DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO
NAVSEAINST 1650.1F
Ser 09M/008
8 Apr 01

NAVSEA INSTRUCTION 1650.1F

From: Commander, Naval Sea Systems Command

Subj: MILITARY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1F
(b) NAVADMIN 234/97 (A
(c) ALNAV 084/94
(d) NAVADMIN 265/00 (A

Encl: (1) Guidelines for Proper Completion of Award Recommendations (A
(2) Award Nomination, NAVSEA Form 1650/1 (Rev 02-01) (R
(3) Sample Personal Award Recommendations, Form OPNAV 1650/3 (Rev 1-94) and Citations (R

1. Purpose. To update NAVSEA policy and procedures for the processing and presentation of military awards.

2. Cancellation. NAVSEAINST 1650.1E.

3. Policy

a. Deputy Commanders and Commanding Officers of shore commands and reserve units will ensure that military personnel under their cognizance whose performance clearly exceeds normal standards are recommended for an appropriate award in accordance with reference (a) and the additional guidance contained in this instruction. Every effort will be made to ensure that this recognition is afforded in a timely manner.

b. Mid-tour awards to recognize special acts are encouraged. If the individual so recognized is subsequently recommended for an end-of-tour award, the specific act for which he or she received the mid-tour award will not be repeated in the end-of-tour award recommendation.

4. Administrative Procedures

a. Chief of Naval Operations (CNO) is the awarding authority (A
for the Legion of Merit (LM) and higher precedence awards. Recommendations for LMs and higher precedence awards submitted by Commanders/Commanding Officers of NAVSEA field activities must be submitted to NAVSEA (09M2) 90 days prior to the required date.

b. Per reference (b), COMNAVSEA is the awarding authority for Navy and Marine Corps Achievement Medals (NAs), Navy and Marine Corps Commendation Medals (NCs), and Meritorious Service Medals (MMs). (R

c. Per reference (c) Commander, Naval Surface Warfare Center (NSWC), and Commander, Naval Undersea Warfare Center (NUWC) have been delegated the authority to award NCs and NAs to personnel under their cognizance.

d. Under revised SECNAV policy announced in reference (d), full NA authority is delegated to Commanding Officers designated to wear the command afloat or command ashore insignia. Regardless of rank, the individual exercising this authority must be in a position designated as Commanding Officer. (A

e. The NAVSEA Awards Board is comprised of senior command personnel and meets on a regular basis to review higher precedence awards prior to forwarding to COMNAVSEA, CNO, or SECNAV.

f. Award recommendations for both Headquarters and field personnel will be sent directly to NAVSEA (SEA 09M2) for endorsement, coordination, and processing.

g. Award recommendations for reserve personnel must be written in such a manner that articulate the service member's accomplishments in support of NAVSEA's mission and/or direct support to field activities. Award should be for specific achievements which identify peacetime contributions, cost savings and manpower savings related to furthering the NAVSEA mission, and shall be routed through NAVSEA chain of command. (A

h. End-of-tour award recommendations will be submitted to SEA 09M2 no less than 90 days prior to presentation. Specific Achievement awards will be submitted as soon as possible following the action on which the recommendation is based. (R

i. Award recommendations submitted to SEA 09M2 will conform in style and content with the detailed guidance provided in the Navy and Marine Corps Awards Manual, reference (a), and in accordance with the guidelines provided in enclosure (1). (A

j. Enclosure (1) provides examples of properly prepared Personal Award Recommendations (OPNAV 1650/3 Form), and the format for proposed citations. Note that the body of the proposed citation (all verbiage inclusive) should contain no more than 18-22 double spaced lines, except in the case of NAs and (R

NCs, which will be no longer than 8-10 lines to conform with the single-page citation/certificate form.

k. To facilitate processing, each award package submitted to SEA 09M2 must include an electronic version containing the proposed citation in Microsoft Word format or an equivalent plain text format. (R

l. Letters of Appreciation (LOAs) and Letters of Commendation (LOCs) will normally be signed by the cognizant Deputy Commander or Commanding Officer. LOCs should be submitted to COMNAVSEA for signature only under special circumstances, such as for end-of-tour awards, and should be forwarded via naval letter with full justification. A sample COMNAVSEA LOC is shown as part of enclosure(3).

