



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1650.12
SPAWAR 09M
22 Dec 2003

SPAWAR INSTRUCTION 1650.12

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWAR SENIOR ENLISTED LEADERSHIP AWARD PROGRAM

Ref: (a) BUPERSINST 1430.16 series
(b) OPNAVINST 6110.1 series

Encl: (1) Submission format

1. Purpose. To provide Space and Naval Warfare Systems Command (SPAWAR) and its field activities eligibility criteria and guidelines for submitting nominations for the SPAWAR Senior Enlisted Leadership Award.

2. Background. This program is open to all military senior enlisted active duty and reserve personnel in pay grades E-7, E-8, and E-9. This program is to recognize senior enlisted personnel for their superior performance, leadership and mentoring of personnel, along with personal growth and command/community involvement.

3. Action. Each SPAWAR Field Activity may submit a senior enlisted for nomination (one per activity) to SPAWAR by 15 January. All nominations must meet eligibility requirements set forth in paragraph 4 and be submitted in the format required by this instruction (enclosure (1)). SPAWAR will conduct a selection board comprised of SPAWAR CMCs during the second week in February to select the SPAWAR/Field Activity Senior Enlisted Leadership Award recipient (this board should be conducted at the same time as SPAWAR SOY board).

4. Eligibility. The following criteria will be used when determining eligibility for selection:

a. Active duty and reserve personnel in pay grades E-7, E-8 and E-9 that are permanently or temporarily assigned (minimum of 179 consecutive days) to a command assigned to SPAWAR. Active Duty for Special Work (ADSW) and One Year Recall (OYR) personnel are also eligible for this program. Time frame of award shall be from January 01 to December 31.

b. Meet all advancement requirements for the next higher pay grade, per ref (a) with the exception of E-9.

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c. Must have meet and pass all physical readiness requirements per ref (b) and must not have failed a PRT with in the last 3 years.

d. Must not have had any military nor civilian convictions or violations with in the last 3 years.

5. Selection Factors. The screening board will consider, but not be restricted to, the following factors as observed during the past year:

- a. Performance
- b. Leadership
- c. Mentoring
- d. Military appearance
- e. Behavior
- f. Meritorious or commendatory achievement above the scope of duties
- g. Educational accomplishments
- h. Participation in civic/community affairs
- i. Collateral duties
- j. Adaptability

6. Recognition. The SPAWAR Senior Enlisted Leadership recipient will receive an award certificate signed by COMSPAWARSYSCOM, command plaque and 4-Day Special Liberty.

7. Format. Refer to enclosure (1) for format nomination of SPAWAR Senior Enlisted Leadership Award.

/s/
K. D. SLAGHT

Distribution:
SPAWAR List 4
SNDL Part II:
FKA1B1 (SPAWAR SYSTEMS CENTER, FACILITY AND ACTIVITY)

**FORMAT FOR NOMINATION FOR COMSPAWARSYSCOM SENIOR ENLISTED
LEADERSHIP AWARD**

1. Last Name, First Name, MI, Rank and warfare.
2. Military component: USN/USNR, USMC/USMC-R, US Army/US Army-R, USAF/USAF-R
3. Parent command activity.
4. Date checked onboard.
5. Date of expiration of enlistment.
6. Job title and brief description of duties and collateral duties.
7. Brief description of job performance and reasons for nomination, including:
 - a. How duty performance has been exemplary (at least 5 bullets).
 - b. How the member has improved productivity or reduced costs, if applicable. (at least 2 bullets).
8. Three Leadership bullets that had impact within the command.
9. Two Mentoring bullets for subordinates.
10. Education:
 - a. Military education.
 - b. Civilian education.
11. Civic/Community affairs.
 - a. How nominee's contribution to his or her community that reflected positively on the Navy.
12. Past 3 years of Fitreps (enclosures)
13. PFA results last 3 years (enclosures)
14. Commanding Officer's endorsement on nominee.