



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 1650.1G
Ser 10TM2/287
31 Jul 09

NAVSEA INSTRUCTION 1650.1G

From: Commander, Naval Sea Systems Command

Subj: NAVY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H

1. **Purpose.** To provide Total Force administrative and procedural guidance concerning awards available for recognizing Naval Sea Systems Command Active and Reserve Component military personnel and units.
2. **Cancellation.** NAVSEAINST 1650.1F of 8 April 2001.
3. **Policy.** Deputy Commanders, Program Executive Officers (PEOs), and Commanding Officers of field activities and reserve units will ensure military personnel under their cognizance whose performance clearly exceeds normal standards are recommended for an appropriate award per reference (a) and additional guidance contained in this instruction. To preserve the integrity of the Navy's award program, awards and decorations will only be recommended for actions or services that are clearly and distinctly outstanding in nature and magnitude.
4. **Award Authority Procedures.** Reference (a) delineates the Secretary of the Navy's Peacetime Award Delegation levels. SECNAV does not allow delegation of approval authority to Program Executive Offices (PEO). Command policy for NAVSEA activities will be as follows:
 - a. Personal Recognition
 - (1) Legion of Merit (LM): COMNAVSEA will approve for all O-6 and below personnel (non-Navy recipients require parent service concurrence). Flag Officer awards will be approved by CNO or SECNAV as appropriate.
 - (2) Meritorious Service Medal (MM): COMNAVSEA will approve for all O-6 and below in the chain of command. Commander, Naval Surface Warfare Center (NSWC), and Commander, Naval Undersea Warfare Center (NUWC) have authority to award MMs for all O-6 and below in their chain of command.

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(3) Navy and Marine Corps Commendation Medal (NC): COMNAVSEA will approve for all O-6 and below in the chain of command. Commander, Naval Surface Warfare Center (NSWC), and Commander, Naval Undersea Warfare Center (NUWC) have authority to award NCs for all O-6 and below in their chain of command.

(4) Navy and Marine Corps Achievement Medal (NA): COMNAVSEA will approve for all O-6 and below in the chain of command. Commanders/Commanding Officers have full NA approval authority. Regardless of rank, the individual exercising this authority must be in a position designated as Commanding Officer. No waivers or exceptions to personnel in OIC or "Acting" billets are authorized.

(5) Letter of Appreciation (LOA) and Letter of Commendation (LOC): Any Commander/Commanding Officer, as well as PEOs, may award an LOA or LOC for performance of actions deserving of special recognition but insufficient to support a medal award. Submissions of LOAs and LOCs are encouraged and require neither a Summary of Action (SOA) nor Board Review.

(6) Military Outstanding Volunteer Service Medal (MOVSM): Officers with award delegation authority for NA or higher are authorized awarding authority for the MOVSM.

(7) Awards for foreign officers must go through the NAVSEA Awards Board for submission to CNO/SECNAV for approval.

b. Unit Recognition-Navy Unit Commendation (NUC)/Meritorious Unit Commendation (MUC). NAVSEA Field Activities may not nominate themselves for unit awards; however, they may prepare the package for their chain of command nomination. COMNAVSEA will be the final endorsement on recommendations for unit awards and will forward them to CNO/SECNAV for approval.

5. NAVSEA Administrative Procedures and Responsibilities

a. The NAVSEA Awards Board is comprised of a Flag Officer as chairman, senior command personnel, and a board recorder. The Board meets monthly (or as required if special events dictate) to review unit awards, MMs, LMs, and higher precedence awards prior to forwarding to COMNAVSEA, CNO, or SECNAV for signature. The Board also reviews NAs and NCs for foreign officers.

b. In accordance with the integration of Reserve and Active Contingents into a Total Force, awards for reserve members shall be written for direct contribution to the NAVSEA mission. Awards will be adjudicated, and endorsed/signed by the supported NAVSEA Directorate/PEO/Field Activity. Due to the longevity of enlisted members in reserve units, awards for enlisted members should be

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for specific achievements (covering periods of up to one year). The NAVSEA Total Force Reserve Office (SEA 10TM3) may assist in reserve award routing and adjudication where the awarding authority is ambiguous.

c. Per reference (a), award approval authorities are required to maintain a PERMANENT copy of the completed award. This permanent copy must include actual signatures (can be a fax or scanned version of the original signature).

6. Submission Requirements. Awards requiring COMNAVSEA (or above) approval, a recommendation package must be submitted to NAVSEA Military Personnel (SEA 10TM2), via the recommending Directorate/PEO within the following timeframes:

LM for Flag officers - 120 days prior to presentation
LM for O-6s & below - 90 days prior to presentation
MM - 90 days prior to presentation
NC - 30 days prior to presentation
NA - 30 days prior to presentation

Award packages submitted outside these timelines require a letter explaining the late submission and must accompany the award package to preclude return to the Directorate/PEO for compliance. The package must be forwarded via hard copy, fax or in Word format and must be followed up with an electronic Word version via e-mail. The package shall contain the following:

a. Personal Award Recommendation Form (OPNAV 1650/3) or Unit Award Recommendation (OPNAV 1650/14) completed per reference (a).

b. Summary of Action (SOA). The SOA will be used by the Awards Board to evaluate the merits of the recommendation. Generalities, excessive use of superlatives, and the "duties assigned" approach are to be avoided. An objective summary giving specific examples of the performance, results, and benefits derived should be presented. The length of the SOA should be commensurate with the level of award being recommended; however, it should be a minimum of one page.

c. Citation. The citation should contain the most significant achievements indicated in the Summary of Action and be written per reference (a). Citations of NAs and NCs shall be prepared using bolded Times New Roman font, 9 pitch, with a maximum of 8 lines. Citations for MMs and LMs shall be prepared using Courier New font, 12 pitch, between 18-22 lines.

d. For Specific Achievement Awards, attach a copy of citations for personal awards received during the tour. Any

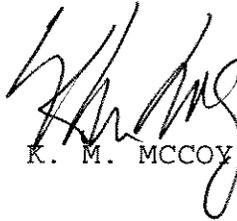
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action previously recognized in a personal award cannot be used to substantiate other awards.

7. Navy Department Awards Web Service (NDAWS)

a. NDAWS is a web-based awards database sponsored by the Chief of Naval Operations. It contains the most current versions of personal and unit award recommendation forms, block-by-block guidance for completion of those forms, information on personal and unit awards and current information regarding Navy awards. Personal and Unit awards information can be obtained by visiting the NDAWS website at <http://awards.navy.mil>.

b. Currently, NDAWS input authority is delegated to NDAWS Administrators throughout various commands. Though NCs and NAs will be approved by the Commanding Officer and processed by their support staff, NDAWS Administrators will upload the completed OPNAV 1650/3 or OPNAV 1650/14 to NDAWS. Forward the completed electronic Award Form to the NDAWS Administrator listed for your organization on the NDAWS website.



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