



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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WASHINGTON NAVY YARD DC 20374-5066

JAG/CNLSCINST 1650.1C
Code 61
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JAG/COMNAVLEGSVCCOM INSTRUCTION 1650.1C

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: JUDGE ADVOCATE GENERAL'S CORPS MILITARY PERSONNEL
AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1[series]
(b) JAGINST 1650.2
(c) Secretary of the Navy Manual 5210.1
(d) Department of Defense Directive 5500.07-R
(e) 5 C.F.R. Part 2635
(f) 41 C.F.R. Chapter 304
(g) Joint Travel Regulations
(h) DoD Conference Guidance Ver. 4.0 of 26 Jun 16
(i) OPNAVINST 1700.10N
(j) OPNAVINST 5215.17A

Encl: (1) OJAG and NLSC Superior Performance Awards Guidance
(2) NLSC Sailor of the Year Award and JAG Legalman of the Year
Award Guidance
(3) NLSC Junior Officer of the Quarter Award and NLSC Sailor of the
Quarter Award Guidance
(4) Navy Reserve Law Program Awards Guidance

1. Purpose. To establish procedures and criteria for awards to recognize active and Reserve military personnel under the cognizance of the Judge Advocate General (JAG) and/or Commander, Naval Legal Service Command (CNLSC).

2. Cancellation. JAG/CNLSCINST 1650.1B.

3. Policy. Supervisory personnel should ensure that outstanding performance is recognized. Each command and activity within the JAG Corps shall establish methods for evaluating and nominating candidates based on exceptional performance and accomplishments that surpass levels normally expected of their rank, rate, grade, or experience. This instruction applies to all active and Reserve military JAG Corps personnel for all awards except those addressed by references (a) and (b).

4. Records Management. Any records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (c).

5. Award Coordination

a. Director, Military Personnel Division (Code 61) shall promulgate guidance and coordinate active duty nominations for awards listed in paragraph 7 of this instruction, except as noted in subparagraph (b) below.

b. The JAG Corps Senior Enlisted Leader (Code 004) shall coordinate the Legalman of the Year and the Naval Legal Service Command Sailor of the Quarter/Year awards.

c. The Deputy Judge Advocate General for Reserve Affairs and Operations (DJAG (RA&O))'s Special Assistant for Awards and Recognition (DSAAR) shall promulgate guidance and coordinate Reserve nominations for awards listed in paragraph 8 of this instruction.

6. Awards Boards

a. The Assistant Judge Advocate General for Operations and Management (AJAG 06) will appoint members and convene boards to review, rank, or select nominations for any active duty awards referenced in this instruction, and those sponsored by external organizations that limit the number of nominations that may be submitted. This authority may be delegated to Directors of Code 61 or Code 004, as appropriate.

b. The DJAG (RA&O) shall have equal authority regarding Navy Reserve JAG Corps award boards. This authority may be delegated to the DSAAR or Navy Reserve JAG Corps Command Master Chief (NR JAGC CMC).

c. Code 61, Code 004, and the DSAAR/NR JAGC CMC shall manage their respective awards boards and ensure that all boards are convened in a timely manner, forwarding selections to the JAG, AJAG 06, CNLSC, or DJAG (RA&O), as appropriate, for approval. Awards board composition and appointment criteria for specific awards are detailed in enclosures (1) through (4).

7. OJAG and NLSC Awards

a. Under the criteria detailed in enclosures (1) through (3), the following awards are open to personnel and units serving on active duty and assigned to Office of the Judge Advocate General (OJAG) or NLSC during a fiscal year:

(1) Annual OJAG Superior Performance Awards

(a) OJAG Military Justice Officer of the Year

(b) OJAG Action Officer of the Year

(c) OJAG Innovator of the Year

(2) Annual NLSC Superior Performance Awards

- (a) NLSC Junior Officer of the Year
- (b) NLSC Defense Counsel of the Year
- (c) NLSC Trial Counsel of the Year
- (d) NLSC Legal Assistance Attorney of the Year
- (e) NLSC Command Services Attorney of the Year
- (f) NLSC Victims' Legal Counsel of the Year
- (g) NLSC Innovator of the Year
- (h) NLSC Recruiter of the Year
- (i) NLSC Leadership Award

