. Nominations shall be prepared using the format in enclosure (1).

5. Procedure

a. Commanding Officers of Naval Legal Service Offices, Region Legal Service Offices, and the Naval Justice School may submit one nomination representing the command, its detachments, and branch offices. The Chief Judge in each Judicial Circuit may submit one nomination for NAVLEGSVCCOM Legalmen assigned to the Judicial Circuit.

b. Nominations shall be received by NAVLEGSVCCOM (Code 004) on or before 15 November 2011. Submit scanned packages via email to LNCS(SW/AW) Shannon Minix, email:

SEP 13 2011

shannon.minix@navy.mil. When scanning documents, care must be taken to ensure photographs are clearly visible.

c. 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.

d. Initial Selection Process. The NAVLEGSVCCOM SOY Board will convene the week of 21 November 2011. The board will review all nomination packages and select three finalists. After notifying the Commanding Officers and Senior Enlisted Leaders, the finalists' names will be published via message or other appropriate means.

e. Final Selection Process. Finalists will report to the Office of the Judge Advocate General, 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 from 23 to 26 January 2012. 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.

f. The Sailor of the Year will be announced by message or other appropriate means.

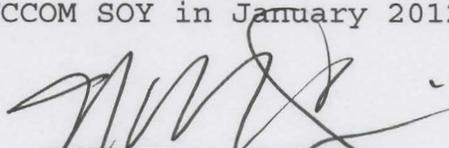
6. Nominating Format. Enclosure (1) provides a sample of the correct nomination format. Nomination packages must include a Personal Award Recommendation (OPNAV 1650/3) and draft Navy Commendation Medal citation.

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

8. Coordination. The NAVLEGSVCCOM Coordinator is LNCM(SW/AW) Christopher J. Browning, OJAG Code 004, 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, Washington, D.C. 20374-5066; (202) 685-5194; chris.j.browning@navy.mil.

SEP 13 2011

9. Cancellation contingency. This notice will be cancelled upon selection of the NAVLEGSVCCOM SOY in January 2012.



NANETTE M. DeRENZI

Distribution:

Electronic only, via OJAG website, <http://jag.navy.mil>

SEP 13 2011

SAMPLE FORMAT

From: (Nominee's Commanding Officer)
To: Commander, Naval Legal Service Command (Attn: Code 004)

Subj: 2011 NAVAL LEGAL SERVICE COMMAND SAILOR OF THE YEAR
COMPETITION NOMINATION

Ref: (a) COMNAVLEGSVCCOMNOTE 1650 of _____

- Encl:
- (1) Information to support nomination (include copies of last 5 years of performance evaluations; page 4 covering last 3 years; letters of appreciation, commendation, or awards received during nominative period)
 - (2) Biography (narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards and medals, immediate family members, etc). Limit to one type-written page, single-spaced
 - (3) Personal Award Recommendation (OPNAV 1650/3 for Navy Commendation Medal)
 - (4) Two 5x7 color glossy photographs (one-front and one-side view, plain background, Service Dress Blue uniform, uncovered)

1. Per reference (a), _____ is nominated as the Naval Legal Service Command (NAVLEGSVCCOM) Sailor of the Year (SOY).

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

- a. Name (Last, First, MI):
- b. Rate/rank: SSN:
- c. Present duty station:
- d. Address: (W) (H)
- e. Telephone: (W) (H)
- f. Facsimile: (W) (H)
- g. E-mail:

3. The following additional information is provided:

- a. Date of Birth (YYMMDD):
- b. Active Duty Service Date (ADSD):
- c. Advancement history (give dates):

Enclosure (1)

SEP 13 2011

(1) E-4:

(2) E-5:

(3) E-6:

d. Currently selected for advancement (if **yes**, date to be advanced).

e. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s).

f. Brief synopsis of significant professional achievements justifying selection.

g. Personal awards.

h. Nominee's off-duty community involvement.

i. 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).

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

5. Commanding Officer Remarks.

(Signature)
(No "By direction")