DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 1650.3C
PERS-00

MAY 1 4 2009

NAVPERSCOM INSTRUCTION 1650.3C

From: Commander, Navy Personnel Command

Subj: MILITARY AWARDS GUIDANCE

Ref: (a) SECNAVINST 1650.1H
       (b) SECNAVINST 5216.5D
       (c) Government Printing Office (GPO) Style Manual 2000
       (d) SECNAV M-5210.1 of Nov 07

Encl: (1) OPNAV 1650/3 Form Instruction Guide 07/04 (Rev 1)
            of 3 May 05
       (2) Example of Letter of Commendation (XX)
       (3) Example of Navy and Marine Corps Achievement Medal
            (NA)
       (4) Example of Navy and Marine Corps Commendation Medal
            (NC)
       (5) Example of Meritorious Service Medal (MM)
       (6) Example of Legion of Merit (LM)
       (7) Example of Military Outstanding Volunteer Service
            Medal (OV)

1. <u>Purpose</u>. To provide policy and procedures concerning awards
for military personnel assigned to Navy Personnel Command
(NAVPERSCOM) and subordinate activities. This instruction is a
complete revision and should be reviewed in its entirety.

2. <u>Cancellation</u>. NAVPERSCOMINST 1650.3B.

3. <u>Background</u>. Awards for deserving personnel are second in
importance only to Fitness Report and Counseling Records
(FITREPS) and Evaluation Report and Counseling Records (EVALS).
They are one of the primary means to publicly recognize Sailors
who perform above and beyond what is normally expected in their
billet. It is important to our success that time and effort are
dedicated to initiate and properly submit award recommendations.
This instruction provides directions to do it right. In
crafting the citation, avoid jargon and acronyms. The simple

test I use is, "Will the Sailor's mother understand why the Sailor received an award?" If the answer is yes, you have satisfied Commander's Intent.

4. Policy. The NAVPERSCOM awards program will comply with references (a) through (c) and enclosures (1) through (7).

   a. Initiation of Recommendation. A recommendation for a personal award may be submitted by any commissioned officer, senior in grade or billet, to the individual being recommended, who has knowledge of any act, achievement, or service that may warrant such award.

   b. End of Tour. A copy of any personal awards received during the tour must be submitted to the awarding authority with the award recommendation. Barring unusual circumstances, awards shall be submitted in time to be processed and presented prior to the member's transfer.

   c. Awards Presented at the Time of Retirement. Awards presented at the time of retirement should contain a statement to include the member's total number of years in service in the second to last line of the citation, per reference (a).

      (1) Example: Chief Smith's superior performance of duties highlights the culmination of 20 years of honorable and dedicated service.

   d. Specific Achievement. Awards recognizing specific acts should be bestowed as soon as possible after the act occurred. Specific achievement awards may be authorized for exceptional performance over a period of short duration, which is generally no longer than 12 months. However, specific achievement awards may not support an end of tour award; neither the Summary of Action nor the citation issued for the period of meritorious service shall mention the specific achievement previously recognized.

5. Action. All personnel involved in the awards process will be thoroughly familiar with references (a) through (c).

   a. Preparation. Award recommendations will be prepared per reference (a) and as supplemented by this instruction and the Navy Department Awards Web site (NDAWS) at https://www.awards.navy.mil.

b. <u>Submission</u>. An award recommendation package will contain the following:

(1) One 3.5″ diskette, including electronic versions of the proposed citation and OPNAV 1650/3 saved in Word format. Save files using the following naming procedures: LNAME (last name) FINITAL (first initial) TWO-DIGIT AWARD CODE CITATION/1650 (Example: HARTLAUB A LM CIT or HARTLAUB A LM 1650). Prior to submission all diskettes shall be checked for possible virus (NOTE: Diskettes will not be returned to the originator). It is the originator's responsibility to maintain a copy.

(2) Original OPNAV 1650/3, Personal Award Recommendation.

(3) Printed citation in format as listed in this instruction.

(4) Late letter(s) and copy of awards received during tour, as appropriate.

c. <u>Timeliness</u>. Submit award recommendations to Commander, Navy Personnel Command (COMNAVPERSCOM), via the member's chain of command, a minimum of 60 days prior to the desired presentation date for final adjudication. Award recommendations requiring review by further levels in the chain of command will be submitted to COMNAVPERSCOM 90 days prior to the desired presentation date. A late letter will be signed by a branch head or equivalent explaining detailed circumstances and be submitted to COMNAVPERSCOM with the award recommendation if received after the above time requirements.

d. <u>Records</u>

(1) After adjudicating the award recommendation, the office of the awarding authority will make the appropriate entries into the NDAWS database and forward a copy of the citation and/or certificate to NAVPERSCOM (PERS-312) for submission into the member's Electronic Service Record.

