



## ADMINISTRATIVE INSTRUCTION 82

# OSD SENIOR AND JUNIOR ENLISTED SERVICE MEMBERS OF THE YEAR PROGRAM

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**Originating Component:** Office of the Chief Management Officer of the Department of Defense

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**Approved by:** Thomas M. Muir, Director, Washington Headquarters Services

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**Purpose:** In accordance with the authority in DoD Directive 5110.04, this issuance assigns responsibilities and provides procedures for the selection of the OSD Senior and Junior Enlisted Service Members of the Year.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to OSD, Defense Agencies, DoD Field Activities, and other activities for which operational support is provided by the Washington Headquarters Services (WHS), Human Resources Directorate (HRD) (referred to collectively in this issuance as the “WHS-serviced Components”).

**1.2. POLICY.** OSD will recognize enlisted Service members who demonstrate both professional and personal dedication and commitment to the DoD and their Military Service by providing appropriate recognition through an annual awards program.

**1.3. INFORMATION COLLECTIONS.** The nomination packages, referred to in Paragraph 3.4.a, do not require licensing with a report control symbol in accordance with Paragraph 12 of Volume 1 of DoD Manual 8910.01.

## SECTION 2: RESPONSIBILITIES

**2.1. DIRECTOR, HRD.** Under the authority, direction, and control of the Director, WHS, the Director, HRD, approves award of the Joint Service Commendation Medal to Service members selected for the OSD Senior Enlisted Service Member of the Year and Junior Enlisted Service Member of the Year awards.

**2.2. ASSISTANT DIRECTOR, MILITARY PERSONNEL DIVISION, HRD.** Under the authority, direction, and control of the Director, HRD, the Assistant Director, Military Personnel Division, HRD, through the Director, WHS:

- a. Coordinates selection board appointments.
- b. Schedules the time and place of the selection board and notifies all participants after receipt of nominations.
- c. Prepares the Joint Service Commendation Medal award packages.
- d. Notifies participating WHS-serviced Components of ceremony announcement and invitations.

**2.3. WHS-SERVICED COMPONENT HEADS.** The WHS-serviced Component heads may nominate one senior and one junior enlisted Service member from their component to be considered for the OSD Senior Enlisted Member of the Year and Junior Enlisted Member of the Year awards.

## SECTION 3: PROCEDURES

**3.1. ELIGIBILITY.** All enlisted Service members as described in Paragraphs 3.1.a., b., and c., (including those in approved over-strength positions), are eligible for the OSD Senior or Junior Enlisted Member of the Year award, as applicable.

a. Grades E-7 through E-8 may compete for Senior Enlisted Service member of the Year award.

b. Grades E-1 through E-6 may compete for Junior Enlisted Service Member of the Year award.

c. Individuals who have been selected for promotion may compete in the grade they held for the majority of the applicable year.

### 3.2. CRITERIA.

a. Nominees for the OSD Senior Enlisted Service Member of the Year and Junior Enlisted Service Member of the Year awards will be selected on the basis of:

- (1) Performance of duty.
- (2) Military bearing.
- (3) Self-expression.
- (4) General military knowledge.
- (5) Leadership qualities.
- (6) Potential.

b. In order to compete, nominees must:

- (1) Have been assigned to a WHS-serviced Component for at least 1 year.
- (2) Be available to personally meet the selection board.

**3.3. SELECTION BOARD.** The selection board interviews and evaluates each nominee using the criteria outlined in Paragraph 3.2. Selectees will be determined by majority vote of the board.

a. The selection board will be comprised of:

- (1) A chair in the grade of O-6.
- (2) Two officers in the grade of O-4 or O-5.

(3) An enlisted member in the grade of E-8 or E-9 designated by the Assistant Director, Military Personnel Division, HRD. An enlisted member serving on the selection board is not eligible for an award under this administrative instruction.

b. Board representation will rotate annually to allow representation by each WHS-serviced Component and Military Service. There will be four members total sitting on the board.

c. The selection board must meet no later than the end of the month following the month in which the nominations are received. If the designated chair cannot be present, the senior ranking member will preside as chair.

