



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1650.26E
N2N6
6 Dec 2017

OPNAV INSTRUCTION 1650.26E

From: Chief of Naval Operations

Subj: NAVAL INTELLIGENCE AWARDS PROGRAM

Encl: (1) Rear Admiral Thomas A. Brooks Intelligence Junior Officer of the Year Awards
(2) Commander Dan F. Shanower Intelligence Specialist of the Year Awards
(3) Vice Admiral Rufus L. Taylor Award for Leadership
(4) Vice Admiral Rufus L. Taylor Award for Excellence in Intelligence Instruction
(5) Rear Admiral Edwin T. Layton Award for Leadership and Mentorship
(6) Herman Dworkin Award for Maritime Analytic Excellence

1. Purpose

- a. To encompass all of the Director of Naval Intelligence (DNI) sponsored awards and associated criteria.
- b. Major changes to this instruction are summarized in subparagraphs 1b(1) through 1b(3).
 - (1) Replace all afloat and ashore categories with sea duty and shore duty categories.
 - (2) Modify award eligibility for the Vice Admiral Rufus L. Taylor Award for Leadership and Herman Dworkin Award for Maritime Analytic Excellence.
 - (3) Remove the possibility of funding being available for award presentation for Rear Admiral Thomas A. Brooks Intelligence Junior Officer of the Year Awards, Commander Dan F. Shanower Intelligence Specialist of the Year Awards, and the Vice Admiral Rufus L. Taylor Award for Leadership.
 - (4) This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1650.26D.

3. Scope and Applicability. This instruction applies to Active and Reserve Component naval intelligence officers, intelligence specialists, and civilian intelligence professionals in the categories listed in subparagraphs 3a through 3f.

- a. Rear Admiral Thomas A. Brooks Intelligence Junior Officer of the Year Awards. Active and Reserve Component naval intelligence officers (183X/683X) O-1 through O-3.

b. Commander Dan F. Shanower Intelligence Specialist of the Year Awards. Active and Reserve Component intelligence specialists in pay grades E-1 through E-5 are eligible to compete for the Junior Intelligence Specialist of the Year award. Active and Reserve Component intelligence specialists in pay grade E-6, including those who are frocked to E-6 during eligibility period, are eligible to compete for the Senior Intelligence Specialist of the Year award.

c. Vice Admiral Rufus L. Taylor Award for Leadership. Active and Reserve Component naval intelligence officers (183X/683X) O-4 through O-6, intelligence chief warrant officers (CWO)-3 through CWO-5 (783X), intelligence specialists E-7 through E-9, and civilians General Schedule (GS)-13 through GS-15, or equivalent.

d. Vice Admiral Rufus L. Taylor Award for Excellence in Intelligence Instruction. Active and Reserve Component U.S. Navy and U.S. Marine Corps Service members serving as instructors, faculty, and staff at Information Warfare Training Command (INFOWARTRACMD) Virginia Beach and INFOWARTRACMD San Diego.

e. Rear Admiral Edwin T. Layton Award for Leadership and Mentorship. Active and Reserve Component naval intelligence officers (183X/683X) O-4 through O-6, intelligence CWOs (783X) CWO-3 through CWO-5, and intelligence specialists E-6 through E-9. In rare cases, exceptions to the grade and designator criteria will be considered.

f. Herman Dworkin Award for Maritime Analytic Excellence. Active and Reserve Component naval intelligence officers (183X/683X) O-3 through O-5, intelligence CWOs (783X) CWO-2 through CWO-5, and civilians GS-12 through GS-14, or equivalent, are eligible.

4. Discussion. Naval intelligence personnel are eligible for many Navywide awards, but multiple awards have been established to specifically recognize outstanding leadership and performance of military and civilian naval intelligence professionals throughout the community. Enclosures (1) through (6) contain specific guidance and criteria for each respective award.

