



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

CNSTCINST 1650.7
CMC
23 Feb 04

COMNAVSEVTRACOM INSTRUCTION 1650.7

Subj: MERITORIOUS MAST

Ref: (a) U.S. Navy Regulations, 1990, Article 0820
(b) MILPERSMAN, Article 1700-030

Encl: (1) Meritorious Mast Submission Memo (Sample)
(2) Page 13 Entry for Meritorious Mast (Sample)

1. Purpose. To issue information and policy concerning prompt recognition of enlisted personnel assigned to the Naval Service Training Command Staff.

2. Cancellation. NTCGLAKESINST 1650.7C

3. Background. Per reference (a), Commanding Officers/Officers in Charge are charged with the timely recognition of noteworthy performance of personnel within the command. Reference (b) establishes the responsibility within the chain of command to develop morale, and states that the public commendation of personnel is an excellent aid to the development of high morale. It will foster a sense of pride and provide an incentive to greater effort in addition to recognizing achievements that are noteworthy and deserving of special attention. A Meritorious Mast can often take the place of Letters of Appreciation or Commendation; however, it is not intended to preclude these awards nor nominations of members for personal medals. Meritorious Mast is ideal for:

- Performance during and before inspections
- Specific accomplishments on or off duty
- Extra time/extra effort before or during a special event
- Special help/assistance to shipmates
- Actions above the call of duty during emergencies
- Many other situations

4. Policy. It is the policy of the Commander, Naval Service Training Command that noteworthy performance by individuals be recognized in a timely fashion by formal presentation at appropriate levels.

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5. Action.

a. The CNO Directed Command Master Chief, Naval Service Training Command will continually monitor the use of Meritorious Mast as an avenue of timely recognition. Additionally, the CNOMC will be the convening authority and arrange appropriate ceremonies for the mast ensuring Meritorious Masts are conducted formally and with the same degree of importance as cases of non-judicial punishment mast.

b. Meritorious Mast Screening Board, comprised of Naval Service Training Command CNO Directed Command Master Chief and the Naval Service Training Command Command Career Counselor, will ensure all submissions are properly formatted and in accordance with all current directives. The screening board will forward recommendations to Commander, Naval Service Training Command.

c. Commanding Officers and Officers-in-Charge are encouraged to nominate their subordinates for Meritorious Mast for specific accomplishments of duty including the demonstration of exceptional judgment, initiative or energy. Nominations will be forwarded using enclosure (1), via the chain of command to Commander, Naval Service Training Command via Command Master Chief, Naval Service Training Command.



A. E. RONDEAU

Distribution:

CNSTCINST 5216.1 (Lists 1 & 2)

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SAMPLE MERITORIOUS MAST NOMINATION MEMO

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MEMORANDUM

From:
To: Commander, Naval Service Training Command
Via: (1) CNO Directed Command Master Chief, Naval Service
Training Command
(2) Chief of Staff

Subj: NOMINATION FOR MERITORIOUS MAST

Ref: (a) CNSTCINST 1650.7

Encl: (1) NAVPERS 1070/613

1. Per reference (a) (rate/warfare, First name, MI, Last name, USN, SSN) is nominated for Meritorious Mast based on the following information.

2. Enclosure (1) is forwarded.

/s/
I. M. SIGNED

Encl (1)

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MERITORIOUS MAST

FOR: YOUR ROLE AS A MEMBER OF THE NAVAL SERVICE TRAINING COMMAND ADMIN STAFF IN SUPPORT OF THE NAVAL EDUCATION AND TRAINING COMMAND BOARD OF ADVISORS AND CHIEF OF NAVAL OPERATIONS/MASTER CHIEF PETTY OFFICER OF THE NAVY LEADERSHIP FORUM FALL PANEL FROM 13-17 OCTOBER 2003 ATTENDED BY THE MASTER CHIEF PETTY OFFICER OF THE NAVY AND FLEET/FORCE AND CNO DIRECTED COMMAND MASTER CHIEFS. YOUR OUTSTANDING MILITARY BEARING AND SUPERB WORK ETHIC IN SUPPORT OF LOGISTIC AND ADMINISTRATIVE REQUIREMENTS ENSURED THE CONFERENCE ATTENDEES MAINTAINED THEIR FOCUS ON THE CONFERENCE AGENDA. YOUR ASSISTANCE WITH BILLETING, TRAVEL TRANSPORTATION, AND ADMINISTRATIVE REQUIREMENTS CONTRIBUTED TO THE GREAT SUCCESS OF BOTH EVENTS.

THANKS FOR A JOB EXTREMELY WELL DONE!!

A. E. RONDEAU
Rear Admiral, U.S. Navy

Encl (2)