



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 1650.1W
Code 10
30 Nov 13

NAVCUITDIST RICHMOND INSTRUCTION 1650.1W

From: Commanding Officer, Navy Recruiting District Richmond

Subj: NAVY RECRUITING DISTRICT RICHMOND AWARDS MANUAL

Ref: (a) SECNAVINST 1650.1
(b) COMNAVCUITCOMINST 1650.1B

Encl: (1) Navy Recruiting District Richmond Awards Manual

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

2. Cancellation. NRDRICHINST 1650.1V

3. Background. Per references (a) and (b), awards are established to create a positive, competitive spirit among recruiters, recruiting stations, divisions, and support personnel focused on promoting quality recruiting and mission accomplishment. Commander, Navy Recruiting Command and Commander, Navy Recruiting Region EAST will provide additional recognition and special awards guidance via annual notices.

4. Point of Contact. The Chief Administrator will be the point of contact for all awards.


A. W. DIMMOCK

Distribution:
NRDRICHINST 5216.1
List III

NRDRICHINST 1650.1W
30 Nov 13

Navy Recruiting District

RICHMOND

Awards Manual



NAVCRUITDIST Richmond Instruction 1650.1W

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CHAPTER 1 - GENERAL INFORMATION

Section 1 - GENERAL

110. PURPOSE OF THE NAVCRUITDIST RICHMOND AWARDS MANUAL. To provide guidance and regulations concerning submission of awards for individuals assigned to Navy Recruiting District Richmond.

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 while considering grade, or rate, training, and experience.

2. 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. Sailor of the Year and similar awards (i.e. Recruiter Incentive System Awards) denote a specific competitive achievement. This award can support an End of Tour (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. All supporting information will be combined into a single award.

b. An EOT award is not routine. It is used to recognize superior performance over an entire tour. A copy of all personal awards received during the tour period must be submitted to the awarding authority along with the EOT award.

c. 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.

112. AUTHORITY/DELEGATION TO APPROVE AWARDS

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

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

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

113. TIMELINE FOR SUBMISSION. All award recommendations must be submitted to the Administrative Department for processing via the appropriate chain of command. Awards for specific actions should be submitted within two weeks of the specific action to permit rapid recognition of the individual's efforts.

1. EOT award recommendations that require NAVCRUITCOM/NAVCRUITREG approval (i.e. MM/NC) must be submitted to arrive at NAVCRUITCOM/NAVCRUITREG NO LATER THAN **120 days** prior to transfer, separation, or retirement. Any late award recommendations submitted to NAVCRUITCOM requires a letter, signed by the CO/XO only, explaining the reason(s) for the late submission.

2. All other awards signed by the NAVCRUITDIST Commanding Officer must be submitted no later than **60 days** prior to transfer, separation, or retirement.

3. All personal awards (MM, NC and NA) submissions will be prepared as outline in reference (b), chapter 2.

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 an OPNAV 1650/3 (Rev 7-04) Personal Award Recommendation (Appendix A). Blocks 1-25 must be completed in accordance with reference (a) to reflect 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 from having to contact the submitting command and request the information:

a. (Block 8) Indicate the individual's date of detachment (i.e. transfer date, terminal leave, retirement ceremony date).

b. (Block 12) Indicate the individual's next duty station or address at retirement.

c. (Block 19) List all previous personal decorations. Ensure copies of awards previously received are attached.

d. Summary of Action (SOA), Block 35, must be used to document the circumstances surrounding the action (NCs and above). The introductory paragraph should cite the command, period of action, position held and overall achievement(s). Specific accomplishments which directly substantiate 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 specific awards in the formats stipulated in Appendices B, C, D, or E 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 as necessary.

a. The 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 840 Grassmere Park Ste 104 Nashville, TN 37211		1a. UIC / RUC 62425	2. TO (Awarding Authority): Chief of Naval Personnel ADDRESS: Washington, DC 20370-6000		2a. UIC / RUC 48897
3. COMMAND FOC: NAME: YN1(AW/SW) Vaillette EMAIL: vaillettead@nrcr.navy.mil		4. PHONE: (DSN): (COM): 615-332-0831		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 07-May-2005	
6. SEN (LAST FOUR DIGITS ONLY)		7. DESIGNICR/MOS 2188	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 62425	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-4 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. NORDM USE ONLY FROM: SECNAV (NORDM) TO: CNO (DMS-37/108813) CMC (CODE MMMA) DATE: _____					
1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE					
2. Reviewed and recorded.					
By direction _____					