(3) Annual Enlisted Recognition Awards

- (a) JAG Legalman of the Year
- (b) NLSC Sailor of the Year

(4) Quarterly Officer and Enlisted Recognition Awards

- (a) NLSC Junior Officer of the Quarter
- (b) NLSC Sailor of the Quarter

b. Candidates for Annual OJAG and NLSC Superior Performance Awards may be nominated for only one award category per fiscal year. No member who has won an Annual OJAG or NLSC Superior Performance Award may be nominated again the following fiscal year in the same category. Personnel from any Service who satisfy the criteria outlined in enclosures (1) through (3) may be nominated for the applicable award.

c. Selection for promotion does not disqualify an officer from eligibility for Annual OJAG and NLSC Superior Performance Awards, provided that the actions that underlie an officer's nomination occur entirely prior to that officer's promotion to the next higher pay grade.

8. Navy Reserve Law Program Awards. Under the criteria outlined in enclosure (4), the following annual awards are open to individuals and units supporting the Navy Reserve JAG Corps program:

a. RADM Gerald E. Gilbert Cup Unit Award

b. RADM Hugh H. Howell, Jr. Award of Excellence (two awards in each category authorized per year)

(1) Reserve Senior Officer (O-5 and above)

(2) Reserve Junior Officer (O-4 and below)

(3) Reserve Legalman (E-5 and below)

(4) Reserve Law Program Unit

(5) Active Duty Supported Command

c. Reserve Legalman of the Year Award (E-6)

9. Awards from Outside Organizations. Active and Reserve military personnel may also be eligible for honors given by professional and affinity groups outside the U.S. Government. Code 61 will promulgate guidance on awards identified by the Chief of Naval Operations, Office of Inclusion and Diversity (OPNAV N1D).

a. For awards that limit the number of submissions, require ranking of nominees, or require Flag endorsement, commands shall submit nominations to Code 61 or DSAAR, as appropriate. Awards selection boards will be coordinated in accordance with paragraph 6 of this instruction.

b. When no limit/ranking/endorsement is required, commands may send award nominations directly to the organization.

c. Before accepting an award from an outside organization, commands or personnel notified of their selection shall inform Code 61 or DSAAR and comply with paragraphs 10 and 11 below.

10. Travel and Honoraria. All personnel who are selected for an award from a non-U.S. Government entity, including professional and affinity groups, must ensure that any gifts of travel, gifts in kind, honoraria, or complimentary attendance complies with references (d) through (h). Personnel should consult with their designated ethics counselor to determine what may be accepted and whether the member may attend an event in their official capacity on Government-funded travel.

11. Awards Presentation

a. Awards listed in paragraphs 7 through 8, unless otherwise directed, should be presented by the recipient's commanding officer, division director, AJAG or DJAG (RA&O). However, the Sailor of the Year and Legalman of the Year awards will be presented by JAG/CNLSC.

b. For awards from outside organizations, winners may attend events to accept awards in accordance with paragraph 10. The recipient's command should use all reasonable efforts to

fund the recipient's travel, or if unable to fund, may route a funding request via normal channels. When permissible under references (d) through (h) and otherwise feasible, additional attendance by a senior member of the JAG Corps as an official representative is encouraged. Recipient(s) and/or their commanding officer, division director, or Echelon 2 judge advocate, shall provide Code 61 or DSAAR the names of those attending award events on behalf of the JAG Corps.

12. Review and Effective Date. Per reference (j), Code 61 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. As the instruction nears its five-year anniversary and it is still required, it will be reissued. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in E.O. 13526.



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Distribution:

Electronic only via the Judge Advocate General's web site: <http://www.jag.navy.mil>

OJAG and NLSC Superior Performance Awards Guidance**1. OJAG Military Justice Officer of the Year (Codes 02 and 05)**

a. The Judge Advocate General will recognize one judge advocate, O-4 or below, each fiscal year for excellence in military justice advocacy or administration. Nominations can be made by Division Directors.

b. Nominations will be evaluated on the criterion of demonstrated excellence in military justice knowledge and execution, as evidenced by quantifiable accomplishments in the appellate courtroom, demonstrated excellence in the administration outside of the courtroom, or demonstrated excellence in support of trial or appellate litigation.

