



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1650.1

N1

1 Oct 12

NAVCRUITDIST PORTLAND INSTRUCTION 1650.1

Subj: COMMAND AWARDS AND STANDING INCENTIVES

Ref: (a) SECNAVINST 1650.1H (Navy and Marine Corps Awards Manual)
(b) SECNAVINST 3590.4A (Awards of Trophies and Similar Devices in Recognition of Accomplishments)
(c) OPNAVINST 1700.10L (Sailor of the Year Program)
(d) COMNAVCRUITCOMINST 1700.3J (Sailor of the Year)
(e) COMNAVCRUITCOMINST 1650.1B CH-8 (Navy Recruiting Command Awards Manual)
(f) COMNAVCRUITCOMINST 1130.8J CH-3 (Navy Recruiting Manual-Enlisted Volume II)

Encl: (1) NRD Portland Production Awards Criteria
(2) NRD Portland Marketing and LEADS Awards Criteria
(3) Commanding Officer's Spot Award
(4) NRD Portland Civilian of the Quarter (GS and Contractor)
(5) NRD Portland Civilian of the Year (GS and Contractor)
(6) NRD Portland Sailor of the Quarter
(7) NRD Portland Sailor of the Year
(8) The Jimmy Kokos Memorial Inspirational Leadership Award
(9) Authorized Personal Awards Matrix

1. Purpose. To promulgate information concerning awards and other methods of recognition for personnel assigned to Navy Recruiting District (NRD) Portland.

2. Cancellation. NAVCRUITDISTPORTLANDNOTE 1650 of 28 OCT 10

3. Discussion.

a. Recruiting and recruiting support are challenging tasks, requiring a great deal of self-motivation, combined with the ability to motivate others to achieve success. Per references (a) through (f), special recognition should be provided to those who demonstrate superior ability and outstanding levels of performance. An end-of-tour award is not automatic for

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completing a tour in recruiting. The decision to award an end-of-tour must take into account accomplishments already recognized by previous production awards.

b. References (a) through (f) outline levels of recognition available and the criteria for higher level awards. The body of this note and enclosures (1) through (9) outline command awards criteria for NRD Portland. Individuals nominating command personnel for recognition should review these references and enclosures to determine the appropriate award recommendation.

c. At the Commanding Officer's discretion, additional production awards/incentives may be used that are not presented in this instruction.

4. Awards Definitions:

a. Gold Wreath Awards. Gold Wreath Awards are governed by reference (e). Gold Wreath award nominations shall be submitted to the Awards Coordinator in the Administrative Department via Department Heads.

b. Production Incentives and Awards. To recognize the highest levels of excellence in officer and enlisted recruiting. All unit and individual awards are earned on the CO's final approval with chain-of-command recommendations, and in consideration of the CNRC Recruiting Team Incentives and Awards System as set forth in reference (e).

These incentives and awards include:

- (1) Division of the Month/Quarter/Year
- (2) Division LCPO of the Month/Quarter/Year
- (3) Holy Grail Award
- (4) Small, Medium and Large Recruiting Station of the Month/Quarter/Year
- (6) Ironman of the Month/Quarter/Year
- (7) Reserve Ironman of the Quarter/Year

- (8) Nuclear Field Recruiter of the Month/Quarter/Year
- (9) NSW/NSO Recruiter of the Month/Quarter/Year
- (10) Officer Programs Diversity Recruiter of the Year
- (11) Rookie Recruiter of the Year
- (12) Classifier of the Year
- (13) Officer Programs Recruiter of the Year
- (14) Officer Programs NUKE Recruiter of the Year
- (15) Officer Programs Medical Recruiter of the Year
- (16) Officer Programs Diversity Recruiter of the Year
- (17) NROTC Recruiter of the Year

c. Marketing Award. Recognizes the outstanding Stations contributing to NRD's Marketing efforts.

- (1) LEADS Station of the Year

District guidance covering Marketing Incentives and Awards is discussed in enclosure (2).

d. Chief Petty Officer Peer Leadership Award. Annual award presented by the CMC which is voted on by all members of the Chief Petty Officer's Mess. All CPO/SCPO's are allowed on the ballot. The board should use a standard ranking sheet on a point approved format to reduce subjectivity. The one with the most votes will be awarded the CHIEF statue from the United States Navy Memorial Foundation.

e. Commanding Officer's Spot Award System. Recognizes personnel who contribute to the Command's mission and climate. District guidance covering the Commanding Officer's Spot Award is addressed in enclosure (3). Award is a command coin. All personnel assigned to NRD Portland are eligible for this award. Additionally, any person external to NRD Portland who assists with enlisted or officer recruiting may also earn this award.

f. Civilian Employee Awards. Recognize exceptional performance of duties in supporting the mission of NRD Portland. All General Schedules (GS) employees of NRD Portland are eligible. See enclosures (4) and (5) for NRD awards.

g. Contract Employee Awards. Recognize exceptional performance of duties in supporting the mission of NRD Portland. All contract employees working in support of NRD Portland are eligible. See enclosures (4) and (5) for NRD awards. See company employee manuals for other available awards guidance.

