



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1650.1B
002
17 NOV 2008

COMNAVCRUITCOM INSTRUCTION 1650.1B

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING COMMAND AWARDS MANUAL

Ref: (a) SECNAVINST 1650.1
(b) COMNAVCRUITCOMNOTE 1650
(c) 5 CFR 451
(d) COMNAVCRUITCOMINST 12452.2
(e) SECNAVINST 3590.4
(f) COMNAVCRUITCOMINST 1130.5, Volume 5, Chapter 3

Encl: (1) Navy Recruiting Command Awards Manual

1. Purpose. To provide information and regulations on award submissions for individuals assigned to Navy Recruiting Command.

2. Cancellation. The following directives have been cancelled:

a. COMNAVCRUITCOMINST 1650.1A.

b. COMNAVCRUITCOMINST 12451.2D, CIVILIAN INCENTIVE AWARDS PROGRAM has been incorporated into this directive and is now identified as Chapter 6.

c. COMNAVCRUITCOMINST 5305.1K, RECRUITING REFERRAL RECOGNITION PROGRAM has been incorporated into this directive and is now identified as Chapter 7.

Due to extensive revisions, marginal notations are not included.

3. Discussion. Awards are intended to recognize exceptional performance and valor. Navy Recruiting Command recruiting personnel and civilians who, in the judgment of their Commanding Officer or Department Head, have performed noteworthy or commendable accomplishments, beyond the usual requirements of duty, as well as non-recruiting personnel who perform an invaluable service by providing referrals should receive special recognition. This can be in the form of a Letter of Appreciation, Letter of Commendation or a personal decoration. Although there is no limitation on the number of awards which

may be presented for a specific action, the wholesale presentation of group awards for performance of duties within the scope of an individual's rate, paygrade, or pay band degrades the value of awards earned singularly by distinctive performers. Specific guidance concerning eligibility requirements for decorations and awards is contained in reference (a).

4. Points of Contact. Navy Recruiting Command (NAVCRUITCOM) Awards Division (002SA): Commercial (901)874-9262/9149; DSN 882-9262/9149.

5. Forms. The OPNAV 1650/3 S/N 0107-LF-017-5800 is available at the following web sites:

<http://neds.nebt.daps.mil/Directives/nform2.htm>

<http://forms.daps.dla.mil/order/>

/s/

R. R. BRAUN

Deputy

Distribution:

Electronic only via

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Change 3
14 Jul 2009

Navy Recruiting Command

Awards Manual



COMNAVCRUITCOM INSTRUCTION 1650.1B

November 17, 2008

**Commander, Navy Recruiting Command
5722 Integrity Drive
Millington, TN 38054-5057**

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CHAPTER 1 - GENERAL INFORMATION

Section 1. - GENERAL

110. PURPOSE OF THE NAVY RECRUITING COMMAND AWARDS MANUAL. To provide guidance and regulations concerning submission of awards for individuals assigned to Navy Recruiting Command.

111. ELIGIBILITY CRITERIA

1. Recommendations for awards must meet specific eligibility criteria. Considerations include the circumstances involved, type of achievement or service, and the duration of the period of action. In all cases, the act, achievement or service should clearly exceed that which is normally required or expected of the individual, considering grade or rate, training and experience.

2. As a general rule, only one award will be made for the same act, achievement, or period of meritorious service. It is inappropriate to duplicate awards; however, an award for heroism or specific achievement within the period of meritorious service is not considered duplication.

a. Mid-tour awards are not appropriate; commands are required to retain the nomination for inclusion in the End Of Tour (EOT) award.

b. Sailor of the Year, and similar awards (i.e. Recruiter Incentive System Awards), denote a specific competitive achievement. This award can support an EOT award and a copy of it must be enclosed with the EOT award. Only one award of this nature can be earned in any given year.

c. A routine EOT award is not an integral part of the awards system. A copy of all personal awards received during the tour period must be submitted with the EOT award to the awarding authority.

d. The Navy does not have a Retirement award, nor is it appropriate to recommend an award for the entire career of a service member. If an individual is recommended for an award upon retirement, it should only recognize service at the last duty station or acts not previously recognized. In addition, a retirement/career statement in the citation is not appropriate.

112. AUTHORITY/DELEGATION TO APPROVE AWARDS

1. The Legion of Merit (LM) is awarded by the Chief of Naval Personnel for the President.

2. The Meritorious Service Medal (MM) is awarded by the Commander, Navy Recruiting Command for the President.

3. The Navy and Marine Corps Commendation Medal (NC) is awarded by Commanders (O6) of Navy Recruiting Regions for the Secretary of the Navy.

4. The Navy and Marine Corps Achievement Medal (NA) is awarded by Commanders/Commanding Officers of Regions and Navy Recruiting Districts for the Secretary of the Navy. Quotas are no longer in effect for specific achievements per command.

113. TIMELINE FOR SUBMISSIONS

1. All award recommendations must be submitted to NAVCRUITCOM 002SA for processing via the appropriate chain of command (MS's and higher). Awards for specific actions should be submitted within two weeks of the specific action to permit rapid recognition of the individual's efforts. EOT award recommendations that require NAVCRUITCOM approval (i.e. MM/LOC) must be submitted to arrive at NAVCRUITCOM 002SA no later than 90 days prior to transfer, separation, or retirement. Those that require approval by Chief of Naval Personnel or higher authority (i.e. LM) must be submitted to arrive at NAVCRUITCOM 002SA, via the Region, no later than four months prior to transfer, separation, or retirement. This is necessary to permit ample time for processing if presentation is desired before the awardee's departure. Any late award recommendations submitted to NAVCRUITCOM require a letter, on command letterhead, signed by the CO/XO only, explaining the reason(s) for the late submission.

CHAPTER 2 - PERSONAL AWARD RECOMMENDATIONS

Section 1. - PREPARATION OF AWARDS

210. INSTRUCTIONS FOR COMPLETION OF OPNAV 1650/3 AND SUMMARY OF ACTION/CITATION

1. Recommendations for all medals must be submitted using a OPNAV 1650/3 (Rev 7-04) Personal Award Recommendation (Appendix A). NAVCRUITDIST's are to submit original OPNAV 1650/3 with original signature of the Commanding Officer. NAVCRUITCOM will **NOT** accept fax or email submissions of award requests. Blocks 1-25 must be completed per SECNAVINST 1650.1, reflecting the individual's personal data and award information. The following blocks of the OPNAV 1650/3 are pertinent for the completion of this form. Inclusion of these items will expedite the completion of awards and preclude NAVCRUITCOM 002SA needing to contact the submitting command requesting the information:

a. At the top of the form, above the words Personal Award Recommendation, type in the **date member reported this tour of duty**.

b. (From Block) Indicate a command Point of Contact (Rate/Last Name), and phone number with extension.

c. (Block 6) (SSN) Use only the last four digits of the member's Social Security Number in this block.

d. (Blocks 11 and 19) When an individual checks onboard a command, a copy of the individual's NAVPERS 1070/604 from their service record should be made and maintained on file. The number of award(s) in Block 11 should be in sequence with the individual's previous personal decorations in Block 19. Ensure copies of awards previously received during award period are attached.

e. (Block 15) Indicate the individual's date of detachment (i.e. transfer date, terminal leave, retirement ceremony date).

f. (Block 16) Indicate the individual's next duty station or address at retirement.

g. Summary of Action (SOA), Block 25, must be used to document the circumstances surrounding the action. The introductory paragraph should cite the command, period of action, position held and overall achievement(s). Specific accomplishments which directly bear on the overall achievement should be cited as "bulletized" paragraphs. When additional space is required, add sheets of standard size paper; however, use continuation pages sparingly.

2. A citation must be prepared using the introductory and closing sentences provided for appropriate awards in the format stipulated in Appendices B, C, D, E or F of this chapter. The citation must summarize the specifics of the action and be written in a style suitable for oral presentation. It must contain sufficient facts to "stand alone" as award justification with the SOA providing additional details, if necessary.

a. The Legion of Merit and Meritorious Service Medal citation shall be typed in double-spaced, 12-pitch Courier New (22 lines maximum, this includes the opening and closing sentences).

b. The Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal citation shall be typed in double-spaced, 12-pitch Courier New (7 1/2 lines maximum, this includes the opening and closing sentences).

c. The Letter of Commendation citation shall be typed in double-spaced, 12-pitch Courier New (15 lines maximum, this includes the opening and closing sentences).

PERSONAL AWARD RECOMMENDATION
FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: Commanding Officer ADDRESS: Navy Recruiting District Nashville 640 Grassmere Park Ste 104 Nashville, TN 37211		1a. UIC / RUC 82425	2. TO (Awarding Authority): Chief of Naval Personnel ADDRESS: Washington, DC 20370-5000		2a. UIC / RUC 45997
3. COMMAND POC: NAME: YN1(AW/SW) Veillette EMAIL: veillette@cnrc.navy.mil			4. PHONE: (DSN): (COM): 815-332-0831		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 07-May-2005 5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: N/A
6. SSN (LAST FOUR DIGITS ONLY)		7. DESIGNEC/MOS 2186		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 1-Apr-2005	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)			10. <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USN			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) AWAITING ORDERS		
13. PAYGRADE AND RATING E-9 NCCM		14. WARFARE QUALIFICATION N/A		15. UNIT AT TIME OF ACTION/SERVICE NRD NASHVILLE	
16. DUTY ASSIGNMENT Chief Recruiter		17. UIC/RUC 82425		18. CAMPAIGN NA Not Applicable	
19a. OPERATION: N/A		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)			
20. RECOMMENDED AWARD MM Meritorious Service Medal		NA (Aug89-Jul90) NA (Oct90-Sep91) NA (Jun89-Jun93) NA (Oct95-Dec95) NC (Aug93-Oct96) NC (Oct96-May00) NA (Jul00-Sep00) NC (Oct00-Sep01)			
21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED None		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 1		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: None			
25. ACTION DATE/MERITORIOUS PERIOD 02-Apr-2002 - 01-Apr-2005			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A		
27. GEOGRAPHIC AREA OF ACTION/SERVICE US CONUS, Alaska, Territories, Canada			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR R. G. TURNER, CDR, USN CO			30b. SIGNATURE R.G. TURNER		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED	
	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
33. CNO / CMC AWARDS BRANCH USE ONLY SERIAL NO: _____ DATE RECEIVED: _____					
34. NDBDM USE ONLY FROM: SECNAV (NDBDM) DATE: _____ TO: CNO (DNS-37/N00B13) CMC (CODE MMMA) 1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE 2. Reviewed and recorded.					

INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

MH	Medal of Honor	NM	Navy and Marine Corps Medal	JC	Joint Service Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	CV	Navy & Marine Corps Commendation Medal w/ V
SS	Silver Star	PH	Purple Heart Medal	JA	Joint Service Achievement Medal
LM	Legion of Merit	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LV	Legion of Merit w/ V	AS	Air Medal (Strike/Flight)	NV	Navy & Marine Corps Achievement Medal w/ V
DX	Distinguished Flying Cross	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DV	Distinguished Flying Cross w/ V	AH	Air Medal (Individual Action w/ V)	XX	Letter of Commendation

35. Summary of Action (not required for Command approved NAMs)

Sample Legion of Merit Citation

The President of the United States takes pleasure in presenting the **LEGION OF MERIT (Gold Star in lieu of Third Award)** to

**CAPTAIN
(Insert Name)
UNITED STATES NAVY**

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Deputy Commander, Navy Recruiting Region xxxxx, from January 1998 to January 2002. Displaying unparalleled loyalty and dedication, (he/she) earned the trust of (his/her) superiors, peers and subordinates alike with (his/her) deck-plate leadership and genuine concern for (his/her) Sailors.

**22 lines is maximum for the text including the opening
and closing sentences.**

Captain xxxx's dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon (himself/herself) and upheld the highest traditions of the United States Naval Service.

FOR THE PRESIDENT,

CHIEF OF NAVAL PERSONNEL

Sample MSM Citation

The President of the United States takes pleasure in presenting the **MERITORIOUS SERVICE MEDAL (Gold Star in lieu of Third Award)** to

**COMMANDER
(Insert Name)
UNITED STATES NAVY**

for service as set forth in the following

For outstanding meritorious achievement as XXX, Navy Recruiting Command, from January 1997 to April 2000.

**22 lines is maximum for the text including the opening
and closing sentences**

The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Commander XXX reflected great credit upon (himself/herself) and upheld the highest traditions of the United States Naval Service.

FOR THE PRESIDENT,

COMMANDER, NAVY RECRUITING COMMAND

Sample NAM Citation

(GOLD STAR IN LIEU OF FIFTH AWARD)

LEGALMAN FIRST CLASS (SW) (Insert Name), UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS XXXX FOR NAVY RECRUITING DISTRICT CHICAGO FROM MAY 2000 TO MAY 2001. PETTY OFFICER XXX CONSISTENTLY PERFORMED (HIS/HER) DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

7 1/2 LINES MAXIMUM FOR THE TEXT INCLUDING THE OPENING AND CLOSING SENTENCES.

(HIS/HER) MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

6TH

OCTOBER 2000 FOR THE SECRETARY OF THE NAVY

COMMANDER, NAVY RECRUITING REGION

OR

COMMANDING OFFICER, NAVY RECRUITING
DISTRICT

Sample NCM Citation

(GOLD STAR IN LIEU OF SECOND AWARD)

YEOMAN FIRST CLASS(SW) (Insert Name), UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS XXXX AT NAVY RECRUITING DISTRICT CHICAGO FROM OCTOBER 1997 TO SEPTEMBER 2000. PETTY OFFICER XXX CONSISTENTLY PERFORMED HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. DEMONSTRATING EXCEPTIONAL RECRUITING SKILLS AND INITIATIVE, SHE

7 1/2 LINES MAXIMUM FOR THE TEXT INCLUDING THE OPENING AND CLOSING SENTENCES.

BY HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER XXX REFLECTED GREAT CREDIT UPON HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

6th OCTOBER 2000

FOR THE SECRETARY OF THE NAVY

COMMANDER, NAVY RECRUITING COMMAND
OR
COMMANDER, NAVY RECRUITING REGION

Sample LOC Citation

STOREKEEPER FIRST CLASS(SW)
(Insert Name)
UNITED STATES NAVY

For commendable achievement in the superior performance of his duties while serving as XXXX at Navy Recruiting District Chicago from October to December 2000. Petty Officer (Insert Last Name) performed his duties in a highly professional manner.

15 lines is maximum for the text including the opening and closing sentences.

Petty Officer (Insert Last Name) exceptional performance was in keeping with the highest traditions of the United States Naval Service.

J. F. KILKENNY
REAR ADMIRAL, U.S. NAVY

CHAPTER 3 - ADMINISTRATIVE PROCEDURES

Section 1. - ADMINISTRATIVE PROCEDURES

310. ACTION BY AWARDING AUTHORITIES. Per reference (a), awarding authorities must submit, via mail on a periodic basis, the original completed OPNAV 1650/3 and a copy of the signed citation to Navy Department Board of Decorations and Medals (NDBDM), and to Navy Recruiting Command. Staple a signed copy of the citation, with the last four digits of the member's social security number typed in the upper right hand corner. Awarding authorities are required to maintain copies of previously approved awards on assigned personnel in accordance with SECNAV M-5210.1, DEPARTMENT OF THE NAVY RECORDS MANAGEMENT PROGRAM.

311. REMOVAL (REVOKING) OF AWARDS. Any award for a distinguished act, achievement, or service may be revoked before presentation, by the approval authority. After presentation, if subsequently determined facts would have prevented the original approval of the award, or if the awardee's service after the distinguished act, achievement or service has not been honorable, forward the entire case to NDBDM per Appendix A.

312. NAVCRUITCOM AWARDS BOARD

1. Purpose. The Awards Board is responsible for assisting the Commander, Navy Recruiting Command in evaluating recommendations for awards, Navy Achievement Medal and above.

2. Membership. The Awards Boards will be composed of: (R)

a. Officer awards will be boarded by a minimum of three (R) captains as designated by the Chief of Staff. The Chief of Staff will chair the board. Composition of the board will always include a department head representative for awards originating from Headquarters. Board members will be assigned to review award recommendations, taking into consideration circumstances that relate to the member being recommended.

b. Enlisted awards will be boarded by the FORCM, Staff (R) CMC, and other appointed Senior Enlisted members. Board members will be assigned to review award recommendations, taking into consideration circumstances that relate to the member being recommended. The FORCM or staff CMC will report the findings of the Enlisted board to the Chief of Staff as soon as possible.

3. Procedures. The Awards Board will evaluate and render an opinion as to the merit of award recommendations submitted by Navy Recruiting Command Headquarters and/or subordinate commands, ensuring that the acts or services described fulfill all requirements for the award recommended as specified in pertinent directives. An important factor in the proper administration of awards is expeditious handling. Awards Board members shall process award recommendations in a timely manner to facilitate prompt recognitions of meritorious or outstanding performance. The goal is to complete the award cycle, from recommendation to presentation, within 60 days. Special attention must be given to award recommendations submitted via NAVCRUITCOM for subsequent approval by senior awarding authority (Chief of Naval Personnel, Chief of Naval Operations, etc.). Award submissions for Legion of Merit are required to be submitted 120 days in advance of awarding date to allow adequate processing time.

4. Downgrading an Award. If the board votes to downgrade an award recommendation, the Chief of Staff will ensure the submitting chain of command is notified in an expeditious manner. (R)

5. Convening. Awards Board members will review awards in session, discuss the merits of the award presented, and make recommendations as to the level of award approved. Awards Board members are encouraged to review reference (a), particularly section 230 under "REQUIREMENTS". (R)

Sample Removal Letter

1650
Ser

From: Commanding Officer, Navy Recruiting District _____
To: Navy Department Board of Decoration and Medals, 2000 Navy
Pentagon, Washington, DC 20350-1000
Via: Commander, Navy Recruiting Command

Subj REQUEST FOR REMOVAL OF AWARD PRESENTATION ICO _____

Encl: (1) Original Navy and Marine Corps Achievement Medal
Citation

1. Enclosure (1) was presented ICO subject named member for the period of _____. It is requested that the award be removed from the member's permanent record due to: (**EXAMPLE:** YN3 Jones was awarded Commanding Officer's NJP on 9 April 2001 and found guilty of two specifications of Article 92 and several other charges including _____. He was reduced in rate, ordered to forfeit one-half month's pay for two months, and will be administratively separated from the Navy.)

2. NAVCRUITDIST _____ point of contact is _____, at (000) 000-0000.

Commanding Officer Signature

CHAPTER 4 - GOLD WREATH AWARDS

Section 1. - GENERAL

410. DISCUSSION

1. The "Gold Wreath" is a metallic device worn by designated recruiting personnel in conjunction with the recruiting badge.

a. The wreath encircles the recruiting badge and subsequent awards are displayed by adding either a gold or silver star at the bottom of the wreath.

b. An "Excellence Scroll" is added for the tenth award.

c. A large gold star on top of the excellence scroll signifies the twentieth award.

d. A wreath around the large gold star wreath signifies the twenty-fifth award.

e. Appendix A provides the Gold Wreath Awards sequence.

2. Navy recruiting personnel must be onboard for a minimum of 90 days or three production months to be eligible for the Gold Wreath. This requirement cannot be waived.

3. All military and civilian personnel assigned to NAVCRUITCOM are eligible for the Gold Wreath Award. Campus Liaison Officers and Navy Medical Department personnel who meet the expectations of the Commanding Officer (CO) are also eligible. Personnel returning to recruiting duty maintain eligibility for subsequent, sequential Gold Wreath Awards.

4. Computation for personnel, military and civilian, who report to NAVCRUITCOM, HQ and have no prior affiliation with recruiting starts on the first day of the month after their reporting month. (i.e. if member reports 15 September 2003, their consecutive three-month counter starts effective 1 October)

5. Gold Wreaths will be based on the net new contract objective and Reserve attainment goals obtained from the District's Monthly Goaling Letter.

6. Officer and Enlisted recruiters must be PQS qualified or not delinquent in qualifications to be eligible for Gold Wreath Awards.

