



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1650.26C
N2
18 Feb 09

OPNAV INSTRUCTION 1650.26C

From: Chief of Naval Operations

Subj: NAVAL INTELLIGENCE AWARDS PROGRAM

Encl: (1) Rear Admiral Thomas A. Brooks Intelligence Junior Officer of the Year Awards
(2) Commander Dan F. Shanower Intelligence Specialist of the Year Awards
(3) Naval Intelligence Foundation Navy League Award for Exceptional Leadership in Providing Excellence in Operational Intelligence Support to the Fleet
(4) Vice Admiral Rufus L. Taylor Award for Leadership
(5) Vice Admiral Rufus L. Taylor Award for Excellence in Intelligence Instruction
(6) Rear Admiral Edwin T. Layton Award for Leadership and Mentorship
(7) Herman Dworkin Award for Maritime Analytic Excellence

1. Purpose. Promulgate in one instruction all of the Naval Intelligence Community Awards, and the associated criteria for each award.

2. Cancellation. OPNAVINST 1650.26B.

3. Discussion. Naval intelligence personnel are eligible for many Navy-wide awards, but multiple awards have been established to specifically recognize outstanding leadership and performance of military and civilian Naval intelligence professionals throughout the community. Enclosures (1) through (7) contain specific guidance and criteria for each respective award.

4. Guidance. Office of the Chief of Naval Operations (OPNAV) templates for award submissions are provided on the intelligence community portal on Navy Knowledge Online (NKO). Commands are encouraged to utilize the prescribed format for all award citations and documentation.

a. To facilitate planning, the award timelines are as follows:

<u>Award</u>	<u>Timeframe</u>	<u>Due Date</u>
CDR Dan F. Shanower Intelligence Specialists of the Year Awards	1 Jan to 31 Dec	1 Mar
Herman Dworkin Award for Maritime Analytic Excellence	1 Jan to 31 Dec	15 Mar
VADM Rufus L. Taylor Awards for Excellence in Instruction	1 Jan to 31 Dec	15 Mar
RADM Edwin T. Layton Awards for Leadership and Mentorship	1 Jan to 31 Dec	15 Mar
Naval Intelligence Foundation (NIF) Navy League Award for Exceptional Leadership in OPINTEL	1 Jan to 31 Dec	31 Mar
VADM Rufus L. Taylor Awards for Leadership	1 Jan to 31 Dec	1 Apr
RADM Thomas A. Brooks Junior Officers of the Year Awards	1 Sep to 31 Aug	15 Sep

b. All award packages shall be forwarded via email as a scanned Portable Document Format (PDF) document to the intelligence awards program coordinator. The Assistant Director for Military and Civilian Personnel (OPNAV (N21)) shall promulgate an announcement message with specific submission instructions for each award as outlined in this instruction.

5. Coordination. The program coordinator for all Naval intelligence awards is OPNAV (N21), Commercial: (703) 695-9336.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with Secretary of the Navy Manual 5210.1.

OPNAVINST 1650.26C
18 Feb 09

7. Forms. OPNAV 1650/3 (Rev 7-04) Personal Award
Recommendation is available for download from Naval Forms Online
<https://navalforms.daps.dla.mil/web/public/home>.



DAVID J. DORSETT
Vice Admiral, U.S. Navy
Director of Naval Intelligence

Distribution:

Electronic only, via Department of the Navy Issuances Web site
<http://doni.daps.dla.mil>

Rear Admiral Thomas A. Brooks Intelligence Junior Officer
of the Year Awards

1. The Director of Naval Intelligence (DNI) established the Intelligence Junior Officer of the Year (JOY) Awards in 1990 to promote high morale and recognize professional excellence in the Naval intelligence community. This program recognizes junior officers for their leadership, performance, special accomplishments, and overall contribution to command efficiency, morale and welfare while afloat or ashore. A total of three junior officers (Active or Reserve) will be selected, one for each of the following categories: afloat, ashore, and expeditionary.