h. Support Personnel Incentives and Awards. Recognize superior performance of duties in support of NRD Portland Recruiting objectives. All enlisted Sailors not eligible for Recruiter or Classifier of the Year awards are eligible. All individual awards are based on the Commanding Officer's endorsement. These incentive awards include:

(1) Sailor of the Quarter/Year

(2) Civilian of the Quarter/Year

District guidance covering the Support Incentive Awards is addressed in enclosures (4) through (7).

i. Jimmy Kokos Memorial Inspirational Leadership Award. 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. This award is nominated by a leader's peers and/or subordinates. The NRD Portland criteria for this award are covered in enclosure (8).

j. Achievement in Physical Fitness. Individual Sailors who meet ht/wt/body fat standards and outperform the CO/XO/CMC (score exceeds the average of all three) on the Physical Readiness Test will receive a Battle Axe.

5. Action. This instruction covers two different categories of awards; those with citations and those without. The action for each category is designated below:

a. Awards Without Citations. These awards are internal awards that consist of trophies or similar engraved hardware. Enclosure (9) delineates the basic criteria and forms of

recognition and will be used to calculate costs for the aforementioned incentives and awards. In accordance with reference (b), individual awards shall be of a "nominal value," which generally means they will cost no more than \$75 each. These awards are based on production. The Recruiting Operations Officer (ROPS) is designated as the coordinator, and is referred to in this instruction as the Production Awards Coordinator. The ROPS shall:

(1) Prepare the section of the goaling notice that establishes criteria for special awards.

(2) Work in conjunction with the statistician and other ROPS department personnel to maintain a spreadsheet of all production awards earned each month. This spreadsheet will indicate the dates each award was processed and when it was presented to the individual to track timeliness. This spreadsheet will be updated on a monthly basis and be maintained as a permanent record of awards presented by the Command during each fiscal year.

(3) Coordinate with the Executive Officer (XO) and Administration Officer (AO) to determine when and where awards will be presented and ensure all awards are accurately completed, then forward a memo to Admin along with completed awards.

(4) Ensure Monthly and Quarterly production award nominees are promulgated not later than the 5th day of the month following the end of the month/quarter for which the award was earned.

(5) Forward to the Administrative Department a monthly "SCROLL" which lists all personnel who earned production awards. Following review/approval by the CR/CMC/ROPS/XO/CO, the "SCROLL" will then be promulgated to the field by the CO.

(6) Notify the XO of any award not presented within 30 days of any NRD personnel earning it.

(7) The Command Engraver, as designated in the collateral duty notice, shall:

(a) With guidance from the ROPS, provide the Supply Officer (SUPPO) a list of awards that are to be kept on hand at all times, with a maximum and minimum allowable number. When the stock decreases to the minimum number, the Command Engraver will submit an IRD for the required award to the SUPPO.

(b) Prepare all plaques and engrave awards requested by Department Heads and approved by the Commanding Officer. In addition, they shall ensure an adequate supply of materials are maintained on hand and order all plaques and engraving materials using the awards line of accounting.

(8) The AO will prepare award packages for the CO, XO, ROPS, CMC and the Chief Recruiter (CR) prior to their travel within the district if the awards will not be presented at Headquarters.

b. Awards and Medals With Citations. These awards are governed by references (a) and (e).

(1) Supervisory personnel shall submit award nominations via the chain of command in accordance with governing directives.

(2) The AO will review all nominations, verify eligibility and then forward to the Operations Officer (ROPS, XO and CO via the CMC for all enlisted award submissions) for review and approval. If the chain-of-command is not in concurrence with a level of award, the XO will convene an awards board to review the nomination and vote on a recommendation to the CO. To maintain the integrity and element of surprise, command members will not be notified of their selection for an award prior to presentation unless authorized by the CO.

(3) The AO shall maintain a tickler of upcoming personnel transfers and separations for a twelve-month period and update the tickler with the XO and the CMC weekly, and forward to all Division LCPO's. The AO will circulate an awards memorandum for each departing command member through their Chain of Command to determine award recommendation, 120 days prior to departing with ultimate approval of the CO. Personnel being considered for End of Tour awards must have the award submitted not less than 75 days (Navy and Marine Corps Commendation or Achievement Medals (NCM/NAM)) prior to transfer or 120 days for

Meritorious Service Medal or higher. In addition, the Navy Recruiting Service Ribbon (RSR) shall be awarded following the below criteria:

(a) Upon completion of a successful tour. A successful tour is defined as completing the prescribed tour of duty with no substantiated misconduct.