5. Guidance. Award announcement messages will be issued annually, to include any additional guidance and specific due dates for award submissions. Nominating commands are expected to utilize the prescribed format for all award submissions. Information regarding the prescribed format will be provided in the annual announcement message. Award packages may be denied consideration if found to be improperly formatted, incomplete, late, or if the nominee fails to meet all eligibility criteria.

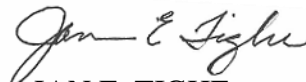
a. The period of eligibility for all awards is 1 January to 31 December of the preceding year. For example, if submission suspense date per announcement message is 1 March 2019, the period of eligibility is 1 January 2018 to 31 December 2018. The annual announcement message will list exact submission suspense dates.

b. All award packages must be forwarded via e-mail as scanned portable document format (pdf) files. Proposed citations, OPNAV 1650/3 Personal Award Recommendation, or other portions of the package that may require further editing must be provided in an editable format, such as Microsoft Word. All documents must be e-mailed to the Deputy Chief of Naval Operations for Information Warfare (CNO N2N6) intelligence awards program coordinator listed in the annual announcement message. The intelligence awards program coordinator identified in the announcement message should also be consulted with any questions from nominating commands.

6 Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNO N2N6 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, 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.

8. Forms. OPNAV 1650/3 Personal Award Recommendation is available for download from <https://awards.navy.mil>. Once on the Web site, under the "Approval Authority" tab, scroll down to bottom right and click on the section titled "Forms."



JAN E. TIGHE

Deputy Chief of Naval Operations
for Information Warfare

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

REAR ADMIRAL THOMAS A. BROOKS INTELLIGENCE JUNIOR OFFICER OF THE
YEAR AWARDS

1. Background. The DNI established the Intelligence Junior Officer of the Year awards in 1990 to promote high morale and recognize professional excellence in the naval intelligence community. This program recognizes junior officers for their leadership, performance, special accomplishments, and overall contribution to command efficiency, morale, and welfare while serving on both sea and shore duty. Two junior officers (Active or Reserve Component) will be selected; one for the sea duty category and one for the shore duty category.
2. Eligibility. Active and Reserve Component naval intelligence officers (183X/683X) O-1 through O-3 are eligible.
3. Criteria. Demonstrated sustained superior performance, outstanding leadership ability, initiative, cooperation, adaptability, outstanding military bearing, and exemplary military and professional conduct will be the basis for selection. One award will be presented for each of the categories outlined in subparagraphs 3a and 3b.
 - a. Sea Duty. Officers assigned to duty performed in commissioned vessels, deployable squadrons, land-based activities, and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year (type 2/4 duty).
 - b. Shore Duty. Officers assigned to duty performed in land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year (type 1/3/6 duty).
4. Submission Requirements. Nomination package must include:
 - a. name, rank, designator, and projected rotation date;
 - b. reporting senior's name, phone number, e-mail address, and mailing address;
 - c. command letter of endorsement;
 - d. narrative of significant accomplishments in the past year (bullet format);
 - e. one-page biography without photo;
 - f. mailing address of gaining command if transferring within 2 months after the selection board convenes;
 - g. complete OPNAV 1650/3, block 30b signed by parent command (provide as a pdf); and

h. draft of Navy and Marine Corps Commendation Medal citation (provide as a .docx).

Note: Subparagraphs 4g and 4h are not required until command has been notified of Sailor's selection as Intelligence Junior Officer of the Year.

5. Special Instructions. Nomination package must be forwarded by the command the nominee was attached to during the eligibility period. CNO N2N6 will provide the precept and guidance to commands boarding the sea duty and shore duty nominees. U.S. Fleet Forces Command (USFLTFORCOM), Director of Intelligence and Information Operations (N2/N39) will convene a selection board for the sea duty category. The Office of Naval Intelligence will convene a selection board for the shore duty category. All board recommendations will be forwarded to CNO N2N6 intelligence awards program coordinator for consolidation and routing to DNI for final approval.
6. Timeline. Period of eligibility is 1 January to 31 December of the calendar year preceding the award. The annual announcement message will list exact submission suspense dates.
7. Funding. Not applicable.
8. Recognition. DNI will announce the Intelligence Junior Officer of the Year awardees by message and each will receive a Navy and Marine Corps Commendation Medal. Additional information on recognition will be provided in the announcement message.

