



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1650.2B
N004
28 Jan 15

NSTC INSTRUCTION 1650.2B

Subj: NAVAL SERVICE TRAINING COMMAND AWARDS PROGRAM

Ref: (a) [SECNAVINST 1650.1H](#)
(b) [NETCINST 1650.3D \(CH-1\)](#)

Encl: (1) [Level of Award Matrix](#)
(2) [OPNAV 1650/3 \(Rev 7-04\) - Personal Award Recommendation](#)
(3) [OPNAV 1650/3 \(Rev 1-05\) - Form Instruction Guide](#)
(4) [NSTC Recommended Opening and Closing Statements](#)
(5) [Sample - Buck Slip Format](#)
(6) [Sample - Legion of Merit Citation Format](#)
(7) [Sample - Meritorious Service Medal Citation Format](#)
(8) [Sample - Navy Commendation Medal Citation Format](#)
(9) [Sample - Navy Achievement Medal Citation Format](#)
(10) [Sample - Flag Letter of Commendation Citation Format](#)
(11) [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 (NSTC) and to incorporate standards as set forth in references (a) and (b).

2. Cancellation. CNSTCINST 1650.2A

3. Policy. Award recommendations should reflect exceptional acts or service 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 accorded 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 Letters of Commendation to personnel who have

28 Jan 15

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 Block 34, 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. Dates of any mid-tour awards must be exempted and typed in Block 25 of the OPNAV 1650/3. 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 Reserve, 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. Commander, NSTC (CNSTC) is authorized to approve the Meritorious Service Medal (MM) and lesser personal awards, including the Flag Letter of Commendation (FLOC), to all military personnel in the NSTC domain, less his personal staff. 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. All personal awards will be prepared using guidance provided by enclosures (1) through (11).

5. Award Transmission. NSTC subordinate commands must forward all personal military award recommendations requiring final signature by CNSTC or higher authority to the NSTC Flag Administrative Office (Flag Admin) via the following email address: NSTC_AWARDS@navy.mil. Flag Admin will submit recommended awards to higher authority, if needed, via the OPNAV Tasker Program (TV-5) with a 1650 endorsement from CNSTC.

a. Electronic Submission. Forward the scanned electronic award 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: AWARD SUBMISSION - SAILOR, JOHNNY B., LCDR - NC or SAILOR, JOHNNY B., YN1 - FLOC).

b. Personal awards submissions to Flag Admin consist of:

(1) With the exception of an LM for an O-6 in command, a completed and signed Portable Document Format (PDF) version of the front page of the OPNAV 1650/3, enclosure (2). CNSTC will sign as the originator of all LMs for O-6s in command (PDF version from the unit should not be submitted). 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 numbers 1650, the two-digit award code and the word "Signed." (Example: Sailor, Johnny B., LCDR - 1650 NC Signed or Sailor, Johnny B., Jr., YN1 - 1650 FLOC Signed).

(2) For all awards, send a complete Word version of both pages of the OPNAV 1650/3, enclosure (2), for the NC and above. Scanned versions of the SOA will not be accepted. Enclosure (3) provides block by block guidance on completing the OPNAV 1650/3. the Navy Department Awards Web Services (NDAWS) website <https://awards.navy.mil> provides additional guidance. Reference (a) provides the format for the SOA. NSTC-specific guidance to avoid common citation/SOA errors is provided in enclosure (11). The Word file should be saved using the following naming procedures: Last Name, First Name, Middle Initial, Suffix (if any), Rate/Rank, followed by a hyphen, the numbers 1650, and the two-digit award code.

(3) A proposed Word version of the citation, condensed from the SOA, must accompany the recommendation. **ALL INFORMATION IN THE CITATION MUST ALSO APPEAR IN THE SOA.** Enclosure (4) is provided as the NSTC recommended opening and closing citation statements. NSTC-specific guidance regarding the citation is provided in enclosure (11).

(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 left/right justified. Citations for FLOCs, MMs, and LMs shall be prepared in upper and lower case with Courier New font, size 12, with a minimum of 17 lines and a maximum of 23 lines and a left margin of 0.7 inches and right margin of 0.5 inches. Citations for NAs and NCs shall be prepared in all upper case letters in Courier New, size 10, and are limited to 7 and 1/2 lines with a one-inch margin.

(b) The electronic Word citation file should 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 - FLOC Citation).