G. P. NANOS, JR.

Distribution:
NAVSEA Special List Y2

Copy to:
SNDL A1J1F PEO (S)
A1J1L PEO TSC
A1J1M PEO MUW
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C21 NAVMATDATASYSGRU
C84 COMNAVSEASYSCOM Shore Based Detachments (less C84J)
FKP COMNAVSEASYSCOM Shore Activities (less FKP6B & FKP24)
FT88 EDOSCOL

Defense Printing Detachment
1401 So Fern St
Arlington VA 22202-2889

SEA 09M (10)
Stocked: COMNAVSEASYSCOM (SEA 09A1) (5)

GUIDELINES FOR PROPER COMPLETION OF AWARD RECOMMENDATIONS

1. OPNAV 1650/3 Form (Personal Award Recommendation), smooth typed is required. See paragraph 2 below for specific instructions on how to fill in the front of the OPNAV 1650/3. On the reverse side, the Summary of Action will not exceed block 25 of OPNAV 1650/3 except for Legion of Merit which should not exceed 2 pages. Each recommendation will be evaluated on the merits of the summary of action. In addition to the summary of action, provide a double spaced, proposed citation. The proposed citation must be factual, contain no classified information, be adaptable to publication by news media and shall not exceed 18-22 double spaced lines except in the case of NAs and NCs, which will be no longer than 8-10 lines to conform with the single-page citation/certificate form.

2. Most of the blocks on the front of the OPNAV 1650/3 Form are self explanatory; however, the following guidelines will reduce the possibility that an award submission will have to be returned for additional information. Specific instructions are as follows:

a. Ensure that the **SPELLING** of the full name is **CORRECT.** Name should be spelled the same on both the OPNAV 1650/3 form (block 3) and the proposed citation, including JR., II, etc.

b. Ensure middle names are included in the OPNAV 1650/3. If the middle name is an initial only, indicate so in the 1650/3 by putting quotation marks around the initial; if the person does not have a middle name, indicate as such by typing "NMN" in the location where the middle name is supposed to be listed (do not type "NMN" on the citation).

c. Block 9 Specific Achievement: An end of tour award recommendation is not considered to be for specific achievement.

d. Block 15 of the OPNAV 1650/3 must include the date the member is scheduled to depart the command whether detaching, retiring, or terminal leave.

e. Ensure action dates are the same on both the OPNAV 1650/3 (block 12) the summary of action, and the proposed citation. The ending date of the action dates must be the same as block 15, for personnel detaching, retiring, or terminal leave.

f. Previous awards listed in block 19 of the OPNAV 1650/3 must have the period of action, NOT just the date received. Indicate ALL previous "personal" awards received, not unit,

service, or campaign awards. BLOCK 19 MUST BE ACCURATE AND INCLUDE ALL PERSONAL AWARDS BEFORE SUBMISSION.

g. Block 11 of the OPNAV 1650/3 must be in agreement with block 19. If block 11 indicates it is the individual's second award, then block 19 must show a previous award of the same level.

h. If block 19 shows an award during the period of the current recommendation, there can be no duplicated justification. Provide a copy of previous award (awarded within the period of action) as an attachment to the award recommendation. This also applies if there is an award showing in block 20 that has not yet been approved.

i. Even if a recommendation is for Specific Achievement and the person is not detaching, his PRD should still be indicated in block 15 and block 16 as "Not detaching."

j. On the citation, the heading which identifies the member shall contain the following elements in the order listed: Recipient rank/rate, warfare designator for enlisted personnel, first name, middle name, last name and component spelled out (all upper case.) Example:

