



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
2601A PAUL JONES STREET  
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1650.2F

N00

15 Nov 23

### NSTC INSTRUCTION 1650.2F

Subj: NAVAL SERVICE TRAINING COMMAND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J  
(b) SECNAV M-1650.1  
(c) NETCINST 1650.3G  
(d) Navy Department of Awards Web Service User Guide

Encl: (1) Level of EOT Award Matrix  
(2) Sample – Late Letter Format  
(3) Sample – LM, MM, and FLOC Citation Format  
(4) Sample – NC and NA Medal Citation Format  
(5) Guidance to Avoid Citation/SOA Common Errors

1. Purpose. To issue policy and procedures for submission of award recommendations to Commander, Naval Service Training Command (CNSTC) and to incorporate standards as set forth in references (a) through (d).

2. Cancellation. NSTCINST 1650.2E. This instruction is a complete re-write and should be read in its entirety.

3. Policy. Award recommendations should reflect exceptional acts or services which conspicuously exceed expected performance of duty and should not be considered automatic or follow a precedent based on awards made to previous incumbents. Recognition of sustained superior performance should be afforded an individual at the completion of the period during which he or she demonstrated that performance, such as at the end of a tour of duty. Awards recognizing specific acts should be bestowed as soon as possible after the act occurred, with due consideration given to the time required to properly investigate the event, validate the facts, and process the award. It is imperative that all awards be submitted per the timelines prescribed in this instruction, ensuring proper recognition is bestowed on the awardee prior to detachment. Consideration should be given to presenting Flag Letters of Commendation (FLOC) to personnel who have performed in a noteworthy manner, but not of sufficient importance to merit military decoration.

a. Level of Award. The appropriate award level should be equated to the scope of responsibility, which normally increases with rank or grade. Enclosure (1) is a matrix reflecting an “approximate norm” by rank for awards. A nomination for an award higher than indicated in enclosure (1) requires specific justification for the upgrade in the Summary of Action (SoA) of the Personal Award Recommendation OPNAV 1650/3.

b. End of Tour. Recognition of sustained, exceptional performance for individuals who have accomplished several specific achievements, not previously recognized by an award, should be considered for an end of tour award. Accomplishments recognized in any mid-tour awards must be exempted. A copy of any mid-tour award citation must be provided with the end of tour award recommendation.

c. Retirement or Transfer to the Fleet Reserve. If an individual is recommended for an award upon retirement or transfer to the Fleet Reserves, it shall recognize service during the last tour of duty only. However, it is appropriate to include a statement in the citation reflecting the member's total years of service. Additionally, the ending date on awards for personnel leaving the Naval service is the **last day of duty prior to the beginning of any period of separation or terminal leave**.

4. Action. CNSTC is authorized to approve the Meritorious Service Medal (MM) and lesser personal awards to all military personnel in the Naval Service Training Command (NSTC) domain, with the exception of personal staff. The approval of an MM or above for CNSTC's personal staff must be routed to the next higher awarding authority for approval. All NSTC O-6s in command may approve the Navy and Marine Corps Commendation Medal (NC) and lower personal awards for their personnel. Commanding Officers designated to wear the command ashore insignia, regardless of rank, may approve the Navy and Marine Corps Achievement Medal (NA). All personal awards with a higher precedence will be signed by the Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (OPNAV N1), via CNSTC and Commander, Naval Education and Training Command (CNETC). All unit awards will be signed by the Secretary of the Navy (SECNAV), via CNSTC, CNETC, and OPNAV N1.