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 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 RICHMOND 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 RICHMOND FROM OCTOBER 1997 TO SEPTEMBER 2000. PETTY OFFICER XXX CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. DEMONSTRATING EXCEPTIONAL RECRUITING SKILLS AND INITIATIVE, HE/SHE

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

BY HIS/HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER XXX REFLECTED GREAT CREDIT UPON HIMSELF/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

AVIATION ORDNANCEMAN FIRST CLASS (SURFACE WARFARE)
(Insert Name)
UNITED STATES NAVY

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

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

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

REAR ADMIRAL, U.S. NAVY

CHAPTER 3 - ADMINISTRATIVE PROCEDURES

Section 1 - ADMINISTRATIVE PROCEDURES

310. ACTION BY AWARDING AUTHORITIES

1. Provide PERS-312 a copy of the signed award citation, or certificate in the case of Navy and Marine Corps Commendation and Achievement Medals, for entry into the member's Official Military Personnel File (OMPF). The member's Social Security Number (SSN) shall be neatly printed in the upper right hand corner of the citation/certificate and, due to the member's name and SSN appearing on the document, these citations/certificates shall be marked "Privacy Sensitive."

2. Enter approved awards in NDAWS. Award entry procedures may be found at the Navy Awards website.

3. Enter missing awards in NDAWS as requested.

4. The Administrative Department will maintain a record of all awards processed. This includes the OPNAV 1650/3, a signed copy of the citation, supporting documentation and related correspondence in accordance with reference (d).

311. REMOVAL (REVOKING) OF AWARDS. Any award for a distinguished act, achievement, or service may be revoked by the approval authority before presentation. 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, the entire case will be forwarded to the Navy Department Board of Decorations and Medals (NDBDM) per Appendix A of this chapter.

312. NAVCRUITDIST RICHMOND AWARDS BOARD

1. Purpose. The Awards Board is responsible for assisting the Commanding Officer, Navy Recruiting District Richmond in evaluating recommendations for awards.

2. Membership. The Awards Board will be composed of:

- a. Executive Officer
- b. Department Heads
- c. Command Master Chief

d. Chief Recruiter/Assistant Chief Recruiter

3. Procedures. The Awards Board will evaluate and render an opinion as to the merit of award recommendations.

4. Downgrading an Award. If the board votes to downgrade an award recommendation, the Administrative Officer will ensure the chain of command is notified in an expeditious manner.

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 that should be approved. Awards Board members are encouraged to review the "REQUIREMENTS" in section 230 of reference (a).

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. Appendix A of this chapter 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 sequential Gold Wreath awards.

4. Computation for personnel who report to NAVCRUITCOM with no prior recruiting duty starts on the first day of the month after their reporting month (i.e. if member reports 15 September 2012, their consecutive three-month counter starts effective 1 October).

5. Gold Wreaths will be awarded based on the net new contract objective and Reserve attainment goals obtained from the NAVCRUITDIST'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 Gold Wreath award computation 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 the timeframe have been met, a Gold Wreath is awarded regardless of attainment in any given month during that period.

411. GOLD WREATH AWARD CRITERIA

1. NAVCRUITDIST Commanding Officers, Executive Officers, Operations Officers, CRs and ACRs and all non-production support staff personnel are eligible for a Gold Wreath when the command achieves, for a consecutive (non-overlapping) three month period:

- a. 100% Active Accession
- b. 100% Active NCO
- c. 100% NPS Reserve Accession
- d. 100% NAT NCO
- e. 100% Enlisted Prior Service Affiliation

f. Summation of AC and RC selects, attainments, and pro-board eligible package submissions meet, or exceed, either the FYTD or 3-month increment necessary to achieve FY goals.

2. Division Officers and Division Leading Chief Petty Officers are eligible for a Gold Wreath when their Division achieves 100% Active NCO, 100% NPS Reserve Accession, 100% NAT NCO, 100% Prior Service Affiliation, 100% Total Test Category Upper (TTCU) and paragraph 1.f. above for a consecutive (non-overlapping) three-month period.

3. Station LCPOs/LPOs are eligible for a Gold Wreath when their NAVCRUITSTA achieves 100% Active NCO, 100% NPS Reserve Accession, 100% NAT NCO, 100% Prior Service Affiliation, and 100% TTCU for a consecutive (non-overlapping) three-month period.

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

5. Officer Program Recruiters are eligible for a Gold Wreath when they meet the criteria established in paragraph 1.f. above.