2. Eligibility. Active and Reserve component 163X/645X officers in paygrades O1-O3 who demonstrate sustained superior performance, outstanding leadership ability, initiative, cooperation and adaptability, outstanding military bearing, and exemplary military and professional conduct. One award shall be presented for each of the following categories:

a. Afloat: Officers assigned to Navy ships, squadrons, and afloat staffs.

b. Ashore: Officers assigned to shore activities, and all joint activities (e.g., combatant commanders' joint intelligence centers, Office of Naval Intelligence (ONI), National Geospatial-Intelligence Agency (NGA), Defense Intelligence Agency (DIA), Joint Chiefs of Staff (JCS), etc.).

c. Expeditionary: Officers assigned to expeditionary commands (e.g., Navy Expeditionary Combat Command/Naval Expeditionary Intelligence Command) or serving forward in an individual augmentation capacity.

3. Submission Requirements. Nomination packages shall include:

a. Name/Rank/Last four of Social Security Number (SSN);

b. Date of birth/place of birth;

c. Date of commission/promotion history;

- d. Active duty assignments (inclusive dates);
- e. Military awards (personal, service, campaign);
- f. Educational background;
- g. Command letter of endorsement;
- h. Significant accomplishments in the past year (bullet format);
- i. One page biography;
- j. Completed OPNAV 1650/3, block 24 signed by parent command; and
- k. Draft Navy and Marine Corps Commendation Medal Citation (NCM). When writing the award citation, comply with the NCM format with eight total lines of text only. The template for the NCM can be found on the Intel Community Management page on the NKO Web site(www.nko.navy.mil).

4. Special Instructions. OPNAV (N21) shall provide the precept and guidance to commands boarding the afloat, ashore, and expeditionary candidates. U.S. Fleet Forces Command (USFF) N2 shall convene a board to select one JOY for the afloat category and email the nomination to OPNAV (N21). The ONI shall convene a board to select one JOY for the ashore category and email the nomination to OPNAV (N21). Navy Expeditionary Intelligence Command N2 shall convene a board to select one JOY for the Expeditionary category and email the nomination to OPNAV (N21). OPNAV (N21) shall make a recommendation to the DNI who shall make the final selection.

5. Timeline. Period of eligibility is 01 September to 31 August (i.e., if the suspense date is 15 September 2008, the period of eligibility is 01 September 2007 to 31 August 2008). Packages must arrive at OPNAV (N21) no later than 15 September.

6. Funding. On an available basis, Chief of Naval Operations, Naval Intelligence (CNO (N2)) shall fund travel for awards presentation at the annual Naval Intelligence Officers' Dining-In in October. OPNAV (N21) shall provide funding data for

OPNAVINST 1650.26C
18 Feb 09

Temporary Additional Duty (TAD) orders to the selectee's parent command.

7. Recognition. The DNI will announce the JOY awardees by message. The DNI will present each Intelligence JOY with an NCM during the annual Naval Intelligence Officers' Dining-In. Awardees will also receive from the Naval Intelligence Foundation (NIF) a commemorative wall plaque and a 5-year membership in the Naval Intelligence Professionals (NIP).

Commander Dan F. Shanower Intelligence Specialist
of the Year Awards

1. The DNI established the Intelligence Specialist of the Year (ISOY) Awards in 1995 to promote high morale and recognize professional excellence in the Naval intelligence community. With the support of the NIF, the award was renamed the Commander (CDR) Dan F. Shanower ISOY Award in honor of CDR Shanower who was an intelligence officer assigned to DNI OPNAV Support and a victim of the September 11, 2001 terrorist attack on the Pentagon. This program recognizes intelligence specialists for their performance, leadership, special accomplishments, and overall contribution to command efficiency, morale and welfare. The ISOY program is independent of the Chief of Naval Operation's Sailor of the Year Program. A total of four Active or Reserve intelligence specialists, a junior and senior ISOY each, shall be selected for the ashore and afloat categories.

2. Eligibility. All Active and Reserve component intelligence specialists in paygrades E1 through E5 are eligible to compete for the Junior ISOY award. All Active and Reserve component intelligence specialists in paygrade E6, including those who are frocked to E6 during eligibility period, are eligible to compete for the Senior ISOY award. Sailors nominated should have demonstrated superior contributions to their commands intelligence mission, a high degree of initiative, outstanding military appearance and exemplary military and professional conduct. A Junior and Senior ISOY shall be presented for each of the following categories:

a. Afloat. Intelligence specialist assigned to ships, squadrons, and afloat staffs. (TYPE 2/4 Duty)

b. Ashore. Intelligence specialist assigned to shore activities, mobilized or deployed in support of an individual augmentation, and all joint activities (e.g., Joint Intelligence Centers, ONI, NGA, DIA, JCS, etc).