(4) A buck slip signed by the Commanding Officer is required if the award submission does not meet the timelines indicated in paragraph 6; enclosure (5) 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 via email address NSTC_AWARDS@navy.mil, using the subject line: UNIT AWARD SUBMISSION-Unit Name. (Example: UNIT AWARD SUBMISSION-RECRUIT TRAINING COMMAND).

(2) A completed Word 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 complete Word version list of all units recommended for participation using page 3 of the [OPNAV 1650/14](#).

(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. 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 Word version of the citation.

(6) A completed [OPNAV 1650/14](#) with original signatures forwarded to Naval Service Training Command, Attention: Flag Admin by NSTC_AWARDS@navy.mil, via regular mail or FEDEX in conjunction with movement of the award via email and TV-5.

6. Timeline. Awards must be submitted in a manner 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. Personal Awards to be Signed by CNSTC. NSTC Flag Admin should receive these awards **a minimum of 30 days and not more than 60 days** prior to transfer, separation leave, or retirement ceremony.

b. Personal Awards to be Signed by CNETC. Normally, few awards from NSTC or its subordinate commands will be signed by CNETC. Exceptions include awards for CNSTC personal staff and awards that would normally require flag approval but CNSTC has not yet been frocked to O-7 or when the CNSTC billet is gapped. NSTC Flag Admin must receive these awards **a minimum of 60 days and not more than 90 days** prior to transfer, separation leave, or retirement ceremony.

c. Personal Awards to be Signed by OPNAV N1. NSTC Flag Admin must receive these awards **a minimum of 120 days** prior to transfer, separation leave, or retirement ceremony.

d. Unit Awards. Generally acceptable time requirements for submission of unit awards are contained in reference (a). However, if the unit award is required for a specific event, 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 1650/14 with CNSTC as the originator.

7. NDAWS and Microfiche Updates. NSTC is a designated NDAWS authority. For awards signed by CNSTC for Navy personnel, NSTC Flag Admin automatically mails the approved citation to PERS-312 for a microfiche update and enters the award into NDAWS.

a. NSTC Flag Admin will update the NDAWS database for awards signed by subordinate commands within the NSTC domain for their Navy personnel. Upon approval of a personal award by a command in the NSTC domain, that command's Administrative Office will forward a complete copy of the signed OPNAV 1650 (including

SOA) and the citation to NSTC Flag Admin via email or regular mail.

b. Regardless if a complete copy of the signed OPNAV 1650 is available, the citation copy must include the member's FULL social security number neatly written or typed in the upper right corner of the citation/certificate.

c. For awards signed by CNSTC for Marine Corps personnel, NSTC Flag Admin forwards the original 1650/3 and citation to the member's unit. Following presentation of the award, it is the member's responsibility to ensure the award is included in his or her Marine records.

d. Additionally, NSTC Flag Admin will update the NDAWS database and microfiche upon request by personnel assigned within the NSTC domain for Navy personal awards missing from the NDAWS database. Joint awards can be entered, but the member must provide a copy of the memorandum of orders for the award of when he or she was attached to the joint command. Awards that were presented by a different branch of service cannot be added, such as the Army Commendation Medal, etc.

8. Records Management. Approved awards are required to be maintained by the approving authority in accordance with current records disposition guidelines. All commands in the NSTC domain with NMCI access are required to use TRIM as the repository for official correspondence, including awards.

9. For any questions regarding NSTC Awards, please contact NSTC Flag Admin at (847) 688-4510 ext. 158, or DSN: 792-4510, or via email at NSTC_AWARDS@navy.mil.



R. A. BROWN

Distribution: (NSTCINST 5216.1B)
List 4

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 an LM. XOs who were officially the Acting CO for the majority of their tour and who excelled may be considered for an LM.
- O-5/CWO5: XOs of RTC, OTCN, and NROTC units generally receive an MM. If the scope of responsibility for other CDRs or CWO5s can be justified as exceptional and comparable to O-5s who were XOs, the 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 the 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, the MM may be recommended. Transferring MOIs will normally not be recommended for an MM.
- O-3/CWO3: Exceptional O-3s or CWO3/CWO2s generally earn the NC, including OICs. LTJGs/ENSSs generally receive the NA.
- CMCs: The CMCs of NSTC and RTC generally receive the MM. E-9s who were Acting CMCs or similar responsibility through a significant portion of their tour and who excelled may be considered for the MM.
- E-7/E-9: E-7s through E-9s who met performance expectations receive the NC.
- E-6: E-6s normally receive the 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 an NC. A FLOC may be appropriate for an average E-6.
- E-5 and Below: Exceptional E-5s receive the NA. A FLOC is generally appropriate for an average E-5 and all E-4 and below.

