



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVY REGIONAL MAINTENANCE CENTER  
9170 SECOND STREET, SUITE 245  
NORFOLK, VA 23511-2325

CNRMCIINST 1650.1A  
30 Sep 16

COMMANDER, NAVY REGIONAL MAINTENANCE CENTER INSTRUCTION 1650.1A

From: Commander, Navy Regional Maintenance Center

Subj: RECOGNITION AND PERSONAL AWARDS PROGRAM FOR MILITARY  
PERSONNEL

Ref: (a) SECNAVINST 1650.1H  
(b) NAVSEAINST 1650.1G

Encl: (1) Sample Commander's Letters of Appreciation (LOA)  
(2) Sample Commander's Letters of Commendation (LOC)  
(3) Sample Commander's Navy and Marine Corps Achievement  
Medal (NA)  
(4) Sample Commander's Navy and Marine Corps Commendation  
Medal (NC)  
(5) Sample Commander's Meritorious Service Medal (MM)

1. Purpose. To provide administrative and procedural guidance concerning awards available to recognize Navy Regional Maintenance Center (NRMC) commands, units and people.

2. Cancellation. CNRMCIINST 1650.1.

3. Policy. Commanding Officers and leadership at all levels will ensure that personnel under their cognizance who clearly exceed normal standards are recommended for awards per references (a) and (b).

Award originators will submit recommendations in a clear, concise and factual manner to avoid delays in approval by higher authority, or worse, the disapproval of an award to a deserving individual.

4. Award Authority. Reference (a) delineates the Secretary of the Navy's peacetime award delegation levels. Command policy for NRMC and subordinate commands will be as follows:

a. Legion of Merit (LM). Per reference (b), the Commander, Naval Sea Systems Command (COMNAVSEA) will approve all Legion of Merit awards.

b. Meritorious Service Medal (MM). Commander, Navy Regional Maintenance Center (CNRMCI) will approve all O-6 and below Meritorious Service Medals.

c. Navy and Marine Corps Commendation Medal (NC) and Navy and Marine Corps Achievement Medal (NA). Regional Maintenance Center (RMC) Commanders/Commanding Officers have full NC and NA approval authority. Officers-in-Charge (OIC) or "Acting" Commanding Officers do not have authority to award an NC nor NA.

d. Letter of Commendation (LOC) and Letter of Appreciation (LOA). RMC Commanders/Commanding Officers may award an LOC or LOA for performance of actions deserving special recognition, but that may not be of sufficient status to merit a medal award. Commands may submit for consideration Flag Officer LOC or LOA recognition awards for CNRMCI signature per enclosures (1) and (2).

5. Submission Requirements. Awards will be submitted for signature per references (a) and (b) using the applicable enclosure and within the established timeframes as listed below:

a. Legion of Merit. Submit award recommendation 120 days prior to presentation. Per reference (b), the award citation will include 18 to 22 lines of information in the citation using Courier New Font in 12 Pitch. The proposed award will be submitted with the following:

(1) Smooth OPNAV 1650/3 signed by the Commanding Officer,

(2) Award citation on plain bond paper and editable electronic Microsoft Word version,

(3) Copies of previous awards for the same period, and

(4) Summary of Action.

b. Meritorious Service Medal. Submit award recommendation 90 days prior to presentation. Per reference (b) and enclosure (5), the award citation will include 18 to 22 lines of information in the citation using Courier New Font in 12 Pitch. The proposed award will be submitted with the following:

(1) Smooth OPNAV 1650/3 signed by the Commanding Officer,

(2) Award citation on plain bond paper and editable electronic Microsoft Word version,

(3) Copies of previous awards for the same period, and

(4) Summary of Action.

c. Navy and Marine Corps Commendation Medal. Submit award recommendation 60 days prior to presentation. Per enclosure (4), the award citation will include a maximum of 10 lines of information in the citation using Times New Roman Font in 9 Pitch. If the approval authority is CNRMC, the proposed award will be submitted with the following:

(1) Smooth OPNAV 1650/3 signed by the Commanding Officer,

(2) Award citation on plain bond paper and editable electronic Microsoft Word version,

(3) Copies of previous awards for the same period, and

(4) Summary of Action.

d. Navy and Marine Corps Achievement Medal. Submit award recommendation 30 days prior to presentation. Per enclosure (3), the award citation will include a maximum of 10 lines of information in the citation using Times New Roman Font in 9 Pitch. If the approval authority is CNRMC, the proposed award will be submitted with the following:

(1) Smooth OPNAV 1650/3 signed by the Commanding Officer,

(2) Award citation on plain bond paper and edible electronic Microsoft Word version, and

(3) Copies of previous awards for the same period.

e. Letter of Commendation and Letter of Appreciation. Submit award recommendation 30 days prior to presentation. Per enclosures (1) and (2), the award citation will include 18 to 22 lines of information in the citation using Courier New Font in 12 Pitch. If the approval authority is CNRMC, the proposed award will be submitted with the following:

(1) Award citation on plain bond paper and editable electronic Microsoft Word version.

(2) Copies of previous awards for the same period

f. A signed copy of the OPNAV 1650/3 and award citation for all approved command level NC and NA awards will be provided to CNRMC for inputting into Navy Department Awards Web Service (NDAWS).

