ADMINISTRATIVE INSTRUCTION 82
OSD SENIOR AND JUNIOR ENLISTED SERVICE MEMBERS OF THE YEAR PROGRAM

Originating Component: Office of the Director of Administration and Management

Effective: July 5, 2019
Change 1 Effective: February 28, 2022


Reissues and Cancels: Administrative Instruction 82, “OSD Senior and Junior Enlisted Members of the Year,” December 22, 2006

Approved by: Thomas M. Muir, Director, Washington Headquarters Services
Change 1 (Administrative) Approved by: Christopher R. Choate, Chief, Directives Division

Purpose: In accordance with the authority in DoD Directive 5110.04 and DoD Instruction 5025.01, 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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FIGURES

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

1.4. SUMMARY OF CHANGE 1. This change is administrative and, in accordance with the February 1, 2022 WHS Memorandum:

   a. Corrects WHS approval authorities in the issuance purpose statement.

   b. Redesignates the originating Component of the issuance as the Office of the Director of Administration and Management in accordance with:

       (1) Section 901 of Public Law 116-283, which eliminated the position of Deputy Chief Management Officer of the Department of Defense effective January 1, 2021.

       (2) The January 11, 2021 Deputy Secretary of Defense Memorandums, which implemented Public Law 116-283 and reestablished the Director of Administration and Management.

   c. Updates organizational titles and references for accuracy.
SECTION 2: RESPONSIBILITIES

2.1. CHIEF HUMAN RESOURCES OFFICER, HRD. Under the authority, direction, and control of the Director, WHS, the Chief Human Resources Officer, 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 Chief Human Resources Officer, 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. 
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
Figure 1. OSD Enlisted Service Member of the Year Nomination Form, Continued
3.5. **BOARD UNIFORM GUIDELINES.** The uniform for the selection board is the Service-specific dress uniform:

a. Service Uniform (Army).


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:


b. An excused absence for 3 duty days.
# GLOSSARY

## G.1. ACRONYMS.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>HRD</td>
<td>Human Resources Directorate</td>
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<tr>
<td>WHS</td>
<td>Washington Headquarters Services</td>
</tr>
</tbody>
</table>
REFERENCES

Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021

Deputy Secretary of Defense Memorandum, “Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities,” January 11, 2021

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


DoD Instruction 5025.01, “DoD Issuances Program,” August 1, 2016, as amended
