



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

OPNAVINST 1650.37  
N2/N6E  
10 Oct 2014

OPNAV INSTRUCTION 1650.37

From: Chief of Naval Operations

Subj: NAVAL OCEANOGRAPHY AWARD PROGRAM

Ref: (a) NAVPERSCOMINST 1650.3C

Encl: (1) Captain Richard C. Steere Award  
(2) Commander Mary Sears Award  
(3) Chief Aerographer's Mate John R. Dungan Award  
(4) Matthew Henson Award

1. Purpose. To establish an awards program within the Department of the Navy (DON) to recognize outstanding achievement in the field of naval oceanography by officers, chief petty officers, and DON civilians. This program augments existing award programs such as Sailor of the Year.

2. Discussion. This instruction establishes awards to specifically recognize individuals who display expertise, accomplishment, and leadership in the application of meteorology, oceanography, hydrography, and precise time and astrometry to warfighting and fleet operations. Enclosures (1) through (4) contain specific guidance and criteria for each respective award.

3. Guidance

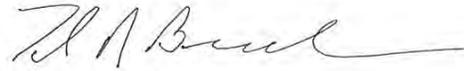
a. Templates for award submissions are provided in reference (a). Commands are encouraged to utilize the prescribed format for all award citations and documentation.

b. The Oceanographer of the Navy (Office of the chief of Naval Operations (OPNAV N2/N6E)) shall release an annual announcement message with specific submission instructions for each award as outlined in this instruction.

4. Coordination. The program coordinator for all naval oceanography awards shall be the office of the Oceanographer of the Navy.

5. 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.

6. Forms. OPNAV 1650/3 Personal Award Recommendation is available for download from <https://awards.navy.mil> under the "Approval Authority" tab.



TED N. BRANCH  
Deputy Chief of Naval Operations  
for Information Dominance

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CAPTAIN RICHARD C. STEERE AWARD

1. Award. Captain Richard C. Steere served during World War II as General George S. Patton's forecaster for the allied landings in North Africa in 1942 and was among the Navy group that forecasted surf and swell conditions for the D-Day landings at Normandy.

2. Nomination. The Oceanographer of the Navy formally establishes the Captain Richard C. Steere Award for naval oceanography officers to promote high morale and recognize professional excellence in the naval oceanography community. This program recognizes junior officers afloat or ashore for their leadership, performance, special accomplishments, and expert application of the meteorology and oceanography sciences in support of the safety of the fleet. One officer will be selected for this award annually.

3. Eligibility. Active and Reserve component 1800/6460 officers in the paygrades of O-1 to O-3 who demonstrate sustained superior performance, outstanding leadership ability, personal initiative, cooperation and adaptability, outstanding military bearing, and exemplary military and professional conduct.

4. Submission Requirements. Nomination packages shall include:

- a. Name, rank, and the last four digits of social security number;
- b. Date of birth and place of birth;
- c. Date of commission and promotion history;
- d. Active duty assignments (inclusive dates);
- e. Military awards (personal, service, and campaign);
- f. Educational background;
- g. Command letter of endorsement;
- h. Significant accomplishments in the past year (bullet format);

- i. One page biography;
- j. Completed OPNAV 1650/3, Personal Award Recommendation block 24 signed by parent command; and
- k. Draft Navy and Marine Corps Commendation Medal citation per guidance outlined in reference (a).

5. Special Instructions. The Oceanographer of the Navy and Commander, Naval Meteorology and Oceanography Command shall convene a joint board consisting of their respective technical directors, senior enlisted advisor, command master chief, and deputy and chief of staff who will select awardees based upon the above criteria and content of the respective nomination packages.

6. Timeline. Period of eligibility is 1 October to 30 September. Packages must arrive to the Oceanographer of the Navy no later than 15 October of each year (e.g., if the submission suspense is 15 October 2014, the period of eligibility is 1 October 2013 to 30 September 2014).

7. Recognition. The Oceanographer of the Navy will announce the award by message each year on the birthday of naval oceanography, 6 December, and will recognize the awardee in person or via the Service Member's respective commanding officer.

COMMANDER MARY SEARS AWARD

1. Award. During World War II, Commander Mary Sears greatly expanded the understanding and application of oceanography to naval warfare. Her application of ocean thermoclines to sonar operations remains a critical consideration in modern submarine warfare tactics. She also used refined tidal predictions and wave refraction charts to recommend successful landing locations for the amphibious assaults on Luzon and islands around Okinawa in 1945.

2. Nomination. The Oceanographer of the Navy formally establishes the Commander Mary Sears Award for Naval Oceanographers to promote high morale and recognize professional excellence in the Naval Oceanography community. This program recognizes mid-grade officers afloat or ashore for their leadership, performance, special accomplishments, and expert application of the meteorology and oceanography sciences in support of fleet operations. One officer will be selected for this award annually.

3. Eligibility. Active and Reserve component 1800/6460 officers in the paygrade of O-4 who demonstrate sustained superior performance, outstanding leadership ability, personal initiative, cooperation and adaptability, outstanding military bearing, and exemplary military and professional conduct.