7. The time period for the Gold Wreath award is three consecutive production months. **Once an award is earned, the time period covered by that award cannot be used for subsequent awards.** At the end of any consecutive three-month period, if the established objectives for that time frame have been met, a Gold Wreath is awarded, regardless of attainment in any given month during that period.

411. GOLD WREATH AWARD CRITERIA

1. NAVCRUITCOM HQ personnel (including NAVCRUITCOM ORIENT UNIT, RQAT AND NR NAVCRUITCOM) are eligible for a Gold Wreath Award when recruiting as a whole achieves 100% Active Accession, 100% Active NCO, 100% NAT Accession, 100% NAT NCO and 100% Prior Service Affiliation for a cumulative (non-overlapping) three-month period.

Note: For NAVCRUITCOM N3 Officer Recruiting Divisions, eligibility is based on the number of officer selects during a consecutive (non overlapping) three month period that indicate, based on historical data, that annual officer recruiting goals will be achieved.

2. NAVCRUITREG Commanders and their staffs are eligible for a Gold Wreath when the Region achieves 100% Active Accession, 100% Active NCO, 100% NAT Accession, 100% NAT NCO and 100% Prior Service Affiliation for a consecutive (non-overlapping) three month period.

Note: For NAVCRUITREG Officer Programs Officers and officer recruiters, eligibility is based on the number of officer selects during a consecutive (non overlapping) three month period indicate, based on historical data, that annual officer recruiting goals will be achieved.

3. NAVCRUITDIST Commanding Officers, Executive Officers, and all non-production support staff personnel are eligible for a Gold Wreath when the command achieves 100% Active Accession, 100% Active NCO, 100% NAT Accession, 100% NAT NCO and 100% Prior Service Affiliation for a consecutive (non-overlapping) three month period and when the number of officer selects during a consecutive (non overlapping) three month period indicate, based on historical data, that annual officer recruiting goals will be achieved.

4. Officer Programs Officers, Processors, and all OPO Department staff personnel are eligible for a Gold Wreath when monthly marketing plan objectives have been achieved and the number of selects during a consecutive (non overlapping) three month period indicate that, based on historical data, annual officer recruiting goals will be achieved.

5. Officer recruiters are eligible to earn a Gold Wreath every three months when their production indicates they are on track to attain individual goals as set forth in their annual goaling letter.

6. Enlisted Programs Officers, Chief Recruiters, Assistant Chief Recruiters, Trainers, Enlisted Processing Division Supervisors, Enlisted Processors, Classifiers, and all EPO Department staff are eligible for a Gold Wreath when the NAVCRUITDIST achieves 100% Active Accession, 100% Active NCO, 100% NAT Accession, 100% NAT NCO and 100% Prior Service Affiliation for a consecutive (non-overlapping) three month period.

7. Zone Supervisors are eligible for a Gold Wreath when their Zone achieves 100% Active Accession, 100% Active NCO, 100% NAT Accession, 100% NAT NCO and 100% Prior Service Affiliation for a consecutive (non-overlapping), three month period.

8. Recruiters-in-Charge are eligible for a Gold Wreath when their NAVCRUITSTSA achieves 100% Active Accession, 100% Active NCO, 100% NAT Accession, 100% NAT NCO and 100% Prior Service Affiliation for a consecutive (non-overlapping) three month period.

9. Enlisted Recruiters are eligible for a Gold Wreath when they net any combination of five new contracts or Reserve gains (affiliations and/or enlistments) within a consecutive (non overlapping), three month period or less.

10. Nuclear Field Coordinators are eligible for a Gold Wreath when the NAVCRUITDIST achieves both NF NCO and accession goals during a consecutive (non-overlapping), three month period.

11. LEADS Production Team Supervisors and all staff personnel are eligible for a Gold Wreath when the team generates 34% of the NAVCRUITDIST's enlisted programs NCO and 30% of officer/officer candidate packages submitted from a combination of local and national LEADS for a consecutive (non-overlapping) three month period.

12. NROTC Coordinators are eligible for a Gold Wreath when the NAVCRUITDIST achieves its total application goals at the 25%, 50%, 75% and 100% gates. The Coordinator is eligible for an additional Gold Wreath if the NAVCRUITDIST achieves its High Quality application goals and cumulative High Quality Diversity application goals for the FY.

13. Naval Special Warfare/Naval Special Operations/Air Rescue Swimmer (NSW/NSO/AIRR) Coordinators are eligible for a Gold Wreath when the NAVCRUITDIST achieves both SEAL and NSW/NSO/NCO and accession goals during a consecutive (non-overlapping) three month period.

412. ACTION

1. Commands shall submit recommendations for Gold Wreath Letters of Commendation to NAVCRUITCOM using the format contained in Appendix B. Ensure that all elements of Appendix B are included in the recommendation letter.

2. Each command will approve, present, and maintain an adequate supply of Gold Wreath Awards and devices and will establish a tracking method to ensure presentation of Gold Wreaths are made in a timely manner and appropriate personnel record entries are completed.

3. NAVCRUITREG Commanders retain final discretionary authority for recommendation of Gold Wreath Awards for NAVCRUITDIST Commanding Officers and NAVCRUITREG staff.

4. NAVCRUITDIST Commanding Officers retain final discretionary authority for recommendation of Gold Wreath Awards for assigned district personnel.

Gold Wreath Award Sequence

RD NUMBER	AWARD	LOC ISSUED BY	AWARD NUMBER	AWARD	LOC ISSUED BY
1	WREATH, LETTER OF APPRECIATION	NRD, REGION, NAVCRUITCOM DEPT. HD	26	25 PLUS ONE SILVER STAR	NRD, REGION, CNRC DEPT. HD
2	SILVER STAR, LOC	NRD, REGION, CNRC DEPT. HD	27	25 PLUS 2 SILVER STARS	NRD, REGION, CNRC DEPT. HD
3	2 SILVER STARS, LOC	NRD, REGION, CNRC DEPT. HD	28	25 PLUS THREE SILVER STARS	NRD, REGION, CNRC DEPT. HD
4	3 SILVER STARS, LOC	NRD, REGION, CNRC DEPT. HD	29	25 PLUS ONE GOLD STAR	NRD, REGION, CNRC DEPT. HD
5	1 GOLD STAR BASE OF WREATH, LOC	CNRC	30	WREATH AROUND 2 GOLD STARS ON TOP OF WREATH	CNRC
6	1 GOLD AND 1 SILVER STAR, LOC	NRD, REGION, CNRC DEPT. HD	31	30 PLUS 1 SILVER STAR, LOC	NRD, REGION, CNRC DEPT. HD
7	1 GOLD AND 2 SILVER STARS, LOC	NRD, REGION, CNRC DEPT. HD	32	30 PLUS 2 SILVER STARS	NRD, REGION, CNRC DEPT. HD
8	2 GOLD STARS, LOC	NRD, REGION, CNRC DEPT. HD	33	30 PLUS 3 SILVER STARS	NRD, REGION, CNRC DEPT. HD
9	2 GOLD AND 1 SILVER STAR, LOC	NRD, REGION, CNRC DEPT. HD	34	30 PLUS 1 GOLD STAR	NRD, REGION, CNRC DEPT. HD
10	EXCELLENCE SCROLL AND LOC	CNRC	35	30 PLUS 1 GOLD AND SILVER STAR	CNRC
11	10 PLUS SILVER STAR	NRD, REGION, CNRC DEPT. HD	36	30 PLUS 1 GOLD AND 2 SILVER	NRD, REGION, CNRC DEPT. HD
12	10 PLUS 2 SILVER STARS	NRD, REGION, CNRC DEPT. HD	37	30 PLUS 2 GOLD STARS	NRD, REGION, CNRC DEPT. HD
13	10 PLUS 3 SILVER STARS	NRD, REGION, CNRC DEPT. HD	38	30 PLUS 2 GOLD AND 1 SILVER STAR	NRD, REGION, CNRC DEPT. HD
14	10 PLUS 1 GOLD STAR	NRD, REGION, CNRC DEPT. HD	39	30 PLUS 3 GOLD STARS, LOC	NRD, REGION, CNRC DEPT. HD
15	10 PLUS 1 GOLD AND 1 SILVER STAR	CNRC	40	WREATH AROUND 2 GOLD STARS ON TOP PLUS 2 GOLD STARS ABOVE SCROLL	CNRC
16	10 PLUS 1 GOLD AND 2 SILVER STARS	NRD, REGION, CNRC DEPT. HD	41	40 PLUS A SILVER STAR, LOC	NRD, REGION, CNRC DEPT. HD
17	10 PLUS 2 GOLD STARS	NRD, REGION, CNRC DEPT. HD	42	40 PLUS 2 SILVER STARS, LOC	NRD, REGION, CNRC DEPT. HD
18	10 PLUS 2 GOLD AND 1 SILVER STAR	NRD, REGION, CNRC DEPT. HD	43	40 PLUS 3 SILVER STARS, LOC	NRD, REGION, CNRC DEPT. HD
19	10 PLUS 3 GOLD STARS	NRD, REGION, CNRC DEPT. HD	44	40 PLUS 1 GOLD STAR, LOC	NRD, REGION, CNRC DEPT. HD
20	GOLD STAR ON TOP OF EXCELLENCE SCROLL	CNRC	45	40 PLUS 1 GOLD AND 1 SILVER STAR, LOC	CNRC
21	20 PLUS 1 SILVER STAR	NRD, REGION, CNRC DEPT. HD	46	40 PLUS 1 GOLD AND 2 SILVER STARS, LOC	NRD, REGION, CNRC DEPT. HD
22	20 PLUS 2 SILVER STARS	NRD, REGION, CNRC DEPT. HD	47	40 PLUS 2 GOLD STARS, LOC	NRD, REGION, CNRC DEPT. HD
23	20 PLUS 3 SILVER STARS	NRD, REGION, CNRC DEPT. HD	48	40 PLUS 2 GOLD STARS AND 1 SILVER STAR, LOC	NRD, REGION, CNRC DEPT. HD
24	20 PLUS 1 GOLD STAR	NRD, REGION, CNRC DEPT. HD	49	40 PLUS 3 GOLD STARS, LOC	NRD, REGION, CNRC DEPT. HD
25	WREATH AROUND GOLD STAR ON TOP EXCELLENCE SCROLL	CNRC	50	LOC	CNRC

Letter Format for Gold Wreath Awards

When submitting requests utilize the following format:

1. Separate submissions on individual command letterhead requests in the following categories:
 - a. 5th and 15th awards (COMNAVCRUITCOM signs),
 - b. 10th and 50th awards.(COMNAVCRUITCOM signs), and
 - c. 20th, 25th, 30th, 35th, 40th, and 45th. (COMNAVCRUITCOM signs)
2. All previous Gold Wreath Awards received (while at assigned NRD) are required to be listed per following example.