2. OJAG Action Officer of the Year (Codes 01, 06, Knowledge Management (KM), and Special Assistant for Strategic Planning (SASP))

a. The Judge Advocate General will recognize one judge advocate, O-4 or below, each fiscal year for excellence as an action officer in any of the areas of Civil Law, Operations and Management, Knowledge Management, or Strategic Planning. Nominations can be made by Division Directors.

b. Nominations will be evaluated on the criterion of demonstrated excellence in Civil Law, Operations and Management, Knowledge Management, or Strategic Planning during the fiscal year, as evidenced by the complexity and quality of the nominee's work product.

3. OJAG Innovator of the Year (Codes 01, 02, 05, 06, SASP, and KM)

a. The Judge Advocate General will recognize one individual, O-3 or below officer or any enlisted paygrade, each fiscal year for excellence in innovation. Nominations can be made by Division Directors and Special Assistants.

b. Nominations will be evaluated on the criterion of demonstrated excellence in innovation during the fiscal year, as evidenced by the development and implementation of a novel product, process, or procedure that has transformational impact. The innovation and its impact should align with the JAG Strategic Plan initiatives and guidance, such as:

(1) New products, processes, or procedures will receive more favorable consideration against existing products, processes, or procedures that have been improved or upgraded.

(2) Transformational impact must be captured through demonstrable outcomes or be measurable via metrics. True measures of effectiveness will receive favorable consideration over simple assessments of cause and effect.

(3) Submissions must link the innovation and its impact to OJAG strategic initiatives and guidance.

4. NLSC Junior Officer of the Year

a. Commander, Naval Legal Service Command (CNLSC) will recognize one judge advocate, O-3 or below, each fiscal year for superior performance. Nominations can be made by Defense Service Office (DSO) and Region Legal Service Office (RLSO) Commanding Officers (COs); Chief of Staff, Victims' Legal Counsel Program (CoS VLC); Trial Counsel Assistance Program (TCAP) and Defense Counsel Assistance Program (DCAP) Directors; and Naval Justice School (NJS) CO.

b. Nominations will be evaluated on the criterion of demonstrated excellence in performance of assigned duties during the fiscal year, as evidenced by complexity, quality, and/or quantity of work performed by the nominees.

5. NLSC Defense Counsel of the Year

a. CNLSC will recognize one judge advocate assigned to DSO or DCAP, O-3 or below, each fiscal year for excellence in trial defense advocacy. Nominations can be made by DSO COs and Director, DCAP.

b. Nominations will be evaluated 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.

(2) Metrics identifying the number of cases to which nominee was detailed and specifying whether nominee served as lead counsel or second chair. In addition, nominations shall indicate number of cases contested and number of guilty plea cases.

6. NLSC Trial Counsel of the Year

a. CNLSC will recognize one judge advocate assigned to RLSO or TCAP, O-3 or below, each fiscal year for excellence in trial advocacy. Nominations can be made by RLSO COs and Director, TCAP.

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence in trial advocacy at the trial level during the past year, as evidenced by quantifiable accomplishments in the courtroom.

(2) Metrics identifying the number of cases to which nominee was detailed and specifying whether nominee served as lead counsel or second chair. In addition, nominations shall indicate number of cases contested and number of guilty plea cases.

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7. NLSC Legal Assistance/Civil Law Attorney of the Year

a. CNLSC will recognize one judge advocate, O-3 or below, each fiscal year for excellence in providing legal assistance/civil law. Nominations shall be made by RLSO COs.

b. Nominations will be evaluated on the criterion of demonstrated excellence in legal assistance/civil law during the fiscal year, as evidenced by complexity, quality, and/or quantity of work performed by the nominee, including number of clients and volume of services delivered.

8. NLSC Command Services Attorney of the Year

a. CNLSC will recognize one judge advocate, O-3 or below, each fiscal year for excellence in providing command services. Nominations shall be made by RLSO COs.

b. Nominations will be evaluated on the criterion of demonstrated excellence in command services during the fiscal year, as evidenced by complexity, quality, and/or quantity of work performed by the nominees, including number of clients and volume of services delivered.

9. NLSC Victims' Legal Counsel of the Year

a. CNLSC will recognize one judge advocate, O-4 or below, each fiscal year for excellence in promoting and protecting the legal rights and interests of sexual offense victims. Nominations can be made by DSO and RLSO COs, NJS CO, and COS VLC.

b. Nominations will be evaluated on the following criteria:

(1) Demonstrated excellence as a judge advocate and naval officer, with specific emphasis on leadership, initiative, and assisting survivors of sexual offenses, to include, but not limited to: providing a thorough understanding of the investigation and criminal justice processes, guarding victims' legal rights and interests within the military justice system and any administrative processes, and obtaining additional resources that may assist in victims' recovery. Superior performance will be evidenced by accomplishments in the courtroom and/or other individual client assistance or advocacy.