CHIEF FIRE CONTROL TECHNICIAN (SURFACE WARFARE) JOHN PAUL JONES
UNITED STATES NAVY

Other examples of rank/rate are as follows:

BOATSWAIN'S MATE FIRST CLASS (SURFACE WARFARE)
FIRE CONTROL TECHNICIAN SECOND CLASS
CHIEF YEOMAN (AVIATION WARFARE)
SENIOR CHIEF PERSONNELMAN
GUNNER'S MATE (GUNS) FIRST CLASS
ELECTRONICS TECHNICIAN SECOND CLASS (SUBMARINE)
AIRMAN
SEAMAN
ELECTRICIAN'S MATE THIRD CLASS
LIEUTENANT COMMANDER

Within the body of the citation, the following rules apply:

(1) E1-E3: Seaman Jones (not Yeoman Seaman Jones)

(2) E4-E6: Petty Officer Jones (not Petty Officer First Class Jones)

(3) E7-E9: Chief Jones, Senior Chief Jones, Master Chief Jones

(4) Officers: Appropriate rank - Lieutenant Jones

NOTE: Rank/Rate will always be spelled out, never abbreviated.

k. LM, MM, NC and NA citations will use the **3rd person**, i.e. he/she, his/her, Petty Officer Jones; **NEVER** "you". LOC's will use the 2nd person, i.e., you and your.

l. With the exception of the heading, the individual's name (e.g. Petty Officer Smith) should be used only in the second and last sentences of the citation.

n. The first time that the name of a ship is used it is followed by the ship's designation in parentheses (no hyphen is used between the ship type and the number), e.g., USS BIDDLE (CG 34). If the ship's name is used a second (or third) time in the body of the citation, then the designation will be dropped for these repeated uses, e.g. BIDDLE.

o. **AVOID REPEATED USE** of "he" or "his" to begin sentences. Use various styles in any given citation and begin some sentences without the name or pronoun. In short, **AVOID CONTINUOUS REPETITION** - make it sound pleasant to read. Avoid using the same phrase more than twice; repetition becomes meaningless and sounds monotonous. Do not use abbreviations; spell out each term. Avoid acronyms and technical equipment designations which may be confusing. Consider friends or relatives of the awardee who may not know much about the Navy. Does the citation make sense?

p. Cite **SPECIFIC ACCOMPLISHMENTS.** Particular accomplishments are required to evaluate the merits of a nomination. Use accomplishments of the individual, not of the command. Describe the member's specific accomplishment to the command's mission; do not reiterate the member's position description. The summary of action requires more information than the citation.

AWARD NOMINATION

MEMORANDUM FOR SEA 00

Via: (1) NAVSEA _____
(2) NAVSEA AWARDS BOARD

Subj: AWARD NOMINATION ICO _____

Encl: (1) Personal Award Recommendation (OPNAV 1650/3 Form)

1. Enclosure (1) is forwarded for consideration.
2. If award is recommended, submit to SEA 09M2 three (3) months prior to member's departure date/retirement date or as soon as possible for specific achievement awards.

_____
SEA 09M2

1. ADMINISTRATIVE/DIRECTORATE ACTION

	DATE	REC	NOT REC	CHANGE TO	INT
a. DIRECTORATE ACTION CODE					
b. DIRECTORATE CONCURS					
c. 09M2					
d. 00R					
e. 00E/00N		ACTION PENDING? YES OR NO			

2. AWARDS BOARD ACTION

a. 00F					
b. 09M					
c. CAPTAIN ASSIGNED					
d. CAPTAIN ASSIGNED					
e. 00A					
f. SENIOR MEMBER					

3. ADMINISTRATIVE CHOP

a. 09M2					
b. 09DT					
c. 00A					

4. APPROVAL/DISAPPROVAL

a. 00					

5. DISPOSITION

a. 09M2					

NAVSEA 1650/1 (Rev. 02-01) RECEIVED _____ DATE _____

Enclosure (2)