6. 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 and remain above 75% on the NF Stacking Report.

7. NROTC Coordinators fall under the Headquarters staff criteria. Additionally they are eligible for a Gold Wreath when the NAVCRUITDIST achieves total application goals and subgoals at the 50% and 100% gates. Coordinators must achieve the 100% gate and all diversity sub-goals for both four-year and Nurse scholarship programs.

8. Naval Special Warfare/Naval Special Operations/Air Rescue Swimmer (NSW/NSO/AIRR) Coordinators are eligible for a Gold Wreath when the NAVCRUITDIST achieves both NSW/NSO NCO and accession goals during a consecutive (non-overlapping) three-month period and maintains 90%, or above, on the NSW/NSO Stacking Report.

412. ACTION

1. NRD Richmond will submit recommendations for Gold Wreath Letters of Commendation to NAVCRUITCOM using the format contained in Appendix B of this chapter and ensure all elements of Appendix B are included in the recommendation letter.

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

3. The NRD Richmond CO maintains authority to assess potential candidates to ensure professional personal conduct during the awarding period.

4. NAVCRUITREG Commanders retain final discretionary authority for the recommendation of Gold Wreath awards for NAVCRUITDIST Commanding Officers and NAVCRUITREG staff.

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: Commanding Officer, Recruiting Command (OO2SA)

Subj: PERSONNEL REQUEST FOR GOLD WREATH AWARDS

Ref: (a) COMNAVCRUITCOM T 1650.2

LCPOs/LPOs 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 - CYCLICAL AWARDS

Section 1 - INTERNAL AWARDS

510. Monthly. All goaling reconciliation must be submitted to the ACR and statistician by COB mission day.

1. Division of the Month. Awarded to the division with the highest percentage of NCO attainment and meets mission. If there is a tie between Divisions, consideration will be given to adherence to goaling letter priorities, overall mission contribution and attrition.

2. Station of the Month (Active and Reserve). Awarded to the Small, Medium, and Large Active stations (NRS) and one Navy Reserve Station (NRRS) that achieve the highest percent of NCO attainment and meets mission. If there is a tie between stations, consideration will be given to adherence to goaling letter priorities, overall mission contribution and attrition.

3. Enlisted Recruiter of the Month (Active and Reserve). Awarded to the recruiter who attains the highest monthly ERIS points. If there is a tie between two recruiters, consideration will be given to adherence to goaling letter priorities.

4. Officer Recruiter of the Month. Awarded to the recruiter who attains the highest net total of Recruiter Incentive Points. If there is a tie between two recruiters, consideration will be given to total incentive points and adherence to the annual goaling letter and the Marketing Operations Plan (MOP).

511. Quarterly. All goaling reconciliation must be submitted to the ACR and statistician by COB on the last mission day of the quarter.

1. Division of the Quarter. Awarded to the Division with the highest percentage of NCO attainment that meets mission. If there is a tie between Divisions, consideration will be given to adherence to goaling letter priorities, overall mission contribution and attrition. If no division meets their assigned mission, no award will be presented.

2. Station of the Quarter (Active, Reserve, and Officer). Awarded to the Small, Medium, and Large Active stations (NRS), one Navy Reserve station (NRRS), and one Navy Officer Recruiting Station (NORS). The NRSs and NRRSs are awarded on which station achieves the highest percent of NCO attainment that meets mission.

The NORS will be awarded based on Personnel Production Rate (PPR) for each Recruiter. This will be calculated based on total ORIS divided by the number of personnel in the NORS. If there is a tie between stations, consideration will be given to adherence to goaling letter priorities, overall mission contribution and attrition.

3. Recruiter of the Quarter (Active Duty and Reserve). Awarded to the recruiter who attains the highest net total of NCO. If there is a tie between two recruiters, consideration will be given to overall ERIS points and adherence to goaling letter priorities.

4. Rookie Recruiter of the Quarter. Awarded to the recruiter (Active and Reserve) who has been on production during the quarter and has attained the highest value of recruiter incentive points for the quarter.

5. Active General Officer (GENOFF) Recruiter of the Quarter. Awarded to the recruiter who attains the highest Recruiter Incentive Points. If there is a tie between two recruiters, consideration will be given to total incentive points and adherence to the annual goaling letter and the Marketing Operations Plan (MOP).

