



DEPARTMENT OF THE NAVY
JOINT BASE COMMANDER
JOINT BASE PEARL HARBOR HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBPHHINST 1655.1
JB00
22 Apr 13

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1655.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: WARRIOR OF THE MONTH PROGRAM

Encl: (1) JBPHH/Warrior of the Month Nomination Format
(2) Sample Letter of Commendation (Joint Base Commander)
(3) Warrior of the Month Score Sheet

1. Purpose. To establish procedures for selecting and recognizing Sailors and Airman who have contributed to the mission of Joint Base Pearl Harbor-Hickam (JBPHH). These awards recognize JBPHH enlisted personnel who have demonstrated qualities of leadership, superior professional performance, and exemplary military bearing and appearance. These awards are further intended to serve as an incentive for all personnel to strive to develop the traits necessary to be outstanding Sailors and Airmen.

2. Discussion. The efficient operation of JBPHH requires the productive effort and cooperation of all assigned service members. Many individuals consistently contribute more than what is expected or required of them. This additional effort significantly enhances JBPHH's effectiveness and is worthy of recognition. Superior performance is noted in evaluations, commendatory letters, awards, meritorious mast and nominations for Warrior of the Month.

3. Categories

- a. Senior Warrior of the Month: E-5 and E-6.
- b. Junior Warrior of the Month: E-4 and Junior.

4. Eligibility Requirements for Warrior of the Month. All nominees must meet the following minimum requirements:

- a. Attached to a JBPHH Billet for a minimum of 90 days or more.
- b. Meet the Navy's and Air Force's Physical Fitness standards.

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c. No disciplinary record for the last year.

5. Selection Process

a. The Warriors of the Month will be selected via a package review and selection board. The Command Master Chief will convene a selection board consisting of service members who are E-6 and Senior. Once the selection board has reached its final recommendation, the Command Master Chief will forward their nomination to the Commander, Joint Base Pearl Harbor-Hickam (JBC) for approval.

6. Procedures. Department Heads shall submit one nomination per category from their department to the Command Master Chief using enclosure (1) for Warrior of the Month per the following:

a. Nominations

(1) Warrior of the Month packages are due by COB on the first Friday of the Month.

b. Selection Boards

(1) All selection boards will have one voting member from each department.

(2) The Command Master Chief will chair the selection boards. The Chairperson is a non-voting member; however, in the event of a tie the chairperson will make a recommendation to the JBC.

7. Awards. Service Members selected, as Joint Base Pearl Harbor-Hickam Warrior of the Month will receive the following:

a. Senior/Junior Warrior of the Month

(1) Formal recognition at a Department awards ceremony.

(2) Joint Base Commander's Letter of Commendation.

(3) 2 days of special liberty or 2 day pass.

8. Action. To identify and reward our superior performers, the following is required:

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a. Department Head

(1) Submit a timely nomination.

(2) Ensure that appropriate comments are reflected in the next periodic evaluation.

b. Administrative Officer

(1) Coordinate requirements for command awards ceremony.

(2) Ensure a copy of the award is placed in member's service record.

(3) Provide a Plan of the Week note recognition.

c. Command Master Chief

(1) Central point of contact for selection boards and any pertinent information regarding this program.



J. W. JAMES

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JBPHH Senior/Junior Warrior of the Month Nomination Format

From: Division Chief/Master Sergeant/Leading Petty Officer/
Technical Sergeant
To: Command Master Chief
Via: Department Head
Subj: (Senior/Junior)Warrior of the Month
ICO XXXXXXXXXXX

1. The following information is submitted:

a. Rate/Rank:

b. Name:

2. Significant Professional Achievements during qualifying month:

a. Leadership/Responsibility:

b. Performance/Achievements

c. Collateral Duties:

d. Qualifications:

e. Education:

f. Community Service:

3. (Accomplishments).

Seaman/Airman John/Jane Doe's performance during this month has been outstanding.....(Write up not to exceed 2 pages)

Enclosure (1)

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The Commander, Joint Base Pearl Harbor-Hickam
takes pleasure in commending

(Rate/Rank) (Warfare)

FULL NAME

UNITED STATES NAVY/AIR FORCE

(SENIOR/JUNIOR) WARRIOR OF THE MONTH/YEAR (month year)

for service as set forth in the following

CITATION:

"For professional achievement in the superior performance of duties while assigned to Joint Base Pearl Harbor-Hickam, Hawaii during (Month/Year), leading to his/her selection as Joint Base Pearl Harbor- Hickam's Senior/Junior Warrior of the Month). He/She (Insert job description/performance).

Petty Officer /Airmen (Last Name) professionalism, personal initiative and loyal devotion to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Military Service."

J. W. JAMES
Captain, United States Navy

Enclosure (2)

