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SUBJ/2024 VICE ADMIRAL ROBERT F. BATCHELDER AWARDS DEADLINE EXTENDED//

POC/AWARDS BOARD/NA/CALLSIGN: NAVY LEAGUE OF THE UNITED  
STATES/LOC/ARLINGTON, VA/TEL: (703)312-1565/  
EMAIL/AWARDS(AT)NAVYLEAGUE.ORG//

REF/A/GENADMIN/SECNAV/20SEP2024//

AMPN/REF A IS 2024 ANNUAL NAVY LEAGUE PROFESSIONAL EXCELLENCE AWARDS  
ALNAV, DTG 201544ZSEP24//

RMKS/1. The deadline for the Vice Admiral (VADM) Robert F. Batchelder Awards in reference (a) has been extended to 31 March 2025.

2. The VADM Robert F. Batchelder Awards recognizes five Navy officers in the Supply Corps levels O-1 through O-4 who have made the most significant personal contributions to the supply readiness of the operating forces.

3. Nominations:

a. Nomination criteria. Nominations must be fully substantiated and reflect a careful and conscientious evaluation of the nominee for accomplishment 1 December 2023 through 30 November 2024. Each nomination package shall include:

(1) A cover page with nominee's full name, rank/rate, current duty station and address, home address, work and home phone numbers, e-mail address, home of record, length of service, name of award being nominated for, point of contact name, rank/rate, address, commercial phone number (this cannot be a DSN number), fax number, e-mail address, and signature of commanding officer.

(2) A nomination achievement/justification section in paragraph or bulletized format. It should explain in a manner easily understood by the general public and should avoid acronyms, generalities, or excessive use of superlatives.

(3) A proposed citation in standard paragraph form.

(4) The total submission packet, excluding the proposed citation, must not exceed four pages.

(5) A template for the required format is available on the Navy League website at <https://www.navyleague.org/programs/awards/sea-services/>

b. Submission. The requested method of submission is via website to <https://www.navyleague.org/programs/awards/sea-services/> with all attachments in Microsoft Word format or Adobe Acrobat. Nominations must be received no later than 31 March 2025.

5. Additional information regarding the awards and nomination process may be found on the Navy League website, <https://www.navyleague.org/programs/awards/sea-services/>

6. Awards will be presented at the Navy League Convention held in (location TBD), June or July 2025, or another appropriate event. The Navy League will cover expenses for lodging and meals of award participants, plus one guest. Travel costs will not be covered by the League. Using this message as a reference, commands are encouraged to issue temporary additional duty orders so award recipients may attend the Navy League's Annual Convention. For additional logistics information about this program, point of contact is the Member Engagement Team of the Navy League at email: [awards@navyleague.org](mailto:awards@navyleague.org).

7. Released by Mr. Terence G. Emmert, Acting, Secretary of the Navy.//

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