6. Reserve GENOFF Recruiter of the Quarter. Awarded to the recruiter who attains the highest Recruiter Incentive Points. If there is a tie between two recruiters, consideration will be given to total incentive points and adherence to the annual goaling letter and the Marketing Operations Plan (MOP).

7. MEDOFF Recruiter of the Quarter. Awarded to the recruiter who attains the highest Recruiter Incentive Points. If there is a tie between two recruiters, consideration will be given to total incentive points and adherence to the annual goaling letter and the Marketing Operations Plan (MOP).

8. Classifier of the Quarter. Awarded to the Classifier who achieves the greatest point value for priority rates one, two and three, and non-priority rates as well as the greatest contribution toward program attainment combined with best team support. Four Classifier of the Quarter awards are estimated to be issued each year.

9. Officer Processor of the Quarter. Awarded to the Officer Processor who achieves the greatest number of accessions for

their assigned recruiting team and/or provides the greatest impact to Officer Recruiting production and department duties and responsibilities throughout the course of the Quarter. This award will not be awarded solely on the accession metric, since not all processors work on the same programs. Instead, a total person concept will be considered in evaluating the greatest impact to the Officer Production Mission when evaluating the Officer Processor of the Quarter.

10. Sailor of the Quarter. Awarded to the military member (E-6, including recruiters) at the command who has made the greatest contribution, based upon the "whole person" concept, toward command success during the quarter. Department Heads, Division Officers/Division Leading Chief Petty Officers will submit their nominee to the CMC by the 25th of the last month in each quarter (Dec/Mar/Jun/Sept). The CMC will convene a board of personnel E7 and above, to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will receive a two-day special liberty and a Letter of Commendation from the Commanding Officer.

11. Junior Sailor of the Quarter. Awarded to the military member (E-5 and below, including recruiters) from the command who has made the greatest contribution, based on the "whole person" concept, toward command success during the quarter. Department Heads, Division Officers/Division Leading Chief Petty Officers will submit their nominee to the CMC by the 25th of the last month in each quarter (Dec/Mar/Jun/Sept). The CMC will convene a board of personnel E7 and above, to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will receive a two-day special liberty and a Letter of Commendation from the Commanding Officer.

12. Civil Service Employee of the Quarter. Awarded to the civilian who has made a notable contribution toward command success during the quarter. Department Heads will submit their nominee to the CMC by the 25th of the last month in each quarter (Dec/Mar/Jun/Sept). The CMC will convene a board of personnel E7 and above, to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will receive an eight-hour time off award and a Letter of Commendation from the Commanding Officer.

13. Support Person of the Quarter. Awarded to the military person who has displayed excellence in the leadership, management, and assistance to both officer and enlisted recruiters during the

quarter. Department Heads will submit their nominee to the CMC by the 25th of the last month in each quarter (Dec/Mar/Jun/Sept). The CMC will convene a board of personnel E7 and above, to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will receive a two-day special liberty and a Letter of Commendation from the Commanding Officer.

14. Contractor of the Quarter. The contractor who has made the greatest contribution toward command success during the quarter. Department Heads will submit their nominee to the CMC by the 25th of the last month in each quarter (Dec/Mar/Jun/Sept). The CMC will convene a board of personnel E7 and above, to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will be nominated to their respective contracting company for recognition. One Contractor of the Quarter award will be issued each quarter.

512. Miscellaneous

1. Skipper's Club. Any recruiter attaining a 3.0 Person Per Recruiter (PPR) average current to date will become a member of the "Skipper's Club" and receive a "Red Name Tag" recognizing this achievement. The Skippers Club name tag will be worn for the entire next Fiscal Year and replace their current name tag.

2. Six-Shooter Award. Any enlisted recruiter who nets six or more contracts in a month will receive a three-day special liberty and a Letter of Commendation from the Commanding Officer.

Section 2 - EXTERNAL AWARDS

513. Admiral's Accelerator Award

1. The Admiral's Accelerator Award is a quarterly program designed to provide incentives for specific production requirements as identified by NAVCRUITCOM.

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

CHAPTER 6 - ANNUAL AWARDS

Section 1 - INDIVIDUAL AWARDS

610. Discussion. The following awards will be presented at the yearly Command Training and/or Awards Symposium. Personnel competing above district level (at Region or National levels) who are eligible for an individual award based on district performance will not receive an individual award until they are finished competing at all levels. All three-day and four-day time off awards are to be in conjunction with a weekend.