(2) Programmatic contributions to the Navy Victims' Legal Counsel Program to include, but not limited to: assistance with policy development, appearances before federal advisory committees, and unique outreach initiatives.

10. NLSC Innovator of the Year

a. CNLSC will recognize one individual, O-3 or below officer or any enlisted paygrade, each fiscal year for superior performance in innovation. Nominations can be made by COS VLC and COs of DSO, RLSO, and NJS.

b. Nominations will be evaluated on the criterion of demonstrated excellence in innovation during the fiscal year, as evidenced by the development and implementation of a novel product, process, or

procedure that has transformational impact. The innovation and its impact should align with the JAG Strategic Plan initiatives and guidance, such as:

(1) New products, processes, or procedures will receive more favorable consideration against existing products, processes, or procedures that have been improved or upgraded.

(2) Transformational impact must be captured through demonstrable outcomes or be metrically measurable. True measures of effectiveness will receive favorable consideration over simple assessments of cause and effect.

(3) Submissions must link the innovation and its impact to CNLSC strategic initiatives and guidance.

11. NLSC Recruiter of the Year

a. CNLSC will recognize one judge advocate, O-3 or below, each fiscal year for superior performance in recruiting efforts. Nominations can be made by DSO, RLSO, and NJS COs.

b. Nominations will be evaluated on the criterion of demonstrated superior performance in recruiting, as evidenced by his or her reputation with law school career service offices, impact-driven outreach, participation in recruiting events and structured interviews, support to Code 61, and unique or novel and effective recruiting initiatives directly associated with the individual's efforts.

12. NLSC Leadership Award

a. CNLSC will recognize one judge advocate, in the rank of O-4, each fiscal year for excellence as an Outstanding Leader for invaluable leadership contributions to the JAG Corps and Navy. Nominations can be made by RLSO, DSO, and NJS COs.

b. Nominations will be evaluated on the criterion of demonstrated excellence in leadership as a naval officer, which may include, but is not limited to the nominee's strength, ingenuity, and impact in mentoring Sailors, civilians, and junior officers; the nominee's ability to promote mission accomplishment by providing purpose, direction, and motivation; or the nominee's ability to build cohesive and effective teams.

13. Nomination Packages. Nominations packages for awards shall be submitted, in accordance with guidance promulgated by Code 61, on command letterhead and must include a Summary of Performance, not to exceed 1,000 words, stating how the nominee meets the award's criteria.

SAMPLE FORMAT

LETTERHEAD

From: _____

To: Commander, Naval Legal Service Command (or)
Assistant Judge Advocate General (Operations and Management)

Subj: NOMINATION OF _____ FOR THE [FY_] OJAG/NLSC [Name of Award]

Encl: (1) Summary of Performance (1000 word limit)

1. It is my pleasure to nominate _____ for the _____ Award for the period
01 October 20__ to 30 September 20__.

2. Enclosure (1) summarizes the nominee's performance and achievement that merit this award.
The following biographical information is provided:

a. Nominee's Name, Grade, and Service:

b. Years of Military Service:

c. Current Duty Assignment:

d. Previous Duty Assignments:

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

Signature
Title/Position

**NLSC Sailor of the Year Award and
JAG Corps Legalman of the Year Award Guidance**

1. **Purpose.** Sailor and Legalman of the Year awards are used to formally recognize enlisted personnel within NLSC and the JAG Corps for exceptional job performance during the fiscal year.

2. **Discussion.** Both awards are designed to recognize outstanding achievement, duty performance, leadership, special accomplishments, and overall contributions to command efficiency, morale, and welfare. The period for nomination is 1 October to 30 September each fiscal year.

3. **Eligibility.** While similar in nature, each award is distinct and recognizes enlisted personnel as follows:

a. The NLSC Sailor of the Year (SOY) award is open to active duty enlisted personnel serving in pay grades E-6 and below, regardless of service, that are assigned to a NLSC unit or activity, including Victim's Legal Counsel offices.

b. The JAG Corps Legalman of the Year (LOY) award is open to any Legalman in the pay grade E-6 and below working outside of NLSC.

c. Commands and activities may nominate personnel who were assigned during all or part of the fiscal year even if he or she transferred out of the command during the award period.