(2) The following documents will be maintained by the NAVPERSCOM (PERS-00) Awards Yeoman for centralized filing:

(a) The original OPNAV 1650/3 bearing all signatures and including the summary of action, if required;

(b) a copy of the signed citation and/or certificate; and

(c) any necessary supporting documents and related correspondence.

6. Records Management. Records created as a result of this notice, regardless of media and format, shall be managed in accordance with reference (d).

7. Form. OPNAV 1650/3 (Rev 07-04), Personal Award Recommendation, is available at https://www.awards.navy.mil or https://navalforms.daps.dla.mil/web/public/home.
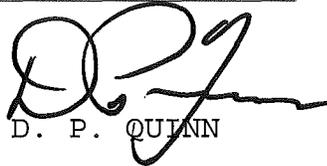
D. P. QUINN

Distribution:
Electronic only, via NAVPERSCOM Web site
http://www.npc.navy.mil/Audiences/ForInternal

OPNAV 1650/3 FORM INSTRUCTION GUIDE 07/04 (Rev 1) 3 MAY 2005
(Use sentence case unless otherwise indicated)

BLOCK #	NAME	FIELD		HOW TO COMPLETE
		Type	Format / Length	
1	FROM ADDRESS	Regular Text	Unformatted/. "From" is 50 characters; "Address is unlimited	Indicate originating command address. If veteran award request, fill in command name, followed by name and address of primary point of contact.
1a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate originating command UIC. For veterans, if UIC not known, indicate 00000. DO NOT leave blank. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
2	TO (Awarding Authority) ADDRESS	Regular Text	Unformatted. "To" and "Address" contain unlimited characters	Indicate awarding authority command address. If awarding authority is: CNO: Chief of Naval Operations (DNS-35) 2000 Navy Pentagon Washington DC 20370-2000 SECNAV: Chief of Naval Operations (NDBDM) 2000 Navy Pentagon Washington DC 20370-2000
2a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate awarding authority UIC. If awarding authority is **CNO**, use **00011**. If awarding authority is **SECNAV**, use **31707**. If UIC is **unknown**, use **00000**. DO NOT leave blank. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
3	COMMAND POC NAME E-MAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters	Indicate originating command/individual's rank, name and e-mail address. For awards requiring CNO/SECNAV processing, if POC will be departing within 60 days of sending award for processing, provide POC information for someone who will be available after 60 days.

4	PHONE (DSN) (COM)	Regular Text	Unformatted/22 characters	Indicate originating command/individual's phone number. For overseas numbers, indicate complete international phone number. If DSN is available, indicate DSN prefix. If no DSN, leave DSN section blank.
5	EXP DATE OF ACTIVE DUTY	Regular Text	Unformatted/20 characters	Indicate date individual's current enlistment will expire. For officers with no contract expiration, indicate "INDEFINITE". For veterans, estimate the date the individual left the service.
5a	IF RETIREMENT/ SEPARATION, NUMBER OF YEARS	Number	Unformatted/9 characters	Indicate the number of years the individual served on active duty, if the individual is retiring. If not retiring, indicate N/A.
6	SSN	Number	Formatted, FULL Social Security # Example: 123-45-6789 (NOT OPTIONAL)	Self-explanatory; ensure you include the hyphens (dashes) between the numbers, as indicated. For veterans, request must include either the SSN or the Service Number; however, you must add enough zeros in FRONT of the Service Number to ensure you are entering a total of nine digits.

7	DESIG/NEC/MOS	Regular Text	Numeric/4 characters	Indicate awardee's designator (officers), NEC (enlisted) or MOS (USMC). A list of Navy designators and NECs can be found at the BUPERS Web site via the following links: **If unknown use four zeros, do not use N/A.**
				
				Officer: Manual of Navy Officer Manpower and Personnel Classifications
				
				    http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/OFFCLASS/OfficerManMenu.htm Then select "Major Code Structure" Then select "Part A"
				
				Enlisted: Navy Enlisted Manpower and Personnel Classification Manual
				
				    http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/enlistedManOpen.htm. Then select "Navy Enlisted Occupation Standards" and then select "Appendix B

8	DETACHMENT OR CEREMONY DATE (EARLIER DATE)	Date	Formatted/DD-MMM-YYYY	Indicate date the award will be presented. If a retirement, this date will often be well before the actual retirement date. This allows the chain of command to prioritize award processing.

