



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
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COCINST 1650.1  
N097  
13 JUL 2012

CHIEF OF CHAPLAINS INSTRUCTION 1650.1

From: Chief of Chaplains

Subj: JOHN H. CRAVEN SERVANT LEADERSHIP AWARD

Ref: (a) SECNAVINST 1730.7D  
(b) SECNAVINST 5351.1

Encl: (1) John H. Craven Biography

1. Purpose. To issue the procedures for administering the annual John H. Craven Servant Leadership Award (CSLA).

2. Cancellation. None.

3. Background

a. Per reference (a), the Chief of Chaplains is the community leader of the Chaplain Corps (CHC). Under this authority the Chief of Chaplains has instituted the CSLA, which is awarded annually to a chaplain whose servant leadership furthers the legacy of CAPT John H. Craven, CHC, USN.

b. Chaplain Craven exemplified excellence in Professional Naval Chaplaincy, long before the concept was articulated in reference (b). He epitomized the CHC's core capabilities: providing faith-specific ministries according to the tenets of one's own religious organization, facilitating the religious requirements of personnel of other faiths, caring for all service members, and advising the command.

4. Criteria for Nominations

a. Any CHC officer, who is a captain or a captain-select, may nominate another CHC officer, who is a captain or captain-select, for the CSLA. Self-nominations shall not be considered.

b. Chaplains serving on the Chief of Chaplains' staff are precluded from being nominated. They may, however, submit nominations.

c. Nominees must be proven servant leaders whose ministry exemplifies the CHC motto: "Called to Serve". They must be exceptionally dedicated to ensuring the professional and personal well-being of their people. They must be recognized as leaders who have demonstrated servant leadership throughout their naval careers. They must embody the CHC's core capabilities as defined in reference (b).

#### 5. Guidelines for Nomination Packets

a. Nominations shall be submitted to the Director, Manpower, Personnel, Training and Education (N0971), Office of the Chief of Chaplains.

b. Nominations shall be submitted between 1 September and 1 November of each year.

c. The nomination letter shall be no more than one-page in length, single-spaced, Times New Roman, 12 point font.

#### 6. Award Process

a. The Chief of Chaplains shall annually convene an ad hoc CSLA board consisting of five CHC officers of the rank of captain who are sitting members of the Professional Naval Chaplaincy Executive Board.

b. The chairperson for the CSLA board shall be designated by the Chief of Chaplains. The chairperson shall:

(1) Receive nomination packets from N0971.

(2) Distribute the nomination packages to the CSLA board members.

(3) Brief the CSLA board on the nominations and nomination criteria.

(4) Submit a memorandum for the record of the proceedings and the CSLA board's recommended award recipient to the Chief of Chaplains.

c. The CSLA board may conduct its deliberations in person, via video-teleconference or teleconference.

d. The CSLA board proceedings are limited to only the CSLA board members. No member shall discuss deliberations or recommendations outside CSLA board meetings.

e. The CSLA board shall base its recommendation on a majority vote of its members.

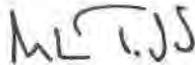
f. The CSLA board may report a vote of "no recommendation" to the Chief of Chaplains if no viable candidate can be identified.

g. The Chief of Chaplains may approve the CSLA board's recommendation; direct the board to reconvene to reconsider other existing candidates; direct N0971 to solicit additional nominations; or may elect to not award the CLSA for that year. Final approval authority on the selection rests with the Chief of Chaplains.

h. The Chief of Chaplains has authority to amend or rescind an award after the selection has been made should additional credible information be obtained which would have precluded the candidate from consideration.

i. The CSLA shall be presented at a time and place approved by the Chief of Chaplains.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



M. L. TIDD  
Rear Admiral, CHC, U.S. Navy  
Chief of Chaplains

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## John H. Craven Biography

Born in 1916 in Cape Girardeau, Missouri, John H. Craven enlisted in the Marine Corps in 1933. While stationed aboard USS NEW MEXICO (BB 40) at Pearl Harbor he felt a call to ministry. He transferred to the Marine Corps Reserve and began preparations for ministry, returning to active duty in 1942 as a Navy chaplain.

Chaplain Craven's service during World War II was both exemplary and inspiring. He accompanied Marines on amphibious landings throughout the Pacific and witnessed the raising of the American flag atop Mt. Suribachi at Iwo Jima. During the Korean War Chaplain Craven provided ministry and comfort to the Marines during the landing at Inchon and through the battle for Seoul. He accompanied the embattled 7<sup>th</sup> Marine Regiment on the bitterly cold and bloody retreat from the Chosin Reservoir—a source of great strength and comfort to the Marines in his care.

On Nov. 22, 1963 Chaplain Craven was present at Bethesda Naval Hospital to provide pastoral care and comfort to the grieving family and loved ones of President John F. Kennedy when the his body was brought to Bethesda after his assassination.

As Chaplain for the Fleet Marine Force Pacific at the height of the war in Vietnam, Chaplain Craven made several trips to Southeast Asia. He later transferred to Headquarters Marine Corps in Washington, D.C. and served for five years as the Chaplain of the Marine Corps.

After more than 30 years of service to his country through three wars, Chaplain Craven retired from active duty in 1974. In 1983, on the 50<sup>th</sup> anniversary of Chaplain Craven's enlistment into the Marine Corps, then Commandant, General P. X. Kelley declared him a "legend" who "served with the Marines longer than any other Chaplain in American history."

John H. Craven died April 10, 2001 at the age of 85. He is interred among our nation's greatest heroes at Arlington National Cemetery.

Enclosure (1)