



Washington Headquarters Services

ADMINISTRATIVE INSTRUCTION

NUMBER 82
December 22, 2006

HRD

SUBJECT: OSD Senior and Junior Enlisted Members of the Year

- References: (a) Administrative Instruction No. 82, subject as above, July 14, 1995 (hereby canceled)
- (b) Director, Administration and Management, Memorandum, "Establishment of Administrative Instruction 82, Senior and Junior Enlisted Members of the Year," June 20, 2006

1. REISSUANCE AND PURPOSE

This Administrative Instruction (AI) reissues Reference (a) under the authority of Reference (b) to disseminate policy and update responsibilities and procedures for the selection of the Office of the Secretary of Defense (OSD) Senior and Junior Enlisted Members of the Year.

2. APPLICABILITY AND SCOPE

This AI applies to:

2.1. The OSD and other activities for which operational support is provided by the Washington Headquarters Services, Human Resources Directorate (WHS/HRD), hereafter referred to collectively as the "Serviced Components."

2.2. All enlisted personnel (including those in approved over-strength positions) who are eligible, as described in paragraph 5.1., for nomination for Enlisted Member of the Year.

2.2.1. Grades E-7 through E-9 shall compete for Senior Enlisted Member of the Year.

2.2.2. Grades E-1 through E-6 shall compete for Junior Enlisted Member of the Year.

2.2.3. Individuals who have been selected for promotion shall compete in his or her promotable grade category.

3. POLICY

3.1. There shall be a Selection Board consisting of a chair and two officers in grades O-4 through O-6 and an enlisted member in grade E-8 or E-9 designated by the Director, Military Personnel, Washington Headquarters Services (MilPers/WHS). Board representation shall rotate to allow representation by each Serviced Component and Military Service.

3.2. The Selection Board shall meet no later than the end of the month following the month in which the nominations are received. If the designated chair cannot be present, the senior member shall preside as chair. The recorder shall be designated by the Director, MilPers/WHS, and shall act without vote.

4. RESPONSIBILITIES

4.1. The Director, Administration and Management shall approve the award of the Joint Service Commendation Medal to those service members selected as OSD Senior and Junior Enlisted Members of the Year.

4.2. The Heads of Serviced Components may nominate one member per category from the enlisted personnel assigned to their Component to be considered for selection as Enlisted Member of the Year in their respective categories.

4.3. The Selection Board shall interview and evaluate each nominee using the criteria outlined in paragraph 5.1. Selectees shall be determined by majority vote of the board.

4.4. The Director, MilPers/WHS, under the Director, WHS, shall:

4.4.1. Coordinate the time and place of selection board meetings and notify all participants after receipt of nominations.

4.4.2. Prepare Joint Service Commendation Medal awards and notify participating Serviced Components of approved selection board action.

5. PROCEDURES

5.1. Criteria. Nominees for Enlisted Member of the Year shall be selected on the basis of performance of duty, military bearing, self-expression, general military knowledge, leadership qualities, and potential. Nominees must have been assigned to a Serviced Component for at least 1 year before their nomination to compete. In addition, individuals being nominated must be available to personally meet the board.

5.2. Nominations. Those Serviced Components recommending members for consideration shall forward nominations, together with information concerning assignment, duty performance, and reasons for selection, to the Director, MilPers/WHS, no later than January 15. Nomination packages shall be limited to two typewritten pages. The format for nomination is shown in Enclosure 1.

5.3. Selection. Those selected as OSD Senior and Junior Enlisted Members of the Year shall receive the following:

5.3.1. Joint Service Commendation Medal.

5.3.2. An excused absence for 3 duty days.

6. EFFECTIVE DATE

This Instruction is effective immediately.



Michael L. Rhodes
Director

Enclosures - 1

E1. Format for Nomination for Enlisted Member of the Year

E1. ENCLOSURE 1

FORMAT FOR NOMINATION FOR ENLISTED MEMBER OF THE YEAR

1. Name and Rank. (Indicate if on Promotion Selection List)
2. Date assigned.
3. Date of expiration of enlistment.
4. Military education.
5. Civilian education.
6. Job title and brief description of duties.
7. Brief description of job performance and reasons for nomination, including:
 - a. How duty performance has been exemplary.
 - b. How the member has improved productivity or reduced costs, if applicable.
8. The member's contribution to his or her community that reflects positively on the Department of Defense.