SAMPLE LM

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

FROM: Commanding Officer/Commander, Field Activity
ADDRESS (or) Deputy Commander (SEA ____)
Arlington, VA XXXXX

TO: *(Awarding Authority)* ADDRESS: UIC/RUC:
CHIEF OF NAVAL OPERATIONS

COMMAND POC: YNC Rivers
PHONE #: (333)222-4444

14. EXP. OF ACTIVE DUTY 30 APRIL 98

IF RETIREMENT/SEPARATION, NUMBER OF YEARS 28 YEARS

1. SOCIAL SECURITY NUMBER
987-65-4321

2. DESIG/NEC/MOS
1440

15. EST. DETACHMENT DATE 01 JAN 98

☐ RETIREMENT ☐ TRANSFER ☒ TERMINAL LEAVE

3. NAME *(Last, first, MI)*
SMITH, JOHN BRUCE JR.

4. COMPONENT *(USN, USMC, etc.)*
USN

16. NEW DUTY STATION *(Home address if separation anticipated)*
NONE (HOME ADDRESS PROVIDED BELOW)

ADDRESS:
1234 ANYWHERE, MD 20899

5. GRADE/RATE
CAPT

17. UNIT AT TIME OF ACTION/SERVICE
COMNAVSEASYSCOM

18. DUTY ASSIGNMENT
PROGRAM MANAGER

6. WARFARE DESIGNATOR

7. UIC/RUC:
34567

19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED *(exclude Purple Heart and Combat Action Ribbon)*
MM (JAN91 - NOV94) NA (JAN78 - APR81)
NC (MAR88 - DEC 90)
NA (JUN 81 - AUG 83)

8. RECOMMENDED AWARD
(See instruction #3 on back)
LM

9. SPECIFIC ACHIEVEMENT
☐ YES ☒ NO

10.
☐ HEROIC ☒ MERI-TORIOU ☐ HEROIC POSTHUMOUS ☐ MERITORIOUS POSTHUMOUS ☐ MIA

20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED
NONE

11. NUMBER OF AWARD OF RECOMMENDED MEDAL
FIRST

12. ACTION DATE/MERITORIOUS PERIOD
DECEMBER 1994 - JANUARY 1998

13. GEOGRAPHIC AREA OF ACTION/SERVICE
ARLINGTON, VA

21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION
NONE

22. *I certify that the facts contained in the summary of action are* ☐ *known to me* ☐ *a matter of record*

NAME, GRADE, TITLE OF ORIGINATOR	SIGNATURE	DATE
(COMMANDING OFFICER/COMMANDER OR DEPCOM)		

23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). *(Attach additional sheets only as necessary)*

VIA	COMMAND *(To be completed by originator)*	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	COMNAVSEASYSCOM		☐ YES ☐ NO		
2			☐ YES ☐ NO		
3			☐ YES ☐ NO		

24. TO BE COMPLETED BY AWARDING AUTHORITY

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
	☐ YE ☐ NO	☐ YES ☐ NO		

FOR USE OF NDBDM ONLY

FROM: SECNAV (NDBDM)
TO: CNO (OP-09B19) CMC (CODE MSDM)

DATE: _____

1. Extraordinary heroism recommended ☐ YES ☐ NO ☐ NA
2. Reviewed and recorded.

By direction

OPNAV 1650/3 (Rev. 1-1994) S/N 0107-LF-017-5800

SAMPLE LM

INSTRUCTIONS

1. Before completing this form see SECNAVIST 1650.IF.
2. The Summary of Action (item 24) is requested *(except for Command approved NAMS)*. In addition attach a double spaced proposed citation.
3. Two (2) letter codes to be used in blocks 8, 19, 20, 23 and 24