5. Award Submission. NSTC subordinate commands must forward all Personal Military Decoration (PMD) recommendations requiring final signature by CNSTC or higher authority to the NSTC Flag Administrative Office (Flag Admin) **via DoD Safe or encrypted email utilizing NMCI systems**. Due to NMCI enhanced security, DOD Safe is the preferred method. Forward the PMD submission to NSTC Flag Admin using the subject line: AWARD SUBMISSION - Last Name, First Name, Middle Initial, Suffix (If Any), Rate/Rank followed by a hyphen then the two-letter code indicating type of award (Example: Sailor, Johnny B., LCDR – LM ). Send to Flag Administration e-mail: NSTC\_GRLK\_ADMIN@us.navy.mil.

a. If the PMD requires higher authority approval, Flag Admin will submit recommended awards via the Enterprise Task Management Software Solution (ETMS2) and/or BOL with an endorsement from CNSTC.

b. PMD submissions to Flag Admin shall consist of:

(1) Complete and digitally sign the latest version of OPNAV 1650/3 PDF v3, available NSTC website (<https://www.netc.navy.mil/NSTC>) for all awards above a FLOC. For Legion of Merit (LM) awards or higher, submit an unsigned OPNAV 1650/3; CNSTC will sign these awards as the originator. Save the PDF file using the following naming procedures: Last Name, First Name, Middle Initial, Suffix (if any), Rate/Rank, followed by a hyphen, the two-digit award code and the word "Signed" (Example: Sailor, Johnny B., LCDR – MM or Rifleman, Johnny B., Jr., Col – LM).

(2) For non-BOL submissions and PMD recommendations for Navy personnel, send a copy of the member's awards history printout from the Navy Department of Awards Web Service (NDAWS) website. For Marine personnel, send a copy of the member's awards history printout from Improved Awards Processing System(IAPS) website.

(3) When required, the OPNAV 1650/3 must be filled out in its entirety. Incomplete forms **will be returned to the command** and routing of the award will be on hold pending resubmission. Instructions for filling out the OPNAV 1650/3 are provided on page 4 and 5 of the form.

(4) A proposed citation, submitted as a word document, and condensed from the SoA, must accompany the recommendation. All information in the citation must also appear in the SoA. Reference (a) provides the format for the SoA. Enclosures (3) and (4) are provided as examples and to provide opening and closing citation statements.

(a) Although a citation is laudatory and formalized, it must be factual and contain no classified information. It **shall not use acronyms, abbreviations, or symbols** such as \$ or %. Citations are fully justified. Citations for FLOCs, MMs, and LMs shall be prepared in accordance with enclosure (3). Citations for NCs and NAs shall be prepared in accordance with enclosure (4).

(b) The citation file shall be saved using the following naming procedures: Last Name, First Name, Middle Initial, Suffix (if any), Rate/Rank, followed by a hyphen, two- or four-digit award code and then the Word Citation (Example: Sailor, Johnny B. LCDR – NC Citation or Sailor, Johnny B. Jr., YN1 – NA Citation).

(5) A buck slip signed by the Commanding Officer is required if the award submission does not meet the timelines indicated in paragraph 6. Enclosure (2) provides a sample.

c. Unit award submissions will consist of:

(1) All unit awards will be prepared utilizing OPNAV 1650/14, obtainable from the NDAWS website and forwarded to NSTC Flag Admin, using the subject line: UNIT AWARD SUBMISSION-UNIT NAME (Example: UNIT AWARD SUBMISSION-RECRUIT TRAINING COMMAND).

(2) A completed version of the OPNAV 1650/14 including the SoA. Though reference (a) does not stipulate the length requirements for the SoA, OPNAV N1 prefers that the length be limited to one page.

(3) A list of all units recommended for participation using page 3 of the OPNAV 1650/14 submitted as a Word document.

(4) A by-name list of civilians nominated for participation, the total number of civilians nominated, and certification that they played a key role in the achievement for which the award is being recommended. Additionally, a statement that they are United States citizens and

Department of the Navy employees is required. Contractors and foreign nationals are not eligible.

(5) A proposed citation, submitted as a Word document.