(b) Career Recruiting Force Recruiters are entitled to the RSR upon completion of three consecutive years of recruiting duty.

c. In the event of an occasion with the possibility of multiple award nominees or as needed to ensure the consistency and integrity of awards throughout the Command, the XO will convene an ADHOC awards board, consisting of XO, CMC and all Department Heads, to consider the nomination options and make a consolidated recommendation to the CO.

d. In addition to the procedures outlined in the preceding paragraphs, a special Annual Awards Board will be convened to screen and select nominees for the Annual Command Production awards delineated in enclosures (1) and (2). The annual Awards Board will screen and select all annual awards except Sailor of the Year (SOY). The SOY will be selected as delineated in enclosure (7). The annual Awards Board will be chaired by the XO (or a designated representative) and will be comprised of all Department Heads (or designated representatives), the CMC, the CR, the Operations Officer, ACR (if assigned), and ROPS ACR (if assigned). This selection board will normally be convened not later than 20 days after the end of the fiscal year to allow adequate time for recommendations to be approved by the CO and award citations to be written and forwarded to Region West and NRC in time for presentation at the Annual Training and Awards Banquet.

e. Annually, or as directed, the ROPS will modify/add awards and update this note.

f. Personnel who earn recognition will have their achievements published in the "Plan of the Week," the newsletter, the HQ "Wall of Fame," and other command Publications as appropriate.

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g. While the above criteria generally apply, the awards board has complete discretion to make recommendations based upon the "whole person" concept for earning awards.

A handwritten signature in black ink, appearing to read 'R M Candiloro', with a long horizontal flourish extending to the right.

R. M. CANDILORO

Distribution:
NAVCRUITDIST Portland Inst 5216.1U
Lists A, B, C and D

NRD PORTLAND PRODUCTION AWARDS CRITERIA

1. Reference (e) provides guidance regarding production competition awards. In addition to specific criteria discussed in each category below, production competition shall be based on Commander, Navy Recruiting Command (NRC) and Commander, Navy Recruiting Region West guidance as promulgated by reference (e).

2. The following factors will be considered as appropriate in determining award winners in all enlisted production competition categories: (1) Total accumulation of Recruiter Incentive System (RIS) points, (2) Net New Contract Objective (NCO) Attainment (NAO), and (3) the "Whole Sailor" concept. Any of the aforementioned may be used as tiebreakers for production awards. For a station or division to be eligible for an award, the station or division must have made goal and all assigned sub-goals for the period of the award. The ROPS shall ensure RIS calculations are maintained and updated daily for all stations and zones. Individual awards shall be determined by individual productivity with RIS points and stats as a baseline, with the recommendation of the Monthly/Quarterly/Yearly awards board, considering the "Whole Sailor, Station, Division concept."

3. The District will select award recipients as delineated in this paragraph. Immediately following the conclusion of the production month, the Statistician will provide all the production statistics required to determine award eligibility. The ROPS will nominate to the CO via the XO the best-qualified individuals or teams based on awards board recommendations and the criteria outlined in this enclosure. The CO will determine final disposition of all awards.

4. A description of awards to be presented for each category will be published on an annual basis. The first time a division, station, or individual earns one of the production incentives described below (and marked with an *), they will receive an awards plaque with room for multiple brass plates to cite subsequent honors earned. For later incentives earned, they will receive a brass plate to add to their plaque. New plaques will be issued as current ones run out of space.

a. Recruiter Monthly Net Production to include AC, NAT, RCPS contracts, and qualified NROTC applications.

b. NROTC Recruiter Incentives. The FY13 NROTC season runs from April 2012 through March 2013.

(1) The Recruiter who nets the largest number of NROTC qualified applications within the season will be awarded a CO NAM based on CNRC mandated percentage of production awards by the NRD CO. In the event of a tie, trophy will be awarded to the Recruiter with the highest RIS points.

6. Periodic (Monthly, Quarterly, Annual) Awards. Each award category will yield one selectee, provided all selection criteria are met. Each recruiter will receive no more than one end of year production award medal (if eligible for more than one, they will receive the highest precedence medal).

a. Division of the Month, Quarter, Year. The top Division will be determined by attaining the highest competition points and the whole divisional concept. An IM loss will eliminate that Division for contention for the "Of the Month" award unless it is determined the IM loss was unavoidable.

b. Divisional LCPO of the Month/Quarter. The DLCPO who makes all goals, to include shipping must make all sub-goals for the period. To be determined by an awards board utilizing the whole person concept. The DLCPO of the quarter will be awarded a King Arthur Dagger.

c. Divisional LCPO of the Year. Must be in the position a minimum of six months of the FY to be eligible. A board consisting of the CO, XO, ROPS, CMC, CR, ACR's, will evaluate each nominee and make their selection based on overall Divisional RIS attainment, advancements, attrition, Alleged Enlisted Recruiter Impropropriety (AEPI), Personnel Qualification Standards (PQS) achievement, Command Managed Equal Opportunity (CMEQ) complaints, and whole person concept. If a DLCPO changes Divisions during the FY their DLCPO ranking will be based on combining the numbers achieved by each of their Divisions while they were in charge. This award is not necessarily bestowed upon the LCPO from the "Division of the Year." The awardee will be the District nominee for Region West and NRC Divisional LCPO

of the Year competition, and will receive an Ironman Helmet. The awardee will receive a CO's NAM if no Region West or NRC award is forthcoming.

d. Holy Grail Award: Division in which every station makes 100% NCO and all sub-goals, including shipping, for three consecutive months. The DLCPO will be awarded an Ironman Chalice.

