



DEPARTMENT OF THE NAVY
TRAINING SQUADRON THIRTY-ONE (VT-31)
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VT31INST 1650.1E
ADMIN

11 FEB 2010

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1650.1E

Subj: AWARDS BOARD PROCEDURES

Ref: (a) SECNAVINST 1650.1H

1. Purpose. To establish VT-31 Awards Board Procedures for staff personnel.
2. Cancellation. VT31INST 1650.1D
3. Background. A military decoration is a personal award given to an individual for recognition of specific acts or meritorious service. Military decorations include the Congressional Medal of Honor, the Navy Commendation Medal, and the Purple Heart, among others.
4. Policy. It is the policy of VT-31 that the awards system be used to provide recognition for individual performance based on merit, as well as an incentive for greater effort and improved morale. Per reference (a), awards recognizing specific acts should be bestowed as soon as possible after the act occurred, with due consideration given to the time required to properly document the event, validate the facts and process the award. In addition, consideration should be given to the presentation of a "Letter of Commendation" to individuals who have performed in a noteworthy manner, but not of significant importance to merit the more formal award or decoration.
5. Action. VT-31's awards board members are responsible for receiving award recommendations and submitting them to the Commanding Officer for approval. In no instance should any award be considered automatic. Selections will be based on sustained superior performance over a specific period of time or a significant action deserving special recognition.

a. Award Board Members

- (1) The Executive Officer will serve as the chairman.
- (2) Department Heads will serve as members of the board.
- (3) The awards board shall convene quarterly.

6. Submission. Awards being submitted shall be well written and follow guidelines as contained in reference (a). Any award received by the awards board that does not comply with the proper procedures and format will be returned to the Department Head for resubmission. Recommendations for end of tour awards are subject to awards board confirmation and will be routed via the chain of command for Commanding Officer approval.



W. A. HEARTHER

Distribution: (VT31INST 5216.1W)
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