



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

OPNAVINST 1650.30A
N13
8 Feb 2016

OPNAV INSTRUCTION 1650.30A

From: Chief of Naval Operations

Subj: OUTSTANDING ENLISTED AIDE OF THE YEAR PROGRAM

Encl: (1) Enlisted Aide of the Year Nomination Format

1. Purpose. To establish the Outstanding Enlisted Aide of the Year Program and provide eligibility criteria and nomination procedures. This instruction is a complete revision and should be reviewed in its entirety. Major revisions include:

a. Changes the name of the program coordinator from Navy Personnel Command (NAVPERSCOM) Enlisted Community Manager (PERS-44ES2), to Flag Chef Program Manager (PERS-44ES2).

b. Changes due date when Outstanding Enlisted Aide of the Year packages are due to PERS-44ES2 from 10 October to 1 October to allow adequate time for selection of the Navy Outstanding Enlisted Aide of the Year Program prior to the Department of Defense Outstanding Enlisted Aide of the Year Program competition, which is normally between 15 October and 1 November.

c. Clarifies who signs the Outstanding Enlisted Aide of the Year award.

2. Cancellation. OPNAVINST 1650.30.

3. Applicability. This instruction applies to all active duty culinary specialists assigned as enlisted aides in pay grades E-5 through E-8 in the Department of the Navy. Period of eligibility is the fiscal year (FY) prior to submission (i.e., if the submission date is October 2015, the period of eligibility is FY-15 (1 October 2014 through 30 September 2015)). Reporting flag officers are encouraged to submit only the most qualified Sailors for this award. This program should

not detract from, but augment, the Chief of Naval Operations Sailor of the Year Program, for which enlisted aides in pay grades E-5 and E-6 remain eligible.

4. Discussion. The Outstanding Enlisted Aide of the Year Program is established to promote high morale and reward professional excellence in the enlisted aide community. This program is designed to recognize enlisted aides for leadership, outstanding performance of duty (quarters management and culinary expertise), self-improvement (formal education and culinary), and community involvement (civilian and military).

5. Action

a. The service senior enlisted aides should convene a board to select the Outstanding Enlisted Aide of the Year. Nominations must be submitted to NAVPERSCOM, Flag Chef Program Manager (PERS-44ES2), 5720 Integrity Drive, Millington, TN 38055-4400. Packages are due on or before 1 October of each year with the reporting senior's endorsement. See format contained in enclosure (1).

b. PERS-44ES2 should establish a board of senior enlisted aides to select the Outstanding Enlisted Aide of the Year. Board membership must include:

(1) PERS-44ES2; senior enlisted aide, San Diego, CA; senior enlisted aide, Washington, DC; senior enlisted aide, Norfolk, VA; senior enlisted aide, Pearl Harbor, HI; and the senior enlisted aide, White House.

(2) The board should convene soon after 1 October to select the most qualified applicant from the preceding FY. Selection for the Outstanding Enlisted Aide of the Year should be announced by the flag Web site.

6. Awards. In addition to any command recognition received, the Outstanding Enlisted Aide of the Year should receive the recognition in subparagraphs 6a through 6d.

a. Navy and Marine Corps Achievement Medal, signed by the Chief of Naval Personnel.

b. Biography and photograph posted on the enlisted aide Web site.

c. Submission of articles to local newspapers and Navy Times as well as hometown news releases.

d. Participation in the Department of Defense Enlisted Aide of the Year Program (normally held for 2 days in Washington, D.C. in early November).

7. Coordination. The Outstanding Enlisted Aide of the Year Program coordinator is PERS-44ES2, 5720 Integrity Drive, Millington, TN 38055-4400, phone: (901) 874-3871 or DSN 882-3871.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



W. F. MORAN
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(Manpower, Personnel, Training
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OPNAVINST 1650.3A
8 Feb 2016

ENLISTED AIDE OF THE YEAR NOMINATION FORMAT

1650
Originator
(date)

From: Nominee's Commander/Flag or General Officer
To: Commander, Navy Personnel Command (PERS-44ES2)
Subj: NOMINATION FOR THE OUTSTANDING ENLISTED AIDE OF THE YEAR
Ref: (a) OPNAVINST 1650.30A
Encl: (1) 8 x 10 color photograph (head and shoulder view, uncovered, in Service dress blue uniform)
(2) Copies of all enlisted evaluations for preceding 3 years
(3) Biography of nominee (one page)
(4) Personal award recommendation (OPNAV Form 1650/3) and proposed citation for Navy and Marine Corps Commendation Medal

1. Per reference (a), (rating, first name, middle initial, last name, and city, state of birth) enlisted in the United States Navy on (date) and presently assigned to (command) is my nomination for the Outstanding Enlisted Aide of the Year Program.

2. Overview of the nominee's outstanding accomplishments and performance of duty for the fiscal year. State information based on the proven leadership, outstanding performance of duty, self-improvement efforts (on or off duty education, professional achievements within the culinary arena, development of professional skills and accomplishments). Outline contributions in meeting the command's mission and improving the morale and welfare of assigned personnel. Significant community involvement should also be addressed.

Reporting Flag Officer/General
Officer Signature

Enclosure (1)