e. Station of the Month, Quarter, Year (by category, Small, Medium and Large). The nominated station must have achieved all sub-goals for the period in question and will be determined by the station that attains the highest competition points and determined by the awards board utilizing the whole station concept.

f. LPO of the Year. The nominee must be in the position for six months of the fiscal year. A board consisting of the CO, XO, ROPS, CMC, CR, ACRs, will evaluate each nominee and make their selection based on overall RIS point attainment, competition points and the whole sailor concept, recruiter advancement, Performance Fitness Assessment results, attrition, Alleged Enlisted Recruiter Impropriety (AEPI), Personnel Qualification Standards (PQS) achievement, Command Managed Equal Opportunity (CMEO) complaints. The nominee will be awarded a CO's NAM if no region or NRC award is forthcoming plus an Ironman Helmet.

g. Ironman of the Month, Quarter. The nominee will be the recruiter with the highest RIS point attainment. In the event of a tie, the recruiter with the highest NCO attained for the period will be selected. Selectee will receive a CO LOC.

h. Ironman of the Year. The nominee will be the recruiter with the highest RIS point attainment, but must meet the whole Sailor concept in order to represent NRD Portland as Recruiter of the Year. The Awards board that convenes in October will review nominees for Recruiter of the Year to ensure they meet the following criteria:

- (1) Recommended for promotion in evaluations.
- (2) Passed PFA and BFA.

- (3) No substantiated AEPI's for the FY.
- (4) Attrition is within 10 percent.
- (5) Must rank in the top 5% of RIS point attainment among recruiters.

If the nominee does not meet the above criteria, then the recruiter with the second highest net RIS point attainment for the year will be boarded and recommended to replace him/her as NRD Portland's Recruiter of the Year. In the event of a tie, the recruiter with the higher NCO for the year will be selected. The winner will be awarded a CO NAM, if not awarded a Region or CNRC level medal, and the Excalibur.

i. Reserve Ironman of the Quarter, Year. The nominee will be the recruiter with the highest net RIS point attainment for the period in Reserve component contracts (RCPS and NAT), but must meet the whole Sailor concept and be board certified using the same standards as Ironman of the Year. In the event of a tie, the recruiter with the highest reserve NCO (RCPS and NAT contracts) for the period will be selected. Quarterly selectees will receive a CO LOC. Annual selectee will be the District nominee for the Region West and NRC Recruiter of the Year competition, and receive a CO NAM, if not a recipient of Region or CNRC level award, and an Excalibur.

j. Rookie Recruiter of the Year. The Annual nominee must have been on board and on production (computed based on the 15th of the month as above) no more than the full FY but at least 6 months. The nominee will be the Rookie with the highest net RIS point attainment that also meets the whole Sailor concept. In the event of a tie, the Rookie with the highest NCO will be selected. Annual selectee will receive the Ironman Helmet and a CO's LOC.

k. Nuclear Field (NF) Recruiter of the Month, Quarter, Year. The nominee will be the recruiter with the highest number of net RIS points from Nuclear Field contracts for the period. In the event of a tie, the recruiter with the highest NF NAO for the period will be selected. (Must net at least one Nuclear

contract and at least one Net NAO). The Monthly and Quarterly selectees will receive a CO LOC. The Annual selectee will receive a CO's NAM and Battle Axe.

l. NSW/NSO Recruiter of the Month, Quarter, Year. The nominee will be the recruiter with the highest number of net RIS points from NSW/NSO (SO, SB, EOD, ND, and AIRR) contracts, AC, NAT, or RCPS. In the event of a tie, the recruiter with the highest NSW/NSO NAO will be selected. The Monthly and Quarterly selectees will receive a CO LOC. Annual selectee will receive a Battle Axe.

m. Classifier of the Year. The ROPS shall nominate one classifier filling either an NEC 2612 or 9586 position at one of the District's MEPS. Criteria utilized are net RIS points of contracts classified, percentage of contracts placed into priority ratings (NSW/NSO, NF, and Admirals Accelerator Award rating list) for the year, percentage of contracts placed within DST months, and QNE ratio. Additionally, nominees must meet the "Whole sailor concept." Selectee will receive a Battle Axe.

n. Officer Programs Recruiter of the Year. Nomination will be based on the highest number of Officer Program RIS Points. Other considerations will include proper Collegiate management resulting in 5% or less, or one (whichever is lower), OCS/OIS entrance PFA failure or attrite. In the event of a tie, the recruiter with the highest number of "Pro Yes" Professionally Board Recommended applicants. Selectee will receive a CO's NAM and an Excalibur.

o. Officer Programs NUKE Recruiter of the Year. Nomination will be based on the highest number of Nuclear Power (NUPOC) Program RIS points. Other considerations will include proper collegiate management resulting in 5% or less, or one (whichever is lower), OCS/OIS entrance PFA failure or attrite. In the event of a tie, the recruiter with the highest number of "Pro-Rec Yes" Professionally Board Recommended applicants for the year will be selected. Selectee will receive a CO LOC and a Battle Axe.

p. Officer Programs Medical Recruiter of the Year. Nomination will be based on the highest number of Medical Officer Program RIS POINTS. In the event of a tie, the

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recruiter with the highest number of "Pro Yes" Professionally Board Recommended applicants for the year will be selected. Selectee will receive a CO LOC and a Battle Axe.

q. Officer Programs Diversity Recruiter of the Year.