28 Jan 15

[Click here for a blank Microsoft Word Version of OPNAV 1650/3 \(Rev 7-04\) - Personal Award Recommendation Form](#)

PERSONAL AWARD RECOMMENDATION FOR OFFICIAL USE ONLY				ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESSES ARE REQUIRED			
1. FROM: ADDRESS:			1a. UIC / RUC	2. TO (Awarding Authority) : ADDRESS:			2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:			4. PHONE: (DSN): (COM):		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY):		
6. SSN			7. DESIG/NEC/MOS		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):		
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)				10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT			
11. COMPONENT				12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)			
13. PAYGRADE AND RATING							
14. WARFARE QUALIFICATION			15. UNIT AT TIME OF ACTION/SERVICE		16. DUTY ASSIGNMENT		
17. UIC/RUC	18. CAMPAIGN	18a. OPERATION :		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)			
20. RECOMMENDED AWARD							
21. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA				22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED			
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)			24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:				
25. ACTION DATE/MERITORIOUS PERIOD				26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:			
27. GEOGRAPHIC AREA OF ACTION/SERVICE				28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:			
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE				<input type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD			
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR			30b. SIGNATURE			30c. DATE	
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)							
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE		DATE FWD	
1			<input type="checkbox"/> YES <input type="checkbox"/> NO				
2			<input type="checkbox"/> YES <input type="checkbox"/> NO				
3			<input type="checkbox"/> YES <input type="checkbox"/> NO				
32. TO BE COMPLETED BY AWARDING AUTHORITY							
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE		DATE APPROVED	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO				
33. CNO / CMC AWARDS BRANCH USE ONLY							
SERIAL NO:				DATE RECEIVED:			
34. NDBDM USE ONLY							
FROM: SECNAV (NDBDM)				DATE:			
TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)							
1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE							
2. Reviewed and recorded.							
By direction _____							

(Enclosure 2)

28 Jan 15

INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) 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 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

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

35. Summary of Action (not required for Command approved NAMs)

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 award is an LM use: Naval Service Training Command 2601A Paul Jones Street Great Lakes, IL 60088
1a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate originating command UIC. If award is an LM use 00210 . DO NOT leave blank.
2	TO (Awarding Authority) ADDRESS	Regular Text	Unformatted. "To" and "Address" contain unlimited characters	Indicate awarding authority command address. If awarding authority is NSTC use address provided above. For CNO or SECNAV: CNO: DCNO (N1) 700 Courthouse Rd. Arlington, VA 22204 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. For CNO use 00011. For SECNAV use 31707. DO NOT leave blank.
3	COMMAND POC NAME EMAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters	Provide the administrative POC, NOT THE CO OR XO , with rank, name, and email address.
4	PHONE (DSN) (COM)	Regular Text	Unformatted/22 characters	Indicate originating administrative POC's 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 in DD-MMM-YYYY format. For officers with no contract expiration, indicate "INDEF" for indefinite.
5a	IF RETIREMENT/ SEPARATION, NUMBER OF YEARS	Number	Unformatted/9 characters	If retiring, indicate the number of years the individual served on active duty. If not retiring, enter N/A.
6	SSN	Number	Formatted/ ###-##-####	Self-explanatory; ensure you include the hyphens (dashes) between the numbers, as indicated. Must be FULL SSN.