611. Enlisted Recruiter Awards

1. Recruiter of the Year (Active and Reserve). The Enlisted recruiters (Active and Reserve) who provide outstanding support to the command mission through production (i.e. NCO, Diversity, Nuke, NSW/NSO, NAT, Females, ASAD, etc..) will be nominated to the Awards Board for this award. There is no minimum number of new contracts required to be nominated. Recruiters must have less than eight percent in-month loss rate, including rollouts, of individual recruiter BOM DEP, and less than 10% RTC attrition rate. The recruiter must have passed the most recent Navy-wide exam (if eligible) and both Fall and Spring PFAs during the year of the award. The ROY will receive a four-day special liberty and a Navy and Marine Corps Achievement Medal.

2. Nuclear Field Production Recruiter of the Year. The enlisted recruiter who attains the highest number of NF contracts (minimum of five) for the year will be selected for this award. The winner will receive a Navy and Marine Corps Achievement Medal from the Commanding Officer.

3. Warrior Challenge Recruiter of the Year. The enlisted recruiter who attains the highest number of NSW/NSO contracts (minimum of five) for the fiscal year will be selected for this award. The winner will receive a Navy and Marine Corps Achievement Medal from the Commanding Officer.

4. NROTC Recruiter of the Year. The enlisted recruiter who attains the highest number of completed NROTC applications (minimum of ten) for the year will be selected for this award. The winner will receive a Navy and Marine Corps Achievement Medal from the Commanding Officer.

5. New Accession Training (NAT) Recruiter of the Year. The enlisted recruiter who attains the highest number of NAT contracts (minimum of five) for the year will be selected for this award. The winner will receive a Navy and Marine Corps Achievement Medal from the Commanding Officer.

612. Officer Recruiter Awards

1. General Officer Recruiter (Active and Reserve). The officer recruiters with the greatest contribution toward annual program attainment combined with best team support will be nominated to the Awards Board for this award. The winner will receive a four-day special liberty and Navy and Marine Corps Achievement Medal.

2. Medical Officer Recruiter (Active and Reserve). The officer recruiters with the greatest contribution toward annual program attainment combined with best team support will be nominated to the Awards Board for this award. The winner will receive a four-day special liberty and Navy and Marine Corps Achievement Medal.

613. Rookie Awards

1. Rookie Recruiter of the Year (Active and Reserve). Awarded to the recruiter (Active and Reserve) who has been on production between six and 12 months and who has attained the highest value of recruiter incentive points for the fiscal year. The winner will receive a Navy and Marine Corps Achievement Medal from the Commanding Officer.

614. Leadership Awards

1. Division Officer (DIVO) of the Year. Awarded to the Division Officer that displayed outstanding leadership and sailorization while achieving the highest total attainment percentage toward their overall annual goal. The winner will receive a four-day special liberty certificate and Navy and Marine Corps Achievement Medal.

2. Division Leading Chief Petty Officer (DLCPO) of the Year. Awarded to the Division Leading Chief Petty Officer who displayed outstanding leadership and sailorization as well as attained at least 100% Net Active Duty NCO, 100% NAT, 100% PS NCO, 100% TCU Net NCO, 100% Diversity attainments, 100% NROTC applications submitted, 100% Warrior Challenge, 100% NF attainment, had less than an 8% DEP loss rate (to include roll-outs), and less than a 10% RTC loss rate. In the case of a tie,

the division with the highest percentage of points above the combined NCO (active, NAT, and PS) attainment will win. The winner will receive a four-day special liberty certificate and Navy and Marine Corps Achievement Medal.

3. LCPO/LPO of the Year (Active and Reserve). Each LCPO/LPO (Active and Reserve) from the Station of the Year category winners will be submitted for this award. Additionally, Division LCPOs may nominate one additional LCPO/LPO who meets the minimum criteria for this award (100% combined NCO attainment for the FY) and is not assigned to a Station of the Year award winner. Other criteria that create the "whole person" concept such as recruiter qualifications, sailorization, DEP PQS, retention, attrition, station advancements, and physical fitness will be taken into account. The LCPO/LPO of the Year (one Active and one Reserve) will receive a Navy and Marine Corps Achievement Medal from the Commanding Officer.

4. Classifier of the Year. Awarded to the Classifier who achieves the greatest point value for priority rates one, two and three, and non-priority rates as well as the greatest contribution toward annual program attainment combined with best team support. The NRD Richmond Awards Board will vote and make a recommendation to the Commanding Officer for approval. The winner will receive a four-day special liberty chit a Navy and Marine Corps Achievement Medal from the Commanding Officer.