3. Submission Requirements. Nomination packages shall include:

- a. Name/Rank/Last four of SSN;
- b. Date of birth;

- c. Date of enlistment;
- d. Command letter of endorsement;
- e. Significant intelligence accomplishments in the past year (bullet format);
- f. Completed OPNAV 1650/3, block 24 signed by parent command (Note: Not required until command has been notified of Sailor's selection of ISOY); and

g. Draft NCM Citation (Note: Not required until command has been notified of Sailor's selection of ISOY). When writing the award citation, comply with the NCM format with eight total lines of text only. The template for the NCM can be found on the Intel Community Management page on the NKO Web site (www.nko.navy.mil).

4. Special Instructions. OPNAV (N21) shall provide precepts and guidance to commands boarding the afloat and ashore candidates. U.S. Fleet Forces Command (USFF) N2 shall collect nomination packages and administer selection board for the afloat ISOY category. The ONI shall collect nomination packages and administer selection board for the ashore ISOY category.

5. Timeline. Period of eligibility is 01 January to 31 December of the calendar year preceding the award (i.e., if the submission suspense is 01 March 2008, the period of eligibility is 01 January 2007 to 31 December 2007). USFF and ONI shall convene separate boards to select one Junior ISOY and one Senior ISOY in their respective categories. Lead agents shall forward selections to OPNAV (N21) for recommendation to the DNI who shall make the final selection.

6. Funding. On an available basis, CNO (N2) shall fund travel for awards presentation with the DNI. OPNAV (N21) shall provide funding data for TAD orders to the selectee's parent command.

7. Recognition. The DNI shall announce the ISOY awardees by message. The DNI or his designee shall present each ISOY with an NCM. Awardees shall also receive from the NIF a certificate of accomplishment, a \$250 cash award, and a 1-year membership in NIP.

Naval Intelligence Foundation Award for Exceptional
Leadership in Providing Excellence in Operational
Intelligence Support to the Fleet

1. NIF established, in conjunction with the Navy League of the United States (NLUS), the NIF Award in 2000 for officers who demonstrate exceptional leadership in providing excellence in operational intelligence support to the Fleet. One officer will be selected for this award.

2. Eligibility. Sea service officers serving in intelligence billets in the paygrades O4, O5, and O6.

3. Submission Requirements. Submit original and six copies of the nomination packages per the annual All Navy (ALNAV) message pertaining to the submission of NLUS awards. Each nomination package (original and copies) shall contain:

a. Cover letter, to include:

(1) Nominee's full name, rank/rate, and last four SSN in the upper right hand corner

(2) Current duty station

(3) Home of record

(4) Length of service

(5) Point of contact: commercial/DSN phone number and email address

b. Nomination Achievement/Justification - may be in paragraph or bulletized format.

c. Proposed Citation - should be in standard paragraph form to be read aloud at an awards ceremony.

4. Special Instructions. Include one package for each person nominated. Only original packages shall be presented to the board for consideration. Plan for delays when mailing the package. Recommend backing up your nomination(s) with a separate fax to ensure receipt at NLUS. Once NLUS has received

the packages, they shall be forwarded to OPNAV (N21), who shall convene a board and forward a recommendation to the DNI. The DNI shall approve the final selection. Nomination packages are to be mailed to:

Awards Board
Navy League of the United States
2300 Clarendon Blvd., Suite 705
Arlington, VA 22201-3308

5. Timeline. Nomination packages must be submitted to the NLUS by 31 March of each year (exact submission suspense to be promulgated each year by message).

6. Funding. On an available basis, CNO (N2) shall fund travel for awards presentation with the DNI. OPNAV (N21) shall provide funding data for TAD orders to the selectee's parent command. The NLUS shall fund hotel expenses, meals and event tickets at the convention for the winner and their spouse/guest.

7. Recognition. The award is presented at the Annual Navy League National Convention, held at various locations throughout the United States. Award winners shall receive an engraved watch and a leather-bound certificate of accomplishment from the NLUS. Also, winners shall receive an engraved, commemorative wall plaque, an engraved solid brass telescope and a 5-year membership in NIP from the NIF. NIF has presented a permanent plaque, bearing the names of the winners, for display at the National Maritime Intelligence Center.

