



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

Canc frp: Sep 12

COMNAVCRUITCOMNOTE 1650  
N3

6 Sep 2011

COMNAVCRUITCOM NOTICE 1650

From: Commander, Navy Recruiting Command

Subj: CONVENING OF THE NATIONAL AWARDS BOARD FOR FY11

Ref: (a) COMNAVCRUITCOMINST 1650.1

1. Purpose. To publish criteria for the Navy Recruiting Command (NAVCRUITCOM) FY11 National Awards Board per reference (a).

2. Discussion

a. Submissions to the National Awards Board are due **NLT 18 October 2011**. The Board will convene **26 October 2011** at 0800 in NAVCRUITCOM Headquarters, Conference Room A, to select a winner in each annual category listed in paragraph 3.c. of this notice and the NAVCRUITCOM Gold "R" award winner. Award nominations will be submitted using the electronic award nomination form, which is the only format that will be accepted for this year's competition. The electronic forms are available at <https://rq.cnrc.navy.mil> (N3 directorate, file downloads, Awards Format).

b. NAVCRUITCOM N32 will serve as the recorder and board administrator. The board will brief its selections to Commander, Navy Recruiting Command (COMNAVCRUITCOM) for final approval by **2 November 2011**.

(1) The National Awards Board convenes annually at NAVCRUITCOM Headquarters to select national award winners. The board is comprised of the following personnel:

(a) Chief of Staff (Board Chair)

(b) Voting Members:

1. Director of Personnel (N1)

2. Director of Operations (N3)

3. Director of Programs and Plans (N5)
  4. Director of Training (N7)
  5. Director of Diversity (OOC)
  6. Force 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

c. Qualifying Navy Recruiting Districts (NAVCRUITDISTs) will prepare a self-nomination package for Enlisted "E", Officer "O", Leads "L", Nuclear "N", NSW/NSO/AIRR "W", NROTC "C", Admin "A", LSO "S", and the Recruiting "R" award. Navy Recruiting Region (NAVCRUITREG) Commanders will rank NAVCRUITDISTs based on NAVCRUITREG policy and will forward their final selection for NAVCRUITREG Silver "R" to the National Awards Board to be considered for the National Gold "R" award.

3. Action. Commanding Officers will prepare and submit all award nominations to their NAVCRUITREG Commanders via email using the approved awards submission form, NAVCRUIT 1650/13 (Rev 9-07), Awards Nomination Package located on the Recruiting Quarterdeck.

Submissions are due to NAVCRUITCOM **NLT 18 October 2011**. Packages submitted to the board for individual nominees will include:

- NAVCRUITREG Endorsement
- CO's Letter
- NAVCRUIT Form 1650/13 (Awards Nomination Worksheet)
- Bio of Nominee
- Spouse Bio (**required when awardee is selected as a Navy Recruiting National Winner**)
- Evals/Fitreps (last three years)
- PFA Results (last three years)

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- Color Photos - (5x7) front and side view. E7 and above photos are in Service Khaki, E6 and below Service Uniform. Civilian nominees - appropriate attire.

a. NAVCRUITREG Commanders will select Region annual individual and team award winners and submit nominations for national winners in each category to the NAVCRUITCOM National Awards Board. NAVCRUITREG Commanders will provide the additional criteria used to select the Region Silver "R".

b. Submission guidelines:

(1) NAVCRUITREGs will submit all nominations to YNC(SW) Robert Dyer, (901) 874-9380, Building 784/Room 8.

(2) All award nominations shall be submitted in a labeled blue folder with the items listed in paragraph 3 enclosed and the submission downloaded to a compact disc. **Do not email packages as the data in the package overwhelms email inbox.**

(3) **Do not staple or paper clip nominations.**

c. Annual awards will stress teamwork and the whole person concept in all categories of individual and unit awards. Nominees' contributions to the team effort will be considered along with their individual accomplishments. For individual and unit awards, such as Divisional Leading Chief Petty Officer, success will be measured by the degree to which the entire team excelled versus isolated elements of a team.

d. Individuals selected from the following categories will be invited to attend Recruiter of the Year (ROY) activities:

- (1) Enlisted Programs ROY (AC and RC)
- (2) Officer Programs ROY (AC and RC)
- (3) Nuclear Field Coordinator of the Year
- (4) Station LCPO/LPO of the Year
- (5) Classifier of the Year
- (6) Divisional LCPO of the Year

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(7) Diversity Enlisted ROY

(8) Diversity Officer ROY

(9) Medical Officer ROY

(10) NUPOC Officer ROY

(11) NSW/NSO ROY

(12) NSW/NSO/AIRR Program (Military) Coordinator of the  
Year

(13) Support Person of the Year

e. ROY recognition activities for the FY11 ROYs will be held in Washington, DC, 22-28 January 2012. Attendees should plan to arrive in Washington, DC, Sunday, 22 January 2012. Return flights should be scheduled for Saturday, 28 January 2012. ROY week and hotel information will be promulgated by separate correspondence. Attendees are advised that the weather in Washington, DC is cold during ROY week. Please plan accordingly.

4. NAVCRUITCOM point of contact for the awards board is YNC(SW) Dyer at (901) 874-9380, email: [robert.l.dyer@navy.mil](mailto:robert.l.dyer@navy.mil) and for ROY is NCC Cruz at (901) 874-9177, email: [Kimberly.cruz@navy.mil](mailto:Kimberly.cruz@navy.mil).

/s/

W. C. MARVEL  
Chief of Staff

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