To: Command Recruiting Command (OO2SA)
 Subj: PERSONNEL FOR GOLD WREATH AWARDS
 Ref: (a) COMNAVCRUITCOM T 1650.2

RinCs need net new contracts.

1. Per reference (a), the following personnel be awarded the Gold Wreath Award for excellence in recruiting:

NAME	SSN	BILLET	PERIOD	GENDER	#AWARD
YNC(SW) RODNEY G. GORDON	000-00-0000	RINC	01MAY01-31JUL01	M	5 TH
PREVIOUS GOLD WREATH AWARDS:			01FEB01-30APR01		4 TH
			01NOV00-31JAN01		3 RD
			01AUG00-31OCT00		2 ND
			01MAY00-30JUL00		1 ST
PNC(AW) TRACY G. GORDON	000-00-0000	RINC	01MAY01-31JUL01	F	5 TH
PREVIOUS GOLD WREATH AWARDS			01FEB01-30APR01		4 TH
			01NOV00-31JAN01		3 RD
			01AUG00-31OCT00		2 ND
			01MAY00-31JUL00		1 ST
TM1 RODNEY G. GORDON	000-00-0000	RINC	01MAY01-31JUL01	M	5 TH
PREVIOUS GOLD WREATH AWARDS			01FEB01-30APR01		4 TH
			01NOV00-31JAN01		3 RD
			01AUG00-31OCT00		2 ND
			01MAY00-30JUL00		1 ST
SM1 RODNEY G. GORDON	000-00-0000	RINC	01MAY01-31JUL01	M	5 TH
PREVIOUS GOLD WREATH AWARDS			01FEB01-30APR01		4 TH
			01NOV00-31JAN01		3 RD
			01AUG00-31OCT00		2 ND
			01MAY00-30JUL00		1 ST

 (Signature of Commanding Officer)

CHAPTER 5 - INCENTIVES AND AWARDS

Section 1. - GENERAL

510. DISCUSSION

1. This chapter provides guidance for managing and submitting annual individual, team and periodic awards.

2. Awarding recruiting teams and individuals for exceptional performance is an effective method of enhancing morale. Recognizing that teams are made up of individuals with a common goal, it's important to recognize both the successes of the team and individuals separately.

3. Awards and incentives are established by Navy Recruiting Command to recognize superior performance of both teams and individuals for their contributions towards accomplishing the Navy's recruiting mission.

4. As a result of the current recruiting environment, enlisted recruiting assets are being refocused to ensure future success. DEP Management, Community Service and youth program involvement have moved to the forefront of enlisted recruiting efforts. Although vital to continued recruiting success, these areas are not specifically highlighted in the current awards forms. Currently, COMNAVCRUITCOMINST 1650.1B and Annual Awards Nomination forms (1650/13) address the importance of recruiter production and attaining goals as assigned. However, when identifying outstanding recruiting personnel, the "whole person" concept must be applied. Personal as well as professional factors must be considered in addition to production success. College classes, professional certifications, impressive physical training accomplishments, civilian community awards and involvement are a few examples to consider when determining National Award winners for both individual and team awards.

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511. RECRUITING INCENTIVES AND AWARDS

1. The incentive system is to be used by Commander Navy Recruiting Command, Navy Recruiting Regions, and Navy Recruiting Districts to:

- a. Create a baseline for award eligibility,
- b. Develop command level awards,
- c. Implement recognition systems,

d. Provide consistency for comparative purposes.

2. NAVCRUITCOM national-level annual and production awards are delineated in Sections 530 and 550 of this instruction.

3. Regions will develop and promulgate requirements for all Region-level awards.

4. District awards notices shall be reviewed and approved by the respective Region for legality, mission cohesiveness, and functionality.

5. If eligible for more than one production award (i.e. from COMNAVCRUITREG or NAVCRUITCOM), the higher level authority takes precedence.

6. To be eligible for a team award, RinCs and recruiters must be assigned to the Navy Recruiting Station for a minimum of eight months. This requirement can be waived only by NAVCRUITCOM.

7. Any award for a distinguished act, achievement, or service may be revoked before presentation by the approval authority, if subsequently determined facts would have prevented the original approval of the award, or if the awardee's service after the distinguishing act, achievement, or service has not been honorable. Reference (a) is germane.

8. Post presentation of an award. If the awardee's honorable service is questioned after the presentation of the award, forward the entire case to the Navy Department Board of Decorations and Medals, via the chain of command as appropriate, for a determination and final disposition. Reference (a) germane.

9. Transfer of personnel. In the event personnel transfer prior to award presentation, the CO will determine whether or not an award will be forwarded based on the contributions of the transferee and the status of the station at time of transfer.

Section 2. - RECRUITING "R" FOR RECRUITING EXCELLENCE

520. NAVCRUITCOM GOLD "R" AWARD

1. Districts must earn the Region Silver "R" Award to be eligible for the NAVCRUITCOM Gold "R" Award.

2. The National Awards Board will review Regional Silver "R" Award winners and submit a recommendation for the Gold "R" to NAVCRUITCOM (00).

3. The District selected as the Gold "R" Award will be the National Navy Recruiting District of the Year.

521. NAVCRUITCOM SILVER "R" AWARD

1. Districts must earn both the Regional Officer and Regional Enlisted Recruiting "R" Awards to be eligible for the Regional Silver "R" Award.

2. In determining the COMNAVCRUITREG Silver "R" Award winner, the NAVCRUITREG Commander will establish a ranking system for the additional categories of both the Officer and Enlisted "R" Awards based on COMNAVCRUITREG policy and guidelines promulgated during the fiscal year.

3. One District from each Region will be awarded the NAVCRUITREG Silver "R" Award and will be that Region's District of the Year.

522. NAVCRUITCOM BRONZE "R" AWARD

1. Every Naval Recruiting District in the nation could win the Bronze "R".

2. To be eligible to win this award Districts must earn the following departmental awards:

- a. The Enlisted "E",
- b. The Officer "O", and
- c. Pass their National Inspection Team (NIT) assessment if one is conducted during the competition period.

In addition to the above departmental awards, Districts must earn four of the six following departmental awards.

- a. LEADS "L"
- b. Nuclear "N"
- c. NSW/NSO/AIRR "W"
- d. NROTC "C"

e. Admin "A" (includes PAO and Command Readiness Program (CRP))

f. LSO "S" (includes Financial Management Analyst (FMA))

523. DEPARTMENTAL AWARDS

1. Enlisted "E". In order to win this award, the District must achieve the following requirements:

a. Pass the EPO and CR portion of their NIT assessment if one is conducted during the competition period.

b. Achieve the Big Five

(1) Attain 100% Active Accession

(2) Attain 100% Active NCO

(3) Attain 100% NAT Accession

(4) Attain 100% NAT NCO

(5) Attain 100% Prior Service Affiliation

c. Additional requirements (must achieve six of eight)

(1) Nuclear "N"

(2) Global War On Terrorism (GWOT) "G"

(3) NROTC "C"

(4) Overall Attrition <18%

(5) Total non-prior service test category upper

(6) Achieve 90% of combined diversity goal

(7) RTC Attrition rate at or below the previous year's national attrition rate

(8) Achieve total female goal

2. Officer "O". The Officer categories will be designated as Priority One or Priority Two. Priority One categories are worth a total of 200 points and Priority Two categories are worth a total of 100 points.

a. Category One - 200 points

- (1) Medical Corps HPSP/FAP
- (2) Medical Corps DA/Recall/DCO/VET
- (3) Dental Corps HPSP/HSCP/1925/FAP
- (4) Dental Corps DA/Recall/DCO/VET
- (5) Medical Service Corps DA
- (6) Nuclear Power (In/Out Year)
- (7) Civil Engineering Corps DA/DCO
- (8) Intelligence Officer, CEC, Supply NAVET
- (9) SEAL DCO/VET
- (10) SWO Options DA
- (11) Chaplain DA/DCO

b. Category Two - 100 points

- (1) Nurse DA/DCO VET
- (2) Nurse Candidate Program
- (3) Medical Service Corps DCO/VET
- (4) Medical Service Corps Student (HSCP/HPSP)
- (5) Chaplain Students
- (6) NAVET Other
- (7) DCO Other
- (8) Other OCS
- (9) JAG DA/Student

c. Bonus Points - Add to Category points outlined above for each Diversity attainment: 25 points for each Order Professional Review "ORDPRO" application.

- (1) African American

- (2) Asian Pacific Islander
- (3) Hispanic
- (4) Female (worth 50 points)

d. Points per attainment will be the category points divided by the District goal for that category.

e. Category over-ship points will be based on the national points per attainment average for each category.

f. If a District is not goaled in a category they will not receive category points unless they make an attainment in this category.

g. If a District goes over 10% OCS attrition they will lose credit/points for every additional OCS attrite.

h. Example:

NAVCUITDIST	Category	Goal	Att	Pts/Att
New York	Nuclear In-Year	5	2	20
Atlanta	Nuclear In-Year	2	3	50
San Francisco	Nuclear In-Year	4	3	25

Over ship: 32 average points per attainment

New York has 40 points

Atlanta has 132 (100 points for goal plus 32 for one over ship)

San Francisco has 75 points

Bonus points could be added based on the gender and ethnicity of each accession.

i. Districts have the opportunity to earn the Officer "O" if they meet the following criteria:

(1) Districts that meet 9 of 11 "Category One" and 7 of 9 "Category Two" programs will be awarded the Bronze Recruiting "O". (R)

(2) The top point producing District among the Bronze Recruiting "O" winners in each Region will be awarded the Silver Recruiting "O". (R)

(3) The top District in each Region utilizing the whole team concept will be awarded the Silver Recruiting "O" Award. (R)

(4) NAVCRUITCOM will award the National Gold Recruiting "O" from the Regional Silver "O" winners.