4. **Procedure**

a. **Initial Selection Process.** A selection board will convene as prescribed by the relevant JAG-wide notice. The LOY board members will be comprised of Senior Legalman as appointed by JAG Corps Senior Enlisted Leader (SEL). The SOY board members will be comprised of all NSLC SELs. Each board will review all nomination packages and select three finalists. After notifying the Commanding Officers and SEL, the selected finalists' names will be published via message or other appropriate means.

b. **Logistics.** Finalists for SOY/LOY will report to OJAG, Washington Navy Yard, Washington, D.C., under Temporary Additional Duty (TAD) orders for final selection interviews and recognition events. TAD orders will be issued for travel. The prescribed uniform is Service Dress Blue. Funding and other information concerning the event will be provided through separate correspondence following the announcement of the finalists.

c. **Final Selection Process.** The JAG Corps SEL will convene a selection board composed of Legalmen in paygrades E-7 and above. This board will interview and screen the three LOY and three SOY finalists, and make final selections. Upon approval by CNLSC, the winners' names will be announced by appropriate means.

5. Selection Criteria. Selection criteria include, but are not limited to, the following demonstrated character traits and performance during the award period year:

- a. Performance of duty: professionalism, technical proficiency, and noteworthy achievements contributing to the mission accomplishment and/or improvement of the member's command or activity.
- b. Teamwork, motivation, pride, and patriotism.
- c. Excellence in leadership.
- d. Awards and letters of commendation/appreciation.
- e. Off-duty education, as well as professional education acquired through Department of Defense or Navy schools and correspondence courses.
- f. Nominations for SOY/LOY must state that the nominee has completed required Legalman Paralegal Education Program (LPEP) courses or is currently enrolled and in good standing in the LPEP curriculum.

6. Nominations

a. Commands are encouraged but not required to submit nominations either for the NLSC SOY or the JAG Corps LOY awards.

b. Amplifying information regarding nomination packages and deadlines for the SOY and LOY awards will be promulgated annually. Unless otherwise directed, submit nominations electronically to the OJAG SEL in PDF format in accordance with guidance promulgated by Code 004.

c. A template nomination form for both the SOY/LOY awards is provided in this enclosure. Nomination packages for both awards must include a Personal Award Recommendation (OPNAV 1650/3) and draft Navy and Marine Corps Commendation Medal citation.

7. Awards. To avoid awards duplication, commands must delay presentation of any related personal awards until after the competition is complete. Both the SOY and LOY will receive the Navy and Marine Corps Commendation Medal.

8. Additional Honors. When eligible per reference (i), the SOY selectee will be forwarded as NLSC's nominee for the Chief of Naval Operations Naval Shore Activities Sailor of the Year competition.

SAMPLE FORMAT

From: Commanding Officer, _____
To: Judge Advocate General or Commander, Naval Legal Service Command (Attn: Code 004)

Subj: 20__ JUDGE ADVOCATE GENERAL'S CORPS LEGALMAN OR NAVAL LEGAL SERVICE COMMAND SAILOR OF THE YEAR NOMINATION IN THE CASE OF (RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL), USN

Ref: (a) JAG/CNLSCINST 1650.1C

- 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 or 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, date 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 or 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. E-mail Address: (Work) (Home)

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 typed pages**).

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

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

List in chronological order:

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

6. List educational accomplishments.

- a. Years of formal civilian schooling completed and any degrees 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 typed page**).

(Signature)
("By direction" not authorized)

**NLSC Junior Officer of the Quarter and
NLSC Sailor of the Quarter Awards Guidance**

1. **Purpose.** The Junior Officer and Sailor of the Quarter awards are used to formally recognize NLSC officer and enlisted personnel for outstanding performance during each quarter of the fiscal year.

2. **Eligibility**

a. Any judge advocate, including Navy, Marine Corps, or Coast Guard, in the pay grade O-3 or below, assigned to NLSC Headquarters or to a NLSC field command is eligible for the Junior Officer of the Quarter (JOQ) award. Junior officers assigned to the VLC Program, TCAP, DCAP, and NJS are also eligible.

b. Any enlisted service member in the pay grade E-6 and below and attached to the NLSC Headquarters or to a NLSC field command, as described above, is eligible for the Sailor of the Quarter (SOQ) award.

