



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20330-2000

OPNAVINST 1650.30  
N13  
26 Apr 07

OPNAV INSTRUCTION 1650.30

From: Chief of Naval Operations

Subj: OUTSTANDING ENLISTED AIDE (EA) OF THE YEAR PROGRAM

Ref: (a) SECNAVINST 1306.2D  
(b) SECNAVINST M-5214.1

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

1. Purpose. To establish the Outstanding Enlisted Aide (EA) of the Year Program and provide eligibility criteria and nomination procedures.

2. Discussion. Per reference (a), Chief of Naval Personnel (CHNAVPERS) as the principal advisor and sponsor for the EA community, established the Outstanding Enlisted Aide of the Year Program to promote high morale and reward professional excellence in the enlisted aide community. This program is designed to recognize EAs for leadership, outstanding performance of duty (quarters management and culinary expertise), self-improvement (formal education and culinary), and community involvement (civilian and military).

3. Applicability. This instruction applies to all active duty EAs in pay grades E5 through E8 in the Department of the Navy. Period of eligibility is the fiscal year prior to submission (i.e., if the submission date is October 2007, the period of eligibility is FY07 (1 Oct 06 - 30 Sep 07)). Reporting flag officers are encouraged to submit only the most qualified Sailors for this award. This program should not detract, but augment, the Chief of Naval Operations Sailor of the Year Program, for which EAs in pay grades E5 and E6 remain eligible.

4. Procedure

a. The service senior EAs will convene a board to select the EA of the Year. Nominations must be submitted to Commander, Navy Personnel Command, (COMNAVPERSCOM) (PERS-44ES), 5720 Integrity Drive, Millington, TN 38055-4400. Packages are due on or before 10 October of each year with the reporting senior's endorsement. See format contained in enclosure (1).

b. COMNAVPERSCOM will establish a board of senior EAs to select the Outstanding Enlisted Aide of the Year. Board membership shall include: Leading EA Community Manager; Senior EA San Diego, CA; Senior EA Washington, D.C.; Senior EA Norfolk, VA; and Senior EA White House. The board will convene soon after 10 October to select the most qualified applicant from the preceding fiscal year. Selection for the Outstanding Enlisted Aide of the Year will be announced by Flag Web.

5. Awards. In addition to any command recognition received, the Outstanding Enlisted Aide of the Year will receive the following recognition:

a. Navy and Marine Corps Achievement Medal.

b. Biography and photograph posted on the enlisted aide web page.

c. Articles in local newspaper, Navy-Times and hometown news releases.

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

6. Coordination. The program coordinator is COMNAVPERSCOM (PERS-44ES2), Enlisted Community Manager for the Enlisted Aide Community, 5720 Integrity Drive, Millington, TN 38055-0000. Phone: (901) 874-3732/DSN 882, FAX (901) 874-2676.

7. Report. The reporting requirement contained in paragraph 4a and enclosure (1) are exempt from reports control, per reference (b).



J. C. HARVEY, JR.  
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Deputy Chief of Naval Operations  
(Manpower, Personnel, Training  
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OPNAVINST 5370.2C  
26 Apr 07

**ENLISTED AIDE OF THE YEAR NOMINATION FORMAT**

1650  
Originator  
(date)

From: Nominee's Commander/Flag or General Officer  
To: Commander, Navy Personnel Command (PERS-44ES)

Subj: NOMINATION FOR THE OUTSTANDING ENLISTED AIDE OF THE YEAR

Ref: (a) OPNAVINST 1650.30

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 three years  
(3) Copies of all NAVPERS 1070/4 (Page 4s)  
(4) Biography of Nominee (one page)  
(5) Personal award recommendation (OPNAV 1650/3) and proposed citation for Navy-Marine Corps Achievement Medal

1. Per reference (a), (Rate/Rank, First Name, M.I., Last Name, and last four digits of SSN) of (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.

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/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 FO/GO SIGNATURE

Enclosure (1)