



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

NAVSUPINST 1650.2C
SUP OP3
31 January 2002

NAVSUP INSTRUCTION 1650.2C

From: Commander, Naval Supply Systems Command
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: VICE ADMIRAL ROBERT F. BATCHELDER, SC, USN, AWARD BY THE NAVY LEAGUE IN RECOGNITION OF SUPPLY CORPS OFFICER(S) CONTRIBUTIONS TO SUPPLY READINESS

Encl: (1) Nomination Selection Format

1. Purpose. To update the Vice Admiral Robert F. Batchelder, SC, USN Award. In recognition of exceptional operational competence, the Navy League makes this award on an annual basis to that Supply Corps officer or officers who have made the most significant personal contributions to the supply readiness of operating forces.

2. Cancellation. NAVSUPINST 1650.2B.

3. Background. The Vice Admiral Batchelder Award Program was established and approved by the Navy League in 1983 in memory of a former Supply Corps officer. The award is intended to enhance operational readiness by public and official recognition of the Supply Corps officer or officers who make exceptional contributions to supply readiness. Calendar year 1983 was the first annual period awarded.

4. Discussion. Supply support to the Fleet and our operating forces are vital to Navy's mission accomplishment. Supply support has received little in the way of official recognition. As the Navy's principal seagoing staff corps, the Supply Corps is proud of its mission and heritage and of the professional men and women who make significant and extraordinary contributions to our national defense. This award will recognize the individual or individuals making the most significant contribution to supply readiness on an annual calendar year basis.

5. Operating Policies

a. Eligible Nominees. By the nature of their assigned duties, Supply Corps officers provide support to the operating forces while serving both afloat and ashore. Award nominees

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NAVSUPINST 1650.2C
31 January 2002

are not limited to those officers serving afloat but rather those making exceptional contributions to any aspect of supply readiness leading to the enhanced readiness of operating forces. All officers in the Supply Corps (designators 310X, 651X, 751X, 725X) are eligible for nomination.

R b. Nomination. Commanding officers or officers in charge are requested to nominate those Supply Corps officers whom they consider to have made exceptional contributions to supply readiness. Nominations should be submitted directly to the Director of Supply Corps Personnel, Attn: NAVSUP OP32A, Navy Personnel Command (PERS 4412), 5720 Integrity Drive, Millington, TN 38055-4412. Nominations are required on or before the date established via NAVADMIN message. The period of duty recognized in the nomination can include any part or all of the calendar year being considered for award purposes.

c. Nomination Format. Nominations are requested in the format of enclosure (1) under commanding officer or officer in charge cover letter. Sufficient justification and amplification of the performance being recognized are required in order to adequately differentiate the level of contribution. Specifics on cost savings, quantifiable readiness rates, availability, service provided, etc., are desired in order to assist in the evaluation process. Nomination packages are limited to three pages, one cover page and two pages of performance documentation. Documentation exceeding the three-page limit will not be reviewed. The nomination packages are required to use "Times New Roman" font and no smaller than 12 pitch type.

d. Selection of Winner. A flag level Naval Supply Systems Command selection and recommendation committee will be established to evaluate nominations and make recommendations for the winner or winners each year for final selection by the Chief of Supply Corps. The target date for determination of the winners for the previous calendar year award period is 30 May.

e. Recognition of Winner. Presentations to winner(s) will be made annually in conjunction with a suitable function reflective of the importance of the occasion. An award provided by the Naval Supply Systems Command, with funds left to the Navy League for this purpose by the late Mrs. Norma M. Batchelder, will be presented to the winner(s). The Naval Supply Systems Command will fund travel, adequate hotel accommodations as well as a subsistence allowance at the site of the award for the recipient(s) and their attending spouse(s).

f. Administrative Coordination. The program will be administered for the Chief of Supply Corps by the Director, Officer Plans Division (SUP OP3) of the Office of the Director of

NAVSUPINST 1650.2C
31 January 2002

Supply Corps Personnel. Questions, comments and suggestions for this program should be addressed to this division at DSN 882-2914 or 901-874-2914.

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J. D. Mc CARTHY

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NOMINATION SELECTION FORMAT

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First page:

Command endorsement forwarding the nomination to NAVSUP OP32A.

Succeeding two pages:

HEADING - VICE ADMIRAL ROBERT F. BATCHELDER AWARD NOMINATION ICO
LT W. B. ELLIS, SC, USN, 123-45-6789

1. Command or activity where nominee was assigned during the period covered by this nomination.
2. Name, rank, social security number, current duty station of nominee.
3. Period of performance on which award nomination is based. (Must include all, or a portion of, the calendar year for which the award nomination is based).
4. Justification for nomination: (Include known specifics and available supporting documentation to assist in the evaluation and differentiation process.)