



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN

P.O. DRAWER 160

YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 1780.2

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26 Nov 03

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 1780.2

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: CAPTAIN CARLETON H. WRIGHT ANNUAL SCHOLARSHIP PROGRAM

Encl: (1) Captain Carleton H. Wright Annual Scholarship Award  
Application

1. Purpose. To establish the Captain Carleton H. Wright 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. Captain Carleton H. Wright was a career naval officer who served two tours of duty with the Naval Mine Depot Yorktown, a predecessor command to Naval Weapons Station Yorktown (WPNSTA Yorktown). In his final assignment at Yorktown from 1938 to 1941, CAPT Wright served as Commanding Officer. To honor the memory of his late father, Mr. Madison J. Wright of Ithaca, New York, has donated funds to WPNSTA Yorktown to be used for the purpose of aiding the post-secondary educational pursuits of family members of federal civilian employees at WPNSTA Yorktown. Mr. Wright, who spent periods of his childhood at Naval Mine Depot Yorktown, has fond memories of many civilian employees of that era, and he wishes to memorialize his father by aiding the family members of current civilian employees.

3. Scope. The Captain Carleton H. Wright Annual Scholarship award is intended to benefit family members of federal civilian employees who work at WPNSTA Yorktown. This includes family members of full and part-time federal civilian employees of WPNSTA Yorktown, tenant commands, and storefront activities whose civilian employees work primarily at WPNSTA Yorktown, and employees of authorized non-appropriated fund activities located at WPNSTA Yorktown. Family members (children and/or grandchildren) of retired federal civilian employees who worked at WPNSTA Yorktown for 20 years or more are also eligible.

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Family members of employees who are contractors are not included in this scholarship program.

4. Policy. To provide an annual financial award to the most deserving family member, as defined above, for collegiate educational purposes at an accredited institution. 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 factors deemed relevant by the Scholarship Selection Committee.

5. Scholarship Award. Each year a scholarship in an amount to be determined by the Scholarship Selection Committee (such amount will generally represent one-quarter of the interest earned on the principal amount) will be awarded to a deserving recipient. Thereafter, an additional award (one-quarter of one year's interest) 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. (This assumes the recipient attends an accredited 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. WPNSTA Yorktown Executive Officer (XO) shall ensure full compliance with the policy, guidance, and direction of this instruction.

b. Atlantic Ordnance Command Executive Director shall chair the Scholarship Selection Committee.

c. Members of the Scholarship Selection Committee include the President of the National Association of Government Employees, Local R4-1, or his designee, and the Atlantic Ordnance Command Legal Counsel.

d. Scholarship Selection Committee responsibilities:

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

(a) The date of issuance for the solicitation of applications for the Captain Carleton H. Wright Annual Scholarship Award.

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

(2) Publication. The committee will announce that eligible family members as defined above have the opportunity to submit applications by publicizing the Captain Carleton H. Wright 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, written notice to employee labor organizations, and information disseminated by the Human Resources Office Norfolk, Yorktown Satellite 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 civilian employees and will select the most deserving candidate. Family members of 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.

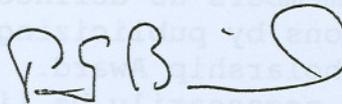
(6) Award Presentation. The Scholarship Selection Committee will arrange for public ceremonies for the presentation of awards.

e. Human Resources Office Norfolk, Yorktown Satellite. Upon receipt of written information from the Scholarship

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Selection Committee, HRO Norfolk, Yorktown Satellite will disseminate notice of the Captain Carleton H. Wright Annual Scholarship Award to federal civilian employees at Yorktown within its service area.

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



P. G. BEIERL

Distribution:

List I, II, III, IV (Case A)

## CAPTAIN CARLETON H. WRIGHT ANNUAL SCHOLARSHIP AWARD APPLICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CIVILIAN EMPLOYEE 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, career goals, and recommendations from teachers and other responsible persons.