6. Timeline. Awards shall be submitted in a manner allowing time for an Awards Board to be conducted to ensure appropriate and timely recognition. Late submissions **will not be processed without appropriate justification via a buck slip** from the Commanding Officer. Timelines for specific awards are as follows:

a. PMD recommendations to be Signed by CNSTC. Awards shall be submitted to NSTC Flag Admin **a minimum of 60 days** prior to transfer, separation leave, retirement ceremony, or planned presentation date. Awards submitted late for CNSTC signature **will require** a buckslip.

b. PMD recommendations to be Signed by CNETC. Few awards from NSTC or its subordinate commands will be signed by CNETC. Situations that may warrant signature by CNETC may include: when CNSTC has not yet been frocked to O-7 or when the CNSTC billet is gapped. Awards shall be submitted to Flag Admin **a minimum of 90 days** prior to transfer, separation leave, retirement ceremony, or planned presentation date.

c. PMD recommendations to be signed by OPNAV N1. Awards shall be submitted to Flag Admin **a minimum of 120 days** prior to transfer, separation leave, retirement ceremony, or planned presentation date.

d. Unit Awards. Generally acceptable time requirements for submission of unit awards are contained in reference (b). However, if a unit award is required for a specific event in the future, such as decommissioning or change of command, the proposed unit award should be received by NSTC Flag Admin 210 days prior to the scheduled event. It should be noted that individual units are not authorized to recommend themselves for any unit award; prepare the draft of the OPNAV 1650/14 with CNSTC as the originator.

7. NDAWS and Official Military Personnel File (OMPF). The Navy has migrated the NDAWS to BOL. The migrated system allows individual commands to update personnel records. NSTC will not update award entries on behalf of tenant commands. Reference (d) provides instructions on how to process award entries. For the most up-to-date version, refer to the MyNavy HR website.

8. Mailing and distribution of signed awards. Flag Admin will coordinate the delivery of awards signed by Commander, Naval Service Training Command to departments and subordinate commands.

a. If members receiving awards are located in the Great Lakes area, Flag Admin will contact the responsible command or department to retrieve the award from Flag Admin.

b. If members receiving awards are located outside of the Great Lakes area, it is imperative that the command or department submitting the award include the desired address to send the signed award. Flag Admin will prepare the mailing label while routing the award. Once signed,

Flag Admin will mail the award to the requested address and notify the command or department who submitted the award.

c. If an award is not approved by Commander, Naval Service Training Command, Flag Admin will contact the command or department via email or phone and return the signed, disapproved, submission via email or secure electronic transmission (for example, DODSafe).

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC Flag Secretary will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



C. T. MATTINGLY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,  
[http://www.netc.navy.mil/nstc/NSTC\\_Directives/instructions.html](http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html).

LEVEL OF EOT AWARD MATRIX

- O-6: NSTC Deputy; NSTC Chief of Staff; Director, Officer Development; and Commanding Officers (COs) of RTC, OTCN, and NROTC units will generally receive the LM. If the scope of responsibility for other O-6s can be justified as exceptional and comparable to those O-6s listed above, the LM may be recommended. O-5s with outstanding performance as an Executive Officer (XO) will NOT be recommended for a LM. XOs who were officially the Acting CO for the majority of their tour and who excelled may be considered for a LM.
- O-5/CWO5: XOs of RTC, OTCN, and NROTC units generally receive a MM. If the scope of responsibility for other CDRs or CWO5s can be justified as exceptional and comparable to O-5s who were XOs, a MM may be recommended. Justification must be compelling and documented with significant and quantifiable facts.
- O-4/CWO4: Exceptional O-4s and CWO4s usually receive a NC as an EOT award. If the scope of responsibility was definitively and quantifiably comparable to an XO assignment, the O-4 was the XO, the O-4 was officially the Acting XO for the majority of the tour, or the O-4 is a retiring Marine who excelled throughout the tour, a MM may be recommended. Transferring Marine Officer Instructors will normally not be recommended for an MM.
- O-3/CWO3: Exceptional O-3s or CWO3/CWO2s generally earn the NC, including Officers-In-Charge. LTJGs/ENSs generally receive the NA.
- Command Master Chiefs (CMC): The CMCs of NSTC, RTC, and OTCN generally receive a MM. E-9s who were Acting CMCs or similar responsibility through a significant portion of their tour and who excelled may be considered for a MM.
- E-7/E-9: E-7s through E-9s who exceed performance expectations receive a NC.
- E-6: E-6s normally receive a NA. E-6s who performed equally to a Sailor of the Year or who are serving in an E-7 billet and excel may be considered for a NC. A FLOC may be appropriate for an average E-6.
- E-5 and Below: Exceptional E-5s receive a NA. A FLOC is generally appropriate for an average E-5 and all E-4 and below.