MH - Metal of Honor	NM - Navy and Marine Corps Metal	JC - Joint Service Commendation Medal
NX - Navy Cross	BS - Bronze Star	NC - Navy Commendation Medal
DM - Distinguished Service Medal	BV - Bronze Star with V	CV - Navy Commendation Medal with V
SS - Silver Star	PH - Purple Heart Medal	JA - Joint Service Achievement Medal
LM - Legion of Merit	MM - Meritorius Service Medal	NA - Navy Achievement Medal with V
LV - Legion of Merit with V	AS - Air Medal - Strike/Flight	CR - Combat Action Ribbon
DX - Distinguished Flying Cross	AF - Air Medal - Individual Action	
DV - Distinguished Flying Cross with V	AH - Air Medal - Individual Action with V	

25. SUMMARY OF ACTION *(not required for Command approved NAMS)*

During the period from (Month and Year) to (Month and Year), (Rank/Rate Last Name) distinguished himself/herself in every aspect of his/her demanding duties as (Billet Title) for (Activity or Directorate Name).

Specific accomplishment include:

{LIST SPECIFIC ACHIEVEMENTS IN BULLET FORMAT}

SUMMARY OF ACTION IS LIMITED TO ONE PAGE FOR MM, NC AND NA AND A MAXIMUM OF TWO PAGES FOR LM.

CLOSING PARAGRAPH SHOULD BE SIMILAR TO THE FOLLOWING:

For his exceptionally meritorious service,(Rank/Rate Last Name) has my highest recommendation for the awarding of the _____ for his outstanding personal commitment and contributions to the Naval Sea Systems Command and the Navy.

*U.S.Government Printing Office:1995 - 604-085/22043

Sample Proposed Citation, Legion of Merit

The President of the United States takes pleasure in presenting the **LEGION OF MERIT** to

CAPTAIN JOHN BRUCE SMITH JR.
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as _____, Naval Sea Systems Command, Arlington, Virginia, from (MONTH/YEAR) to (MONTH/YEAR).

TEXT NOT TO EXCEED 22 LINES

By his outstanding leadership, commendable innovation, and inspiring dedication to duty, Captain Smith reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President,

Enclosure (3)

SAMPLE MM

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

FROM: Commanding Officer/Commander, Field Activity
ADDRESS (or) Deputy Commander/PEO
Arlington, VA XXXXX

TO: *(Awarding Authority)* ADDRESS: UIC/RUC:
Commander, Naval Sea Systems Command

COMMAND POC: YNC Rivers
PHONE #: (333)222-4444

14. EXP. OF ACTIVE DUTY INDEFINITE

IF RETIREMENT/SEPARATION, NUMBER OF YEARS

1. SOCIAL SECURITY NUMBER
987-65-4321

2. DESIG/NEC/MOS
1110

15. EST. DETACHMENT DATE 06 JAN 01

☐ RETIREMENT ☒ TRANSFER ☐ TERMINAL LEAVE

3. NAME *(Last, first, MI)*
BOLMAN, MATTEW ALLEN

4. COMPONENT *(USN, USMC, etc.)*
USN

16. NEW DUTY STATION *(Home address if separation anticipated)*
COMCRUDESGRU FORTY

ADDRESS:
FPO AP 90005-2000

5. GRADE/RATE
CDR

17. UNIT AT TIME OF ACTION/SERVICE
COMNAVSEASYSCOM

18. DUTY ASSIGNMENT
ASST. PROGRAM MNGR

6. WARFARE DESIGNATOR

7. UIC/RUC:
34567

19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED *(exclude Purple Heart and Combat Action Ribbon)*
MM (JAN91 - NOV94) NA (JAN78 - APR81)
NC (MAR88 - DEC 90)
NA (JUN 81 - AUG 83)