3. **Selection Criteria.** Criteria for selection include the following demonstrated character and performance traits exhibited during a fiscal year quarter:

a. Performance of duty: pride and professionalism, technical proficiency, and noteworthy achievements contributing to the successful mission accomplishment of nominee's command or activity;

b. Teamwork and motivation;

c. Excellence in leadership;

d. Awards and letters of commendation/appreciation;

e. Off-duty education, as well as professional education from Department of Defense or respective service schools and correspondence courses.

f. Legalman nominations for SOQ must state that the nominee has completed required LPEP courses or is currently enrolled and in good standing in the LPEP curriculum.

h. Personnel ultimately chosen as JOQ and SOQ shall not automatically become nominees for their respective annual award categories.

4. Nominations

- a. A template nomination form for both the JOQ and SOQ awards is provided in this enclosure.
- b. Nominations for JOQ awards shall be submitted electronically to Code 61 in accordance with guidance promulgated by Code 61.
- c. Nominations for SOQ shall be submitted electronically to Code 004 in accordance with guidance promulgated by Code 004.

5. Selection Board

- a. Director, Military Personnel Division (Code 61) may appoint members and convene a selection board on a quarterly basis to review nominations for the JOQ program. The JAG Corps SEL may appoint members and convene a selection board on a quarterly basis to review nominations for the SOQ program.
- b. The Lieutenant/LDO Law Detailer (PERS 4416C) shall be a standing member of the JOQ Board. All other board members shall be O-5 and above.
- c. Unless otherwise directed by the AJAG 06, the standing Chairperson of the SOQ Board shall be the JAG Corps SEL. The other board members shall be all of the incumbent NLSC SELs.

SAMPLE FORMAT FOR SOQ/JOQ NOMINATION

From: Commanding Officer, _____
To: Commander, Naval Legal Service Command

Subj: NOMINATION OF _____ FOR [JUNIOR OFFICER/
SAILOR] OF THE QUARTER

Ref: (a) JAG/CNLSCINST 1650.1C

1. In accordance with reference (a), _____ is nominated for the NLSC (Junior Officer/Sailor) of the Quarter for ___ Quarter of FY____.
2. (Provide synopsis of significant professional and/or personal achievements for the period indicated that warrant selection. Include comments on performance, leadership, teamwork, education, and/or command involvement. **Two (2) page limit.**)
3. Commanding Officer's comments (**1000 word limit**):

C. O. SIGNATURE

Navy Reserve Law Program Awards Guidance

1. Special Assistant for Awards and Recognition and Reserve Award Selection Boards

a. The Deputy Judge Advocate General for Reserve Affairs and Operations (DJAG (RA&O)) shall appoint an officer to serve as Special Assistant for Awards and Recognition (DSAAR) to oversee and administer the Navy Reserve Law Program awards program.

b. All officer and unit awards will be reviewed by an awards board and may be comprised of incumbents in the following positions: the Navy Reserve Law Program Manager; the DSAAR (who shall serve as chair of this board); and at least one other senior officer designated by the DJAG (RA&O).

c. All Legalman awards will be reviewed by an Enlisted Leadership Awards Board comprised of incumbents in the following positions: the Reserve JAG Corps Command Master Chief; the Reserve JAG Corps Assistant Command Master Chief; the regional Reserve JAG Corps SEL; and the Reserve Legalman Awards Program Director, appointed by the Reserve JAG Corps Command Master Chief, who shall be chair of this board.

d. The DJAG (RA&O) shall have the ultimate authority to determine and/or modify the composition of any Reserve Law Program Award Boards. Personnel nominated for an award may not serve on the selection board determining the same award.

2. Award Nominations

a. An awards call for all referenced Reserve Law Program awards will be issued at the direction of the DJAG (RA&O), and will include an electronic address and a deadline for submitting nomination packets.

b. Nominations for all enlisted awards should be submitted electronically to the Reserve Command Master Chief's Legalman Awards Program Director, who shall administer the selection process and prepare packages for an awards board to review.

c. Nominations for all officer and unit awards should be submitted electronically to the DSAAR, who shall administer the selection process and prepare packages for an awards board to review.

