



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

P.O. BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 5305.1C
40

26 FEB 1993

FASOTRAGRUPAC INSTRUCTION 5305.1C

Subj: POLICY ON CEREMONIAL/RECOGNITION PRESENTATION

Ref: (a) COMNAVAIRPACINST 7310.4A
(b) SECNAVINST 10520.2D
(c) SECNAVINST 3590.4A

1. Purpose. To establish policy on the presentation of command plaques and other items associated with ceremonial/recognition purposes and to establish procedures for procurement.

2. Cancellation. FASOTRAGRUPACINST 5305.1B

3. Background. Reference (a) authorizes purchase of items associated with ceremonial recognition purposes from OFC-10 funds. These items can be purchased only for presentation to personnel within the unit for the following special events: Sailor of the Quarter/Year, Instructor of the Quarter/Year and Civilian of the Quarter/Year. Authorized procurement may include plaques, certificates and command unique memorabilia that serve the sole purpose of giving honorary recognition. Items to be presented based solely on retirement of military personnel are limited to medals, badges and buttons. Plaques are not authorized. End of tour transfer/reassignment alone is not justification for award. However, plaques, medals badges and buttons may be given at the end of a tour if awarded for Superior Professional Performance. All such awards should be submitted to this Headquarters for approval. U.S. Navy flags are for official use only. In accordance with references (a) through (c), flags may not be awarded to individuals to recognize exceptional performance/contribution or upon retirement. Excluded from these provisions are cash prizes awarded under the Incentive Awards Program, cash prizes and savings bonds and those awards made in connection with sport activities.

4. Policy

a. Command plaques procured from OFC-10 funds will be provided for presentations as follows:

Sailor/Instructor/Civilian of the Quarter	Lazer Plaque
Sailor/Instructor/Civilian of the Year	Brass Plaque
Special recognition	As appropriate

b. Framed certificates and command unique memorabilia may be presented as appropriate.

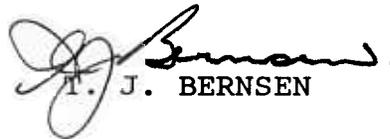
FASOTRAGRUPACINST 5305.1B

26 FEB 1993

5. Action

a. Plaques for the presentations authorized in paragraph 4a will be procured and stocked by Headquarters, Code 40 to be issued to detachments as required. Brass name plates to be added to plaques will be procured locally by individual detachments.

b. Material for presentations other than those authorized in paragraphs 4a and 4b may be purchased using locally collected funds.


T. J. BERNSEN

Distribution:
FASOTRAGRUPACINST 5216.2T
List A and B

7 Jan 93

Date

MEMORANDUM

From: Administrative Officer
To: Department Head, Code 40

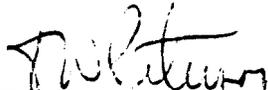
Subj: INSTRUCTION REVIEW

Ref: (a) SECNAVINST 5215.1

Encl: (1) Command Instruction 5305.

1. To meet the annual review requirements of reference (a), enclosure (1) is forwarded. The review should be done with the objective of canceling, updating, or consolidating with another published directive, as appropriate, and be completed no later than the 15th of the anniversary month.

2. When the review has been completed, please check the applicable item below and return this memo to the Administrative Officer


T. W. PETERSON

Date

FIRST ENDORSEMENT

From: Department head
To: Administrative Officer

1. Enclosure (1) has been reviewed and the following is provided:

CANCEL

* UNDER REVISION/EXPECTED COMPLETION DATE

CONSOLIDATION WITH THE FOLLOWING

CURRENT

Signature

* Must be revised after 7 years