COMMANDER DAN F. SHANOWER INTELLIGENCE SPECIALIST OF THE YEAR
AWARDS

1. Background. The DNI established the Intelligence Specialist of the Year awards in 1995 to promote high morale and recognize professional excellence in the naval intelligence community. The award was renamed the Commander (CDR) Dan F. Shanower Intelligence Specialist of the Year Award in honor of CDR Shanower, an intelligence officer assigned to the Chief of Naval Operation's Intelligence Plot and a victim of the September 11, 2001, terrorist attack on the Pentagon. This program recognizes intelligence specialists for their performance, leadership, special accomplishments, and overall contribution to command efficiency, morale, and welfare. The Intelligence Specialist of the Year Program is independent of the Chief of Naval Operation's Sailor of the Year Program. A total of four Active or Reserve Component intelligence specialists, a junior and senior intelligence specialist of the year for each of the sea duty and shore duty categories, will be selected.
2. Eligibility. Active and Reserve Component intelligence specialists in pay grades E-1 through E-5 are eligible to compete for the Junior Intelligence Specialist of the Year award. Active and Reserve Component intelligence specialists in pay grade E-6, including those who are frocked to E-6 during eligibility period, are eligible to compete for the Senior Intelligence Specialist of the Year award.
3. Criteria. Demonstrated superior contributions to the intelligence mission within their commands, a high degree of initiative, outstanding military appearance, and exemplary military and professional conduct will be the basis for selection. Junior and Senior Intelligence Specialist of the Year awards will be presented for each of the categories listed in subparagraphs 3a and 3b.
 - a. Sea Duty. Intelligence specialists assigned to duty performed in commissioned vessels, deployable squadrons, land-based activities, and embarked staffs which require members to operate away from their duty station in excess of 150 days per year (type 2/4 duty).
 - b. Shore Duty. Intelligence specialists assigned to duty performed in land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year (type 1/3/6 duty).
4. Submission Requirements. Nomination package must include:
 - a. name, rank, rate, and projected rotation date;
 - b. reporting senior's name, phone number, e-mail address, and mailing address;
 - c. command letter of endorsement;

- d. narrative of significant accomplishments in the past year (bullet format);
- e. one-page biography without photo;
- f. mailing address of gaining command if transferring within 2 months after the selection board convenes;
- g. complete OPNAV 1650/3, block 30b signed by parent command (provide as a pdf); and
- h. draft of Navy and Marine Corps Commendation Medal citation (provide as a .docx).

Note: Subparagraphs 4g and 4h are not required until command has been notified of Sailor's selection as Intelligence Specialist of the Year.

5. Special Instructions. Nomination package must be forwarded by the command the nominee was attached to during the eligibility period. The senior intelligence specialist on the CNO N2N6 staff, in tandem with the intelligence awards program coordinator, will provide the precept and guidance to commands boarding the sea duty and shore duty candidates. USFLTFORCOM will convene a selection board for the sea duty category. The Office of Naval Intelligence will convene a selection board for the shore duty category. All board recommendations will be forwarded to the intelligence awards program coordinator for consolidation and routing to DNI for final approval.
6. Timeline. Period of eligibility is 1 January to 31 December of the calendar year preceding the award. The annual announcement message will list exact submission suspense dates.
7. Funding. Not applicable.
8. Recognition. DNI will announce the Intelligence Specialist of the Year awardees by message, and each will receive a Navy and Marine Corps Commendation Medal. Additional information on recognition will be provided in the announcement message.

