



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
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WASHINGTON DC 20374-5065

IN REPLY REFER TO

NAVFACINST 1650.7
FAC-CEG

25 FEB 1999

NAVFAC INSTRUCTION 1650.7

From: Commander, Naval Facilities Engineering Command

Subj: PERRY AWARD FOR NAVAL MOBILE CONSTRUCTION BATTALIONS
MANNED BY RESERVE PERSONNEL

Encl: (1) Narrative Summary Format
(2) Statistical Summary Format

1. Purpose. To provide guidance for the preparation and submission of the annual Perry Award nominations and to delineate the selection procedures.

2. Background. The Perry Award is named for Rear Admiral John R. Perry, former Chief of the Bureau of Yards and Docks and Chief of Civil Engineers from 1953 to 1955. The award, consisting of national recognition throughout the Naval Construction Force and a plaque, is presented annually to the Naval Mobile Construction Battalion in the reserve component selected as the most outstanding during the prior fiscal year. In addition to the recognition message and unit plaque, the unit identification of the winning Battalion will be added to a permanent trophy that will be on display in the Seabee/Civil Engineer Corps Museum in Port Hueneme, CA.

Competition for the Perry Award is between the Best-of-Type Battalions from the 2nd and 3rd Naval Construction Brigades. Annually, the Commander, Second Naval Construction Brigade (COMSECONDNCB) and Commander, Third Naval Construction Brigade (COMTHIRDNCB) will nominate the Best-of-Type Battalion in their respective reserve component for the Perry Award.

3. Discussion. A selection committee will be convened annually at the call of the Chief of Civil Engineers. The selection committee will consist of the following:

- a. Deputy Commander, Contingency Engineer Group.
- b. Director, SEABEE Readiness Directorate, Contingency Engineer Group.
- c. Director, Contingency Planning Directorate, Contingency Engineer Group.
- d. Reserve flag officer or senior captain with prior command of a 2nd Brigade regiment/battalion, to be selected by the NAVFAC Deputy Commander, Contingency Engineer Group.

e. Reserve flag officer or senior captain with prior command of a 3rd Brigade regiment/ battalion, to be selected by the NAVFAC Deputy Commander, Contingency Engineer Group.

f. SEABEE Force Master Chief.

g. Master Chief for Contingency Engineer Group.

All selection committee members will thoroughly review each Brigade's package and seek a consensus recommendation. Based upon this recommendation, the Chief of Civil Engineers will select and announce the winner by message to all concerned.

4. Nomination Procedures.

a. COMSECONDNCB and COMTHIRDNCB will nominate the Best-of-Type Battalion in their respective reserve component by preparing and submitting a nomination package to Naval Facilities Engineering Command not later than 15 December of each year. These packages will be submitted in hard copy and electronic format. The NAVFAC Deputy Commander, Contingency Engineer Group, will review the nomination packages, convene the selection committee, and will forward the nomination packages to the selection committee.

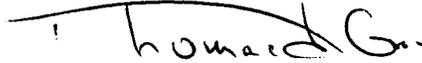
b. The COMSECONDNCB and COMTHIRDNCB may include in their cover letter to the nomination package a narrative describing the rationale that was used in selection of their Best-of-Type reserve component Battalion and highlighting the most impressive aspects of the Battalion's performance.

5. Nomination Package and Criteria. In addition to the Brigade nomination cover letter, each nomination package will include the following two enclosures:

a. A narrative summary in the format of enclosure (1) to describe the Battalion's command programs and actions. The narrative summary is to clarify and amplify the statistical summary as described in the next paragraph. It must be concise, to the point, and not more than ten pages. Do not repeat numeric data that is provided in the statistical summary. Provide specific examples of innovation and performance that set the Battalion apart and that directly supports the performance trends indicated by the statistics. Describe actions taken by the command that reflect the principles of continuous improvement, client focus, empowerment and problem solving.

b. A statistical summary in the format of enclosure (2) to include numeric data only. COMSECONDNCB and COMTHIRDNCB will validate all the statistics and state so in their cover letter.

6. Presentation of Award. The Perry Award winner will be announced by message from the Chief of Civil Engineers. Presentation of the Perry Award and plaque will be arranged by the Naval Facilities Engineering Command, Code CEG.

A handwritten signature in black ink that reads "Thomas J. Gross". The signature is written in a cursive style with a long horizontal stroke above the name.

THOMAS J. GROSS

By direction

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NAVFAC Internal List I

NARRATIVE SUMMARY

(1) Command Leadership

- (a) Staff, Officer, CPO, Small Unit Leadership
- (b) Retention
- (c) Human Resource Programs
- (d) Awards and Commendations
- (e) SCW Qualifications

(2) Readiness

- (a) Critical skills
- (b) Training management
- (c) Physical Fitness
- (c-d) Mobilization exercises

(3) Construction

- (a) Readiness-related and contributory support
- (b) Project planning, design, execution
- (c) Service to the fleet
- (d) Safety
- (e) CB Vet program

(4) Other

- (a) Special Tasking (if any)
- (b) Special Achievements

- (c) Equipment Management
 - readiness of operators and equipment

- (d) Logistics
 - ability to support battalion operations

STATISTICAL SUMMARY

1. COMMAND LEADERSHIP

(a) Retention:	<u>Start of FY</u>	<u>End of FY</u>
Avg. assigned strength	_____	_____
Retention rate for FY		_____
(b) Human Resource Programs:	Feb	Aug
% eligible personnel taking advancement exam (number taking exam/number eligible)	_____	_____
% personnel taking advancement exam (number passing/number taking)	_____	
% eligible personnel completing AT (number completing/number eligible)	_____	

(c) Awards and Commendations

Personal Awards
NCM's _____/NAM's _____

Brigade Certificate's
Commendation _____/Appreciation _____

Other Certificate's
Commendation _____/Appreciation _____

Letter's
Commendation _____/Appreciation _____

(d) SEABEE COMBAT WARFARE QUALIFICATIONS

Enlisted
Number of personnel aboard with SCW
Number of personnel in SCW qualification program
Number of personnel awarded SCW during FY

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Technical Training

Location, Training Activity # of Personnel on AT # of Mandays

Military Skills Exercise Participation

Location, Training Activity # of Personnel on AT # of Mandays

Other

Location, AT Location # of Personnel on AT # of

Mandays

(b) Safety

Number of lost time accidents/injuries _____

Total numbers of manday lost due to accidents/injuries _____

(c) Construction Basic Veteran Program

Start of FY

End of FY

Number of CBVET Personnel Assigned

Number of FY AT Formal Schools Requested

Number of FY AT Formal Schools Successfully Completed

Number of CBVETs Completing Program to Date