

NDCSWINST 1650.2F
01
14 February 1996

NAVDENCEN SOUTHWEST INSTRUCTION 1650.2F

Subj: COMMANDING OFFICER'S AWARD FOR EXCEPTIONAL SERVICE

Encl: (1) Special Recognition Awards Process
(2) Nomination Sheet

1. Purpose. To establish an award for exceptional service to the Naval Dental Center Southwest and to set forth guidelines to be followed in nominating candidates. Enclosure (1) is provided for guidance.
2. Cancellation. NAVDENCENS DIEGOINST 1650.2E.
3. General Information and Policy. The recognition of junior officers who perform outstanding service to the command and/or civilian community is considered a positive morale factor. In order to provide the proper recognition of those individuals who have demonstrated sustained exceptional performance to the command and community, the Commanding Officer's award for Exceptional Service is instituted. Nominees will be of the rank of LCDR and below.
4. Awards. The junior officer selected will have his/her name placed on a plaque in the command conference room, receive a 96 hour liberty, and a Navy and Marine Corps Achievement Medal. Additionally, the officer selected will be the luncheon guest of the Commanding Officer.
5. General Guidelines
 - a. Selection Committee. A selection committee consisting of the following individuals will meet biannually, January and July, to recommend a nominee as the recipient of the Commanding Officer's award for exceptional service:
 - (1) Executive Officer
 - (2) Director, Dental Center Administration
 - (3) A minimum of three directors selected by the Executive Officer.

NDCSWINST 1650.2G

b. Submission of Nominations

(1) Heads of clinical departments will submit nominations to the respective Branch Directors. Branch Directors will submit one nomination to the Personnel Administration Department for processing.

(2) The Director, Dental Center Administration may submit one nomination.

(3) Reporting officers are all Branch Directors, with the exception of El Centro, Fleet Industrial Supply Center and Submarine Base Branch Dental Clinics.

(4) Reporting officers should exercise a fine degree of selectivity in identifying only the highest quality, top performing junior officers. Nominations should contain outstanding achievements of the individual and should include contributions to both command and the civilian community. A proposed Navy Achievement Medal citation with supporting documents will be attached.

6. Notification of Award Winners. Award winners will be notified immediately by the Commanding Officer. A Navy Achievement Medal will be delivered at an appropriate ceremony.

7. Action

a. Responsible reporting officials will ensure enclosures (2) and (3), and a proposed citation, enclosure (3) are submitted to Personnel Administration Department no later than 10 working days in January and July. Negative reports are required.

b. The Personnel Administration Department will send to each selection committee member a review copy of all nominations prior to the selection committee meeting.

c. The selection committee will review all nominations and make a recommendation to the Commanding Officer.

d. The awards coordinator under the direction of the Personnel Administration Department will ensure:

(1) A nomination letter is prepared the following workday for the Commanding Officer's signature.

(2) Navy Marine Corps Achievement Medal is processed.

(3) Appropriate ceremony is arranged.

(4) Photographer is present.

(5) Fleet Hometown News NAVSO 5724/1 is completed.

(6) Name is listed in the Plan of the Week.

e. Operating Management Department will prepare the brass plate for the plaque located in the Commanding Officer's Conference Room.

D. D. WOOFER

Dist:
List I, Case 1, 2