



DEPARTMENT OF THE NAVY  
COMMANDER NAVY INSTALLATIONS COMMAND  
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CNICINST 1650.6  
N3  
20 Aug 2018

CNIC INSTRUCTION 1650.6

From: Commander, Navy Installations Command

Subj: SHORE BASED AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT  
TECHNICIAN OF THE YEAR AWARD

Encl: (1) Sample Format for Shore Based ALRE Technician of the Year Award Nomination

1. Purpose. To establish the eligibility and nomination process for the Commander, Navy Installations Command (CNIC) Shore Based (ALRE) Technician of the Year Award.
2. Scope and applicability. This instruction applies to CNIC Headquarters and Regions.
3. Background. The award recognizes and is symbolic of the outstanding ingenuity, commitment to operational readiness and safe for flight maintenance practices made by individual Navy ALRE maintenance technicians ashore.
4. Nomination criteria. Nominees will be E-6 or below. Specific criteria for the award are not delineated in order to permit the full range of professional judgment by reporting seniors. However, one or more of the following categories is considered appropriate:
  - a. An individual whose introduction or development of a maintenance concept or practice led to overall improvements in the efficiency or safety of naval aviation.
  - b. A technician whose sustained outstanding performance significantly contributed to the efficiency or safety of naval aviation.
  - c. A technician personally responsible for executing lifesaving action in response to an emergency situation.
  - d. A technician who significantly improved the reliability or maintenance of ALRE systems or reduced the cost associated with maintaining or replacing these systems.
  - e. A technician who displayed outstanding leadership.
5. Selection criteria
  - a. Electronic nominations packets will be forwarded to the CNIC Headquarters (HQ) Air Operations (N32) program by 1 June of each year to facilitate presentation of the award at the annual Aviation Boatswain's Mate Association (ABMA) symposium held annually the first week of August. The CNIC (N32) award panel will recommend to CNIC the award winner from the nomination packets received.

b. The award winner will be announced by 15 June to allow the awardee time to make the required travel arrangements to attend the ABMA symposium.

c. In addition to the award itself, the award recipient should be presented a Navy and Marine Corps Commendation Medal in recognition of the individual superior performance associated with winning the Shore Based ALRE Technician of the Year award.

## 6. Policy

a. Inclusive dates for award nomination are 1 January through 31 December.

b. Any installation operating ALRE systems is eligible to submit a nomination packet to their respective Region. Regions should review nomination packets received and forward one packet, via the Region, to CNIC by 1 June for consideration.

c. Although each Region is limited to a single nomination, nothing in this paragraph precludes a Region from establishing intermediate recognition at their level (i.e., Region/installation ALRE Technician of the Year, etc.).

d. Nomination packets will be formatted as follows:

(1) One inch margins on all four sides.

(2) 12 point text size.

(3) Times New Roman font.

(4) Maximum of 25 bullet statements of professional history.

(5) Bullet statements are limited to a maximum of two lines.

(6) All acronyms used in the nomination document must be defined.

(7) Bullet statements describe accomplishments and specific actions related to the operation and maintenance of ALRE equipment to include optical lens and airfield service assignments.

e. The sample format for a nomination packet is contained in enclosure (1). The following enclosures will be submitted with the nomination cover letter:

(1) Professional History: Complete chronological listing of all billets/positions held by the nominee while assigned to the installation during the calendar year, prepared in five-column landscape format under the following headings: Date/Month/Year; Grades/Rates Held; Professional Qualifications/Ratings/Designations; Awards Received.

(2) Biography: Contains, at a minimum, date/place of birth; hometown; date of initial enlistment; and family members. Biography is limited to one page in length.

(3) Personal Award Recommendation: Completed, but unsigned OPNAV 1650/3 (with summary of action and proposed citation) recommending the nominee for the Navy and Marine Corps Commendation Medal. The following will be used in completing the form:

(a) Originator: CNIC N32 (Air Operations).

(b) Awarding Authority: CNIC

(c) Name, grade, title of originator: Blank.

(d) Signature: Blank.

(e) Forwarding Endorsements (block 23): Blank.

(f) Summary of Action narrative: May be virtually the same as the nomination cover letter.

(g) Award Citation: Must mention the CNIC shore based ALRE technician of the year award.

(h) Geographically separated outlying field (OLF) under the command of the Naval Air Station Installation Commanding Officer will be consolidated as a single command.

(i) Graphics and photographs are not allowed.

## 7. Responsibilities

a. CNIC (N32) is responsible for providing direct oversight and liaison between CNIC and Regions on the award process.

b. CNIC will approve and announce the awardee.

c. Installation Commanding Officers are responsible for submitting nomination packages to Region per the criteria and guidance of this instruction.

d. The awardees' command, at the time of award presentation, should provide necessary funding and arrangements for the award presentation and other travel or activities, as appropriate.

e. Region (N3) program directorates will disseminate award nomination guidance to installation air operations departments per this instruction.

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f. Regions will evaluate all nominations, select Region winner and forward Region winner to CNIC (N32) no later than 1 June.

g. Installation Air Operations departments will nominate an appropriate candidate.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N3) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Forms Management. The Personal Award Recommendation form (OPNAV 1650/3) can be found on the Navy Department Awards Web Services (NDAWS) website at [https://www.cno.navy.mil/ndaws/webdoc01.nsf/\(vwDocsByID\)/DL050105122556/\\$file/ndaws-1650-3%20personalawards.doc](https://www.cno.navy.mil/ndaws/webdoc01.nsf/(vwDocsByID)/DL050105122556/$file/ndaws-1650-3%20personalawards.doc).



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC G2, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

CNICINST 1650.6  
20 Aug 2018

SAMPLE FORMAT FOR SHORE BASED ALRE TECHNICIAN OF THE YEAR AWARD  
NOMINATION

From: Originator

To: Commander, Navy Installations Command

Via: Reviewing Region

Subj: SHORE BASED AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT  
TECHNICIAN OF THE YEAR AWARD

Ref: (a) CNICINST 1650.6

Encl: (1) Professional History

(2) Biography

(3) Personal Award Recommendation (OPNAV 1650/3)

1. Per reference (a), ABH2(AW) Joe B. Navy, USN AB03 Work Center Supervisor, etc., is nominated for subject award.

2. Paragraph two (and subsequent paragraphs, if necessary) contains substantiating justification regarding performance during the award period (not to exceed one page).

NAME OF SIGNER

Enclosure (1)