3. Awards Manual

a. A Navy Reserve Judge Advocate's Awards Manual, under the auspices of DJAG (RA&O), has been promulgated to illustrate procedural guidance and provide nomination templates for the Reserve awards noted in this instruction.

b. Personnel are advised to consult the most recent edition of this manual, as well as the current year's awards call, for references before submitting their nomination packets.

4. Rear Admiral Gerald E. Gilbert Cup Unit Award

a. The Gilbert Cup, named in honor of its donor, Rear Admiral Gerald E. Gilbert, is awarded annually to a Navy Reserve JAG Corps Law unit judged to be the best reserve law unit in the Navy.

b. The Gilbert Cup unit award winner is chosen from among the top two reserve law units receiving a Rear Admiral Hugh H. Howell, Jr. Award of Excellence (Howell Award). The Reserve JAG Awards Board will consider the unit's initial Howell Award nomination package, as well as a supplemental nomination package to recognize unit accomplishments for the time period immediately following Howell Award recognition through the end of the calendar year to determine the final Gilbert Cup winner.

c. The Gilbert Cup shall remain on display in OJAG, while a suitable citation shall be presented to the recipients of this award for unit retention.

5. Rear Admiral Hugh H. Howell, Jr. Award of Excellence

a. The Rear Admiral Hugh H. Howell, Jr. Award of Excellence (Howell Award) recognizes both individual and unit accomplishments and is named in honor of the first Navy Judge Advocate Reservist to attain flag rank and the first Director, Navy Reserve Law Program.

b. Two awards may be presented annually in each of these five categories:

(1) Reserve Senior Officer: Navy Reserve, O-5 and above.

(2) Reserve Junior Officer: Navy Reserve, O-4 and below.

(3) Reserve Legalman: Reserve Legalman, E-5 and below.

(4) Reserve Unit: Navy Reserve JAG Corps Law units.

(5) Active Duty Supported Commands: Active commands that demonstrate exceptional support to the Navy Reserve Law Program.

c. The Howell Awards shall be presented to Judge Advocates, Legalmen (E-5 and below), and to units of the JAG Corps, that contribute outstanding support to the Navy or Navy Reserve at a significant level of responsibility, and to active duty supported commands demonstrating exceptional support of the nominee's respective law program. The award may be justified either by sustained performance over time or by a specific achievement.

d. All Howell Award nominations should be submitted in letter format as follows for each category:

(1) Individuals. Include nominee's full name and rank, nomination category, unit title, supported command and location, title in unit structure, time in unit, and unit make-up. List the nominator's name, rank, title, contact information, and name of regional Staff Judge Advocate (SJA). Describe how member contributed to mission success and include collateral or assumed responsibilities above and beyond primary duties. Professional development, and/or educational efforts should also be included. Note the Military Law Training Symposium (MLTS) the nominee may attend.

(2) Reserve Units. Include nominee's full unit name and names of commanding officer, supported command and regional SJA. Describe unit composition with numbers of officer and enlisted billets. Enumerate the type of support provided and/or notable achievements. Include the MLTS the unit representative may attend. Nominations must come from the unit's supported command.

(3) Active Duty Supported Commands. Include nominator's full name, title and rank, name of Reserve unit, name and region of SJA, name of supported command and commanding officer, its duties, responsibilities and its area of responsibility. Describe how the active command utilized a reserve unit and/or individual reservists to positively impact their mission success. Include which MLTS the command delegate may attend.

6. Navy Reserve Legalman of the Year Award

a. The Navy Reserve Legalman of the Year Award is presented to a First Class Reserve Legalman who best exemplifies the award's ideals and demonstrates high military and professional standards. Nominations may include Reserve First Class Petty Officers who have been accepted for conversion to Legalman. Recipients will receive a Navy Commendation Medal.

b. This award was initially established in honor of Reservist Legalman First Class (LN1) Kimberly Clark, who died in the 1995 bombing of the Oklahoma City Federal Building. While the award no longer carries her name, the criteria for this award recognizes a Reserve LN1 who exemplifies the same ideals LN1 Clark did during her service.

c. Nominations for Navy Reserve Legalman of the Year Award should be submitted on command letterhead and include:

- (1) Nomination letter;
- (2) Commanding officer's or SJA's endorsement;
- (3) OPNAV 1650/3 Personal Awards Recommendation;
- (4) Draft award citation.

