



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 1650.6E
OOE
01 OCT 99

NTC GREAT LAKES (COMPLEX) INSTRUCTION 1650.6E

From: Commander, Naval Training Center, Great Lakes

Subj: ADMIRAL GALLERY/ADMIRAL RENKEN AWARD OF MERIT

1. Purpose. To promulgate direction and guidance for the nomination and selection of outstanding staff members as recipients of the Admiral Gallery/Admiral Renken Award of Merit.
2. Cancellation. NTCGLAKESINST 1650.6D.
3. Background. The Admiral Gallery/Admiral Renken Award of Merit was established in 1989 by the Friends of the Navy. It is designed to recognize outstanding performance and community service of Junior Enlisted, Senior Enlisted and Junior Officer personnel who most closely demonstrate community involvement in the tradition established by RADM William O. Gallery and RADM Henry A. Renken. The selectee in each category will have their name inscribed on a plaque displayed in Gallery Hall, Recruit Training Command, receive a CNTC Letter of Commendation and be recognized appropriately for their accomplishments by the Friends of the Navy.
4. Responsibilities.
 - a. Commander, Naval Training Center will select the award winner in each category.
 - b. Commanding Officers of NTC Complex commands shall ensure the nomination of a qualified candidate to Naval Training Center for the Junior Enlisted, Senior Enlisted and Junior Officer categories of the Gallery/Renken Award. Each nominee must meet the following criteria:
 - (1) Be outstanding in military appearance and performance with no record of discipline problems.
 - (2) Display active involvement and support of quality of life programs in the Great Lakes civilian and/or military community.
5. Action.
 - a. Commanding Officers of NTC Complex commands
 - (1) Each command will nominate a qualified individual for the award. The nomination must be in letter format not to exceed two typewritten pages highlighting specific achievements. A draft CNTC Letter of Commendation will be submitted as an enclosure along with any supporting documentation.

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(2) Nominations must be received by the NTC Complex Awards Board by 15 August annually (negative replies are required in writing) for presentation in October.

- (a) Junior Officer nominees (CWO2 through O-4).
- (b) Senior Enlisted nominees (E-7 through E-9).
- (c) Junior Enlisted nominees (E-1 through E-6).

b. NTC Awards Board will:

(1) Review all submissions for the Admiral Gallery/Admiral Renken Award of Merit at the next scheduled meeting following the deadline for the receipt of nominations in each applicable category.

(2) Submit a prioritized listing of board's recommendations to the Commander, Naval Training Center, via the Chief of Staff, Operations, for the final selection.

c. Administrative Officer, Naval Training Center (Simplex) shall:

(1) Notify the Friends of the Navy of the awardee selected in each category by the Commander, Naval Training Center.

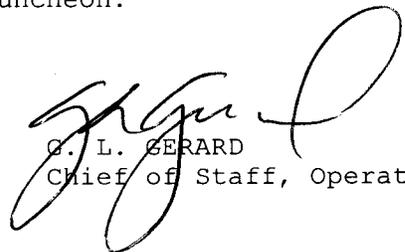
(2) Ensure the completion of the engraving on the RADM Gallery/RADM Renken plaque at Gallery Hall, Recruit Training Command.

(3) Prepare the CNTC Letter of Commendation for presentation.

(4) Coordinate any further appropriate recognition by the Friends of the Navy.

(5) Officially notify all Complex commands of the selectee for the subject award upon final decision.

d. NTC PAO will coordinate the scheduling of the presentation at the designated Recruit Review luncheon.


G. L. GERARD
Chief of Staff, Operations

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Lists I, II (Case A)