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DD Mmm YY

From: Commanding Officer, Activity Title

To: Chief of Naval Operations (N13F)

Via: Commanding Officer, Higher Echelon *(if applicable, and include their endorsement, the first endorsement, separately)*

Subj: FISCAL YEAR 20XX SHANNON M. KENT *(OR OTHER AWARD PROGRAM)* AWARD FOR LANGUAGE PROFESSIONAL EXCELLENCE IN THE CASE OF CTI1(IW/SG) IAM A. LINGUIST, USN

Ref: (a) OPNAVINST 5400.46A

(b) NAVADMIN XX/XX *(that references the Shannon M. Kent or other Language award for relevant FY)*

Encl: (1) Language Proficiency Test Scores

 (2) 8 x 10 Photograph

 (3) Nominee’s Personal Essay

 (4) OPNAV 1650/3 Personal Award Nomination and Citation

1. Enclosures (1) through (4) are submitted for consideration for the Fiscal Year 20XX (FYXX) Shannon M. Kent *(or other award program)* Award for Language Professional Excellence competition. *(Competitive nominees have multiple achievements, qualifications, initiatives, etc., that contribute to enhanced language excellence, with demonstrable results achieved through their accomplishments and endeavors)*

2. Nominee Accomplishments and Contributions (*Include information with the lettered bullets below demonstrating why their nominee is the best pick for the award)*

 a. Mission

 (1) Provide a detailed description of a specific achievement the nominee has made in the pursuit of foreign language excellence and excellence mission. *(This should provide impact and scope, demonstrating what the nominee did, who or what it impacted, and what the overall outcome was and how that impacted language excellence)*

 (2) Provide another achievement.

 (3) Provide another achievement (if applicable).

 b. Personal Improvement

 (1) Achieved the following scores on the Defense Language Proficiency Test (DLPT):

 (a) Example: L3/R3 on 20XX Russian DLPT

 (b) Include additional language test results if applicable.

 (2) Provide any other special qualifications attained, courses passed, or other noteworthy events.

 (3) Provide any other special qualifications attained, courses passed, or other noteworthy events (if applicable).

 c. Contributions to the Language Training of Others and Language Readiness

 (1) Provide an example of nominee’s involvement in or contributions to the language training of others and language readiness in their command/community/service/DoD.

 (2) Additional example of nominee’s involvement in or contributions to the language training of others and language readiness in their command/community/service/DoD (if applicable).

 (3) Additional example of nominee’s involvement in or contributions to the language training of others and language readiness in their command/community/service/DoD (if applicable).

3. Commanding Officer’s Endorsement and Recommendation: (*Commanding Officer provides their endorsement and recommendation for the nominee, explaining why they should be selected for the award)* Example: Petty Officer Linguist’s dedication to language excellence is unsurpassed; her tireless efforts and commitment are to be lauded and emulated by every language professional! In my 20 years of naval service I have never met anyone more capable at leading and developing linguists etc., etc., etc.

4. My point of contact for this matter is CTICM Davy Jones who can be reached at Davy.Jones8@navy.mil or 123-456-7890.

 L. N. REX