



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1650.27
N097
12 DEC 02

OPNAV INSTRUCTION 1650.27

From: Chief of Naval Operations
To: All Ships and Stations

Subj: OUTSTANDING RELIGIOUS PROGRAM SPECIALIST (RP) OF THE
YEAR PROGRAM

Ref: (a) SECNAVINST 1730.7B
(b) U.S. Navy Regulations, 1990

Encl: (1) Religious Program Specialist of the Year
Nomination Letter

1. Purpose. To establish the Outstanding Religious Program Specialist (RP) of the Year Program and provide eligibility criteria and nomination procedures.

2. Discussion. In accordance with reference (a), The Chief of Chaplains of the Navy/Director of Religious Ministries (Chief of Naval Operations(CNO)(N097)) as the principal advisor and sponsor for the RP community, has established the Outstanding Religious Program Specialist of the Year program to promote high morale and reward professional excellence in the Religious Program Specialist community. This program is designed to recognize RPs for leadership, outstanding performance of duty, special accomplishments, and overall contribution to his/her command's mission, morale and welfare.

3. Applicability. This instruction applies to all active duty RPs in pay grades E-1 through E-6 in the Department of the Navy. Period of eligibility is the fiscal year prior to submission suspense (i.e., if the submission suspense is 10 January 2005, the period of eligibility is FY 04 (01 Oct 03-30 Sep 04)). In accordance with article 0820 of reference (b), Major Claimants, commanding officers, and commanding generals are encouraged to submit only the most qualified Sailors for this award. One junior sailor E1-E4 and one senior Sailor E5-E6 representing sea and shore commands will be selected Navy-Marine Corps wide. This program should not detract, but augment, the Chief of Naval Operation's Sailor of the Year Program, for which Religious Program Specialists in pay grades E-5 and E-6 remain eligible.

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4. Procedure

a. Service or Major Claimant RPs will convene a board to select one sea and one shore Junior RP of the Year and one sea and the shore Senior RP of the Year. Nominations for sea and shore Outstanding Religious Program Specialist of the Year must be submitted, via the Major Claimant Chaplain and RP to the Chief of Chaplains, 2 Navy Annex, Washington, DC 20370-4000, ATTN: CNO (N097A1B). Packages must be received on, or before, 10 January of each year via the nominee's chain of command and endorsed by their commander. Nominations received after 10 January will not be considered. See format contained in enclosure (1).

b. The Chief of Chaplains will establish a board of Senior Enlisted Religious Program Specialists to select the Outstanding Religious Program Specialist of the Year. The board will convene after 10 January to select the most qualified applicant from the preceding fiscal year. Selections for the Outstanding Religious Program Specialist of the year will be announced by message.

5. Awards. In addition to any command recognition received, the Outstanding Religious Program Specialist of the Year will receive the following recognition:

- a. Navy and Marine Corps Achievement Medal
- b. Name engraved on a plaque from the Chief of Chaplains
- c. Personal Coin of the Chief of Chaplains and Senior Enlisted Advisor of the RP Rating
- d. Photographs with engraving displayed at the Chief of Chaplains' office and provided to Sailor's command
- e. Articles in local newspaper, Navy-Times and hometown news releases

6. Coordination. The program coordinator is the Senior Enlisted Advisor for the Religious Program Specialist Rating (N097A1B), 2 Navy Annex, and Washington, DC 20370-4000. Phone: Comm: (703)614-4625, DSN 224-4625, FAX (703)614-4725.

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7. Report. The reporting requirement contained in paragraph 4a and enclosure (1) is exempt from reports control per SECNAVINST 5214.2B

BARRY C. BLACK
Rear Admiral, Chaplain Corps
U. S. Navy
Chief of Navy Chaplains

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RP OF THE YEAR NOMINATION FORMAT

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1650.27
Originator
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From: (Nominee's Commanding Officer/Commanding General)
To: Chief of Chaplains (CNO (N097A1B)), 2 Navy Annex,
Washington, DC 20370-4000
Via: Service/Claimant Chaplain

Subj NOMINATION FOR THE OUTSTANDING RELIGIOUS PROGRAM
SPECIALIST (RP) OF THE YEAR

Ref: (a) OPNAVINST 1650.27 of 12 Dec 02

Encl: (1) 5 x 7 photograph (full length, front view; in
service dress blue uniform).
(2) Copies of all enlisted evaluations for preceding
3 years.
(3) Copies of all NAVPERS 1070/4 (Page 4).
(4) Biography of Nominee (one page)
(5) Personnel Award recommendation (OPNAV 1650/3) and
proposed citation for Navy-Marine Corps Achievement
Medal.

1. Per reference (a), (RP, Last Name, First Name, M.I., SSN),
of (city, State of birth), enlisted in the United States Navy on
(date) and presently assigned to (Command) is my nomination for
the Outstanding Religious Program Specialist of the Year.

2. Overview of the nominee's outstanding accomplishments and
performance of duty for the calendar year. State just factual
information based on the Sailor's proven leadership, outstanding
performance of duty, special accomplishments and contributions
in meeting the commands mission and improving the morale and
welfare of Sailors and Marines.

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Enclosure (1)