



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON DC 20374-5068

IN REPLY REFER TO
JAGINST 3590.1A
63
01 OCT 1998

JAG INSTRUCTION 3590.1A

Subj: AWARD OF PLAQUES, TROPHIES, AND SIMILAR DEVICES IN
RECOGNITION OF ACCOMPLISHMENTS

Ref: (a) 10 U.S.C. 1125
(b) 5 U.S.C. 4503
(c) DOD Directive 1348.19 of 12 May 89
(d) SECNAVINST 3590.4A of 28 Jan 75

Encl: (1) Award Recommendation Form (NAVJAG 3590.1A)

1. Purpose. To establish policy and procedures for recognition of particularly noteworthy contributions made by military and civilian personnel assigned to the Office of the Judge Advocate General and Headquarters, Naval Legal Service Command through the award of command plaques, books, trophies and similar items.

2. Cancellation. JAGINST 3590.1 of 27 Nov 85.

3. Procedure. Personnel meeting the criteria in paragraph 4, below may be nominated for recognition under this instruction by an award recommendation, enclosure (1), submitted by their reporting senior to the Director of Operations, Office of the Judge Advocate General. The recommendation should describe in sufficient detail the nature of the meritorious conduct warranting special acknowledgment. The Director of Operations, Office of the Judge Advocate General shall appoint two Division Directors to serve on an Awards Board to consider nominations for awards submitted under this instruction and approve awards to worthy recipients consistent with this instruction and references (a) through (d).

4. Criteria. The Awards Board has the discretion to approve or disapprove an award to any nominee, or to substitute another type of award for that recommended. Awards under this instruction may be made for the following:

a. Sustained superior performance of duty above that normally expected of individuals of similar grade, training, and experience;

b. Outstanding performance of duty on a particular matter, which by virtue of its uniqueness, complexity, or sensitivity, was of significant importance to the accomplishment of the command mission;

c. Other noteworthy accomplishments, which significantly contributed to the effectiveness, efficiency or other improvement of command operations.

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5. Other Award Programs. Awards made under this instruction are not intended to serve as substitutes for other awards to which deserving military or civilian personnel may be entitled. Command plaques, books, trophies and similar items may be granted independently under provisions of this directive and in addition to awards authorized under other programs which recognize employee performance.

6. Action. The Deputy Assistant Judge Advocate General (Fiscal and Resource Service Support) shall use appropriated funds in support of this program. Awards shall normally be presented at appropriate command ceremonies.



JOHN D. HUTSON

Distribution:

AJAGS and Special Assistants (1)
OIC, NAMARA (2)
Chief Judge, NMCCA (2)
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00A, 001A (1)

COMMAND AWARD RECOMMENDATION
(JAGINST 3590.1A)

Date: _____

From: (Code submitting request)

To: Director of Operations, OJAG Code 06

Via: Awards Board Approved _____ Disapproved _____

Name and Rank of NOMINEE: _____

Position of NOMINEE: _____

Dates: _____

Justification:

(Bullet format/brevity essential. If additional information is necessary, it will be sought.)

Date award required for presentation:

(Please submit request to 001S at least four weeks in advance of presentation.)

INSCRIPTION on plaque: (Abbreviate where possible. There is room for only 24 characters-including blanks-per line. A total of three lines may be inscribed on a plaque):

Enclosure (1)