VICE ADMIRAL RUFUS L. TAYLOR AWARD FOR LEADERSHIP

1. Background. The Vice Admiral Rufus L. Taylor Award was established in 1985 to recognize leadership from deserving Active and Reserve Component officer, enlisted, and civilian personnel who exemplify excellence and exceptional dedication to duty within the naval intelligence community. Two candidates (Active and Reserve Component) will be selected for this award.
2. Eligibility. Active and Reserve Component naval intelligence officers (183X/683X) O-4 through O-6, intelligence CWOs (783X) CWO-3 through CWO-5, intelligence specialists E-7 through E-9, and civilians GS-13 through GS-15, or equivalent, are eligible.
3. Criteria. Demonstrated leadership will be the basis for selection. Effective leadership depends on the time-honored principles which Vice Admiral Taylor exemplified throughout his career: a desire for professional knowledge, intellectual curiosity, initiative, enthusiasm, ability to command respect and motivate others, devotion to duty, effective communication skills, and personal and intellectual integrity.
4. Submission Requirements. Nomination package must include:
 - a. name, rank, rate or designator, and projected rotation date;
 - b. reporting senior's name, phone number, e-mail address, and mailing address;
 - c. command letter of endorsement;
 - d. narrative of significant accomplishments in the past year (bullet format);
 - e. one-page biography without photo; and
 - f. mailing address of gaining command if transferring within 2 months after the selection board convenes.
5. Special Instructions. Nomination package must be forwarded by the command the nominee was attached to during the eligibility period. Commander, Naval Information Force Reserve, will convene a selection board and forward one Reserve Component nominee to the CNO N2N6 intelligence awards program coordinator. CNO N2N6 will convene a selection board consisting of senior officers and enlisted personnel. All board recommendations will be forwarded to DNI for final approval.
6. Timeline. Period of eligibility is 1 January to 31 December of the calendar year preceding the award. The annual announcement message will list exact submission suspense dates.

7. Funding. Not applicable.

8. Recognition. DNI will announce the awardees by message. Additional information on recognition will be provided in the announcement message.

VICE ADMIRAL RUFUS L. TAYLOR AWARD FOR EXCELLENCE IN INTELLIGENCE
INSTRUCTION

1. Background. The Vice Admiral Rufus L. Taylor Award for Excellence in Intelligence Instruction was established in 1989. Two candidates will be selected, one from INFOWARTRACMD Virginia Beach and one from INFOWARTRACMD San Diego.
2. Eligibility. Active and Reserve Component U.S. Navy and U.S. Marine Corps Service members serving as instructors, faculty, and staff at INFOWARTRACMD Virginia Beach and INFOWARTRACMD San Diego are eligible.
3. Criteria. Demonstrated excellence in intelligence instruction will be the basis for selection. Effective instruction depends on the time-honored principles which Vice Admiral Taylor exemplified throughout his career (desire for professional knowledge, intellectual curiosity, initiative, enthusiasm, ability to command respect and motivate others, devotion to duty, effective communication skills, and personal and intellectual integrity).
4. Submission Requirements. Nomination package must include:
 - a. name, rank, rate or designator, and projected rotation date;
 - b. reporting senior's name, phone number, e-mail address, and mailing address;
 - c. command letter of endorsement;
 - d. narrative of significant accomplishments in the past year (bullet format);
 - e. one-page biography without photo; and
 - f. mailing address of gaining command if transferring within 2 months after the selection board convenes.
5. Special Instructions. INFOWARTRACMD Virginia Beach and INFOWARTRACMD San Diego will convene a selection board for their respective school house. Nomination packages will be forwarded to CNO N2N6 intelligence awards program coordinator for routing to DNI for final approval.
6. Timeline. Period of eligibility is 1 January to 31 December of the calendar year preceding the award. The annual announcement message will list exact submission suspense dates.
7. Funding. Not applicable.

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8. Recognition. DNI will announce the awardees by message. Additional information on awardee recognition will be provided in the announcement message.