3. LEADS "L". In order to qualify for the LEADS "L" the following requirements must be met.

a. Pass the LEADS portion of NIT if conducted during the competition period.

b. Achieve three of the following four Enlisted Goals.

(1) A combined National and Local Leads Contribution to Goal is equal to or greater than 34%.

(2) National Enlisted Leads Conversion Rate percentage is equal to or greater than 5%.

(3) Local Enlisted Leads Conversion Rate is equal to or greater than 5%.

(4) Web RTools previous year's and next year's School Market Identification is equal to or greater than 80%.

c. Additional requirements (must achieve two of three Officer Goals)

(1) Combined National and Local Leads Contribution to Goal is equal to or greater than 20%.

(2) National Officer Leads Conversion Rate percentage is equal to or greater than 2%.

(3) Local Officer Leads Contribution to Goal is equal to or greater than 5%.

4. Nuclear "N". In order to qualify for the Nuclear "N" the following requirements must be met.

a. Pass the Nuclear Field portion of NIT if conducted during the competition period.

b. Achieve 100% NCO

c. Achieve 100% accession

d. <18% attrition

5. NSW/NSO/AIRR "W". In order to qualify for the NSW/NSO/AIRR "W" the following requirements must be met.

a. Pass the NSW/NSO/AIRR portion of NIT if conducted during the competition period.

b. Achieve four of the following five Goals.

(1) 100% NCO

(2) 100% Accession

(3) <18% Attrition

(4) Recruit Training Command pass and remain in program shipped >85%

(5) Achieve 100% on NSW/NSO stacking report

6. NROTC "C". In order to qualify for the NROTC "C" all of the following requirements must be met.

a. 100% four year application mission

b. 100% Nurse mission

c. 100% Diversity goal

7. Administration "A". In order to qualify for the Administration "A" the following requirements must be met.

a. Pass Administration, CRP and PAO portions of NIT if one is conducted during the competition period.

b. Achieve six of the following eight Goals.

(1) 100% Annual NAVPERS 1070/602 and SGLI updates

(2) 100% Annual SDAP verification

(3) 100% Participation rate for Physical Fitness Assessment (PFA)

(4) 100% Completion of annual GMT requirement

(5) 100% compliance with annual urinalysis command sweep

(6) <2% fatal discrepancies on urinalysis submissions

(7) 100% advancement exam participation

(8) 100% leadership course completion

8. Logistics Support Office (LSO) "S". In order to qualify for the LSO "S" the following requirements must be met.

a. LSO and Financial Management Analyst (FMA) portion of NIT Assessment if one is conducted during the competition period.

b. Achieve nine of the following twelve Goals.

(1) Credit card <2% delinquency

(2) 100% completion of Travel Card Statement of Understanding

(3) 100% maintenance of 30 and 60 day delinquency letters

(4) 100% of travel vouchers processed within 24 hours

(5) Complete 100% semi-annual Government Purchase Card review

(6) Zero unauthorized purchases

(7) Pass last Procurement Performance Maintenance Assessment Program

(8) 100% vehicle training at check-in

(9) Score >90% on N8 fiscal report card

(10) No unauthorized commitments

(11) No current anti-deficiency act violations

(12) Close fiscal year within budget

Section 3. - NATIONAL AWARDS

530. ANNUAL AWARDS

1. National Active Component (AC) and Reserve Component (RC) Officer Recruiters of the Year are eligible for a NAVCRUITCOM Navy Commendation Medal (NC). *

2. National Officer Diversity Recruiter of the Year is eligible for NAVCRUITCOM NC. *

3. National Medical Programs Recruiter of the Year (is eligible for a NAVCRUITCOM NC. *

4. National AC and RC Enlisted Recruiters of the Year are eligible for a NAVCRUITCOM NC. *

5. National Enlisted Diversity Recruiter of the Year is eligible for a NAVCRUITCOM NC. *

6. National NSW/NSO Recruiter of the Year is eligible for a NAVCRUITCOM NC. *

7. National Recruiter-in-Charge of the Year is eligible for a NAVCRUITCOM NC. *

8. National Zone Supervisor of the Year is eligible for a NAVCRUITCOM NC. *

9. National Classifier of the Year is eligible for a NAVCRUITCOM NC. *

10. National LEADS Production Team Supervisor of the Year is eligible for a NAVCRUITCOM NC. *

11. National Nuclear Field Coordinator of the Year is eligible for a NAVCRUITCOM NC. *

12. National NSW/NSO/AIRR Program (Military) Coordinator of the Year is eligible for a NAVCRUITCOM NC. *

Note (1): For purposes of Recruiter of the Year (ROY) consideration, Diversity includes African-American, Hispanic, Native American, Asian Pacific Islander, and Female.

Note (2): The NSW/NSO Recruiter of the Year is based on the highest number of NSW/NSO ERIS points earned during the Fiscal Year. Computation information is contained in the Fiscal Year Operations/Production Plan.

Note (3): The Nuclear Field Coordinator of the Year is based on the N33 NF Stacking Report.

Note (4): * Denotes ROY Week Attendance

531. NATIONAL AWARDS BOARD

1. The National Awards Board will convene annually at Navy Recruiting Command Headquarters to select national award winners. The board is comprised of the following personnel:

a. Deputy Commander (Board Chair)

b. Voting Members:

(1) Director of Personnel

(2) Director of Operations

(3) Director of Programs and Plans

(4) Director of Training

(5) Director of Diversity

(6) Command Master Chief

(7) National Chief Recruiter

c. Advisors to the board (as necessary):

(1) Headquarters Department Heads and

(2) Special Assistants as directed by the Board

Chair.

d. NAVCRUITCOM N32 will serve as recorder and board administrator.

532. RESPONSIBILITIES

1. NAVCRUITCOM. Select national level individual and team award winners based on recommendations provided by the National Awards Board.

2. Administrative Assistant (002). Procure all plaques, certificates, and awards and arrange delivery to the site of the awards presentation.

3. Director, Operations Department (N3)

a. Draft promulgating notice no later than 60 days prior to convening of the National Awards Board. The notice will provide awards submission deadlines and further guidance regarding specific award criteria.

b. Provide NAVCRUITCOM (002) with a list of national award winners.

4. Special Assistant for Public Affairs (00P)

a. Schedule and arrange for select national winners to attend Recruiter of the Year (ROY) week activities.

b. Provide a photograph, biography and list containing the name, rate, (required for ROY week security clearances) and District for each Officer and Enlisted ROY to supporting organizations for use in preparing independent awards (i.e. Navy League, Fleet Reserve Association and Non-Commissioned Officers' Association).

c. Coordinate the awards presentation ceremony during ROY Week.

5. Commander, Navy Recruiting Region

a. Use reference (a) and this instruction to select all Region winners and National award nominees. Submit nominations for National awards to NAVCRUITCOM per the annual National Awards Board notice.

b. Submit National award nomination packages to NAVCRUITCOM (N35) electronically using the awards form, NAVCRUIT 1650/13, listed under NAVCRUITCOM forms at the following web site <http://www.cnrc.navy.mil/Publications/forms.htm>. All award information must be filled in completely. Missing information will not normally be accepted after commencement of the National Awards Board.

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c. Email pictures for all military award categories to NAVCRUITCOM (N35). Pictures must identify nominee's full name, warfare designator, rank, category nominated for, and NAVCRUITDIST in the body of the text.

d. Request an exception to policy in cases where no District within the Region qualifies under both enlisted and officer programs for the Region Silver or National Gold "R" Award. The request will be submitted from the Region Commander to the Chairman of the National Awards Board and must include sufficient justification.

6. Commanding Officer, Navy Recruiting District

a. Use reference (a) and this instruction to select all Region and National award nominees.

b. Submit nomination packages of deserving teams and individuals, via email using the NAVCRUIT 1650/13 listed under NAVCRUITCOM forms at the following web site <http://www.cnrc.navy.mil/Publications/forms.htm>. All individual nominee's will have 1650/3's submitted with awards packages. Include full name, rank, warfare designator, duty station, award level, number of months onboard and justification.

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c. Ensure photos are submitted for all Regional and National Military nominees and coordinate with NAVCRUITCOM (00P) for any required biographies. See Section 541.6.c for guidance on photos.

d. Arrange travel for "Recruiter of the Year" nominees if invited to appear before the National Awards Board.

Section 4. - CAMPAIGN AND OTHER AWARDS

540. ADMIRAL'S ACCELERATOR AWARD. The Admiral's Accelerator Award is a quarterly program designed to provide incentive for specific production requirements as identified by NAVCRUITCOM.

1. Award categories are established to recognize exceptional performance in enlisted and officer production, processing and recruiter training.

2. Reference (b) outlines the Recruiter Incentive System which is a point-based program for enlisted and officer recruiting that provides the basis for Production Awards and Recruiter of the Year selections.

3. Commanding Officers should consider military performance and conduct when determining nominees.

4. The Admiral's Accelerator Award consists of an engraved plaque with a Recruiting Coin attached.

Specific criteria are published quarterly by reference (b).

541. INSPIRATIONAL LEADERSHIP AWARD. Success in today's complex, fast changing recruiting environment requires genuine leadership at all levels. Managers and supervisors are not leaders by virtue of their position. A leader has insightful vision, which successfully contributes to creative problem solving, team vision and critical thinking. Leaders have the ability to encourage and inspire others to be their best.

They are creative and get things done through networks of relationships both inside and outside the organization: communicating effectively with a wide variety of people.

1. Qualifications. The Inspirational leadership Award is based solely on peer and subordinate nominations. Navy Recruiting personnel serving in a leadership position may be nominated for this award. Some of the qualities to look for when nominating a truly effective leader include:

a. A good leader knows how to recognize that people have different skills and bring a unique value to the organization.

b. A good leader not only uses "WE" but practices it.

c. A good leader is a teacher and an example of self discipline, sensitive to others with the ability to place any issue in proper perspective. They create the motivation and command climate essential for job satisfaction and Navy pride.

d. A good leader is committed to a personal code of conduct that emphasizes strong moral ethics, courage, resolve, and humanity as demonstrated by personal professional service to members of the Naval Service.

e. Above all, a good leader embodies the Navy's Core Values of Honor, Courage and Commitment.