7	DESIG/NEC/MOS	Regular Text	Numeric/4 characters	<p>Indicate awardee's designator (officers), NEC (enlisted) or MOS (USMC). A list of Navy designators and NECs can be found at the BUPERS website via the following links: If unknown leave blank, do not use N/A.</p> <p>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".</p> <p>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".</p>
	DETACHMENT OR CEREMONY DATE (EARLIER DATE)	Date	Formatted/DD-MMM-YYYY	<p>Indicate date the award will be presented. If a retirement, this date will nearly always be well before the actual retirement date but approximately the same as the "to" date in block 25.</p>
9	NAME (LAST, FIRST, MIDDLE, SUFFIX)	Regular Text	<p>Capitalize; "Last Name" is 15 characters; "First Name" is 20 characters; "Middle" is 15 characters; "Suffix" is 5 characters</p>	<p>Indicate last name in first block, tab to second block and type in first name, tab to third block and type in the FULL middle name. Tab to fourth block and type in suffix, JR, SR, etc., if applicable.</p>
10	TYPE OF AWARD	Check Box	N/A	<p>Check only ONE box for the type of award being considered:</p> <ul style="list-style-type: none"> • Retirement • Transfer (End of Tour) • Separation • Specific Achievement
11	COMPONENT	Drop down	N/A	<p>Indicate awardee's component service for this period. Select from dropdown menu. For foreign officers, indicate "OTHER"</p>
12	NEW DUTY STATION ADDRESS (Home address for retirement or separation)	Regular Text	Unformatted/100 characters	<p>Indicate address of awardee's next duty station, if remaining in the service. If leaving the service, indicate the home address. This address will be used to forward the award if it is not approved prior to awardee's departure.</p>

13	PAYGRADE AND RATING	Regular Text	Unformatted. "Paygrade" is 4 characters; "Rating" is 5 characters	In first block, indicate paygrade in letter/number format, e.g., Navy Captain is O6. Use "O" for Officers not a zero. In second block, indicate rank or rate, e.g., BM1 or CAPT.
14	WARFARE QUALIFICATION	Regular Text	Unformatted/ unlimited characters	Indicate individual's warfare qualification, e.g., ESWS, SWO, SEAL, EOD, PILOT, NFO, SUBMARINE. If none, use N/A.
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 is for a specific act, indicate the job title during the specific act if different from the primary job.
17	UIC/RUC	Regular Text	Unformatted/5 characters	Indicate 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.
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 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. If there are missing awards: <ul style="list-style-type: none"> • One or more of the individual's personal awards are not in NDAWS. See FAQ "Updating awards" on the website 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: <ul style="list-style-type: none"> • Two-letter award code (Sentence Case) 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 the recommended award. Note: 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 if the individual's life was in extreme danger or if the combat "V" is being considered. Use "Meritorious" for an end of tour award. Posthumous awards are used for deceased awardees. "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 pending awards. For those who are TAD during their tour, check with the individual or the TAD command to find out if there are any awards that may be submitted up the TAD command's chain of command.
23	RECOMMENDED AWARD NUMBER	Drop down	N/A	Indicate the number of occurrences of this award that this recommendation will result in for the awardee. For example, if the awardee already has 1 NC and the recommendation is 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 of the month 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 O-6 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".
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.
28	IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY	Regular Text	Unformatted/Both blocks contain 35 characters	Only use for non-U.S. awardees. In the first block, indicate the awardee's service, e.g., Royal Australian Navy. In the second block, indicate the country of the awardee.
29	FACT CERTIFICATION STATEMENT	Check Box	N/A	Check the most appropriate box. If the originator knows the awardee and the awardee's accomplishments, check "Known to Me". If the awardee's accomplishments are not personally known to the originator but are recorded in evaluations or FITREPs, check "A Matter of Record". Only Check ONE.
30a	NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR	Regular Text/ Drop down	Unformatted/First, second and fourth blocks contain 35 characters. Third block is a dropdown.	In first block type originator's first initial, middle initial, and last name, e.g., M.J. SMITH. In second block enter the individual's rank, e.g., CAPT. In third block select the dropdown option that applies to the originator. In fourth block type in the originator's title, e.g., CO, OIC, Commander.
30b	SIGNATURE	Regular Text	Unformatted/40 characters	After the originator signs, type the individual's signature line on the electronic version. Entering /s/ (indicates the signature has been seen) and the exact signature name, e.g., /s/ M. J. Smith.
30c	DATE	Date	DD-MMM-YYYY	Indicate date the originator signs the award.

31	FORWARDING ENDORSEMENTS			
	COMMAND	Regular Text	Unformatted/Top and bottom blocks contain 35 characters	Leave Blank
	RECOMMENDED AWARD	Drop down	N/A	Leave Blank
	COMBAT "V"	Check Box	N/A	Leave Blank
	SIGNATURE, GRADE	Regular Text	Unformatted/Top and bottom blocks contain 40 characters	Leave Blank
	DATE FWD	Date	DD-MMM-YYYY	Leave Blank
32	AWARDING AUTHORITY INFORMATION			
	DISPOSITION OF BASIC RECOMMENDATION	Drop down	N/A	Leave Blank
	COMBAT "V"	Check Box	N/A	Leave Blank
	EXTRAORDINARY HEROISM RECOMMENDED	Check Box	N/A	Leave Blank
	SIGNATURE, GRADE, TITLE	Regular Text	Unformatted/All three blocks contain 35 characters	Should include the typed name, rank, component, and position for the appropriate signatory
	DATE APPROVED	Date	DD-MMM-YYYY	Leave Blank
33/3 4	SERIAL NO AND RECEIPT INFORMATION AND NDBDM			Do not use.
35	SUMMARY OF ACTION	Regular Text	Unformatted/500 characters	Every attempt should be made to keep the SOA to one page.

NSTC Recommended Opening and Closing Statements

1. There are three parts to the body of a citation.

a. Part 1. The body of the citation begins with a standard phrase describing the degree of meritorious or heroic service as specified for each award, the specific duty assignment of the individual, name and location of the command, and inclusive dates of service on which the recommendation is based. **Note: The ending date on awards for personnel leaving Naval service is the last day of duty prior to the beginning of any period of terminal or separation leave.** Required opening statements are as follows:

(1) Legion of Merit (LM). For exceptionally meritorious conduct in the performance of outstanding service ...

(2) Meritorious Service Medal (MM). For outstanding meritorious achievement (or service)...

(3) Navy and Marine Corps Commendation Medal (NC).
MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) (OR HEROIC SERVICE) (OR HEROIC ACHIEVEMENT) WHILE SERVING AS...

(4) Navy and Marine Corps Achievement Medal (NA).
PROFESSIONAL ACHIEVEMENT (OR HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS...

(5) Flag Letter of Commendation (FLOC). For professional achievement while serving as...

b. Part 2. The second part of the citation identifies the recipient by name, describes specific duty assignments, his/her accomplishments and the outstanding personal attributes displayed. The description of the individual's achievement should also be included. If duty was performed in actual combat, the citation should so state. No classified information may be included in the proposed citation.

c. Part 3. The third part of the citation states that the outstanding attributes mentioned or implied in the second part "reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service." If an award is given in the name of the President, then the individual has reflected "great credit" upon himself/herself. In case of Marines, use "...traditions of the Marine Corps and

28 Jan 15

the United States Naval Service." Required closing statements are as follows:

(1) Legion of Merit (LM). By his dynamic direction, keen judgment, and loyal devotion to duty Rank/Name reflected great credit upon herself/himself and upheld the highest traditions of the United States Naval Service.

(2) Meritorious Service Medal (MM). Rank/Name('s) exceptional professional ability, personal initiative, and loyal devotion to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

(3) Navy and Marine Corps Commendation Medal (NC). BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGEMENT, AND COMPLETE DEDICATION TO DUTY, RANK/NAME REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(4) Navy and Marine Corps Achievement Medal (NA). RANK/NAME'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(5) Flag Letter of Commendation (FLOC). Rank/Name('s) exceptional professionalism, personal initiative, and unswerving devotion to duty reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

Sample - Buck Slip Format



*Commanding Officer, Naval Reserve Officers Training Corps Unit,
Name of University
1234 Street Name
City, State 12345*

Date (dd Mmm yy)

Dear Admiral (last name of ultimate awarding authority, usually CNSTC or OPNAV N1),

Attached is an end of tour award in the case of Commander Johnny B. Sailor, Executive Officer, Naval Reserve Officer Training Corps Unit, *Unit Name, City, State*, from April 2012 to January 2015. I am recommending him for the *Level of Award*.

Paragraph substantiating request for level of award. He is most deserving of the *Level of Award* in recognition of his praiseworthy accomplishments and has my strongest recommendation for approval.

Paragraph specifically explaining why award submission is late.

He is most deserving of this level of award, and I recommend your approval.

