



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 1650.32  
N13F  
25 Feb 2011

OPNAV INSTRUCTION 1650.32

From: Chief of Naval Operations

Subj: NAVY LANGUAGE PROFESSIONAL AND NAVY LINGUIST OF THE YEAR

Ref: (a) SECNAVINST 1650.1H  
(b) DON Guide No. 451-02 of Sep 2005 (NOTAL)

Encl: (1) Sample Nomination Package

1. Purpose. To establish and provide guidance and procedures for the Language Professional of the Year (career linguists), and Linguist of the Year (non-career linguists) Programs.

2. Scope. This instruction applies to all active duty, reserve, and civilian members with foreign language proficiencies, provided they have distinguished themselves through the use of their foreign language skills in support of the Navy's language, regional expertise and culture (LREC) mission during the year.

3. Background. There are eight separate awards. Eligibility is based on bands (E1-E6, E7-E9, CW02-06, civilian) and whether or not the member is a career linguist (language professional) or non-career linguist.

a. Language Professional. This category recognizes Sailors and Navy civilians whose occupational specialties (enlisted rating, officer designator, or civilian job description) require proficiency in a foreign language. Members serving in the cryptologic technician interpretive (CTI) rating, foreign area officer (FAO) community, or as a civilian linguist are eligible to compete in the language professional categories. Specific awards and eligible candidates are listed below:

(1) Language Professional of the Year. E1-E6 Sailors serving in the CTI rating.

(2) Senior Language Professional of the Year. E7-E9 Sailors serving in the CTI rating who have demonstrated personal linguistic excellence and who have also significantly improved the linguistic readiness of their Sailors, thereby enhancing the operational readiness of their commands.

(3) Officer Language Professional of the Year. Officers serving in the FAO community.

(4) Navy Civilian Career Linguist of the Year. Navy civilians serving in positions designated as requiring a foreign language.

b. Non-Career Linguist. This category recognizes Sailors in enlisted ratings, officer communities, and Navy civilians with job descriptions whose primary duties do not require language proficiency. Awards and eligible candidates:

(1) Non-Career Linguist of the Year. E1-E6 Sailors serving in any rating other than CTI.

(2) Senior Non-Career Linguist of the Year. E7-E9 Sailors serving in any rating other than CTI who have demonstrated personal linguistic excellence and who have also significantly improved the linguistic readiness of their Sailors, thereby enhancing the operational readiness of their commands.

(3) Officer Non-Career Linguist of the Year. Warrant officers and officers serving in communities other than FAO.

(4) Navy Civilian Non-Career Linguist of the Year. Navy civilians serving in positions not designated as requiring a foreign language.

#### 4. Nomination Procedures

a. Nominating activities and commands shall ensure nominations are in the format specified in this instruction and are forwarded via their type commanders (TYCOMS) (or equivalent superior commands). Each nominating command will forward a file copy of the complete package, including member's biography, on a CD-ROM disk in Microsoft Word format.

b. Submissions should cover the entire preceding fiscal year, and must reach the Navy Foreign Language Office (OPNAV (N13F)) by 1 December for selection board consideration. Results will be disseminated announcing the names of winners and all other finalists.

c. Nomination packages will follow the guidance provided in enclosure (1), containing the following items:

(1) Commanding officer's endorsement letter, including all subsequent endorsements, detailing the member's mission accomplishments, contributions to language readiness and training, and personal self-improvement.

(2) For enclosure (1) of the nomination package, include official certification of current language proficiency for all tested languages.

(3) For enclosure (2) of the nomination package, include an 8x10 color head and shoulders photograph of nominee in service dress uniform or appropriate civilian attire.

(4) For enclosure (3) of the nomination package, include the nominee's essay. Essay topics are chosen annually, therefore, subject matter and content will be promulgated annually via separate correspondence.

(5) For enclosure (4) of the nomination package, include OPNAV 1650/3 Personal Award Nomination per references (a) or (b). OPNAV 1650/3 must include a written summary of the accomplishments leading to the member's nomination for the program.

d. Awards

(1) OPNAV (N13F) will forward awards for Navy-level winners per references (a) and (b). Therefore, they may not be awarded any medal or Navy Superior Civilian Service Award at intermediate competition levels.