2. Nominations

a. Nominations will be submitted using Appendix A, NAVCRUIT 1650/16, with justification limited to the space provided on the form. Additional pages will not be accepted. The name and rate of the nominator must be included.

b. All nominations are confidential and should be forwarded to the appropriate Regional Commander. The Regional Commander will screen all District nominations, provide endorsement, and forward them to NAVCRUITCOM (002S).

c. If approved, NAVCRUITCOM (002S) will prepare a certificate (Appendix B) signed by Commander, Navy Recruiting Command that will be forwarded to the individual via the Regional Commander for presentation at a suitable ceremony.

d. Questions regarding the Inspirational Leadership Award may be referred to NAVCRUITCOM (002S) or (002SA).

542. BEST STATIONS OF THE NATION. Awarded by the Region Commanders to those stations that have achieved the highest levels of production based on new contract objective, Reserve affiliations, and assigned subcategory targets, in addition to other established criteria. Region Commanders may submit no more than one station in the small, medium, and large category each month to NAVCRUITCOM (OOP).

1. Stations selected for this award will be recognized in the *Navy Recruiter Magazine*.

2. Region Commanders must submit inputs by the fifth day of each month for inclusion in the next edition of the *Navy Recruiter Magazine*.

543. ADMIRAL'S FIVE STAR AWARD. This award recognizes recruiters who personally achieve five net new contracts during the month. District Commanding Officers will submit nominees to NAVCRUITCOM (OOP) via their respective Region Commander. This multiple award recognition applies to contracts written commencing 1 January 2006. This award is not retroactive.

1. Recruiters selected for this award will be recognized by having their names listed in the *Navy Recruiter Magazine*.

a. When a recruiter wins the Five Star Award for more than one month, a star indicating how many months they have been a Five Star Award winner will be inserted after their name.

b. When a recruiter wins the Five Star Award for three or more months during their tour, a photo will be inserted in the *Navy Recruiter Magazine* next to their name in the Five Star section. The photo will reappear each subsequent time the recruiter attains five new contracts during their tour.

c. A recruiter will be awarded a Flag LOC when they attain this status for three consecutive months.

2. District Commanding Officers must submit inputs early enough to reach NAVCRUITCOM OOP by the fifth day of each month for inclusion in the next edition of *Navy Recruiter Magazine*.

544. FIELD DIRECTIVES THAT ESTABLISH AWARDS/RECOGNITION PROGRAMS. SECNAVINST 3590.4 authorizes the flag officer of commands to approve the use of appropriated funds to purchase trophies, badges, and similar devices for award to members, units, or agencies under their jurisdiction for excellence in accomplishments. A criterion for making recognitions under this authority is that the accomplishments must be officially

established and generally be of a continuing nature. A directive prepared at the local command level will satisfy this requirement.

1. Navy Recruiting Command field activities shall publish, by use of a local directive, information that establishes an awards program for recognizing excellence in recruiting.

2. Directives shall be prepared in accordance with SECNAVINST 5215.1. The proposed directive shall include a description of each award item, unit cost, quantity to be purchased, and total cost. A copy of the signed awards program directive will be provided to CNAVCRUITCOM (002S). Appendices C and D provide appropriate examples.

3. Costs for the award items shall be applied to the OPTAR funds of the activity presenting the awards. Each award shall cost no more than \$75.00. Total awards program expenditure shall be not more than \$45.00 times the NAVCRUITDIST's annual average manning.

545. CENTURION AWARD. Recognizes recruiters who achieve 100 net new contracts during their current recruiting tour. The period will cover three consecutive years of recruiting. Contracts from previous recruiting tours will not be counted towards this award. Recruiters who earn this award will receive:

1. The Centurion Award with display stand,
2. Navy Commendation Medal,
3. a framed certificate,
4. and will be recognized in *Navy Recruiter Magazine*.

The following information must be submitted with your nomination package to NAVCRUITCOM N3:

1. OPNAV 1650/3 (Rev 7-04),
2. Summary of Action and Citation

Note: Award must be submitted via your cognizant Navy Recruiting Region who in turn will forward it to NAVCRUITCOM N3.

Section 5. - FISCAL YEAR PRODUCTION AWARDS PROGRAM

550. RECRUITER PRODUCTION AWARDS

1. Navy and Marine Corps Achievement Medal

a. Enlisted mission recruiters who achieve a Fiscal Year net Production Per Recruiter (PPR) of 2.0 or greater are eligible to receive a Navy and Marine Corps Achievement Medal (NA).

b. Officer mission recruiters who achieve a Fiscal Year net PPR of 1.0 or greater are eligible to receive a Navy and Marine Corps Achievement Medal (NA).

2. Navy Commendation Medal (NC)

a. Enlisted mission recruiters who achieve a Fiscal Year net PPR of 4.0 or greater are eligible to receive a Navy Commendation Medal (NC).

b. Officer mission recruiters who achieve a Fiscal Year net PPR of 2.0 or greater are eligible to receive a Navy Commendation Medal (NC).

c. Regions may award five additional production NCs per year to each District based on the Commanding Officer's recommendation. (e.g. Zone Supervisor of the Year, RinC of the Year, etc.)

3. Personnel will receive only the highest production medal (NC or NA) earned each Fiscal Year. This does not include CO's special achievement NAs for production listed below.

4. District Commanding Officers, at their discretion, are authorized to award Special Achievement NAs for production throughout the year.

Section 6. - CRITICAL PROGRAMS AWARDS

560. COMMANDER NAVY RESERVE FORCE (CNRF) AWARD. This award is presented to the top recruiter (AC or RC) in each NAVCRUITDIST who writes the highest number of net New Accession Training (NAT) contracts during the award period. This award will be presented as an annual award issued at the end of the fiscal year.

561. COMMANDER NAVY SPECIAL WARFARE COMMAND (CNSWC) AWARD.

This award is presented to the top recruiter in each NAVCRUITDIST who writes the highest combined number of net Special Warfare Operator and Special Warfare Boat Contracts during the award period. This award will be presented as an annual award issued at the end of the fiscal year.

562. COMMANDER NAVY EXPEDITIONARY COMBAT COMMAND (CNECC) AWARD.

This award is presented to the top recruiter in each NAVCRUITDIST who writes the highest combined number of net Explosive Ordnance Disposal and Navy Diver contracts during the award period. This award will be presented as an annual award issued at the end of the fiscal year.]

563. NAVCRUITCOM CYBERSPACE AWARD. Cyberspace Awards are established to recognize the performance for individuals based on the quantity and quality of results achieved. Cyberspace Awards recognize the effort, innovation, and devotion to mission accomplishment exhibited by COMNAVCRUITCOM Cyberspace Recruiters. Awards will be based upon either qualified leads or contracts as outlined below.

(A

1. Monthly/Quarter/Annual Awards

a. Cyberspace Recruiter of the Month

(1) Criteria: Achieve the highest number of qualified leads.

(2) Award:

(a) Letter of Commendation from Division Officer

(b) 24 hour special liberty

b. Cyberspace Recruiter of the Quarter

(1) Criteria: Achieve the highest number of contracts.

(2) Award:

(a) Recruiter of the Quarter Diamond Facetted Award

(b) Navy and Marine Corps Achievement Medal

(c) 48 hour special liberty

c. Cyberspace Recruiter of the Year

(1) Criteria: Achieve the highest number of contracts.

(2) Award:

(a) Recruiter of the Year Lone Sailor Statue

(b) 72 hour special liberty

(c) Navy and Marine Corps Commendation Medal

(d) RCAP Nominee (if eligible)

2. Production Awards

a. Big Dog Award

(1) Criteria: Achieve 2000 qualified leads during the fiscal year.

(2) Award:

(a) Big Dog "Bulldog" Award

(b) Letter of Commendation from the Department Head

(c) 24 hour special liberty

b. Winner's Circle Award

(1) Criteria: First Recruiter to achieve 250 contracts during the fiscal year.

(2) Award:

(a) Winner's Circle Pinnacle Award

(b) Letter of Commendation from the Department Head

(c) 24 hour special liberty

c. 600 Club Award

(1) Criteria: Achieve 600 contracts during assigned tour at NRD Cyberspace.

(2) Award:

- (a) 600 Club Glass Shield
- (b) Letter of Commendation from the Department Head
- (c) 48 hour special liberty

3. Awards Description

a. Big Dog - A grey bulldog standing on a rock. A brass plate engraved with "Big Dog: 2000 Leads," the recruiter's name, and the date of the award. The trophies are obtained from commercial sources at a cost of \$21.00 each. Four are estimated to be issued each year.

b. Winner's Circle - A clear glass award encased in a pinnacle shaped frame with an open top. Framing is in piano finished rosewood base. Glass to be etched or laser engraved with the words "Cyberspace Recruiting Winner's Circle: First 250 Contracts of the Year," the recruiter's name, and the date of achievement. The award is obtained from commercial sources at a cost of \$64.50 each. One is estimated to be issued each year.

c. 600 Club - A clear glass shield award 6 3/8" x 5", 1/2" thick. Glass to be etched or laser engraved with the words "Cyberspace Recruiting: 600 Contract Club," the recruiter's name, and the date of achievement. The awards are obtained from commercial sources at a cost of \$66.00 each. Three are estimated to be issued each year.

d. Cyberspace Recruiter of the Quarter - A 3 3/4" diamond faceted crystal circle award. Glass to be etched or laser engraved with the words "Cyberspace Recruiter of the Quarter," the recruiter's name, and the CY/Quarter of the award. The awards are obtained from commercial sources at a cost of \$40.50 each. Four are estimated to be issued each year.

e. Cyberspace Recruiter of the Year - A 9" eagle with a walnut finish base. A brass plate engraved with "Cyberspace Recruiter of the Year", the recruiter's name, and the FY of the award. The trophies are obtained from commercial sources at a cost of \$60.00 each. One is estimated to be issued each year.

4. Cost Analysis for CYBERSPACE FY Awards. Award items will have a brass plate attached engraved with "NAVCRUITCOM" and the member's name. Award items that are not engraved will have the command logo attached.

