



## DEPARTMENT OF THE NAVY

COMMANDER, NAVY REGION MIDWEST  
2601A PAUL JONES ST.  
GREAT LAKES, ILLINOIS 60088-2845

COMNAVREGMIDWESTINST 1650.6

CMC

15 Dec 03

### COMMANDER NAVY REGION MIDWEST INSTRUCTION 1650.6

From: Commander, Navy Region MIDWEST

Subj: REAR ADMIRAL GALLERY/REAR ADMIRAL RENKEN AWARD OF MERIT

Encl: (1) Sample Nomination Format

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 1650.6E
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 Building 1, receive a Commander Navy Region MIDWEST (NRMW) Letter of Commendation and be recognized appropriately for their accomplishments by the Navy League.
4. Responsibilities.
  - a. Chief of Staff (COS), NRMW, Chief of Staff, Naval Service Training Command (NSTC), Executive Officer, Naval Station (NAVSTA), Command Master Chief (CMC) NRMW and a chosen Civilian will select the award winner in each category.
  - b. Commanding Officers of Tenant NRMW Commands shall ensure the nomination of a qualified candidate to the Chief of Staff NRMW for the Junior Enlisted, Senior Enlisted and Junior Officer categories of the Gallery/Renken Award. Each nominee must meet the following criteria:

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(1) Display active involvement and support of quality of life programs in the Great Lakes civilian and/or military community.

(2) Be outstanding in military appearance and performance with no record of discipline problems.

(3) Sustained superior performance, leadership, self-improvement are all key facets. Special consideration should be given to those candidates who have excelled in increasingly demanding and challenging assignments.

5. Action.

a. Commanding Officers of NRMW Tenant 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 CNRMW Letter of Commendation (LOC) will be submitted as an enclosure along with any supporting documentation. An OPNAV 1650/3 form to support the LOC and a 3-1/2"x5" floppy disk with all information and enclosures.

(2) Nominations must be received by the Award selection board, no later than 1 October for selection and presentation.

(a) Junior Officer nominees (CW02 through O-4)

(b) Senior Enlisted nominees (E-7 through E-9)

(c) Junior Enlisted nominees (E-1 through E6)

b. NRMW COS, NSTC COS, NAVSTA XO, and NRMW CMC will:

(1) Review all submissions for the Admiral Gallery/Admiral Renken Award of Merit at a 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, NRMW, via the COS, for the final selection.

c. NRMW CMC shall:

(1) Notify the Navy League of the awardees selected in each category by the Commander, NRMW.

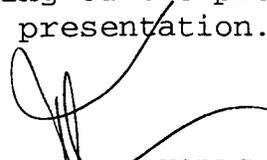
(2) Ensure the completion of the engraving on the RADM Gallery/RADM Renken plaque.

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

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

(5) Submit through the NRMW COS an official notification to all Tenant Commands of the selectee for the subject award upon final decision.

(6) Coordinate the scheduling of the presentation at the designated evening award ceremony presentation.



K. M. HOBBS  
Chief of Staff

Distribution:  
NAVREGMIDWESTINST 5216

From: Commanding Officer/Officer in Charge (Command name)  
To: Commander, Navy Region MIDWEST  
Via : Command Master Chief, Navy Region MIDWEST

Subj: REAR ADMIRAL GALLERY/REAR ADMIRAL RENKEN AWARD OF MERIT  
IN THE CASE OF \_\_\_\_\_

- Encl: (1) Information to support nomination (include copies of 3 previous years evaluations, Letters of Appreciation/Commendation/Sailor of the Month/Quarter, etc)
- (2) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, personal awards and medals and family, etc.). Limit: two type written pages, double-spaced).
- (3) OPNAV 1650/3, Personal Award Recommendation for Flag Letter of Commendation

1. Per reference (a), \_\_\_\_\_ is nominated as the Admiral Gallery/Admiral Renken Award of Merit candidate.
2. Full name, address and complete telephone number of nominating command.
3. The following information is provided:
  - a. Name: \_\_\_\_\_ SSN: \_\_\_\_\_
  - b. Date of Birth: \_\_\_\_\_
  - c. Date Enlisted in the Service: \_\_\_\_\_
  - d. Family members (list full names and dates of birth): \_\_\_\_\_
  - e. If previously selected as ADMIRAL GALLERY/ADMIRAL RENKEN AWARD OF MERIT give dates and command: \_\_\_\_\_
  - f. Brief synopsis of significant achievements, which warrant selection: (Limit: one type written page)
  - g. Personal awards (dates received): \_\_\_\_\_
  - h. Nominee's voluntary community involvement (during last year): \_\_\_\_\_

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i. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Military schools completed (dates):

(3) Other self-study educational achievements attained while on active (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE), other Navy sponsored courses, etc. (Provide completion date.) Exclude training required for advancement.

j. Any other information to distinguish nominee from contemporaries.

Signature Block