



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN

P.O. DRAWER 160

YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 1780.1

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6 Jun 03

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 1780.1

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: NICK AND MARY MATHEWS ANNUAL SCHOLARSHIP AWARD

Ref: (a) Mary Mathews' Last Will and Testament

Encl: (1) Nick and Mary Mathews Annual Scholarship Award
Application

1. Purpose. To establish the Nick and Mary Mathews Annual Scholarship Award and promulgate policy concerning the class of eligible recipients, the selection criteria, and the process for soliciting and evaluating applications (as submitted per enclosure (1)).

2. Background. For many years, Nick and Mary Mathews were prominent citizens and philanthropists in the Hampton Roads area. Specifically, they operated a well-known restaurant in Yorktown, Virginia, and were prominent and respected members of the local community. In addition to endowing the Yorktown Victory Center and contributing to many charitable organizations, Nick and Mary Mathews performed countless acts of kindness and assistance toward their community in general and toward members of the armed services of the United States in particular. The Mathews were true friends to the Navy and the Naval Weapons Station Yorktown (WPNSTA Yorktown). The Navy honored Mary Mathews by selecting her as ship's sponsor for USS YORKTOWN (CG 48). Consistent with her dedication to supporting military families, after her death in 1998 Mary Mathews bequeathed substantial funds to WPNSTA Yorktown through reference (a) to provide continuing financial resources to support educational opportunities for military families. Accordingly, the Nick and Mary Mathews Annual Scholarship Award is established to honor her memory.

3. Scope. The Nick and Mary Mathews Annual Scholarship Award is intended to benefit family members of enlisted military personnel by assisting deserving dependents with financial

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support for collegiate educational purposes. Eligible awardees include all dependents of active duty enlisted military personnel assigned to WPNSTA Yorktown, dependents of active duty enlisted military personnel assigned to any tenant command or storefront activity located at WPNSTA Yorktown, and dependents of enlisted military personnel living in military family housing units managed by the housing office at WPNSTA Yorktown.

4. Policy. To provide an annual financial award to the most-deserving dependent, as defined above, for educational purposes. The selection criteria will include academic achievement, participation in extracurricular activities, service to public and/or community organizations, part-time employment, recommendations from teachers and other responsible persons, and any other factor deemed relevant by the Scholarship Selection Committee.

5. Scholarship Award. Each year a scholarship in the amount of \$500 will be awarded to a deserving recipient. Thereafter, an additional \$500 scholarship award will be provided to such recipient in subsequent years not to exceed a total of 4 years, provided that the recipient maintains at least a 3.0 grade point average at an accredited post-secondary educational institution. (This assumes the recipient attends an institution that utilizes a maximum 4.0 grading system; grades from schools that employ other grading systems will be judged on an equivalent basis.)

6. Action. The responsibilities to execute the provisions of this instruction are as follows:

a. Executive Officer (XO):

(1) Shall ensure full compliance with the policy, guidance, and direction of this instruction.

(2) Shall chair the Scholarship Selection Committee.

b. Members of the Scholarship Selection Committee include the WPNSTA Yorktown Command Master Chief and Atlantic Ordnance Command Legal Counsel.

c. Scholarship Selection Committee responsibilities:

(1) Schedule. Annually, the committee will determine:

(a) The date of issuance for the solicitation of applications for the Mary Mathews Annual Scholarship Award. It

is anticipated that applications will be solicited each year in June.

(b) The place and/or method of delivery and the due date for receipt of applications.

(c) The decision of the Scholarship Selection Committee will be announced each year no later than the end of July.

(2) Publication. The committee will announce that eligible dependents as defined above have the opportunity to submit applications by publicizing the Mary Mathews Annual Scholarship Award. Methods of publication will include, but not necessarily be limited to, articles in the *Booster* (the installation newspaper), WPNSTA Yorktown Plan of the Week, electronic mail announcements, announcements at staff meetings, written notice to tenant commands and storefront activities, and written notification to the WPNSTA Yorktown Housing Office.

(3) Selection Criteria. Prior to reviewing any applications, the committee will determine the relative weights of the factors listed in paragraph 4, above.

(4) Deliberation and Selection. The Scholarship Selection Committee will review all applications received from family members of eligible military personnel employees and will select the most deserving candidate. Family members of the Commanding Officer and the Selection Committee members are ineligible for award.

(5) Renewal Decisions. With respect to individuals who previously received scholarship awards, the Scholarship Selection Committee will:

(a) Define the process to be utilized for determining whether additional awards will be given (not to exceed a total of 4 years).

(b) Review any data deemed necessary.

(c) Make decisions concerning additional awards.

(6) Award Presentation. The Scholarship Selection Committee will arrange for public ceremonies for the presentation of awards.

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e. WPNSTA Yorktown Housing Office. Upon receipt of written information from the Scholarship Selection Committee, the WPNSTA Yorktown Housing Office will disseminate notice of the Mary Mathews Annual Scholarship Award to residents of military family housing units at Yorktown (including Woodbridge Crossing).

7. Directive Review. The Atlantic Ordnance Command Legal Counsel is responsible for the annual review and update of this instruction.



K. L. SKUDIN

Distribution:

List I, II, III (Case A)

NICK AND MARY MATHEWS ANNUAL SCHOLARSHIP AWARD APPLICATION

NAME: _____

ADDRESS: _____

MILITARY SPONSOR: _____

COMMAND: _____

HIGH SCHOOL: _____

ADDRESS: _____

EXPECTED GRADUATION: _____

INSTRUCTIONS:

Applicants should provide a short statement that provides some background information about them to include reasons for which they believe they are deserving of a scholarship. Data provided could include information concerning academic achievement, participation in extracurricular activities, sports, service to public and/or community organizations, part-time employment, and recommendations from teachers and other responsible persons.

Applicants should attach a copy of their current high school transcript and, if selected for a scholarship, must submit a copy of their final high school transcript.

Enclosure (1)

