



DEPARTMENT OF THE NAVY
CHIEF OF CIVIL ENGINEERS
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5065

CHCIVENG POLICY MEMO 2002-02
13 December 2002

CHCIVENG POLICY MEMO 2002-02

From: Chief of Civil Engineers

Subj: MARVIN SHIELDS AWARD FOR SEABEES

Encl: (1) Sample Marvin Shields Award Nomination Format

1. Purpose. To establish criteria and furnish information regarding the Marvin Shields Award for construction rating personnel.
2. Cancellation. NAVFACINST 1650.4D is superseded and canceled.
3. Background

a. Marvin G. Shields was a Construction Mechanic Third Class serving with the United States Navy Seabee Team 1104 at Dong Xoai, Republic of Vietnam. On 10 June 1965 the Special Forces compound came under intense fire from a reinforced Viet Cong regiment employing machine guns, heavy weapons, and small arms. For his conspicuous gallantry and intrepidity during the ensuing battle, at the risk of his life above and beyond the call of duty, Petty Officer Shields was posthumously awarded the Medal of Honor at a White House ceremony by President Lyndon B. Johnson on 13 September 1966.

b. In 1973, The Society of American Military Engineers (SAME) chose to recognize Petty Officer Shields by establishing the Marvin Shields Award. The award is offered annually by the Society to recognize a Seabee who has made an exceptional contribution to the mission of the Naval Construction Force or the Seabee legacy. The objective of the award is to recognize enlisted men and women of the construction ratings for noteworthy technical ability, exemplary leadership, and outstanding performance.

4. Discussion

a. The Marvin Shields award is open to all construction rating personnel. Although most past recipients have been First Class Petty Officers, Commanding Officers and Officers in Charge should not overlook the significant contributions of personnel in other pay-grades when nominations are being considered.

b. The award recipient is selected by a committee designated by the Chief of Civil Engineers. The committee will normally include the Deputy Assistant Chief of Civil Engineers, the Master Chief Petty Officer of the Seabees, and a representative from the FIRST Naval Construction Division.

5. Award Criteria. An annual award will be presented to an individual, who by virtue of demonstrated technical and leadership skills, made an exceptional contribution in construction, facilities maintenance, training, readiness, contingency engineering, or supporting unified commands. The following general criteria will be applied in evaluating nominations.

a. Nominee actions contributed directly to an increased state of readiness of the Seabees through improvements in military and technical training, and unit readiness planning.

b. Specific construction or maintenance accomplishments resulting in exceptional improvements during the past calendar year. These accomplishments could include material method improvements, substantial cost savings, significant organizational or technical progress, or outstanding leadership.

c. The selection committee will evaluate the magnitude of the nominee's contributions in relation to pay grade. Generally, the more senior the member, a greater emphasis is placed on the magnitude and significance of the member's contributions.

d. Nominations based on a joint accomplishment may be considered if the persons nominated are equally responsible for accomplishment.

e. Membership in the SAME is not a prerequisite.

f. Commanding Officers and Officers in Charge must ensure the nominee's record of performance is exemplary.

6. Nominating Procedures. Nominations will be endorsed by the command and submitted to the Deputy Assistant Chief of Civil Engineers, 1322 Patterson Avenue, SE, Suite 1000, Washington Navy Yard, DC 20374-5065, to be received no later than 15 January each year in the format specified in enclosure (1).

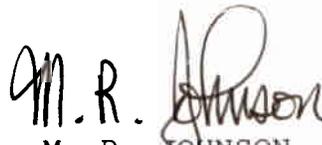
7. Duties and Responsibilities

a. The recorder shall review the nominations for completeness, and forward them to the Awards Board for selection. Upon notification of a selection by the board, the recorder will notify the Chief of Civil Engineers and SAME.

b. The recorder will prepare the message announcing the winner no later than 1 March.

c. The responsibility for the submission of the nominations for the SAME Marvin Shields Award lies with the Commanding Officer or Officer in Charge of each activity.

8. Presentation of Awards. Presentation of the Marvin Shields Medal and SAME Award Certificate will be coordinated by the recorder.



M. R. JOHNSON
Rear Admiral, CEC, U. S. Navy

Distribution:

SNDL	21A1	(COMLANTFLT)
	21A2	(COMPACFLT)
	21A3	(COMUSNAVEUR)
	23C	(COMNAVRESFOR)
	39	(PHIBCBs, UCTs, CBU's, CBMU's, NMCBs, Regiments, Dets)
	C580	(CONSTRACEN Dets)
	FA2	(COMNAVNETOPSCOM)
	FA46	(PWCs)
	FA5	(CBCs)
	FB54	(PWCs)
	FD1	(COMNAVMETOCCOM)
	FE1	(NAVSECGRU)
	FF32	(DIRFLDSUPPACT WASHINGTON)
	FF74	(PWCs)
	FH1	(CHBUMED)
	FKA1A	(COMNAVVAIRSYSCOM)
	FKA1C	(COMNAVAFACENCOM)

(con't next page)

Distribution (con't):

SNDL FKA1G (COMNAVSEASYS
 FKA8F (DIRSSP WASHING
 FKN (NAVFACHQ, EFDs, EFAs)
 FT1 (CNET)
 FT104 (PWCs)
 FT20 (CONSTRACENS)
 FT37 (NAVSCOLCECOFF)

COMNAVCONFORCOM

COMFIRSTNCD

SEABEE READINESS GROUP LANT

SEABEE READINESS GROUP PAC

13 December 2002

SAMPLE
MARVIN SHIELDS AWARD NOMINATION FORMAT

1. Name:
2. Pay grade:
3. Social Security Number:
4. Unit(s) at time of service:
5. Period of action: 1 January 20xx - 31 December 20xx
6. Duty Assignment(s) (within the last calendar year, list dates each duty was performed):
7. Narrative summary of specific action: (not more than two, single-spaced pages)
 - a. Items to be covered specifically include:
 - (1) Leadership qualities
 - (2) Major project(s)/technical difficulty
 - (3) Personnel directly supervised
 - (4) Time in homeport/deployed/overseas
 - (5) Duties in/out of current rating
 - (6) Performance above pay grade
 - (7) Unusual creativity
 - (8) Individual involvement (troops/community)
8. Name, rank, and title of person submitting the recommendation.
9. Photographs - side and front view, plain background, service dress blue with cover.

Enclosure (1)

PRIVACY ACT STATEMENT
FOR
MARVIN SHIELDS AWARD NOMINATION FORMAT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL 93-579) (N01070-3), which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information:

1. AUTHORITY: 5 USC 301 Departmental Regulations
2. PRINCIPAL PURPOSE: To furnish information regarding the individual's nomination for the Marvin Shields Award.
3. ROUTINE USE(S): The formatted information is utilized by the Marvin Shields Award Board in evaluating nominees for selection of the actual award winner. All information is strictly controlled by the board recorder and safeguarded in accordance with the provisions of the Privacy Act.
4. MANDATORY OR VOLUNTARY DISCLOSURE: Disclosure of this information is voluntary; however, failure to complete this form could have an impact on the ability of the board to properly evaluate the individual for consideration in the subject award.