COMMAND LETTERHEAD

1650  
Ser N00/1234  
dd Mmm YYYY

From: Commanding Officer, [Command]  
To: Commander, Naval Service Training Command

Subj: LATE LETTER IN CASE OF LT IMA U. S. SAILOR, USN

1. The purpose of the late letter is to inform leadership of what obstacles prevented you from submitting the award on time.
2. Statements such as “due to administrative oversight” are prohibited and will be returned.
3. Ensure you identify a point of contact and their email and phone number in case there is issues with the award or more information is needed.

[THREE LINES BLANK]

J. P. JONES

For MM and below, address the letter as the following:

From: Commanding Officer, [Command]  
To: Commander, Naval Service Training Command

For LM or higher, address the letter as the following:

From: Commanding Officer, [Command]  
To: Deputy Chief Of Naval Operations For Personnel, Manpower, and Training, N1  
Via: (1) Commander, Naval Service Training Command  
(2) Commander, Naval Education Training Command

Sample – LM, MM, FLOC Citation

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the Second Award)<sup>1</sup> to

COMMANDER JOANNA B. SAILOR<sup>2</sup>  
UNITED STATES NAVY<sup>2</sup>

for services set forth in the following

CITATION:

Opening<sup>3</sup> while serving as Billet Title, Command Name, and recognition period. Text is both upper and lower case. Font is Courier New size 12. Portrait orientation. Minimum 17, maximum 23 lines, from "for" to "service". Margins: top 2 inches, bottom 1 inch, left 0.7 inches, and right 0.5 inches. One single paragraph from opening to closing sentence. Fully justified to distribute the text evenly between the horizontal margins. No jargon, acronyms, or abbreviations. No classified information. No bold, italics, or underline text emphasis. The following is to be used when the member is separating/retiring: Commander Sailor's superior performance of duties culminated her 25 years of honorable and dedicated military service. Closing.<sup>5</sup>

For the President,

F. M. LAST  
Rank, Branch of service

Notes:

1. The LM and MM have similar introductions. The FLOC will read, "takes pleasure in presenting the Flag Letter of Commendation to". Centered, with no subsequent awards verbiage.
2. Names will be centered, all uppercase, and formatted as follows:

Enlisted:

RATE, PRIMARY WARFARE (ONLY)  
FULL NAME  
BRANCH

Example:  
YEOMAN FIRST CLASS(SURFACE WARFARE)  
JOANNA B. SAILOR  
UNITED STATES NAVY

Officer:

RANK AND NAME  
STAFF CORPS (IF APPLICABLE)  
BRANCH

Example:  
LIEUTENANT JOANNA B. SAILOR  
UNITED STATES NAVY



3. Opening sentences are as follow:

LM: For exceptionally meritorious conduct in the performance of outstanding service...

MM: For outstanding meritorious achievement (or service)...

FLOC: For professional achievement while service as...

4. Closing sentences are as follow:

a. Navy personnel. "Lieutenant Commander Smith's professionalism, perseverance, and loyal dedication to duty reflected great credit on her and were in keeping with the highest traditions of the United States Naval Service."

b. Marine Corps personnel. "Colonel Smith's professionalism, perseverance, and loyal dedication to duty reflected great credit on him and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

5. For a PMD awarded on the occasion of retirement, the last sentence of the body of the citation shall be:

"Lieutenant Smith's superior performance of duties culminated her 25 years of honorable and dedicated military service."