5. Officer Processor of the Year. Awarded to the Officer Processor who achieves the greatest number of accessions for their assigned recruiting team and/or provides the greatest impact to Officer Recruiting production and department duties and responsibilities throughout the course of the year. This award will not be awarded solely on the accession metric, since not all processors work on the same programs. Instead, a total person concept will be considered in evaluating the greatest impact to the Officer Production Mission, when evaluating the Officer Processor of the Year. The NRD Richmond Awards Board will vote and make a recommendation to the Commanding Officer for approval. The winner will receive a four day special liberty chit a Navy and Marine Corps Achievement Medal from the Commanding Officer.

6. Mission Accomplishment Awards. Awarded to personnel that made the greatest contributions to mission achievement. The NRD Richmond Awards Board will review, vote, and make a recommendations to the Commanding Officer for approval. The awardees will receive a Navy and Marine Corps Achievement Medal.

615. Persons of the Year

1. Sailor of the Year. Awarded to one E-6 (recruiters are included in the competition) who has made the greatest contribution toward command success during the year. The CMC will convene a board of personnel E7 and above to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will receive a four-day special liberty certificate and a Navy Commendation Medal.

2. Junior Sailor of the Year. Awarded to one E-5 and below (recruiters are included in the competition) who has made the greatest contribution toward command success during the year. The CMC will convene a board of personnel E7 and above to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will receive a four-day special liberty certificate and a Navy and Marine Corps Achievement Medal.

3. Civil Service Employee of the Year. Awarded to the civilian who has made the greatest contribution toward command success during the year. Department Heads will submit one nominee to the CMC by the 25th of September. The CMC will convene a board of personnel E7 and above to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will receive a 16-hour time off award and a Letter of Commendation from the Commanding Officer.

4. Support Person of the Year. Awarded to the military member who has made the greatest contribution toward command success during the year. Department Heads will submit one nominee to the CMC by the 25th of September. The CMC will convene a board of personnel E7 and above to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The awardee will receive a four day special liberty and a Navy and Marine Corps Achievement Medal.

5. Contractor of the Year. Awarded to the contractor who has made the greatest contribution toward command success during the year. Department Heads will submit one nominee to the CMC by the 25th of September. The CMC will convene a board of personnel E7 and above to review eligible candidates, vote, and make a recommendation to the Commanding Officer for approval. The winner will be nominated to their respective contracting company for recognition. One Contractor of the Year award will be issued each year.

Section 2 - STATION AWARDS

616. Stations of the Year

1. Active (Small, Medium, and Large) Station. Awarded to the stations attaining at least 100% net Active Duty and 100% net NAT NCO, 100% Test Category Upper net NCO, less than an 8% DEP loss rate (including rollouts), 100% Diversity attainment, 100% Warrior Challenge, 100% NF attainment and LEADS (national plus local) combined conversion ratio of 15:1. Only one station per category will earn this award. Tie breaker considerations will be the number of NROTC applications submitted and officer referrals. The station will receive a four-day special liberty.

2. Reserve Station. Awarded to the station attaining the highest number of prior service contracts. The station must meet assigned goal and have a LEADS (national plus local) combined conversion ratio of 15:1. Tie breaker considerations will be the highest percentage of critical rates attained. The Navy Reserve Station of the Year will receive a four-day special liberty.

3. Navy Officer Recruiting Station. Awarded to the NORS that achieved the highest Personnel Production Rate (PPR) per recruiter. Which will be calculated based on total ORIS divided by the number of personnel in the NORS. If there is a tie between stations, consideration will be given to adherence to goaling letter priorities, overall mission contribution and attrition.

617. Most Improved Station of the Year (Active and Reserve). Awarded to the station with the largest percent increase in net combined NCO achievement (active, NAT, and PS) over the previous year. At a minimum, the station must achieve 100% net Active Duty, NAT and PS NCO, active and reserve shipping, NSW/NSO, NE, and TTCU goals for the year and less than an 8% in-month loss rate as compared to previous fiscal year performance. The most improved station of the year will receive a four-day special liberty.

Section 3. - DIVISION AWARD

618. Division of the Year. Awarded to the division that contributed the greatest to the mission. This award is not necessarily a summation of the division that was awarded the most quarterly and yearly awards or the recipient of the Division

Officer, Leading Chief Petty Officer, or Division Leading Petty Officer of the Year. Instead, the Division of Year will be recognized for establishing the greatest impact to the command's mission and vision.