Vice Admiral Rufus L. Taylor Award for Leadership

1. The National Military Intelligence Association (NMIA) established the Vice Admiral (VADM) Rufus L. Taylor Award for Leadership in 1985 to deserving Active or Reserve component officer, enlisted, or civilian personnel who exemplify excellence and exceptional dedication to duty within the Naval intelligence community. Two candidates shall be selected for this award: one Active officer (O5, O6, or W1 through W4), enlisted (E6 through E9), or civilian (pay bands 4 or 5) and one Reserve officer (O5 or O6) or Reserve enlisted person (E6 through E9).
2. Eligibility. Active or Reserve component Naval intelligence officer (163X/645X) O5, O6, or W1 through W-4(745X), intelligence specialist (E6 through E9) or civilian professionals (pay bands 4 or 5).
3. Submission Requirements. Nomination packages shall include:
 - a. Significant contributions (bulletized format);
 - b. One page biography;
 - c. Draft citation; and
 - d. Commanding officer letter of endorsement.
4. Special Instructions. This award recognizes individuals more senior (i.e., completed commander milestone duty, leading chief petty officer afloat, post command or mid-to-senior civilian position). Nomination packages must be forwarded by the nominee's current command. Commander, Naval Reserve Intelligence Command, (CNRIC) shall convene a separate board and forward one Reserve nominee to OPNAV (N21). OPNAV (N21) shall preside over the selection board. Board membership shall include both officers and enlisted. Board recommendations shall be forwarded to the DNI for final approval.
5. Timeline. Period of eligibility is from 01 January to 31 December (exact suspense date to be promulgated each year by message) with nomination packages arriving at OPNAV (N21) no later than 01 April of each year.

6. Funding. On an available basis, CNO (N2) shall fund travel for Active or civilian selectee to awards presentation at the NMIA banquet. OPNAV (N21) shall provide funding data for TAD orders. CNRIC shall provide funding for Reserve selectee.

7. Recognition. The VADM Taylor awardee(s) shall be recognized at the annual NMIA awards banquet, which is held each spring in Washington, D.C. The banquet provides a public forum in which U.S. military intelligence professionals are recognized for the vital mission they perform. Additional information on the banquet shall be provided in the announcement message.

Vice Admiral Rufus L. Taylor Award for Excellence in
Intelligence Instruction

1. The NIF established the Vice Admiral Rufus L. Taylor Award for Excellence in Instruction in 1989. Two candidates shall be selected, one from the Navy Marine Corps Intelligence Training Center (NMITC) and one from the Fleet Intelligence Training Center (FITC), respectively.

2. Eligibility. U.S. Navy or U.S. Marine Corps military members serving as instructors, faculty or staff at NMITC and FITC.

3. Criteria. Excellence in intelligence instruction shall be the basis for selection. Effective instruction depends on the time-honored principles which Vice Admiral Taylor exemplified throughout his career: a desire for professional knowledge, intellectual curiosity, initiative, enthusiasm, ability to command respect and motivate others, devotion to duty, effective communication skills, and personal and intellectual integrity. Nomination packages shall include:

- a. Nominee's name;
- b. Position description;
- c. Command letter of endorsement; and
- d. A short biography and narrative (no more than one page) describing nominee's contribution to Naval intelligence training as an instructor, faculty or staff member.

4. Special Instructions. NMITC and FITC shall conduct internal boards to choose one winner per schoolhouse.

5. Timeline. Period of eligibility is 01 January to 31 December. Nominations for this award (one per schoolhouse) shall be forwarded via email to OPNAV (N21) no later than 15 March of each year. OPNAV (N21) shall provide the names of the winners to NIF by 15 June.

6. Funding. NIF representatives shall travel to the school houses for award presentations.

OPNAVINST 1650.26C
18 Feb 09

7. Recognition. Representatives of NIF shall present the awards at NMITC and FITC. Award winners shall receive from NIF an engraved, commemorative wall plaque, an engraved solid brass telescope and a 5-year membership in NIP. NIF shall coordinate with NMITC and FITC for award presentations. Permanent plaques bearing the names of the winners are on display at NMITC and FITC.