Nomination will be based on the highest number of Diversity Program RIS POINTS. In the event of a tie, the recruiter with the highest number of "Pro Yes" Professionally Board Recommended applicants for the year will be selected. Selectee will receive a CO LOC and a Battle Axe.

r. Recruiter Incentive System (RIS). The district system matches the NRC RIS system in reference (e). The district RIS points system must remain flexible to support the district's current recruiting needs. The current RIS points listing is promulgated and posted in the monthly goaling letter. RIS points will be tallied at the end of the month, quarter, and year to determine awardees. NRC annual production awards described in paragraph 5b will utilize the NRC RIS system defined in reference (e).

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NRD PORTLAND MARKETING AND LEADS AWARDS CRITERIA

1. LEADS Station of the Year. The station (S/M/L/) that had the greatest total contribution to goal will receive a plaque and memento for each recruiter. In the event of a tie, the station with the best local conversion rate will be used to determine the winner.

Enclosure (2)

COMMANDING OFFICER'S SPOT AWARD

1. General. An "on the spot" award from the CO is intended to provide immediate recognition for significant contributions to NRD Portland mission attainment or command climate.
2. Eligibility. Any member of the command may nominate any other member of the command or COI who has contributed greatly to the command's mission or climate.
3. Selection Criteria. The CO will make final determinations. Selection criteria will be based on overall and specific contributions to mission.
4. Award. The recipient will receive a CO's coin.

NRD PORTLAND CIVILIAN OF THE QUARTER (GS AND CONTRACTOR)

1. Overview. The Civilian of the Quarter (COQ) program is designed to recognize the superior performance of civilian personnel (GS or Contractor) in the execution of their duties and responsibilities in support of the command's recruiting mission. This award shall be closely monitored to ensure all deserving personnel have the opportunity to receive recognition. Each Department Head may nominate one person per quarter for COQ.
2. Selection as COQ will be based upon contribution to the recruiting mission and performance of duties. Only the most exemplary conduct will be rewarded. Important traits include, but are not limited to: initiative, attitude, performance, teamwork, and professional development. Nominees shall exemplify only the highest standards of conduct and professionalism.
3. Nominations/Boards
 - a. Nominations will be submitted to the CMC not later than the 23rd day of December, March, June and September.
 - b. The CMC will convene a selection board to interview nominees (if necessary) and to select the awardees not later than the 27th day of December, March, June, and September.
 - c. Selection Board will consist of the following:
 - (1) CMC (Chairman, Tie Breaker)
 - (2) One Officer or Chief Petty Officer (if assigned) from each of the following areas: ROPS, MEPS Portland (representing all MEPS), ADMIN, LPTS, SUPPO.
4. The primary nominee and list of candidates will be submitted to the CO via the XO for approval.
5. To ensure submission standardization, a sample nomination letter follows. All nomination packages will include a proposed citation.

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Sample Nomination Letter

From: Department Head
To: Commanding Officer, Navy Recruiting District Portland
Via: (1) Command Master Chief
(2) Executive Officer

Subj: NOMINATION FOR CIVILIAN OF THE QUARTER, _____
QUARTER, FY-XX

Ref: (a) NAVCRUITDISTPORTLANDNOTE 1650

1. In accordance with reference (a), GS-5, J. P. Jones, is hereby nominated.

a. Awards, commendations, etc. (during nominating quarter):
5th Gold Wreath with Letter of Commendation signed by Commander,
Navy Recruiting Command, 4 Jan 07.

b. Community Involvement: "Say No to Drugs" march, Command
Coordinator and participant, Neighborhood Watch Captain,
District STEM initiatives, etc.

2. Justification: (Include in paragraph 2 information such as
initiative, attitude, appearance, performance, teamwork, and
professional development.)

DEPT HEAD

NRD PORTLAND CIVILIAN OF THE YEAR (GS AND CONTRACTOR)

1. Overview. The Civilian of the Year (COY) is a fiscal year program designed to recognize the superior performance of civilian personnel (GS and Contractor) in the execution of their duties and responsibilities in support of recruiting. Each Department Head may nominate one person per year for GS Civilian of the Year and one person for Contractor of the Year.

2. Selection as GS COY or Contractor of the Year will be based upon contribution to the recruiting mission and performance of duties. Only the most exemplary conduct will be rewarded. Important traits include, but are not limited to: initiative, attitude, performance, teamwork, and professional development. Nominees shall exemplify only the highest standards of conduct and professionalism.