Sample – Navy and Marine Corps Commendation/Achievement Medal Format

(GOLD STAR IN LIEU OF THE THIRD AWARD)

LIEUTENANT JOHNNY B. SAILOR  
UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS MILITARY MANPOWER ANALYST AT NAVAL SERVICE TRAINING COMMAND, GREAT LAKES, ILLINOIS, FROM JUNE 2011 TO DECEMBER 2014.<sup>1</sup> ALL UPPER CASE TYPE. TIMES NEW ROMAN FONT WITH: SIZE 10 FONT FOR SUBSEQUENT AWARD, SIZE 14 FONT FOR GRADE/RANK, NAME, AND SERVICE; AND SIZE 10 FONT FOR CITATION PARAGRAPH. NO MORE THAN 8 TYPEWRITTEN LINES. LANDSCAPE ORIENTATION. MARGINS: ONE INCH. FULLY JUSTIFIED TO DISTRIBUTE THE TEXT EVENLY BETWEEN THE HORIZONTAL MARGINS. NO JARGON, ACRONYMS, ABBREVIATIONS. NO CLASSIFIED INFORMATION MAY BE INCLUDED IN THE PROPOSED CITATION. NO BOLD, ITALIC, OR UNDERLINE TEXT EMPHASIS. LIEUTENANT SAILOR'S PROFESSIONALISM, PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED GREAT CREDIT ON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.<sup>2</sup>

27<sup>TH</sup>

OCTOBER 2019

FOR THE  
FI. MI. LAST NAME  
RANK, BRANCH  
TITLE, COMMAND

Notes:

1. Opening sentence:

NC	MERITORIOUS SERVICE WHILE SERVING AS [BILLET TITLE] AT [UNIT], [CITY], [STATE], FROM JUNE 2014 TO MAY 2017.
NA	PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS OR HER DUTIES WHILE SERVING AS [BILLET TITLE] AT [UNIT], [CITY], [STATE], FROM JUNE 2014 TO MAY 2017

2. Closing sentence:

NC	RANK NAME'S PROFESSIONALISM, PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED GREAT CREDIT ON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.
NA	RANK NAME'S PROFESSIONALISM, PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED CREDIT ON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Guidance to Avoid Citation/SoA Common Errors:

Write the SoA and citation in **simple past tense**. Correct: CAPT Smith performed superbly during his tour. **Avoid perfect past tense** (use of “have” or “has”). Incorrect: CAPT Smith *has* performed superbly during his tour.

Do not capitalize “midshipmen” or “officer candidate” unless referring to a specific midshipman, e.g., Midshipman Smith.

Do not capitalize “battalion”, “unit”, or “university” unless part of the full name of the institution, e.g., Alaska University or Naval Reserve Officers Training Corps Unit Alaska.

Capitalize “Navy”, “Marine Corps”, “Fleet”, and “Sailor.”

Acronyms are **NOT** allowed in citations, e.g., NROTC, MECEP.

Citations are fully justified.

Include the correct award number on the citation, e.g., “... takes pleasure in presenting the Legion of Merit (Gold Star in Lieu of the **Second, Third, etc.** Award) to.”

MECEP and STA-21 students are both considered officer candidates. Whenever possible, do not list MECEP students separately in citations. Correct: “CAPT Smith oversaw midshipmen and officer candidates.” Incorrect: “CAPT Smith oversaw midshipmen, officer candidates, and Marine Corps Enlisted Commissioning Education Program students.”

Citations must have the proper opening and closing sentences and should not exceed the number of lines authorized for the specific award.

The meritorious period in the citation must match block 25 of the OPNAV 1650/3.

Marine citations should end: “... the highest traditions of the United States Marine Corps and the United States Naval Service.”

Pronouns in the SoA and citation must reflect the appropriate gender.

**ALL** facts/information in the citation must appear in the SoA.

The SoA must justify the award being recommended.

Draft the SoA in Microsoft Word to identify misspellings, extra spaces, grammar errors, etc. and paste the smoothed Word document into the SoA portion of the OPNAV 1650/3.

The OPNAV 1650/3 blocks must consistently be either upper or upper/lower case. Do not change case from block to block.

Award submissions that do not meet the timelines provided in paragraph 6 of the instruction must include a buckslip from the unit's commanding officer (or executive officer in the case of an award for the commanding officer).