(2) TYCOMs, or equivalents, are authorized to award the Navy Achievement Medal or Navy Meritorious Civilian Service Award per references (a) and (b), as appropriate, for their top candidates not selected as Navy-level winners.

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(3) Flag level commanders below TYCOM, or equivalent, are authorized the award of Flag Letters of Commendation for their top candidates not selected at the TYCOM or equivalent level per references (a) and (b).

5. Coordination. CNO coordinator for this program is:

Navy Foreign Language Office  
OPNAV N13F  
2 Navy Annex (Room 1536)  
Washington DC 20370-5000

6. Records Management. Records created as a result of this instruction, regardless of format and media, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

7. Forms. OPNAV 1650/3 Personal Award Recommendation can be downloaded from Naval Forms OnLine at <https://navalforms.daps.dla.mil/web/public/home>.



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Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training  
and Education) (N1)

Distribution:

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[COMMAND LETTERHEAD]

1650  
Ser N00/xxx  
DD Mmm YY

From: Commanding Officer, [Unit]  
To: Navy Foreign Language Office (OPNAV N13F1)  
Subj: FY-XX [CATEGORY TITLE] NOMINATION ICO [RATE (DESIG) FIRST  
MI. LAST NAME, LAST4, USN]  
Ref: (a) OPNAVINST 1650.XX  
Encl: (1) Language Testing Score Reports ICO SNM  
(2) 8x10 Color Photo of SNM  
(3) Nominee's Essay  
(4) Personal Award Nomination ICO SNM

1. Enclosures (1) through (4) are submitted for consideration for the Navy [category title] competition.
2. Commanding Officer's comments. Include a summary of the nominee's most significant linguistic accomplishments and their impact on the command and Navy mission.
3. Commanding Officer's endorsement/recommendation. Include a paragraph summarizing the nominee's qualities as a linguist and recommendation for selection in higher level competition.
4. My point of contact for this matter is [Name, phone, email].

SIGNATURE BLOCK

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DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FLORIDA 32509-5237

IN REPLY REFER TO:  
1550  
N322  
06 Jan 2010

COMMANDING OFFICER  
ATTN TCO  
[COMMAND NAME]  
[COMMAND ADDRESS LINE 1]  
[COMMAND ADDRESS LINE 2]

Subj: RESULTS OF DEFENSE LANGUAGE PROFICIENCY TEST (DLPT5)  
(Multiple Choice Lower Range)

Ref: (a) NETPDTCINST 1550.9  
(b) OPNAVINST 7220.7F

1. The following individual tested on a Defense Language Proficiency Test (DLPT 5). The DLPT 5 was graded by DLIFLC and achieved the following proficiency level as shown:

RATE, NAME SSN AND LANGUAGE	DATE TEST TAKEN	LISTENING PROFICIENCY LEVEL	READING PROFICIENCY LEVEL
[RATE & NAME] [XXX-XX-1234] [LANGUAGE]	[TEST DATE]	[SKILL LEVEL]	[SKILL LEVEL]

/s/  
[NFLTO VERIFYING OFFICIAL NAME]  
By direction

THIS LETTER IS FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE: ANY MISUSE OR UNAUTHORIZED DISCLOSURE OF THIS INFORMATION MAY RESULT IN BOTH CRIMINAL AND CIVIL PENALTIES.

Encl (1)

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PHOTOGRAPH

Include a standard color 8x10 head and shoulders photograph  
of the nominee in service uniform at enclosure (2).

Encl (2)

ESSAY

Include the nominee's essay at enclosure (3). The topic will be announced annually via NAVADMIN. Essays should be typewritten in Modern Language Association (MLA) style, citing references, using a 12-point font, and will not to exceed five double-space pages. Several MLA style guides are available on the Internet, such as the Purdue OWL at:  
<http://owl.english.purdue.edu/owl/resource/747/01/>.

Encl (3)



AWARD NOMINATION

Include an OPNAV 1650/3 with blocks 5-19, 22, 25-28, and 35 completed. In block 35 include a summary of action detailing the Sailor's accomplishments leading to their nomination for the language professional or linguist of the year award.

Encl (4)