3. Nominations/Boards.

a. Nominations will be submitted to the CMC not later than the 15th of September.

b. The CMC will convene a selection board to interview nominees and to select the awardees not later than the 20th of September.

c. Selection Board will consist of the following:

(1) CMC (Chairman, Tie Breaker)

(2) One Officer or Chief Petty Officer (if assigned) from each of the following areas: ROPS, MEPS Portland (representing all MEPS), ADMIN, LEADS, SUPPO.

(3) Education Specialist (Senior Civilian)

4. The primary nominee and list of candidates will be submitted to the CO via the XO for approval.

5. To ensure submission standardization, a sample nomination letter follows. All nomination packages will include a proposed citation.

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Sample Nomination Letter

From: Department Head
To: Commanding Officer, Navy Recruiting District Portland
Via: (1) Command Master Chief
(2) Executive Officer

Subj: NOMINATION FOR GS CIVILIAN OR CONTRACTOR OF THE YEAR,
FY-XX

Ref: (a) NAVCRUITDISTPORTLANDNOTE 1650

1. In accordance with reference (a), GS-5/Contractor, J. P. Jones, is hereby nominated.

a. Awards, commendations, etc. (during nominating year):
5th Gold Wreath with Letter of Commendation signed by Commander,
Navy Recruiting Command, 4 Jan 07.

b. Community Involvement: "Say No to Drugs" march, Command
Coordinator and participant, Neighborhood Watch Captain, etc.

2. Justification: (Include in paragraph 2 information such as
initiative, attitude, appearance, performance, teamwork, and
professional development.)

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NRD PORTLAND SAILOR OF THE QUARTER

1. Overview. The Sailor of the Quarter (SOQ) program is designed to recognize the superior performance of enlisted Sailors in paygrades E-4 to E-6, who are not eligible for Ironman of the Quarter, in the execution of their duties and responsibilities in support of recruiting. Each Department Head may nominate one person per quarter for SOQ.

2. Selection as SOQ will be based on contribution to the recruiting mission and performance of military duties. Only the most exemplary conduct will be rewarded. Important traits include, but are not limited to: initiative, attitude, performance, teamwork, and professional development. Nominees shall exemplify only the highest standards of moral conduct and military bearing (no NJP or PRT failures within the rating period).

3. Nominations/Boards

a. Nominations will be submitted to the CMC not later than the 23rd day of March, June, September and December.

b. The CMC will convene a selection board to interview nominees (if necessary) and to select the awardees not later than the 27th day of March, June, September and December.

c. Selection Board will consist of the following:

(1) CMC (Chairman, Tie Breaker)

(2) AO (will provide service records)

(3) One Chief, Senior Chief, or Master Chief (if assigned) from each of the following areas: ROPS, MEPS Portland (representing all MEPS), LEADS, SUPPO.

4. The primary nominee and list of candidates will be submitted to the CO via the XO for approval.

5. To ensure submission standardization, a sample nomination letter follows. All nomination packages will include a citation.

Enclosure (6)

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Sample Nomination Letter

From: Department Head
To: Commanding Officer, Navy Recruiting District Portland
Via: (1) Command Master Chief
(2) Executive Officer

Subj: NOMINATION FOR SAILOR OF THE QUARTER, _____
QUARTER, CY-XX

Ref: (a) NAVCRUITDISTPORTLANDNOTE 1650

1. In accordance with reference (a), JO2 J. P. Jones, USN, is hereby nominated.

a. Awards, commendations, etc. (during nominating quarter):
5th Gold Wreath with Letter of Commendation signed by Commander,
Navy Recruiting Command, 4 Jan 07.

b. Community Involvement: "Say No to Drugs" march, Command
Coordinator and participant, Neighborhood Watch Captain, etc.

2. Justification: (Include in paragraph 2 information such as
initiative, attitude, appearance, performance, teamwork, and
professional development.)

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NRD PORTLAND SAILOR OF THE YEAR

1. The Sailor of the Year (SOY) is a Navy-wide calendar year program meant to recognize the superior performance of enlisted Sailors, pay grades E-4 to E-6, in the execution of their military duties and responsibilities. Each Department Head, ORS, MEPS, and Divisional LCPO may nominate one individual for SOY. Command enlisted Sailors, in pay grades E-4 to E-6, who are not eligible for Ironman or Enlisted Reserve Ironman of the Year, including CRF, are eligible for nomination. The SOY program is separate and distinct from Commander Navy Recruiting Command's fiscal year awards program.

2. SOY selection will be based on overall contribution to recruiting mission and performance of military duties and responsibilities. Only the most exemplary conduct will be rewarded. Important traits include, but are not limited to: initiative, attitude, appearance, performance, teamwork, professional development, community involvement, and proper use of the chain of command.

a. Nominees must meet body fat standards and have passed both semi-annual physical readiness tests.

b. Nominees must not have any Non-Judicial Punishment (NJP) or civil actions pending nor have been subject to disciplinary measures during the period of the award.

3. Nominations/Boards

a. Nominations are due to the CMC not later than the 15th of November.

b. The CMC will convene a selection board to interview nominees and select an awardee not later than the 20th of November.

c. Selection Board is comprised as follows:

(1) CMC (Chairman, Tie Breaker)

(2) AO (will provide service records and serve as Recorder.