8. RECOMMENDED AWARD
(See instruction #3 on back)
MM

9. SPECIFIC ACHIEVEMENT
☐ YES ☒ NO

10.
☐ HEROIC ☒ MERITORIOU ☐ HEROIC POSTHUMOUS ☐ MERITORIOUS POSTHUMOUS ☐ MIA

20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED
NONE

11. NUMBER OF AWARD OF RECOMMENDED MEDAL
SECOND

21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION
NONE

12. ACTION DATE/MERITORIOUS PERIOD
DECEMBER 1998 -JANUARY 2001

13. GEOGRAPHIC AREA OF ACTION/SERVICE
ARLINGTON, VA

22. *I certify that the facts contained in the summary of action are* ☒ *known to me* ☐ *a matter of record*

NAME, GRADE, TITLE OF ORIGINATOR	SIGNATURE	DATE
(COMMANDING OFFICER/COMMANDER OR DEPCOM/PEO)		

23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). *(Attach additional sheets only as necessary)*

VIA	COMMAND *(To be completed by originator)*	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			☐ YES ☐ NO		
2			☐ YES ☐ NO		
3			☐ YES ☐ NO		

24. TO BE COMPLETED BY AWARDING AUTHORITY

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
	☐ YE ☐ NO	☐ YES ☐ NO		

FOR USE OF NDBDM ONLY

FROM: SECNAV (NDBDM)
TO: CNO (OP-09B19) CMC (CODE MSDM)

DATE: _____

1. Extraordinary heroism recommended ☐ YES ☐ NO ☐ NA
2. Reviewed and recorded.

By direction

OPNAV 1650/3 (Rev. 1-1994) S/N 0107-LF-017-5800

Enclosure (3)

SAMPLE MM

INSTRUCTIONS

1. Before completing this form see SECNAVIST 1650.IF.
2. The Summary of Action (item 24) is requested *(except for Command approved NAMS)*. In addition attach a double spaced proposed citation.
3. Two (2) letter codes to be used in blocks 8, 19, 20, 23 and 24

MH - Metal of Honor	NM - Navy and Marine Corps Metal	JC - Joint Service Commendation Medal
NX - Navy Cross	BS - Bronze Star	NC - Navy Commendation Medal
DM - Distinguished Service Medal	BV - Bronze Star with V	CV - Navy Commendation Medal with V
SS - Silver Star	PH - Purple Heart Medal	JA - Joint Service Achievement Medal
LM - Legion of Merit	MM - Meritorius Service Medal	NA - Navy Achievement Medal with V
LV - Legion of Merit with V	AS - Air Medal - Strike/Flight	CR - Combat Action Ribbon
DX - Distinguished Flying Cross	AF - Air Medal - Individual Action	
DV - Distinguished Flying Cross with V	AH - Air Medal - Individual Action with V	

25. SUMMARY OF ACTION *(not required for Command approved NAMS)*

During the period from (Month and Year) to (Month and Year), (Rank/Rate Last Name) distinguished himself/herself in every aspect of his/her demanding duties as (Billet Title) for (Activity or Directorate Name).

Specific accomplishment include:

{LIST SPECIFIC ACHIEVEMENTS IN BULLET FORMAT}

SUMMARY OF ACTION IS LIMITED TO ONE PAGE FOR MM, NC AND NA AND A MAXIMUM OF TWO PAGES FOR LM.

CLOSING PARAGRAPH SHOULD BE SIMILAR TO THE FOLLOWING:

For his exceptionally meritorious service,(Rank/Rate Last Name) has my highest recommendation for the awarding of the _____ for his outstanding personal commitment and contributions to the Naval Sea Systems Command and the Navy.

*U.S.Government Printing Office:1995 - 604-085/22043

Sample Proposed Citation, Meritorious Service Medal

The President of the United States takes pleasure in presenting the **MERITORIOUS SERVICE MEDAL** (Gold Star in lieu of Second Award) to

COMMANDER MATTEW ALLEN BOLMAN
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious service (or achievement) as _____, Naval Sea Systems Command, Arlington, Virginia, from (MONTH/YEAR) to (MONTH/YEAR).