Rear Admiral Edwin T. Layton Leadership Award

1. The DNI established the Rear Admiral Edwin T. Layton Award in 2001 to recognize outstanding leadership and mentorship in the furtherance of Naval intelligence performance. This award is underwritten jointly by NIP and NIF. There is no limit to the number of candidates.

2. Eligibility. All Active and Reserve component Naval intelligence officers (163X/645X) in the paygrades O4 through O6, intelligence chief warrant Officers (745X) in the paygrades W3 or W4, and Active and Reserve intelligence specialists in the paygrades E6 through E9. In rare cases, exceptions to the grade and designator criteria will be considered.

3. Criteria. Seniors, juniors, or peers may nominate individuals for the Rear Admiral Edwin T. Layton Leadership Award. Each person nominated must exemplify the leadership qualities of honor, courage and commitment and be exceptionally dedicated to ensuring the professional and personal well-being and development of their people. Award winners should be clearly recognized as leadership role models for the community. Nominees shall not compete against other nominees; rather, they shall be evaluated based on how well they embody the qualities of leadership and mentorship the award seeks to recognize. There is no set number of awards to be given each year. It is the responsibility of the reporting seniors and the awards' board to ensure the quality of accomplishments of the awardees is significantly above what is normally expected and truly worthy of the special recognition conveyed by this award. Nomination packages shall include:

a. Nominees: Name, rank/rate, last four of SSN, and Projected Rotation Date (PRD);

b. Reporting senior's name, phone number, and mailing address;

c. Address for the nominee's gaining command if transferring within 2 months after the selection board convenes;

d. Command letter of endorsement; and

e. One page narrative justification highlighting qualities and accomplishments consistent with above criteria

4. Special Instructions. Nomination packages must be forwarded by the nominee's current command. OPNAV (N21) shall preside over the annual selection board. Board membership shall include both officers and enlisted. Board recommendations shall be forwarded to the DNI for final approval.

5. Timeline. Nomination packages may be submitted at any time throughout the year, but shall be reviewed annually at the board that convenes in March.

6. Funding. Not applicable. Awards shall be mailed to parent commands for presentation.

7. Recognition. Recipients of the award shall be recognized with a medal and a certificate of accomplishment, signed by the DNI. The certificate and medal shall be forwarded to the awardee's reporting senior for formal presentation at the local command.

Herman Dworkin Award for Maritime Analytic Excellence

1. The Directors of the Defense Intelligence Agency and Naval Intelligence established the Herman Dworkin Award for Maritime Excellence in 2001 to recognize a civilian or military analyst working maritime issues who exemplifies through his/her work and attitude Mr. Dworkin's traits of analytic expertise, strength of character, initiative, industriousness, and exactitude.

2. Eligibility. All Active and Reserve component Naval intelligence officers (163X/645X) in the paygrades O3 or O4, intelligence chief warrant officers (745X) in the paygrades W1 through W4 and civilians in paybands 3 or 4. Contractor analysts working for Government agencies are also eligible for this award. Nominees should have at least 10 years experience in the field of maritime intelligence analysis and be currently analytically active.

3. Criteria. Exemplary representative of the intelligence maritime analytic community performing routinely in a fashion characteristic of Mr. Herman Dworkin.

4. Special Instructions. Nomination packages must be forwarded by the nominee's current command. A panel of seniors shall be organized by the DNI to select the recipient. Nomination packages shall include:

- a. Nominees: Name, rank/rate, last four of SSN, and PRD;
- b. Reporting senior's: name, phone number, and mailing address;
- c. Command letter of endorsement;
- d. Address for the nominee's gaining command if transferring within 2 months after the selection board convenes; and
- e. One page narrative justification highlighting qualities and accomplishments consistent with the criteria above.

OPNAVINST 1650.26C
18 Feb 09

5. Timeline. Period of eligibility is 01 January to 31 December. Nominations for this award are to be forwarded via email to OPNAV (N21) no later than 15 March.

6. Funding. On an available basis, CNO (N2) shall fund travel for Active, Reserve or civilian selectee to awards presentation at the NMIA banquet.

7. Recognition. Recipients of the award shall be recognized with a plaque inscribed with the selectee's name. OPNAV (N21) shall coordinate with NIP for the presentation of the award at the annual NIP "Red Tie" luncheon.