Enclosure (7)

(3) One Chief, Senior Chief, or Master Chief (if assigned) from each of the following: ROPS, MEPS Portland, MEPS Boise, LEADS, SUPPO, Administration, Training.

4. The primary nominee and list of candidates are then submitted to the CO via the XO for approval.

5. To ensure submission standardization, a sample internal nomination letter follows. All nomination packages will include a proposed citation. Required nomination package contents and sample letter for external submission can be found in references © and (d).

Sample Nomination Letter

From: Department Head
To: Commanding Officer, Navy Recruiting District Portland
Via: (1) Command Master Chief
(2) Executive Officer

Subj: NOMINATION FOR SAILOR OF THE YEAR, CY-XX

Ref: (a) NAVCRUITDISTPORTLANDNOTE 1650
(b) OPNAVINST 1700.10K

1. In accordance with reference (a), JO2 J. P. Jones, USN, is hereby nominated.

- a. Performance:
- b. Leadership/Mentorship:
- c. Command involvement:
- d. Community Involvement: "Say No to Drugs" march, Command Coordinator and participant, Neighborhood Watch Captain, etc.
- e. Awards, commendations, etc. (during nominating year):
5th Gold Wreath with Letter of Commendation signed by Commander, Navy Recruiting Command, 4 Jan 07.
- f. Personal and Professional Development

2. Justification: (Include in paragraph 2 information such as initiative, attitude, appearance, performance, teamwork, and professional development.)

DEPT HEAD

THE JIMMY KOKOS MEMORIAL INSPIRATIONAL LEADERSHIP AWARD

1. 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 alone. 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. Master Chief "Jimmy" Kokos served at NRD Portland for more than 11 years. In every position he held, he was recognized for his excellence in recruiting, one time as RINC of the Year and three times as Divisional LCPO of the Year (at the time it was Zone Sup). In August 2004 he lost his battle with cancer. Sailors who served with him knew he wore the uniform of the Master Chief, but to them he was first and foremost a Sailor and a shipmate. They didn't just respect him, they admired him. In memory of his unique leadership abilities and dedication to helping others, in conjunction with the Portland Chapter of the Navy League, the district instituted the "Jimmy" Kokos Inspirational Leadership Award. It is awarded annually to the Sailor who best exemplifies leadership and team building up and down their chain of command.

2. Qualifications: 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. Someone who knows how to recognize that people have different skills and bring a unique value to the organization.

b. Someone who not only uses "WE", but practices teamwork.

c. Someone who 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.

Enclosure (8)

1 Oct 12

d. Someone who 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 and fully embraces the "Ironman Ethos."

3. Nominations/Boards:

a. Nominations from the Division LCPO's and Department Heads are due to the CMC no later than the 1st of October.

b. The CMC will convene a selection board as delineated in enclosure (10).

NAVCRUITDISTPORTLANDINST 1650.1
1 Oct 12

Sample Nomination Letter

From: CCPO
To: Commanding Officer
Via: (1) Chief Recruiter
(2) Department Head
(3) Command Master Chief
(4) Executive Officer

Subj: NOMINATION FOR THE JIMMY KOKOS MEMORIAL LEADERSHIP AWARD

Ref: (a) NAVCRUITDISTPORTLANDNOTE 1650

1. In accordance with reference (a), JO2 J. P. Jones, USN, is hereby nominated.

- a. Performance:
- b. Leadership/Mentorship:
- c. Command involvement:
- d. Community Involvement: "Say No to Drugs" march, Command Coordinator and participant, Neighborhood Watch Captain, etc.
- e. Awards, commendations, etc. (during nominating year):
5th Gold Wreath with Letter of Commendation signed by Commander, Navy Recruiting Command, 4 Jan 07.
- f. Personal and Professional Development.

2. Justification: (Include in paragraph 2 information such as initiative, attitude, appearance, performance, teamwork, and professional development.)

DEPT HEAD

Title	Period	Criteria	Brass Plate	The Scrolls	Medal / Citation	Liberty	Hardware	Other
Jimmy Kokos Memorial Inspirational Leadership Award	A	Encl 8	N	N	None		Eagle Trophy \$33.00	
Chief Petty Officer Peer Leadership Award	A		N	N	None		"CHIEF" Statue from the USNMF \$75.00	
Sailor of the Year	A	Encl 8	N	N	CO NAM		Brass Eagle \$42.00	
Sailor of the Quarter	Q	Encl 7	N	N	CO LOC		Coin \$6.00	
GS Civilian of the Year	A	Encl 6	N	N	CO LOC	8 HR	Plaque \$3.00	
Contractor of the Year	A	Encl 6	N	N	CO LOC		Plaque \$3.00	
Civilian of the Quarter	Q	Encl 5	N	N	CO LOC/MOW	8 HR (GS)	Coin \$6.00	Parking space
Commanding Officer's Spot Award	P	Encl 4	N	N			Coin \$6.00	
Ironman Athlete Award	S	Sailor who outscores average of CO, XO, and CMC on PRT. (All events required) No medwaiver.	N	N			Battle Axe \$41.00	
Officer Programs Recruiter of the Year	A	Encl 1. Officer Recruiter with highest RIS points, awards board	N	N	CO NAM		Excalibur \$50.00	SUBMISSION AS REGION ROY
Officer Programs Diversity Recruiter of the Year	A	Encl 1. Officer Recruiter with highest number of diversity package submissions, selects and attainments for the year.	N	N	CO LOC		Battle Axe \$41.00	SUBMISSION AS DIVERSITY ROY
Officer Programs NUKE Recruiter of the Year	A	Encl 1. Officer Recruiter with highest number of NUKE Program RIS POINTS	N	N	CO LOC		Battle Axe \$41.00	SUBMISSION AS THE NUKE ROY