TEXT NOT TO EXCEED 22 LINES

By his exceptional professional ability, personal initiative, and total dedication to duty, Commander Bolman reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President,

SAMPLE NC/NA

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

FROM: Commanding Officer, Field Activity
ADDRESS (or) Deputy Commander (SEA ____)
Arlington, VA XXXXX

TO: *(Awarding Authority)* ADDRESS: UIC/RUC:
Commander, Naval Sea Systems Command

COMMAND POC: YNC Rivers
PHONE #: (333)222-4444

14. EXP. OF ACTIVE DUTY 02 APR 00

IF RETIREMENT/SEPARATION, NUMBER OF YEARS

1. SOCIAL SECURITY NUMBER
987-65-4321

2. DESIG/NEC/MOS

15. EST. DETACHMENT DATE 3 JAN 97

☐ RETIREMENT ☒ TRANSFER ☐ TERMINAL LEAVE

3. NAME *(Last, first, MI)*
WALKER, FRANCISCO "NMN"

4. COMPONENT *(USN, USMC, etc.)*
USN

16. NEW DUTY STATION *(Home address if separation anticipated)*
USS MOOSBRUGGER (DD 980)

ADDRESS:
FPO AA 35000-2000

5. GRADE/RATE
FCC

17. UNIT AT TIME OF ACTION/SERVICE
COMNAVSEASYSCOM

18. DUTY ASSIGNMENT
PROJECT OFFICER

6. WARFARE DESIGNATOR
SW

7. UIC/RUC:
34567

19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED *(exclude Purple Heart and Combat Action Ribbon)*
NC (MAY 92 - NOV 94)
NA (JAN 89 - APR 92)
NA (JUN 85 - AUG 87)

8. RECOMMENDED AWARD
(See instruction #3 on back)
NC OR NA (NA for HQ & PEO only)

9. SPECIFIC ACHIEVEMENT
☐ YES ☒ NO

10.
☐ HEROIC ☒ MERI-TORIOU ☐ HEROIC POSTHUMOUS ☐ MERITORIOUS POSTHUMOUS ☐ MIA

20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED
NONE

11. NUMBER OF AWARD OF RECOMMENDED MEDAL
SECOND

21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION
NONE

12. ACTION DATE/MERITORIOUS PERIOD
DECEMBER 1994 -JANUARY 1997

13. GEOGRAPHIC AREA OF ACTION/SERVICE
Arlington, VA

22. *I certify that the facts contained in the summary of action are* ☒ *known to me* ☐ *a matter of record*

NAME, GRADE, TITLE OF ORIGINATOR (COMMANDING OFFICER/COMMANDER OR DEPCOM/PEO)	SIGNATURE	DATE

23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). *(Attach additional sheets only as necessary)*

VIA	COMMAND *(To be completed by originator)*	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			☐ YES ☐ NO		
2			☐ YES ☐ NO		
3			☐ YES ☐ NO		

24. TO BE COMPLETED BY AWARDING AUTHORITY

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
	☐ YE ☐ NO	☐ YES ☐ NO		

FOR USE OF NDBDM ONLY

FROM: SECNAV (NDBDM)
TO: CNO (OP-09B19) CMC (CODE MSDM)

DATE: _____

1. Extraordinary heroism recommended ☐ YES ☐ NO ☐ NA
2. Reviewed and recorded.

By direction

OPNAV 1650/3 (Rev. 1-1994) S/N 0107-LF-017-5800

Enclosure (3)

SAMPLE NC/NA

INSTRUCTIONS

1. Before completing this form see SECNAVIST 1650.IF.
2. The Summary of Action (item 24) is requested *(except for Command approved NAMS)*. In addition attach a double spaced proposed citation.
3. Two (2) letter codes to be used in blocks 8, 19, 20, 23 and 24