REAR ADMIRAL EDWIN T. LAYTON AWARD FOR LEADERSHIP AND MENTORSHIP

1. Background. The DNI established the Rear Admiral Edwin T. Layton Award for Leadership and Mentorship in 2001 to recognize outstanding leadership and mentorship in the furtherance of naval intelligence performance. There is no set number of awards to be given each year.
2. Eligibility. Active and Reserve Component naval intelligence officers (183X/683X) O-4 through O-6, intelligence CWOs (783X) CWO-3 through CWO-5, and intelligence specialists E-6 through E-9 are eligible. In rare cases, exceptions to the grade and designator criteria will be considered.
3. Criteria. Demonstrated leadership and exceptional dedication to ensuring the professional and personal well-being and development of their people will be the basis for selection. Seniors, juniors, or peers may nominate individuals for this award. Each person nominated must exemplify the leadership qualities of honor, courage, and commitment. Furthermore, each must be clearly recognized as a model leader for the naval intelligence community. Nominees do not compete against each other; rather, they will be evaluated on how well they embody the criteria this award seeks to recognize. Reporting seniors and the selection board are responsible to ensure the quality of accomplishments is significantly above normal expectations and worthy of special recognition.
4. Submission Requirements. Nomination package must include:
 - a. name, rank, rate or designator, and projected rotation date;
 - b. reporting senior's name, phone number, e-mail address, and mailing address;
 - c. command letter of endorsement;
 - d. narrative of significant accomplishments in the past year (bullet format);
 - e. one-page biography without photo; and
 - f. mailing address of gaining command if transferring within 2 months after the selection board convenes.
5. Special Instructions. Nomination package must be forwarded by the command the nominee was attached to during the eligibility period. CNO N2N6 will convene a selection board of senior officer and enlisted personnel. All board recommendations will be forwarded to CNO N2N6 intelligence awards program coordinator for consolidation and routing to DNI for final approval.

6. Timeline. Period of eligibility is 1 January to 31 December of the calendar year preceding the award. The annual announcement message will list exact submission suspense dates.
7. Funding. Not applicable.
8. Recognition. DNI will announce the awardees by message. Additionally, awardees will be recognized with certificates of accomplishment, signed by DNI. The certificates will be forwarded to the awardees' reporting seniors for formal presentation at their local commands. Additional information on recognition will be provided in the announcement message.

HERMAN DWORKIN AWARD FOR MARITIME ANALYTIC EXCELLENCE

1. Background. The DNI and Director of Defense Intelligence Agency established the Herman Dworkin Award for Maritime Analytic Excellence in 2001 to recognize a civilian or military analyst working maritime issues who exemplifies the work ethic and attitude of Mr. Dworkin (analytic expertise, strength of character, initiative, industriousness, and exactitude).
2. Eligibility. Active and Reserve Component naval intelligence officers (183X/683X) O-3 through O-5, intelligence CWOs (783X) CWO-2 through CWO-5, and civilians GS-12 through GS-14, or equivalent, are eligible.
3. Criteria. The basis for selection will be demonstrated exemplary performance and representation of the intelligence maritime analytic community.
4. Submission Requirements. Nomination package must include:
 - a. name, rank, rate or designator, and projected rotation date;
 - b. reporting senior's name, phone number, e-mail address, and mailing address;
 - c. command letter of endorsement;
 - d. narrative of significant accomplishments in the past year (bullet format);
 - e. one-page biography without photo; and
 - f. mailing address of gaining command if transferring within 2 months after the selection board convenes.
5. Special Instructions. Nomination package must be forwarded by the command the nominee was attached to during the eligibility period. CNO N2N6 will convene a selection board of senior officer, enlisted, and civilian personnel to select the recipients. All board recommendations will be forwarded to the CNO N2N6 intelligence awards program coordinator for consolidation and routing to DNI for final approval.
6. Timeline. Period of eligibility is 1 January to 31 December of the calendar year preceding the award. The annual announcement message will list exact submission suspense dates.
7. Funding. Not applicable.
8. Recognition. DNI will announce the awardee by message. Additional information on recognition will be provided in the announcement message.