4. Submission Requirements. Nomination packages shall include:

- a. Name, rank and the last four digits of social security number;
- b. Date of birth and place of birth;
- c. Date of commission and promotion history;
- d. Active duty assignments (inclusive dates);
- e. Military awards (personal, service, campaign);
- f. Educational background;
- g. Command letter of endorsement;

h. Significant accomplishments in the past year (bullet format);

i. One page biography;

j. Completed OPNAV 1650/3, block 24 signed by parent command; and

k. Draft Navy and Marine Corps Commendation Medal citation per guidance outlined in reference (a).

5. Special Instructions. The Oceanographer of the Navy and Commander, Naval Meteorology and Oceanography Command shall convene a joint board consisting of their respective technical directors, senior enlisted advisor, command master chief, and deputy or chief of staff who will select awardees based upon the above criteria and content of the respective nomination packages.

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7. Recognition. The Oceanographer of the Navy will announce the award by message each year on the birthday of naval oceanography, 6 December, and will recognize the awardee in person or via the Service Member's respective commanding officer.

CHIEF AEROGRAPHER'S MATE JOHN R. DUNGAN AWARD

1. Award. Chief Aerographer's Mate John R. Dungan was one of the first Navy quartermasters trained in aerology. In 1924 when the aerographer's mate rating was established, then Chief Quartermaster Dungan switched rates, becoming simultaneously the first aerographer's mate and the first chief aerographer's mate.

2. Nomination. The Oceanographer of the Navy formally establishes the Chief Aerographer John R. Dungan for Navy chief and senior chief aerographer's mates to promote high morale and recognize professional excellence in the naval oceanography community. This program recognizes senior enlisted in the oceanography community afloat or ashore for their leadership, performance, special accomplishments, and expertise in forecasting and analysis in the applied sciences of meteorology and oceanography in support of fleet operations. One awardee will be selected annually.

3. Eligibility. Active and Reserve component aerographer's mates in paygrades of E-7 to E-8 who demonstrate sustained superior performance, outstanding leadership ability, personal initiative, cooperation and adaptability, outstanding military bearing, and exemplary military and professional conduct.

4. Submission Requirements. Nomination packages shall include:

a. Name, rank and the last four digits of social security number;

b. Date of birth and place of birth;

c. Pay Entry Base date and advancement history;

d. Active duty assignments (inclusive dates);

e. Military awards (personal, service, campaign);

f. Educational background;

g. Command letter of endorsement;

h. Significant accomplishments in the past year (bullet format);

- i. One page biography;
- j. Completed OPNAV 1650/3, block 24 signed by parent command; and
- k. Draft Navy and Marine Corps Commendation Medal citation per guidance outlined in reference (a).

5. Special Instructions. The Oceanographer of the Navy and Commander, Naval Meteorology and Oceanography Command shall convene a joint board consisting of their respective technical directors, senior enlisted advisor, command master chief, and deputy and chief of staff who will select awardees based upon the above criteria and content of the respective nomination packages.

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7. Recognition. The Oceanographer of the Navy will announce the award by message each year on the birthday of naval oceanography, 6 December, and will recognize the awardee in person or via the Service Member's respective commanding officer.

MATTHEW HENSON AWARD

1. Award. Matthew Henson was the first African American Arctic explorer, accompanying Rear Admiral Robert Peary on seven voyages to the region. Mr. Henson served as navigator on Admiral Peary's expeditions, and was noted for his technical skills and ability to communicate. He is credited as co-discoverer of the North Pole.

2. Nomination. The Oceanographer of the Navy formally establishes the Matthew Henson Award for DON civilian employees in the naval oceanography community, at or below the grade of GS-13, to promote high morale and recognize professional excellence. This program recognizes DON civilian employees for their leadership, performance, special accomplishments, and expert application of the meteorology and oceanography sciences in support of naval operations. One civilian will be selected for this award annually.

3. Eligibility. DON civilian employees at or below the grade of GS-13 who demonstrate sustained superior performance, outstanding leadership ability, personal initiative, cooperation, adaptability, and exemplary professional conduct.

4. Submission Requirements. Nomination packages shall include:

a. Biographical data:

(1) Name, grade and the last four digits of social security number;

(2) Date and place of birth;

(3) Job title, pay plan, and occupation code organization and location;

(4) Education (year, degree, school, major field of study);

(5) Significant employment (list in reverse chronological order);

(6) Significant prior awards (list in reverse chronological order);

(7) Significant publications during the past 10 years (list in reverse chronological order);

(8) Current membership in professional or scientific societies, civic organizations, etc.;

b. Command letter of endorsement;

c. Significant accomplishments in the past year (bullet format); and

d. Draft Navy Meritorious Civilian Service Award citation per guidance outlined in the DON Civilian Human Resources Manual.

5. Special Instructions. The Oceanographer of the Navy and Commander, Naval Meteorology and Oceanography Command shall convene a joint board consisting of their respective technical directors, senior enlisted advisor, command master chief, and deputy and chief of staff who will select awardees based upon the above criteria and content of the respective nomination packages.

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