Enclosure (9)

Officer Programs Medical Recruiter of the Year	A	Encl 1. Officer Recruiter with highest number of Medical Program RIS points	N	N	CO LOC	Battle Axe \$41.00	SUBMISSION AS MEDICAL ROY
Team Dagger	M	Top 5 Recruiters with the highest NRD RIS Points AND 3 or more net contracts	Y	Y		Dagger \$13.55 w/plaque \$3.00 for first award.	Brass plate for consecutive awards
Team Battle Axe	Q	Recruiter netting 10 contracts and 50 RIS Points in the Qtr	N	Y		Battle Axe \$41.00	
Team Excalibur	Q	Recruiter netting 12 or more contracts and 60 ERIS Points in the Qtr	N	Y		Excalibur \$50.00	
Holy Grail Award	Q	Division with all stations attaining 100% of all goals for 3 consecutive months.	N	N	CITATION	Chalice \$20.00	
NROTC Production ROY	A	Most Qualified applications for the season	N	N	CO NAM	Battle Axe \$41.00	
DIVISION of the Period	M, Q, A	TOTAL POINTS AS A BASE LINE TO BE DET. BY AWARDS BOARD WITH THE WHOLE DIV CONCEPT	Y	Y		M/Q: Plaque \$3.00 A: Shield \$50.00	Brass plate for plaque for subsequent award
DIVISION LCPO of the Period	M, Q, A	TOTAL POINTS AS A BASE LINE TO BE DET. BY AWARDS BOARD WITH THE WHOLE PERSON CONCEPT	Y	Y	A: CO NAM	M: Plaque \$3.00 Q: King Arthur Dagger \$13.55 A: Ironman Helmet \$57.00	Brass plate for plaque for subsequent award
Station of the Period (S, M, L)	M, Q, A	TOTAL POINTS AS A BASE LINE TO BE DET. BY AWARDS BOARD WITH THE WHOLE STATION CONCEPT	Y	Y	PLAQUE	M/Q: Plaque \$3.00 A: Shield for Station \$50.00, memento for Recruiters	Brass plate for plaque for subsequent award
LPO of the Year (S, M, L)	A	TOP STATION AS A BASE LINE / Whole Sailor Concept (Awards Board)	Y	Y	CO NAM	Ironman Helmet \$45.00	
Ironman Recruiter of the Period	M, Q	Recruiter with highest RIS Points as a baseline. Whole sailor concept.	N	Y	CO LOC		
Ironman Recruiter of the Year	A	Highest net RIS Points / Whole Sailor Concept (Awards Board)	N	N	CO NAM	Excalibur \$50.00	

Ironman Recruiter of the Year	A	Highest net RIS Points / Whole Sailor Concept (Awards Board)	N	N	CO NAM	Excalibur \$50.00	
Reserve Ironman Recruiter of the Period	Q,A	Highest net RIS Points (RCPS/NAT contracts). Whole Sailor Concept/Awards Board.	N	Y	A: CO NAM Q: CO LOC	A: Excalibur \$50.00	
Rookie Recruiter of the Year	A	Highest net RIS Points	N	N	A:LOC	A: Ironman Helmet \$57.00	
Nuclear Field Recruiter of the Period	M,Q,A	Highest net RIS Points from NF contracts for the period	N	Y	M, Q: CO LOC A: CO NAM	A: Battle Axe \$41.00	
NSW/NSO Recruiter of the Period	M,Q,A	Highest net RIS Points from NSW/NSO (SO, SB, EOD, DIVER, AIRR) contracts (Active/NAT/RCPS)	N	Y	Q: CO LOC A: CO NAM	A: Battle Axe \$41.00	
Classifier of the Year	A	Net RIS Points of contracts classified, whole sailor concept, determined by AWARDS Board.	N	N		Battle Axe \$41.00	
LEADS Station (S/M/L) of the Year INCLUDING OFFICER LEADS	A	Total Contribution to Goal	Y	N		Shield \$50.00	
Chief Recruiter Award	M, Q	Top three recruiters monthly	N	Y	N	CR COIN \$7.00	
Individual awardees of Region West or higher annual awards, i.e. Diversity ROY (O&E), Coord of Year (Nuke, NSW/NSO, NROTC, etc)	A	Receive Region West or higher production award			As determined by higher authority		