<u>Enlisted Recruiting Awards</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
Big Dog	\$21.00	4	\$84.00
Winner's Circle	\$64.50	1	\$64.50
600 Club	\$66.00	3	\$198.00
Cyberspace Recruiter of the Quarter	\$40.50	4	\$162.00
Cyberspace Recruiter of the Year	\$60.00	1	\$60.00

Sample NC Citation for the Cyberspace Recruiter of the Year

MERITORIOUS SERVICE AS CYBERSPACE RECRUITER WHILE ON THE STAFF OF NAVY RECRUITING COMMAND FROM _____ TO _____. PETTY OFFICER _____ CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS/HER SUPERB AND INDEPTH KNOWLEDGE OF ALL ACTIVE, RESERVE PROGRAMS, AND HIS/HER PERSONAL AMBITION LEAD TO THE CONTACT OF OVER _____ POTENTIAL NAVY APPLICANTS. THIS EFFORT DIRECTLY INFLUENCED CYBERSPACE DIVISION TO EXCEED PRODUCTION GOALS BY ___% AND CONTRIBUTED TO ___% OF THE TOTAL NATIONAL NON-PRIOR SERVICE AND PRIOR SERVICE CONTRACT MISSION FOR FISCAL YEAR _____. BY HIS/HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE AND DEVOTION TO DUTY, PETTY OFFICER _____ REFLECTED CREDIT UPON HIS/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(DAY, MONTH, YEAR) FOR THE SECRETARY OF THE NAVY

Sample NA Citation for the Cyberspace Recruiter of the Quarter

PROFESSIONAL ACHIEVEMENT AS CYBERSPACE RECRUITER WHILE ON THE STAFF OF NAVY RECRUITING COMMAND FROM _____ TO _____. PETTY OFFICER _____ CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS/HER SUPERB AND INDEPTH KNOWLEDGE OF ALL ACTIVE, RESERVE PROGRAMS, AND HIS/HER PERSONAL AMBITION LEAD TO THE CONTACT OF OVER _____ POTENTIAL NAVY APPLICANTS. THIS EFFORT DIRECTLY INFLUENCED CYBERSPACE DIVISION TO EXCEED PRODUCTION GOALS BY ___% AND CONTRIBUTED TO ___% OF THE TOTAL NATIONAL NON-PRIOR SERVICE AND PRIOR SERVICE CONTRACT MISSION FOR FISCAL YEAR _____. HIS/HER MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(DAY, MONTH, YEAR) FOR THE SECRETARY OF THE NAVY

INSPIRATIONAL LEADERSHIP AWARD NOMINATION

1. Navy Recruiting District/Region/COMNAVCRUITCOM:
2. Nominee's Name/Last Four Digits of SSN:
3. Duty Assignment:
4. Duty Location:
5. Date Assigned to Billet:
6. Nominator's Rank/Rate/Grade/Name:
7. Nominator's Duty Assignment:
8. Comments: (Provide examples of excellence in leadership and contributions to the improvement of Navy Recruiting)

NAVCRUIT 1650/16

Inspirational Leadership Award

*Commander Navy Recruiting Command
takes great pleasure in presenting
this award to*

**NAVY COUNSELOR FIRST CLASS
JOHN Q. SAILOR**

*Your initiative, good judgement, optimism, enthusiasm,
and integrity inspires and strengthens those around you to rise
above mediocrity and overcome obstacles in order to achieve successful
mission accomplishment. Congratulations on a job well done!*

5 DEC 06

Date



**J. F. KILKENNY
REAR ADMIRAL, U.S. NAVY
COMNAVCRUITCOM**

Examples of Awards Descriptions

1. Bos'n Pipes - Cost \$9.75 each and are procured from commercial sources. Ten will be issued per year.

2. XXX Trophy - A small trophy characterized by a gold painted hog on a small marble base with "XXX NAVCRUITDIST" engraved on a nameplate on the face of the marble base. The trophies are obtained from commercial sources at a cost of \$3.50 each. Three hundred are estimated to be issued each year.

3. Captain's Cup - An inexpensive coffee cup with the words "Captain's Cup" and "NAVCRUITDIST" on the cup and characterized by multiple symbols. The cups are obtained from commercial sources at a cost of \$4.00 each. One hundred thirty are estimated to be issued each year.

4. Early Bird Cup - An inexpensive coffee cup with the words "Early Bird" and "NAVCRUITDIST" on the cup characterized by an eagle with its wings spread. The cups are obtained from commercial sources at a cost of \$6.00 each. Thirty-six are estimated to be issued each year.

5. The Rookie of the Year Plaque - A certificate printed in two or three colors by Naval Publications and Printing Service describing the recruiter's accomplishments.

Sample Cost Analysis for NAVCRUITDIST
FY Awards

Award items will have a brass plate attached engraved with "NAVCRUIT" and the member's name. Award items that are not engraved will have the command logo attached.

<u>Enlisted Recruiting Awards</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
Heavy Hitter Baseball Bat w/ engraved command brass plate	\$20.00	36	\$720.00
Recruiter of the Month	\$20.00	12	\$240.00
Recruiter of the Quarter "NAVCRUITDIST" wristwatch w/ command logo in face	\$33.15	4	\$132.60
Recruiter of the Quarter UMG Contracts Coffee Mug	\$9.50	1	\$50.00
Recruiter of the Year Trophy	\$50.00	1	\$50.00
EPO of the Year Trophy	\$50.00	1	\$50.00
<u>Officer Recruiting Awards</u>			
Officer Recruiter of the Quarter	\$20.00	4	\$80.00
Officer Recruiter of the Year Engraved Trophy	\$50.00		\$50.00
<u>Support Awards</u>			
Headquarters/MEPS Support Person of the Quarter Plaque	\$20.00	4	\$80.00
Civilian of the Quarter Plaque	\$20.00	4	\$80.00
MEPS Support Person of the Quarter	\$20.00	4	\$80.00
TOTAL			\$1600.60

CHAPTER 6 - CIVILIAN INCENTIVE AWARDS PROGRAM

Section 1. - GENERAL

610. POLICY

1. The Incentive Awards Program should motivate civilian employees to increase productivity by recognizing creativity in the workplace and by rewarding individual employees and groups of employees as soon as possible after contributions are made.

2. All civilian appropriated fund employees are eligible to be considered for awards. Contractor employees are not eligible for the Incentive Awards Program.

3. References (c) and (d) and this chapter constitute the overall policy and procedures for the Civilian Incentive Awards Program for all civilians attached to NAVCRUITCOM.

611. RESPONSIBILITIES

1. Headquarters Department Directors, Navy Recruiting Region (NAVCRUITREG) Commanders and Navy Recruiting District (NAVCRUITDIST) Commanding Officers are authorized to approve cash awards up to 0.5% (cumulative for the year) of the employee' base salary and Time-Off awards up to 24 hours.

2. The Deputy Commander, Navy Recruiting Command is authorized to approve cash awards for NAVCRUITCOM claimancy over 0.5% (cumulative for the year) of the employee' base salary and Time-Off awards over 24 hours. The Civilian Awards Review Board (CARB) will forward recommendations on these awards to the Deputy Commander for approval.

3. The administration of the Incentive Awards Program is assigned to N12 for Navy Recruiting Command. They will:

a. Advise supervisors and employees on incentive awards requirements;

b. Coordinate the submission of incentive awards recommendations prior to approval;

c. Receive award packages and schedule CARB meetings;
and

d. Coordinate activity input on the annual awards report.

612. DOCUMENTATION. All awards must be submitted on the SF-52 Request for Personnel Action and be supported by written justification. The SF-52 (Rev 6-93) is available on the web at <http://www.opm.gov/forms/html/sf.htm>.

613. CIVILIAN AWARDS REVIEW BOARD (CARB). The CARB is comprised of Department Directors and Special Assistants and chaired by the Chief of Staff. The CARB will meet as necessary, to review/approve NAVCRUITCOM claimancy cash awards over 0.5% of the employee's base salary, and Time-Off awards over 24 hours. Also, awards for any employee which exceeds the cumulative amount over 0.5% of the employee's base salary during the fiscal year must be reviewed by the board.

Section 2. - AVAILABLE AWARDS AND POLICIES FOR CIVILIAN EMPLOYEE RECOGNITION

620. AWARD TYPES. Monetary and non-monetary awards are available, and are explained below. Monetary awards ARE NOT considered appropriate for civilians who are retiring or leaving the command.

1. Special Act Award. A Special Act Award is a group, team or individual recognition for a non-recurring exemplary contribution either within or outside of normal job responsibility such as:

a. A particular project or assignment which involved overcoming unusual problems;

b. Regularly performed duties with extra effort or innovation that resulted in significant benefits to the work unit;

c. Creativity leading to important contributions to science or research;

d. Elimination of fraud, waste and abuse.

Special Act Awards are based on measurable benefits, either tangible, intangible, or a combination of the two.

2. On-the-Spot Award. This is a one-time award that provides immediate acknowledgement for exceptional performance

outside the bounds of an employee's job. The Department of the Navy has established an award range of \$25 to \$750 per award for On-the-Spot awards. Justification for an On-the-Spot award should be consistent with the amount of the award. There is no limit to the number of On-the-Spot awards an individual may receive in any given period, nor does the receipt of an On-the-Spot award preclude the same employee from receiving other honorary or monetary awards.

3. Time-Off Award. This award provides time-off from duty without charge to leave in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of government operations. A Time-Off award must be supported by appropriate written justification. Additional information concerning Time-Off awards can be found in Section 622.

4. Beneficial Suggestion Award. A beneficial suggestion is a constructive idea submitted in writing by an individual or a group, either civilian or military, proposing a course of action which would benefit the Navy.

a. Examples include recommendations on conserving manpower and budgetary resources, creative ideas regarding design, construction and repair methods, and suggestions on improving operations.

b. Ideas that deal with employee services, benefits, working conditions, housekeeping, routine safety practices, or maintenance of buildings and grounds are not normally acceptable under the suggestion program.

Award amounts are based on the tangible and/or intangible savings. Information concerning the suggestion award program is contained in reference (d).

