



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

Canc frp

CNLSCNOTE 1650

Code 004

JUL 24 2017

COMNAVLEGSVCCOM NOTICE 1650

From: Commander, Naval Legal Service Command

Subj: 2017 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 NAVLEGSVCCOM 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 paygrades E-6 and below, assigned to NAVLEGSVCCOM. The inclusive period for nomination is 1 October 2016 to 30 September 2017.

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

5. Procedure

a. Commanding Officers of Defense 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. The Chief of Staff, Victims' Legal Counsel (VLC) Program, may submit one nomination representing the VLC program.

b. Nominations must be received by NAVLEGSVCCOM (Code 004) on or before **3 November 2017**. Upload scanned packages to the Code 61 Awards page via SharePoint (<https://portal.secnav.navy.mil/orgs/JAG/Awards/SitePages/Home.aspx>). When scanning documents, care must be taken to ensure all documents and 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. Nomination packages will be available to the NAVLEGSVCCOM SOY Selection Committee via SharePoint by **13 November 2017**. The selection committee 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 scheduled during the week of **22 January 2018**. 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 NAVLEGSVCCOM SOY 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 SOY Coordinator is LNC(SW) Giannina Gutierrez, OJAG Code 004, 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, Washington, D.C. 20374-5066; (202) 685-8371; giannina.gutierrez@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 NAVLEGSVCCOM SOY in January 2018.

  
JOHN G. HANNINK

Releasability and distribution:

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

SAMPLE NOMINATION FORMAT

SSIC  
Originator's Code  
Date

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

Subj: 2017 NAVAL LEGAL SERVICE COMMAND SAILOR OF THE YEAR  
COMPETITION NOMINATION IN THE CASE OF (RATING, WARFARE, LAST  
NAME, FIRST NAME, MIDDLE INITIAL), USN

Ref: (a) COMNAVLEGSVCCOMNOTE 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) SOY 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\_ Naval Legal Service Command Sailor 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)

Enclosure (1)