From: Secretary of the Navy

Subj: CAPTAIN ROBERT DEXTER CONRAD AWARD FOR SCIENTIFIC ACHIEVEMENT

Ref: (a) OPNAVINST 1650.8D
(b) ONRINST 12451.1
(c) 10 U.S.C. §1124

Encl: (1) Award Documentation
(2) Navy Organizations to be Represented on the Nomination Review Committee

1. Purpose

a. The award is named in honor of Captain Robert Dexter Conrad, who was the primary architect of the Navy’s basic research program, and the head of the Planning Division of the Office of Naval Research at the time of its establishment. It is designed to recognize and to reward outstanding technical and scientific achievement in research and development for the Department of the Navy (DON).

b. This is a complete revision and this directive should be reviewed in its entirety. References have been updated to include policy for awards as outlined in references (a) through (c). A brief synopsis is listed as follows:

(1) Key officials and their responsibilities are clarified.

(2) Required actions are clearly outlined for submission of nomination packages.

2. Cancellation. SECNAVINST 5061.9G.

3. Applicability. This instruction applies to the Offices of the Secretary of the Navy (SECNAV); the Chief of Naval Operations (CNO); the Commandant of the Marine Corps; and all
U.S. Navy and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

4. **Policy**

   a. Description. The Captain Robert Dexter Conrad award consists of a gold medal and a citation signed by SECNAV.

   b. Criteria. The Captain Robert Dexter Conrad award will be granted, on an annual basis, to an individual who has made an outstanding contribution in the field of research and development for the DON. Such contribution shall be so outstanding as to be widely recognized, not only by the cognizant personnel within the DON, but also by the civilian scientific and engineering community of the nation. While no time limitation is intended to be imposed in selecting a candidate for the award, it is recommended that only accomplishments of recent years be considered. Award considerations will be given to achievements in any of the following:

   (1) Planning and administration of scientific research and/or development;

   (2) Individual achievement or series of achievements which contribute to the progress of science or technology in fields of significance to the DON.

   c. Eligibility. At the time of the achievement or contribution cited as a basis for the award, nominees must have been in one of the following categories:

   (1) A civilian employee in an active employment status in the DON;

   (2) A member of the military service on active duty not excluded under references (b) or (c).

   d. Nomination Procedures

   (1) Award nominations should be submitted by the due date published by the Chief of Naval Research (CNR) and in the
format of enclosure (1), favorably endorsed by the nominee’s headquarters command.

(2) The Nomination Review Committee shall consider nominations. Each committee representative should be prepared to provide supporting information on the potential candidate(s) submitted by his or her organization. After each nomination has been discussed, ballots will be completed and a recommendation will be formulated and forwarded to the CNR.

(3) To avoid possible embarrassment, nominations should be designated “FOR OFFICIAL USE ONLY” and safeguarded until final action has been taken.

5. Responsibilities

a. The SECNAV shall review and approve the selected nomination from the CNR.

b. The Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) shall review and forward nomination submitted by CNR to SECNAV.

c. CNR shall:

   (1) Establish a Nomination Review Committee annually;

   (2) Forward, with comments, the Nomination Review Committee’s selected nomination to SECNAV via ASN (RD&A) annually. If none of the nominees submitted in a given year meet the established standards, the CNR will recommend to SECNAV that no award be granted for that year;

   (3) Issue the nomination due date and general information regarding the Nomination Review Committee meeting;

   (4) Provide a read ahead of each nomination to be considered before the date of the scheduled meeting to all selected Nomination Review Committee members.

d. The CNO shall identify and nominate individuals for consideration by the Nomination Review Committee using enclosure (1).
e. The Director, Navy Bureau of Medicine and Surgery shall identify and nominate individuals for consideration by the Nomination Review Committee using enclosure (1).

f. The Headquarters, United States Marine Corps shall identify and nominate individuals for consideration by the Nomination Review Committee using enclosure (1).

g. The Naval Facilities Engineering Command shall identify and nominate individuals for consideration by the Nomination Review Committee using enclosure (1).

h. The Naval Air Systems Command shall identify and nominate individuals for consideration by the Nomination Review Committee using enclosure (1).

i. The Space and Naval Warfare Systems Command shall identify and nominate individuals for consideration by the Nomination Review Committee using enclosure (1).

j. The Naval Sea Systems Command shall identify and nominate individuals for consideration by the Nomination Review Committee using enclosure (1).

k. The Nomination Review Committee will consist of nine representatives from Navy activities, listed in enclosure (2), which have significant research and development programs. The Committee will be responsible for ensuring the widest possible consideration of potential nominees and for making an appropriate recommendation to the CNR.

l. The Office of Naval Research Awards Program Manager shall:

   (1) Ensure that meeting information is sent out to selected Nomination Committee Members regarding time, place, and requirements;

   (2) Review each nomination submission for completeness of package details and to ensure information is correct;

   (3) Provide a read-ahead copy of each nomination package to each Nomination Committee Member.
6. Award Presentation. Awards approved by SECNAV will be presented by the CNR or the CNR’s designated representative at a special ceremony which is mutually convenient to the recipient, their employing organization, and the CNR.

7. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and disposed of according to records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx.

   b. For questions concerning the management of records related to this instruction or records disposition schedules, please contact your local Records Manager or the DRMD program office.

   THOMAS B. MODLY
   Under Secretary of the Navy

Distribution:
Electronic only, via Department of the Navy Issuances Web site https://www.secnav.navy.mil/doni/.
AWARD DOCUMENTATION

1. **Part I**
   a. Name of Nominee
   b. Present Position
      (1) Title, grade, or rank;
      (2) Organizational location;
      (3) Immediate supervisor;
      (4) Activity or station
   c. Brief description of duties and responsibilities
   d. Resume of previous awards or honors
   e. List of published papers, articles, or books.

2. **Part II.** Description of nominee’s achievement should be in a field within the purview of the nominating official and include a positive statement of the value of the achievement to the DON.

3. **Part III.** A recommended citation noting the contribution (on a separate page).
NAVY ORGANIZATIONS TO BE REPRESENTED ON THE NOMINATION REVIEW COMMITTEE

1. Office of the Chief of Naval Research
2. Office of the Chief of Naval Operations
3. The Navy Bureau of Medicine and Surgery
4. Headquarters, United States Marine Corps
5. Naval Air Systems Command
6. Space and Naval Warfare Systems Command
7. Naval Facilities Engineering Command
8. Naval Sea Systems Command
9. Office of the ASN (RD&A)