5. DoN Meritorious Civilian Service Award. Activity heads may grant this award to individual employees to recognize meritorious civilian service or a contribution, which has resulted in high value or benefit to DoN. The award consists of a medal and certificate.

6. Career Service Recognition. Awards are granted to DoN civilian employees to recognize years of Federal service in five-year increments beginning in the 10th year. Career service may include honorable military service and civilian service with

the Federal Government. The awards include certificates and lapel emblems indicating years of service.

621. POLICIES CONCERNING NAVCRUITCOM CIVILIAN AWARDS. The following policies apply to the Command's Civilian Awards program.

1. The Civilian Awards budget is based on 0.5 percent of the total annual salary (less locality pay) for all civilians assigned to NAVCRUITCOM as of 1 October of each year.

2. Each employee may be eligible for an award after 90 days of employment at NAVCRUITCOM, the typical minimum rating period for a performance appraisal (Rating of Record).

3. The monetary cost of Time-Off awards will not be counted against the activities award budget. Daily labor costs must be considered when granting Time-Off awards, including the impact on use or lose leave and overtime being worked. Time-Off awards in excess of 24 hours must be submitted to the CARB for approval.

622. TIME-OFF AWARDS PLAN

1. Time-Off Awards Determination and Approval. Time-Off from duty, called a "Time-Off Award," may be granted, without loss of pay or charge to leave, in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of government operations. The Time-Off award should be proportionate to the value of the contribution being recognized.

a. Headquarters Department Directors, Special Assistants, NAVCRUITREG Commanders and NAVCRUITDIST Commanding Officers may grant Time-Off awards not to exceed 24 hours without further review and approval by the CARB.

b. The Deputy Commander, Navy Recruiting Command is the approving authority for Time-Off awards of more than 24 hours.

2. Limitations on Time-Off Awards. The total amount of Time-Off which may be granted to an employee during one leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work in the employee's bi-weekly scheduled tour of duty.

a. The maximum amount of Time-Off, which may be granted for any single contribution, is 40 hours.

b. Time-Off granted as an award must be scheduled and used within one year after the effective date of the award. Any unused amount remaining after that time will be forfeited without further compensation to the employee.

c. A Time-Off award does not convert to cash under any circumstances.

d. Time-Off awards SHALL NOT be granted to create the effect of extending a holiday or treated as administrative excusals or leave.

e. Managers and supervisors should be aware of an employee's leave status when considering Time-Off awards. If an employee is in a "use or lose" situation, a Time-Off award may not be appropriate.

f. Time-Off awards can be transferred within DoN. If the employee is transferring to another DoD activity or outside DoD, the Time-Off cannot be transferred. To avoid the loss of the Time-Off, the employee should be allowed to use the incentive prior to the transfer.

g. Time-Off awards must be submitted on SF-52, Request for Personnel Action, and must be supported by appropriate written justification that includes a description of the reason for granting the award.

h. Use of the Time-Off awards must be reported with the appropriate code through time and attendance procedures.

CHAPTER 7 - RECRUITING REFERRAL RECOGNITION (RRR) PROGRAM

Section 1. - GENERAL

710. POLICY. Referrals from non-recruiters are an invaluable source of both officer and enlisted contracts. In order to recognize individuals for their efforts in support of recruiting, referral awards are authorized (per reference (g)) in three categories:

1. Navy Delayed Entry Program Personnel (DEPpers). For purposes of this program, individuals are considered Navy DEPpers from the time they contract until they report to their first permanent duty station. Policy and procedures for DEPper awards are specified per reference (f).

2. Military. Any service member of the Active or Reserve Component of the United States Armed Forces, except for members in the Individual Ready Reserve (IRR) or Delayed Entry Program (DEP).

3. Civilians. Non-military personnel to include federal service employees and DoD contractors.

711. BASIC ELIGIBILITY REQUIREMENTS

1. Military service members and civilians may qualify for recognition if, during a rolling 12-month period, they refer the required number of applicants to a Navy recruiter who contract into an officer or enlisted program for either the Active or Reserve Component.

a. Military service members, federal service employees, and contractors who work for NAVCRUITCOM are ineligible for awards under this instruction.

b. Family members of military service members, federal service employees, and contractors who work for NAVCRUITCOM are also ineligible for awards under this instruction.

c. Navy Counselors, Command Career Counselors, Active Duty members on Hometown Area Recruiting Program (HARP), Bluejacket HARP, or Recruiting Assistance Program (RAP) duty are ineligible for awards under this instruction. This does not preclude the commanding officer from giving special mention of their recruiting contributions in Letters of Appreciation and/or Commendation.

2. The same award may be presented more than once to the same recipient, including medals for military personnel. Items previously classified as recognition awards that are not included in this instruction shall be treated as promotional items for inventory purposes and may be awarded in lieu of a duplicate award at the award authority's discretion.

3. To be considered a qualified referral, the referred individual must not have been previously interviewed or processed by a Navy recruiter within the last four months. Any person listed on a Navy recruiter's applicant log within the previous four months is ineligible for referral status unless the individual was a referral from the same source when originally interviewed. Any non-referred applicant who previously processed for Navy service, but was found temporarily disqualified for Navy service for any reason, does not qualify as a new referral until 365 days have elapsed since the date of previous processing. Referrals can only be credited to one referring source, meaning that two or more individuals cannot receive referral credit for the same referred person.

Section 2. - AWARD AND CATEGORY DESCRIPTIONS

720. ELIGIBILITY CRITERIA AND SPECIFIC AWARDS

1. Awards for Qualified Military Service Members

Eligibility Criteria	Awards	Awarding Authority
One Enlisted Contract	Letter of Appreciation	NAVCRUITDIST
Two Enlisted Contracts	Letter of Commendation and Honorary Recruiter Certificate	NAVCRUITDIST
One Officer Contract	Flag Letter of Commendation and Honorary Recruiter Certificate	NAVCRUITCOM
Three Enlisted Contracts	Flag Letter of Commendation	NAVCRUITCOM
Two Officer Contracts	Navy/Marine Corps Achievement Medal	NAVCRUITDIST
Four Enlisted Contracts	Navy/Marine Corps Achievement Medal	NAVCRUITDIST

2. Awards for Civilians

Eligibility Criteria	Awards	Awarding Authority
One Enlisted Contract	Letter of Appreciation	NAVCRUITDIST
Two Enlisted or One Officer Contract	Letter of Commendation and Honorary Recruiter Certificate	NAVCRUITDIST
Three Enlisted Contracts	Flag Letter of Commendation	NAVCRUITCOM
Four Enlisted or Two Officer Contracts	Warm-Up Suit or similar award under \$50 value	NAVCRUITDIST

721. RESPONSIBILITY

1. NAVCRUITCOM (N3) is assigned primary responsibility for administration of the Recruiting Referral Recognition Program.

2. NAVCRUITCOM (N35) is assigned as Recruiting Referral Recognition Program Manager.

3. NAVCRUITCOM (N961) will maintain an appropriate inventory of referral award items.

4. NAVCRUITDIST Commanding Officer

a. Develop and implement a program to track, monitor, and issue awards and recognition to non-recruiters who provide qualified referrals.

b. Designate a Material Control Petty Officer for control of referral award items (i.e., warm-up suits, etc.).

5. Officer Programs Officer (OPO)

a. Ensure OPO Department personnel are knowledgeable about Referral Recognition Program policies and procedures.

b. Track and verify award eligibility/level of individuals that provide referrals to Officer Recruiters.

6. Enlisted Programs Officer (EPO)

a. Ensure EPO Department personnel are knowledgeable about the Referral Recognition Program policies and procedures.

b. Track and verify award eligibility of individuals that provide referrals to Enlisted Recruiters.

c. Maintain a file of all submitted Recruiting Referral Recognition Program documents for a period of three years.

d. Process all NAVCRUIT 5305/1 documents and prepare appropriate awards. Forward all NAVCRUITCOM level awards to the Executive Secretariat, NAVCRUITCOM (002SA).

7. Zone Supervisor and Recruiter-in-Charge (RinC)

a. Ensure assigned recruiters submit NAVCRUIT 5305/1 when new contracts are processed.

b. Verify recipient's eligibility for an award and data on NAVCRUIT 5305/1 with recruiting records (Applicant Log, RTools, OTools, or CIRIMS Print Out) and forward to the EPO.

c. Ensure awards are received by eligible recipients within 30 days of submitting all NAVCRUIT 5305/1 documents.

d. The RinC shall maintain a file of all submitted Recruiting Referral Recognition documents for three years.

8. Recruiter will complete NAVCRUIT 5305/1 and submit to the RinC during the Daily Production Review.

9. Material Control Petty Officer

a. Duties are described in NAVCRUITCOMINST 5400.1.

b. Establish procedures to ensure reasonable safeguarding of referral award items.

c. Process new requests for awards within three to five working days of receipt.

d. Maintain a historical database of NAVCRUIT 5305/1 documents.

722. OBTAINING AWARDS AND SUPPLIES

1. Awards and Supplies

a. Warm-up suits and similar material award items will be replenished by NAVCRUITCOM (N961).

b. Letters of Appreciation, Letters of Commendation, and Honorary Recruiter Certificates will be prepared and signed by the Commanding Officer.

c. NAVCRUITCOM (002SA) will prepare NAVCRUITCOM Flag Letters of Commendation based on the NAVCRUIT 5305/1 provided by the NAVCRUITDIST. NAVCRUITCOM (002SA) will forward the completed documents to the NAVCRUITDIST or current duty station, as appropriate, for presentation.

d. NAVCRUITDIST shall process NAVCRUIT 5305/1, Personal Award Recommendation, and Navy and Marine Corps Achievement or Navy Commendation Medal Certificates for USN and USNR members per COMNAVCRUITCOMINST 5400.1.

e. NAVCRUIT 5305/1 and OPNAV 1650/3 must include the recipient's current duty station for active duty or unit for Reservists. NAVCRUIT 5305/1 must be verified and signed by the Commanding Officer. Incomplete or unsigned submissions will be returned to the NAVCRUITDIST without action.

723. RECOGNITION LETTERS AND CERTIFICATES. Sample Letters of Appreciation and Letters of Commendation are available on the NAVCRUITCOM Recruiting Quarterdeck, <https://rq.cnrc.navy.mil/N3/N35.htm>.