### **3.4. NOMINATIONS.**

a. WHS-serviced Components recommending members for consideration will forward nominations to the OSD Joint Awards Section no later than February 15. Nomination packages must be submitted via email to [whs.pentagon.hrd.mbx.osd-military-awards-milpers@mail.mil](mailto:whs.pentagon.hrd.mbx.osd-military-awards-milpers@mail.mil). Nomination packages will include:

(1) A completed OSD Enlisted Service Member of the Year Nomination Form (Figure 1).

(2) An endorsement memorandum from the agency director or commanding officer.

(3) A career summary brief.

b. The competitive cycle will run from January 1 to December 31 every year. All nominating agencies must format packages as specified in Figure 1.

c. Agencies must ensure that nominees meet the fitness standards for their specific Military Service.

d. Service members must present a professional military image and maintain proper dress and appearance standards during the nomination period.

Figure 1. OSD Enlisted Service Member of the Year Nomination Form

 <b>NOMINATION FOR OSD ENLISTED SERVICE MEMBER OF THE YEAR</b>	
CATEGORY: Select Category <input type="text"/>	AWARD PERIOD: 1 January to 1 December
GRADE: <input type="text"/>	SELECTED FOR PROMOTION: <input type="checkbox"/>
NAME (Last, First MI): <input type="text"/>	SERVICE COMPONENT: Select Service <input type="text"/>
ORGANIZATION/AGENCY: <input type="text"/>	
DUTY TITLE: <input type="text"/>	
DATE ASSIGNED: <input type="text"/>	ENLISTMENT EXPIRATION DATE: <input type="text"/> <small>(Date of Separation)</small>
MILITARY EDUCATION: <small>(Use single-spaced, bullet format)</small>	
<div style="text-align: center; font-size: 48px; opacity: 0.3; transform: rotate(-30deg); pointer-events: none;">SAMPLE</div>	
CIVILIAN EDUCATION: <small>(Use single-spaced, bullet format)</small>	
BRIEF DESCRIPTION OF DUTIES: <input type="text"/>	
<small>WHS MILPERS AWARDS FORM, 20180914      PREVIOUS EDITIONS ARE OBSOLETE      FOR OFFICIAL USE ONLY (When filled in)</small>	

Figure 1 Continued

NOMINATION FOR OSD ENLISTED SERVICE MEMBER OF THE YEAR		
GRADE:	NAME (Last, First MI.):	
BRIEF DESCRIPTION OF JOB PERFORMANCE AND REASONS FOR NOMINATION, INCLUDING: <i>How duty performance has been exemplary. How the member has improved productivity or reduced costs, if applicable.</i>		
CONTRIBUTIONS TO HIS/HER COMMUNITY THAT REFLECT POSITIVELY TO THE SERVICE:		
ACRONYM LIST: <i>(Alphabetical order)</i>		
ATTACHMENTS: 1. Endorsement Memo 2. Career Summary Brief	  Agency Director or Commanding Officer Signature Block	
WHS MILPERS AWARDS FORM, 20180914	PREVIOUS EDITIONS ARE OBSOLETE	FOR OFFICIAL USE ONLY (When filled in)

[Reset Form](#)

**3.5. BOARD UNIFORM GUIDELINES.** The uniform for the selection board is the Service-specific dress uniform:

- a. Service Uniform (Army).
- b. Service Dress (Air Force and Marine Corps).
- c. Service Dress Blues (Navy).

**3.6. SELECTION.** The selection board makes its selection after evaluating nominees, using the criteria outlined in Paragraph 3.2. The selectees will receive:

- a. A Joint Service Commendation Medal.
- b. An excused absence for 3 duty days.

## GLOSSARY

### G.1. ACRONYMS.

HRD	Human Resources Directorate
WHS	Washington Headquarters Services

## **REFERENCES**

Director, Administration and Management Memorandum, "Establishment of Administrative Instruction 82, Senior and Junior Enlisted Members of the Year," June 20, 2006

DoD Directive 5110.04, "Washington Headquarters Services (WHS)," March 27, 2013

DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended