



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND

200 STOVALL STREET
ALEXANDRIA, VA 22332

IN REPLY REFER TO

COMNAVLEGSVCCOMINST 1650.1

63

16 May 1989

COMNAVLEGSVCCOM INSTRUCTION 1650.1

Subj: JUNIOR OFFICER OF THE QUARTER AND SAILOR OF THE QUARTER PROGRAMS

Encl: (1) Format for Nomination

1. Purpose. To establish and implement procedures for the Junior Officer of the Quarter and Sailor of the Quarter Programs within the Naval Legal Service Command.

2. Discussion. Programs to select the person of the month/quarter/year are widely recognized for their great potential to increase pride and prestige. Within the Naval Legal Service Command, it is appropriate that we recognize formally the "front-line" personnel -- our junior officers and enlisted paraprofessionals -- who daily deliver the bulk of the Navy's legal services.

3. Eligibility

a. The Junior Officer of the Quarter Program is open to any active-duty Navy or Marine Corps commissioned officer (pay grade O-3 and below, including Limited Duty Officers (Law)) who is attached to the headquarters or a field component of the Naval Legal Service Command.

b. The Sailor of the Quarter Program is open to any active-duty Navy petty officer or Marine Corps noncommissioned officer in pay grade E-6 or below who is attached to the headquarters or a field component of the Naval Legal Service Command.

4. Selection Criteria. The intent of these programs is to recognize the very best junior officers and petty officers/noncommissioned officers within the Naval Legal Service Command. Selection criteria should include, but not be limited to, the following traits and qualifications gained or demonstrated in an individual's present organization during a calendar quarter:

a. Performance of duty -- professionalism and technical proficiency -- and noteworthy achievements contributing to the mission accomplishment of the member's command or activity.

b. Excellence in leadership.

c. Motivation, pride, and patriotism.

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d. Participation in community affairs or other off-duty activities that enhance the image of the Navy or Marine Corps.

e. Acts of heroism, awards, letters of commendation and/or appreciation.

f. Off-duty education, and professional education acquired through Navy or Marine Corps schools and correspondence courses.

5. **Selection Board.** Commander, Naval Legal Service Command (CNLSC), shall appoint and convene a selection board quarterly to review the nominations received for both programs the previous quarter. The CNLSC Command Master Chief shall serve as a permanent advisor to the selection board regarding enlisted nominees.

6. **Program Coordinator.** The Vice Commander, Naval Legal Service Command, shall appoint a Program Coordinator, who shall accomplish the following:

a. Screen all nomination packages for completeness.

b. Arrange for a time and place to convene the selection board and notify all board members.

c. Following board selections, draft the appropriate naval message and prepare letters of commendation for CNLSC signature.

d. Post photographic coverage and appropriate comments in the Naval Legal Service Command headquarters.

7. **Recognition.** As the primary purpose of these programs is to recognize those personnel who contribute significantly to their commands' and activities' mission accomplishment, the following elements of recognition will be provided to each selectee:

a. CNLSC Letter of Commendation.

b. Display of his/her photograph in the office of CNLSC, and in an appropriate location within his/her command or activity.

c. Three days' shore leave for the Junior Officer of the Quarter and 72 hours' special liberty for the Sailor of the Quarter, at a time mutually agreeable to the selectee and his/her commanding officer.

d. Appropriate base/hometown news releases, if desired by the selectee.

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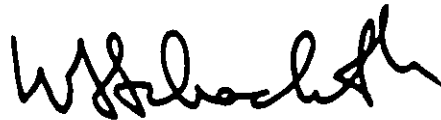
e. Other consideration as determined by the selectee's commanding officer.

8. Other Competitions. A legalman selected as Sailor of the Quarter shall not automatically become a nominee for the Navy-wide Legalman of the Year competition, but may be separately nominated for that competition in accordance with guidance promulgated by the Judge Advocate General.

9. Action

a. Components of the Naval Legal Service Command shall establish procedures for evaluating and nominating candidates for these programs. No command or activity is required to submit a nomination for every quarter. Nomination packages -- no more than two pages in total length and utilizing enclosure (1) -- shall reach CNLSC no later than 20 days after the end of each calendar quarter, to allow commands and activities sufficient time to complete their own internal selection processes.

b. The Vice Commander, Naval Legal Service Command, the designated Program Coordinator, and the CNLSC Command Master Chief shall implement the provisions of this instruction.



W. L. SCHACHTE, JR.

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FORMAT FOR NOMINATION -- NO MORE THAN TWO PAGES LONG

From:

To: Commander, Naval Legal Service Command

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

Ref: (a) COMNAVLEGSVCCOMINST 1650.1

1. In accordance with reference (a), _____ is nominated for [Junior Officer of the Quarter/Sailor of the Quarter] for the period _____.
2. [Synopsis of significant professional and/or personal achievements which warrant selection.]
3. Commanding Officer's comments:

Enclosure (1)