MH - Metal of Honor	NM - Navy and Marine Corps Metal	JC - Joint Service Commendation Medal
NX - Navy Cross	BS - Bronze Star	NC - Navy Commendation Medal
DM - Distinguished Service Medal	BV - Bronze Star with V	CV - Navy Commendation Medal with V
SS - Silver Star	PH - Purple Heart Medal	JA - Joint Service Achievement Medal
LM - Legion of Merit	MM - Meritorius Service Medal	NA - Navy Achievement Medal with V
LV - Legion of Merit with V	AS - Air Medal - Strike/Flight	CR - Combat Action Ribbon
DX - Distinguished Flying Cross	AF - Air Medal - Individual Action	
DV - Distinguished Flying Cross with V	AH - Air Medal - Individual Action with V	

25. SUMMARY OF ACTION *(not required for Command approved NAMS)*

During the period from (Month and Year) to (Month and Year), (Rank/Rate Last Name) distinguished himself/herself in every aspect of his/her demanding, multi-faceted and complex billet as (Billet Title) for (Activity or Directorate Name).

His/hers most significant accomplisment during this tour were:

{LIST SPECIFIC ACHIEVEMENTS IN BULLET FORMAT}

SUMMARY OF ACTION IS LIMITED TO ONE PAGE FOR MM, NC AND NA, A MAXIMUM OF TWO PAGES FOR LM.

TE CLOSING PARAGRAPH SHOULD BE SIMILAR TO THE FOLLOWING:

Throughout his/hers demanding assignment in the(Activity/Directorate), (Rank/Rate Last Name) set the standard for all to emulate. His /hers superb performance during this period was well beyond that which could adequately be recognized by a fitness report. The award of _____ Medal is considered appropriate and is most strongly recommended.

*U.S.Government Printing Office:1995 - 604-085/22043

(Sample Proposed Citation)

NAVY AND MARINE CORPS COMMENDATION MEDAL
GOLD STAR IN LIEU OF SECOND AWARD

TO

CHIEF FIRE CONTROLMAN (SURFACE WARFARE) FRANCISCO WALKER
UNITED STATES NAVY

FOR

MERITORIOUS SERVICE WHILE SERVING AS PROJECT OFFICER, NAVAL SEA SYSTEMS COMMAND, ARLINGTON, VIRGINIA, FROM (MONTH/YEAR) TO (MONTH/YEAR).

(TEXT NOT TO EXCEED 10 LINES)

BY HIS EXCEPTIONAL PROFESSIONALISM AND SELFLESS DEVOTION TO DUTY, CHIEF WALKER UPHELD THE HIGHEST TRADITION OF THE UNITED STATES NAVAL SERVICE.

(Sample Proposed Citation)

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
GOLD STAR IN LIEU OF THIRD AWARD

TO

CHIEF FIRE CONTROLMAN (SURFACE WARFARE) FRANCISCO WALKER, UNITED STATES NAVY

FOR

PROFESSIONAL ACHIEVIEMENT WHILE SERVING AS PROJECT OFFICER, NAVAL SEA SYSTEMS COMMAND, ARLINGTON, VIRGINIA, FROM (MONTH/YEAR) TO (MONTH/YEAR).

(TEXT NOT TO EXCEED 10 LINES)

CHIEF WALKER'S OUTSTANDING PERFORMANCE AND LOYAL DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND THE UNITED STATES NAVAL SERVICE.

Sample Proposed Letter of Commendation

The Commander, Naval Sea Systems Command takes pleasure in commending

OPERATIONS SPECIALIST FIRST CLASS (SURFACE WARFARE)
AURELIA C. LOPEZ
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For superior performance of her duties while serving as _____, Naval Sea Systems Command, Arlington, Virginia, from (MONTH/YEAR) to (MONTH/YEAR).

TEXT NOT TO EXCEED 22 LINES

Your (insert two or three qualities or descriptive phrases) reflected great credit upon yourself and the United States Naval Service.

(COMNAVSEA SIGNATURE)