



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

July 14, 1995

ADMINISTRATIVE INSTRUCTION NO. 82

SUBJECT: Senior and Junior Enlisted Members of the Year

References: (a) Administrative Instruction No. 82, subject as above,
December 17, 1982 (hereby canceled)

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to disseminate policy and update responsibilities and procedures for the selection of Senior and Junior Enlisted Members of the Year.

2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense (OSD), including Washington Headquarters Services (WHS) and other activities assigned to OSD for administrative support (hereafter referred to as "the OSD Components").

2.2. Military Service members (including those in approved over-strength positions) in grades E-9 and below who are eligible for nomination for Enlisted Member of the Year. Grades E-7 through E-9 shall compete for Senior Enlisted Member of the Year, and grades E-1 through E-6 for Junior Enlisted Member of the Year. If an individual has been selected for promotion, he or she shall compete in his or her promotable grade category.

3. POLICY

3.1. There shall be constituted a selection board that shall consist of a chair and two officers in grades O-4 through O-6 and an enlisted member in grade E-8 or E-9 designated by the Director, Personnel & Security/WHS. Board representation shall be rotated so that each OSD Component and Military Service is represented.

3.2. The selection board shall meet no later than the end of the following month in which the nominations are received. If the designated chair cannot be present, the senior member shall preside as chair. The recorder shall be designated by the Director, Personnel & Security/WHS, and shall act without vote.

4. RESPONSIBILITIES

4.1. The Heads of the OSD Components may nominate one member per category within their Component in pay grades E-1 through E-6 and in pay grades E-7 through E-9 to be considered for selection Enlisted Member of the Year in their respective categories.

4.2. The Selection Board shall interview and evaluate each nominee using the criteria outlined in paragraph 5.1., below. Selectees shall be determined by majority vote of the board.

4.3. The Director for Personnel and Security/WHS shall:

4.3.1. After receipt of nominations, coordinate the time and place of selection board meetings and notify all participants.

4.3.2. Prepare Joint Service Commendation Medal awards and letters of commendation, and notify participating OSD Components of approved selection board action.

5. PROCEDURES

5.1. Criteria. Nominees for Enlisted Member of the Year shall be selected on the basis of performance of duty, military bearing, self-expression, general military knowledge, leadership qualities, and potential. Nominees must have been assigned to OSD for at least 1 year before their nomination to compete. In addition, individuals being nominated must be available to personally meet the board.

5.2. Nominations. Those OSD Components desiring to nominate members for consideration shall forward nominations, together with information concerning assignment, duty performance, and reasons for selection, to the Director for Personnel and Security/WHS no later than January 15. The format for nomination is in enclosure 1.

5.3. Selection. Those selected as Senior and Junior Enlisted Members of the Year shall receive the following:

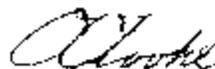
5.3.1. Joint Service Commendation Medal.

5.3.2. Letter of Commendation from the Secretary of Defense.

5.3.3. An excused absence for 3 duty days.

6. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke

Enclosures - 1

E1. Format for Nomination for Enlisted Member of the Year

E1. ENCLOSURE 1

FORMAT FOR NOMINATION FOR ENLISTED MEMBER OF THE YEAR¹

1. Name and Rank. (Indicate if on Promotion Selection List)
2. Date of expiration of enlistment.
3. Military education.
4. Civilian education.
5. Job title and brief description of duties.
6. Brief description of job performance and reasons for nomination, including:
 - a. How duty performance has been exemplary.
 - b. How the member has improved productivity or reduced costs, if applicable.
7. The member's contribution to his or her community that reflects positively on the Department of Defense.

¹ Nomination packages shall be limited to two typewritten pages.