



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
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SPAWARINST 5305.10
04
19 Jul 04

SPAWAR INSTRUCTION 5305.10

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWARISYSCOM AWARDS FOR LOGISTICS EXCELLENCE

Ref: (a) 5 U.S.C 4501-4506 Incentive Awards
(b) DoD 1400.25-M, DoD Civilian Personnel Manual of Dec 96, Subchapter 451 - Awards
(c) OPNAVINST 5305.8B, Admiral Stan Arthur Awards for Logistics Excellence

Encl: (1) Format for Nominations for the Commander, Space and Naval Warfare Systems Command Awards for Logistics Excellence

1. Purpose. As provided by the provisions of references (a) and (b), this instruction provides policy and procedures for the Commander, Space and Naval Warfare Systems Command (SPAWAR) Awards for Logistics Excellence.

2. Background. Logistics support functions are necessary and vital to maintain the readiness and operational capability of SPAWAR systems or subsystems. Acquisition policy calls for the integration of acquisition and logistics to form an integrated and cohesive product support process. To that end, the DoD has elevated the priority on the performance for weapon system life cycle support, bringing higher levels of system readiness through integrated system management. Innovations toward improved material management, maintenance, training, technical data management, cataloging, configuration management, failure reporting and analysis and reliability growth are fundamental to improved weapon system support and reduced life cycle support costs.

3. Discussion. There are three award categories: Civilian Logistician of the Year; Military Logistician of the Year; and Logistics Team of the Year. These recognize SPAWAR individuals and teams whose contributions have significantly supported SPAWAR's mission, have promoted innovative ideas and concepts resulting in substantial and quantifiable benefits to SPAWAR, and have enhanced the logistics profession.

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4. Scope. These special recognition awards will be bestowed annually to individuals and teams who epitomize logistics professionalism and excellence. Nominees may be involved in any or all phases of Navy logistics from early life-cycle planning to in-service logistics support. Contributions must be in the calendar year for which the award is to be given. SPAWAR field activities may only submit one nominee for each of the three award categories (civilian, military, and team).

5. Selection Criteria. To qualify, innovative methods and logistics professionalism must establish benchmarks and a model by which to measure the accomplishments of SPAWAR logisticians. Rewarded will be those individuals and teams whose suggestions resulted in substantial tangible or intangible benefits. Specifically, candidates will be judged based upon the following:

a. Contributions and recommendations that advance logistics technology, products, services, and processes.

b. Contributions that resolve major logistics issues and result in substantial tangible or intangible benefits. Logistics issue categories include, but are not limited to: requirements and acquisition, modernization, operational support, logistician tools and professionalism, readiness, and ownership cost reduction.

c. Innovative logistics planning and execution that merits adoption for standard usage by its quantifiable success and benefit.

6. Categories. The award categories consist of two individual awards and one team award. In addition to the general criteria in paragraph 4, the following specific guidelines also apply:

a. The Civilian and Military Logistician of the Year should be individuals who enhance logistics professionalism.

b. For the Logistics Team of the Year, "blanket awards" (i.e., an entire branch, division, or activity) are not eligible.

c. Defense and support contractors may support Logistics Teams.

d. The Awards Panel may recommend, for any given year, that the Logistics Team Award be replaced with separate awards among the categories of "Acquisition Logistics," "Operational

Logistics," and "Joint Logistics." In other words, there may be more than just the one Team Award, if there are winning entries in these sub-categories.

7. Action

a. SPAWAR Human Resources (00A-HR) will coordinate a data-call soliciting nominations, referencing this instruction for submission guidelines, no later than January each calendar year.

b. By February each year, SPAWAR headquarters and field activities will submit one nomination for each category to the Commander, Space and Naval Warfare Systems Command; attention Director, Installations and Logistics (SPAWAR 04). Nominations must follow the format of enclosure (1). Nominating commands should use these awards to promote logistics professionalism and life-cycle cost effective support at their own commands and activities.

c. SPAWAR 04 shall appoint members to an Awards Panel. The Awards Panel will meet to evaluate nominations and present recommendations for approval to the Commander, Space and Naval Warfare Systems Command by March of each calendar year.

d. Upon approval by the Commander, SPAWAR 04 will draft and release a congratulatory message to the SPAWAR claimancy detailing the selections.

e. The SPAWAR 04 Administrative Office will:

(1) Annually request and collect nominations for the SPAWARSYSCOM Logistics Awards.

(2) Provide administrative support to the Awards Panel, including correspondence, presentations, plaques, and trophies.

(3) Maintain this instruction and its process.

(4) Utilizing the selected recipients of the SPAWAR Logistics Awards, prepare nominations for the Admiral Stan Arthur Award for Logistics Excellence in the process outlined in reference (c).

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8. The Awards

a. Military Logistician of the Year - a personalized award and Letter of Commendation.

b. Civilian Logistician of the Year - a personalized award and Letter of Commendation.

c. Logistics Team of the Year - a team award and Letters of Commendation.

d. The awards will be ceremoniously presented.

9. Report. The reporting requirement contained in this instruction is exempt from reports control by SECNAVINST 5214.2B.



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Distribution:

SPAWAR List 4

SNDL Part II:

FKA1B1 (SPAWAR SYSTEMS CENTER, FACILITY AND ACTIVITY)

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NOMINATION FORMAT

COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND AWARDS FOR
LOGISTICS EXCELLENCE

AWARD CATEGORY: _____

NOMINEE: _____

POSITION TITLE (if an individual): _____

SERVICE AND GRADE OR RANK: (if an individual): _____

ORGANIZATION(s): _____

ORGANIZATION SUBDIVISION: _____

ECHELON TWO POINT OF CONTACT: _____

PROPOSED CITATION:

Provide a concise synopsis of achievement and the resultant tangible and intangible benefits to SPAWAR and the Navy, during the past calendar year.

DETAILS OF THE SPECIFIC ACHIEVEMENT/CONTRIBUTION:

Describe in three separate paragraphs (1) the problem, difficulty, or circumstances that prompted this idea or concept; (2) the contribution, innovation, or suggestion; and (3) where and how used, and how it will further benefit SPAWAR and the Navy; in terms of savings and other tangible or intangible benefit.

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