d. Nomination letter must state how the nominee exemplifies the six ideals of duty, honor, commitment, devotion to the Navy, love of country, and the belief that each person can make a positive difference, and demonstrates the following:

- (1) The highest military standards of the US Navy:
 - (a) Military bearing and character;
 - (b) Military appearance;
 - (c) Organization and mission support;
 - (d) Pride in service;
 - (e) Self motivated; and
 - (f) Leading, organizing and motivating others.
- (2) Dedication to the highest professional standards:
 - (a) Consistent drive for excellence;
 - (b) Personal and professional initiative;
 - (c) Development of skills in others and self; and
 - (d) Forward thinking – “Can Do” attitude.
- (3) Personal improvement through educational pursuits; and
- (4) Commitment to the Navy Core Values.

Summary of Changes: JAGC Military Personnel Awards Program

References

- Updated references to include references (b) JAGINST 1650.2, (e) C.F.R. Part 2635, (f) 41 C.F.R. Chapter 304, (g) Joint Travel Regulations, and (h) DoD Conference Guidance Ver. 4.0 of Jun 16. Removed reference (g) OASN Budget Guidance Memo dtd 25 Mar 14.

Enclosures

- Removed Personal Military Decorations.

Section 6(a) – (c) – Awards Boards

- Clarified level of authority to appoint internal awards boards.

Section 7(a)(1) – (2) – OJAG and NLSC Awards

- Added OJAG Innovator of the Year Award, NLSC Victims' Legal Counsel of the Year, NLSC Innovator of the Year, and NLSC Leadership awards to the list of OJAG and NLSC Superior Performance Awards.

Section 7(b) – OJAG and NLSC Awards

- Added language to open OJAG and NLSC Awards to eligible personnel from all Services.

Section 7(c) – OJAG and NLSC Awards

- Added language to clarify that officers selected for promotion / promoted are not disqualified from eligibility for OJAG and NLSC Superior Performance Awards, provided that the actions that underlie the nomination occurred entirely prior to that officer's promotion.

Section 8 – Navy Reserve Law Program Awards

- Deleted the MCPO Delbert Black Leadership Award. Our senior enlisted LNs are not eligible for this award. Per OPNAVINST 1650.36, only CMDCM, COB, CMDCS holding NEC 9580, 9579, or 9578 are eligible.

Section 9 – Awards from Outside Organizations

- Clarified the nomination process for awards sponsored by outside organizations.
- Awards that limit the number of submissions or require ranking of nominees shall be coordinated through Code 61 or DJAG (RA&O)'s Special Assistant for Awards and Recognition, as appropriate.
- Awards that do not limit the number of submissions or require ranking of nominees may be forwarded directly to the sponsorship organization.

- Before accepting an award from an outside organization, commands/personnel shall notify Code 61 or DJAG (RA&O)'s Special Assistant for Awards and Recognition, as appropriate.

Section 10 – Travel and Honoraria

- Added references (e) C.F.R. Part 2635 and (f) 41 C.F.R. Chapter 304, since ref (d) (the JER) is not entirely comprehensive of all gift and other ethics issues.

Enclosure 1 – OJAG and NLSC Awards

- Removed guidance on OJAG and NLSC Personal Military Decorations, since it is encompassed in JAGINST 1650.2.

Enclosure 1, Section 3 – OJAG Innovator of the Year

- Added OJAG Innovator of the Year Award, with officers O-3 and below eligible.

Enclosure 1, Section 4 – NLSC Junior Officer of the Year

- Added language allowing CO, Naval Justice School to make nominations for this award.

Enclosure 1, Section 9 – NLSC Victims' Legal Counsel of the Year

- Added NLSC Victims' Legal Counsel of the Year Award, with officers O-4 and below eligible.

Enclosure 1, Section 10 – NLSC Innovator of the Year

- Added NLSC Innovator of the Year Award, with officers O-3 or below and any enlisted paygrade eligible.

Enclosure 1, Section 12 – NLSC Leadership Award

- Added NLSC Leadership Award, with O-4 officers eligible.

Enclosure 1, Section 13 – Nomination Packages

- Clarified submission requirements for unit awards.

Enclosure 3 – NLSC Junior Officer of the Quarter and NLSC Sailor of the Quarter Awards Guidance

- Clarified personnel assigned to Naval Justice School, as a NLSC field command, are eligible for both awards.