6. Action. All personnel are responsible and will ensure compliance with the policies established in this instruction.



J. P. DOWNEY

Copy to:

MARMC

SERMC

SWRMC

FDRMC

NAVSHIPYD & IMF Puget Sound WA/NNRMC

NAVSHIPYD & IMF Pearl Harbor HI/HRMC

**SAMPLE**

**LETTER OF APPRECIATION (LOA)**

1650  
Code 100

From: Commander, Navy Regional Maintenance Center  
To: FC3(SW) John B. Doe, Jr., USN

Subj: LETTER OF APPRECIATION

1. It is with great pleasure that I present you with this Letter of Appreciation in recognition of your loyal dedication and performance of duty from \_\_\_\_\_ to \_\_\_\_\_ while serving in the (DEPARTMENT/DIVISION) at (COMMAND NAME).

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your exceptional performance and tireless efforts have been key factors in maintaining \_\_\_\_\_'s outstanding maintenance reputation.

3. Again, I extend my personal appreciation for a job "well done"!

J. P. DOWNEY

Copy to:  
Service record

Enclosure (1)

**SAMPLE**

**LETTER OF COMMENDATION (LOC)**

Yeoman Second Class (SW)  
JOE S. SMITH  
UNITED STATES NAVY

For outstanding service as a \_\_\_\_\_ assigned to  
the \_\_\_\_\_ (DEPARTMENT/DIVISION) at \_\_\_\_\_ (COMMAND NAME)  
from \_\_\_\_\_ to \_\_\_\_\_. You performed your  
duties in an exemplary and highly professional manner.

**(18 Line Minimum to 22 Line Maximum)**

Your professionalism and selfless devotion to duty reflected  
credit upon yourself and were in keeping with the highest  
traditions of the United States Naval Service.

J. P. DOWNEY  
Rear Admiral, United States Navy

NAVPERS 1650/3 IS **NOT** REQUIRED. A SUMMARY OF ACTION IS **NOT**  
REQUIRED.

***SAMPLE***

**NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NA)**

(GOLD STAR IN LIEU OF SECOND AWARD)

MACHINIST'S MATE FIRST CLASS (SW) JOHN J. DOE, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES AS \_\_\_\_\_ (*BILLET TITLE*) \_\_\_\_\_,  
\_\_\_\_\_ (*COMMAND NAME*) \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_. PETTY OFFICER \_\_\_\_\_ CONSISTENTLY  
PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. DISPLAYING \_\_\_\_\_  
AND \_\_\_\_\_, HE/SHE \_\_\_\_\_.

**(10 Line Maximum) (Times New Roman Font, 9 Pitch)**

***(\*HIS/HER SUPERB ACHIEVEMENTS CULMINATED A CAREER OF ## YEARS OF LOYAL AND FAITHFUL SERVICE TO HIS/HER COUNTRY.)***

PETTY OFFICER \_\_\_\_\_ 'S EXCEPTIONAL PROFESSIONALISM AND SELFLESS DEVOTION TO DUTY REFLECTED CREDIT UPON  
HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

14<sup>TH</sup>

MAY

2016

FOR THE

J. P. DOWNEY  
Rear Admiral, U.S. Navy  
Commander, Navy Regional Maintenance Center

\* INDICATES REQUIRED STATEMENT IF MEMBER IS RETIRING/TRANSFERRING TO FLEET RESERVE

***SAMPLE***

**NAVY AND MARINE CORPS COMMENDATION MEDAL (NC)**

(GOLD STAR IN LIEU OF \_\_\_\_\_ AWARD)

CHIEF YEOMAN (SS) JOHN J. DOE, JR, UNITED STATES NAVY

MERITORIOUS SERVICE AS \_\_\_\_\_ (*BILLET TITLE*), \_\_\_\_\_ (*COMMAND NAME*) FROM \_\_\_\_\_ TO \_\_\_\_\_, CHIEF \_\_\_\_\_ CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. DISPLAYING \_\_\_\_\_ AND \_\_\_\_\_, HE/SHE \_\_\_\_\_.

**(8 Line Maximum) (Times New Roman Font, 9 Pitch)**

***(\*HIS/HER SUPERB ACHIEVEMENTS CULMINATED A CAREER OF ## YEARS OF LOYAL AND FAITHFUL SERVICE TO HIS/HER COUNTRY.)***

BY HIS UNSWERVING DETERMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, CHIEF DOE REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

14<sup>TH</sup> MAY 2016

J. P. DOWNEY  
Rear Admiral, U.S. Navy  
Commander, Navy Regional Maintenance Center

\* INDICATES REQUIRED STATEMENT IF MEMBER IS RETIRING/TRANSFERRING TO FLEET RESERVE





***SAMPLE***

**MERITORIOUS SERVICE MEDAL (MM)**

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

COMMANDER JANE L. DOE  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious service or achievement while serving as \_\_\_\_\_ (Billet Title) for \_\_\_\_\_ (Command Name) from January 2014 to August 2016. Commander Doe consistently performed his/her demanding duties in a highly professional manner.

**(18 Line Minimum to 22 Line Maximum) (Courier New Font, 12 Pitch)**

**(\*HIS/HER SUPERB ACHIEVEMENTS CULMINATED A CAREER OF ## YEARS OF LOYAL AND FAITHFUL SERVICE TO HIS/HER COUNTRY.)**

Commander Doe's exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.

For the President,

J. P. DOWNEY  
Rear Admiral, U.S. Navy  
Commander, Navy Regional Maintenance  
Center

\* INDICATES REQUIRED STATEMENT IF MEMBER IS RETIRING/TRANSFERRING TO FLEET RESERVE