Enclosure (1)

9	NAME (LAST, FIRST, MIDDLE, SUFFIX)	Regular Text	Capitalize; "Last Name" is 15 characters; "First Name" is 20 characters; "Middle" is 15 characters; "Suffix" is 5 characters	Indicate last name in first block, then tab to second block and type in first name. Tab to third block and type in middle name. Tab to fourth block and type in suffix (JR, III, SR, etc.) if suffix applies.
10	TYPE OF AWARD	Check Box	N/A	Check appropriate box for the type of award being considered: • Retirement • Transfer (End of Tour) • Separation • Specific Achievement
11	COMPONENT	Drop down	N/A	Indicate awardee's component service for this period. Select from dropdown menu. For foreign officers, indicate "OTHER"
12	NEW DUTY STATION ADDRESS (Home address for retirement or separation)	Regular Text	Unformatted/100 characters	Indicate address of awardee's next duty station, if they are not leaving the service. If they are leaving the service, indicate their home address. This is used to forward the award should they no longer be attached to the command when the award is approved.
13	PAYGRADE AND RATING	Regular Text	Unformatted. "Paygrade" is 4 characters; "Rating" is 5 characters	In first block, indicate paygrade in letter and number format. Example: First Class Petty Officer is E6. Captain is O6. In second block, indicate rank or rate. Example: BM1 or CAPT.
14	WARFARE QUALIFICATION	Regular Text	Unformatted/unlimited characters	Indicate individual's warfare qualification. Example: ESWS, SWO, SEAL, EOD, PILOT, NFO, SUBMARINE, etc. If no warfare qualification, indicate N/A for not applicable.
15	UNIT AT TIME OF ACTION/SERVICE	Regular Text	Unformatted/unlimited characters	Indicate the unit the awardee was attached to for the period of the award being considered.
16	DUTY ASSIGNMENT	Regular Text	Unformatted/30 characters	Indicate awardee's **primary** job title during the award period. If award submission is for a specific act, indicate the job title during the specific act, if it is different from their primary job.

Enclosure (1)

17	UIC/RUC	Regular Text	Unformatted/5 characters	Indicate the UIC of the awardee's unit at the time of the action or service. If UIC is unknown, fill in 00000. DO NOT leave blank. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
18	CAMPAIGN	Drop down	N/A	Indicate campaign that applies. If award is not connected to a campaign (such as Iraqi Freedom), select "N/A"
18a	OPERATION	Regular Text	Unformatted/unlimited characters	Type in the unclassified operation. If operation is classified or if no operation applies, type in "N/A"
19	PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (Exclude Combat Action Ribbon)	Regular Text	Unformatted/unlimited characters	To get a personal awards summary (Navy), go to awards.navy.mil and run personal awards query. Copy and paste search results into block 19 of the 1650/3. Awards not showing means: • One or more of the individual's personal awards are not in NDAWS. See FAQ "Updating awards" on the Web site to fix. • The individual has more than 9 personal awards. The format will only pick up the first 9 in the NDAWS database. If the method above doesn't work, type in awards in this format: • Two-letter award code (all caps) MMMYY-MMMYY (Start month and year)-(End month and year). If single day action, indicate MMMYY. • List three awards per line
20	RECOMMENDED AWARD	Drop down	N/A	Indicate award the individual is being recommended for. If the award is the MOVSM, you are not required to use the 1650, as you have to hand-write the award in this block. The MOVSM is not considered a personal award-it is a service award that does not require use of the 1650/3.
21	TYPE OF ACTION	Check Box	N/A	Check the appropriate type of action for this award recommendation. Select "heroic" for actions where the individual's life was in extreme danger or if the combat "V" is being considered. "Meritorious" is used for an end of tour award. Posthumous awards are used for award recommendations if the awardee is deceased. "MIA" is for those in combat who are Missing in Action.

22	PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED	Regular Text	Unformatted/unlimited characters	Indicate any possible pending awards. For those who are TEMADD during their tour, check with the individual or the TEMADD command to find out if there are any awards that may be submitted up the TEMADD command's chain of command.
23	RECOMMENDED AWARD NUMBER	Drop down	N/A	Indicate the number of occurrences of this award for the awardee. For example, if the awardee already has 1 Navy and Marine Corps Commendation Medal (NC), and this is a request for another NC, indicate "2".
24	OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION	Regular Text	Unformatted/unlimited characters	If other personnel were/are being recommended for the same action, list them by rank, first name and last name.
25	ACTION DATE/MERITORIOUS PERIOD	Date	DD-MMM-YYYY for first block and DD-MMM-YYYY for second block	Indicate merit start date in first block and merit end date in second block. If day is unknown, use "01". If action is for a one-day period, indicate same date in first and second blocks.
26	(FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR	Regular Text	Unformatted/50 characters	If the awardee is an O6 or above, indicate the rank and name of the individual who filled their position before the awardee. If the award is for a specific act, or the awardee is the first person assigned to the position, indicate "N/A". The purpose of this block is for senior Navy leaders to evaluate award levels by position across time. This can become a bigger issue for more senior positions.
27	GEOGRAPHIC AREA OF ACTION	Drop down	N/A	Select the area where the majority of the action was accomplished. For classified awards where area cannot be revealed, select "MU" for Multiple Locations.

Enclosure (1)

The Commander, Navy Personnel Command takes pleasure in presenting a LETTER OF COMMENDATION to

<div align="center">

YEOMAN SECOND CLASS (SUBMARINES)
JOE N. SAILOR
UNITED STATES NAVY

</div>

for service as set forth in the following

CITATION

For outstanding professional **[service/achievement]** in the superior performance of his duties while serving as **[Job Title]**, **[Command]**, **[City]**, **[State]** from **[Month Year]** to **[Month Year]**. **[Insert commendatory language describing the service/accomplishments warranting recognition]** Petty Officer Sailor's outstanding performance, initiative, and perseverance reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

Use the format guidelines for preparation of a Meritorious Service Medal citation provided in reference (a):

- Maximum length of 23 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 12 point font (Justified)
- Margins:
  - Left - 0.7"
  - Right - 0.5"
  - Top - 2"
  - Bottom - 1"

(GOLD STAR IN LIEU OF THE FOURTH AWARD)

YEOMAN SECOND CLASS (AVIATION WARFARE) JOE N. SAILOR, UNITED STATES NAVY

PROFESSIONAL **[SERVICE/ACHIEVEMENT]** AS **[JOB TITLE]**, **[COMMAND]**, **[CITY]**, **[STATE]** FROM **[MONTH YEAR]** TO **[MONTH YEAR]**. **[INSERT COMMENDATORY LANGUAGE DESCRIBING THE SERVICE/ACCOMPLISHMENTS WARRANTING RECOGNITION]** PETTY OFFICER SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Use the guidelines for preparation of a Navy and Marine Corps Achievement Medal provided in reference (a):

- Maximum length of 7.5 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 10 point font (Justified)
- Margins:
  - Left - 1"
  - Right - 1"
  - Top - 2"
  - Bottom - 1"

YEOMAN FIRST CLASS (SURFACE WARFARE) JOE N. SAILOR, UNITED STATES NAVY

MERITORIOUS **[SERVICE/ACHIEVEMENT]** WHILE SERVING AS **[JOB TITLE]**, **[COMMAND]**, **[CITY]**, **[STATE]** FROM **[MONTH YEAR]**

TO **[MONTH YEAR]**.   **[INSERT COMMENDATORY LANGUAGE DESCRIBING THE SERVICE/ACCOMPLISHMENTS WARRANTING**

RECOGNITION]   BY HIS NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER SAILOR

REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Use the guidelines for preparation of a Navy Marine Corps Commendation Medal provided in reference (a):

- Maximum length of 7.5 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 10 point font (Justified)
- Margins:
    o Left - 1"
    o Right - 1"
    o Top - 2"
    o Bottom - 1"

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

COMMANDER JOE N. SAILOR
UNITED STATES NAVY

for service as set forth in the following:

CITATION:

For outstanding meritorious **[service/achievement]** while serving as **[Job Title]**, **[Command]**, **[City]**, **[State]** from **[Month Year]** to **[Month Year]**. **[Insert commendatory language describing the service/accomplishments warranting recognition]**. Commander Sailor's exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon him and were in keeping with the highest traditions of the United States Naval Service.

Use the format guidelines for preparation of a Meritorious Service Medal citation provided in reference (a):

- Maximum length of 23 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 12 point font (Justified)
- Margins:
  - Left - 0.7"
  - Right - 0.5"
  - Top - 2"
  - Bottom - 1"

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

CAPTAIN JOE N. SAILOR
UNITED STATES NAVY

for service as set forth in the following:

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as **[Job Title]**, **[Command]**, **[City]**, **[State]** from **[Month Year]** to **[Month Year]**. **[Insert commendatory language describing the service/accomplishments warranting recognition]** By his dynamic direction, keen judgment, and loyal devotion to duty, Captain Sailor reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

Use the same format guidelines for preparation of a Legion of Merit citation provided in reference (a):

- Maximum length of 23 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 12 point font (Justified)
- Margins:
    - Left - 0.7"
    - Right - 0.5"
    - Top - 2"
    - Bottom - 1"

DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1650
PERS-00

From: Commander, Navy Personnel Command
To: YN1(SW) Joe N. Sailor, USN, XXX-XX-6789

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVINST 1650.1H

1. Per reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service with several community organizations for the period **[Month Year]** to **[Month Year]**.

2. Your dedication and tenacious commitment to the community during off duty hours is an inspiration to all. Your genuine concern and generous spirit reflect your high regard for the Navy's core values.

3. Congratulations on a Job WELL DONE!

                        D. P. QUINN

Copy to:
Service Record
NAVPERSCOM (PERS-312)

Prepare using the Standard Letter format, per reference (b).

Enclosure (7)