Very respectfully,

A. B. SMITH
Captain, U.S. Navy

RDML R. A. Brown
2601A Paul Jones Street
Great Lakes, IL 60088

**Note – Bold is strictly to show points of interest and should not be used except in letterhead.

28 Jan 15

Sample - Legion of Merit Citation Format

The President of the United States takes pleasure in presenting the LEGION OF MERIT (Gold Star in Lieu of the Second Award) to

CAPTAIN JOHNNY B. SAILOR
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Commanding Officer, Marquette University Naval Reserve Officers Training Corps, Milwaukee, Wisconsin, from January 2011 to December 2014. Captain Sailor's sustained, engaged and passionate leadership of the unit contributed significantly to Naval Service Training Command's ability to meet officer production goals and accomplishment of the Navy's mission of developing future Navy and Marine Corps officers. The 2014 class included 100 percent of Marquette's Navy Nuclear Power Program accessions goals and one of the two Cyber Warfare Engineering Officers produced by the program nationally. His initiative and innovation completely changed the culture of the 2014 freshmen class orientation and resulted in zero attrition of scholarship midshipmen, 100 percent improvement from 2013. His exceptional responsiveness to evolving production requirements and emergent fiscal demands consistently provided senior leadership with the unqualified confidence that the Marquette unit was mission-focused while practicing good stewardship of all resources necessary to execute the mission. His superior performance of duties highlights the culmination of 32 years of honorable and dedicated service. 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.

For the President,

W. F. Moran
Vice Admiral, U.S. Navy

Enclosure (6)

28 Jan 15

Sample - Meritorious Service Medal Format

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

COMMANDER JOHNNY B. SAILOR
UNITED STATES NAVY

for services set forth in the following

CITATION:

For outstanding meritorious service while serving as Executive Officer and Associate Professor of Naval Science, Naval Reserve Officers Training Corps, University of Virginia from July 2010 to August 2014. Commander Sailor's unparalleled dedication, sharp foresight, and outstanding managerial skills in the execution of his duties consistently set the standard with both midshipmen and staff for professional conduct and competence. His inspirational leadership and exceptional instructor skills, combined with his experience and judgment, facilitated the transformation of midshipmen into officers ready for duty in the Naval service. Commander Sailor developed an excellent rapport with the university and local officials, ensuring that resources were available to guarantee top quality training for all midshipmen. He flawlessly planned and executed the completion of a quadrennial Naval Service Training Command Inspector General Assist Visit with the highest overall assessment of "Outstanding". His distinctive accomplishments culminated a distinguished career spanning 26 years of faithful and loyal service to his country. Commander Sailor's exceptional professionalism, personal initiative, and loyal devotion to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

For the President,

R. A. BROWN
Rear Admiral, U.S. Navy

Enclosure (7)

28 Jan 15

Sample - Navy and Marine Corps Commendation Medal Format

(GOLD STAR IN LIEU OF THE THIRD AWARD)

MAJOR JOHNNY B. SAILOR, UNITED STATES MARINE CORPS

MERITORIOUS SERVICE WHILE SERVING AS MILITARY MANPOWER ANALYST, NAVAL SERVICE TRAINING COMMAND, GREAT LAKES, ILLINOIS, FROM JUNE 2011 TO DECEMBER 2014. MAJOR SAILOR WAS DIRECTLY RESPONSIBLE FOR THE MILITARY MANNING OF AN ECHELON III COMMAND WITH OVER 2,000 MILITARY PERSONNEL. HIS EXTRAORDINARY LEADERSHIP, INNOVATIVE PROBLEM SOLVING, AND PROGRAM EXPERTISE WERE CLEARLY EVIDENT IN MULTIPLE CHALLENGES MET FROM THE TURNAROUND OF RECRUIT DIVISION COMMANDER MANNING FROM SHORTFALL TO SURPLUS TO REWORKING A DISQUALIFICATION PLACEMENT PROCESS THAT SAVED THE NAVY 450,000 DOLLARS IN PERMANENT CHANGE OF STATION COSTS DURING HIS TOUR. BY HIS UNSWERVING DETERMINATION, WISE JUDGEMENT, AND COMPLETE DEDICATION TO DUTY, MAJOR SAILOR REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

27TH

OCTOBER 2014

FOR THE

R. A. BROWN

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL SERVICE TRAINING COMMAND

Enclosure (8)

28 Jan 15

Sample - Navy and Marine Corps Achievement Medal Format

(GOLD STAR IN LIEU OF THE SECOND AWARD)

CHIEF YEOMAN (SURFACE WARFARE) SALLY B. SAILOR, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF DUTIES AS MILITARY MANPOWER ANALYST, INDIVIDUAL AUGMENTATION COORDINATOR, AND ASSISTANT DIRECTOR FOR MANPOWER, NAVAL SERVICE TRAINING COMMAND, GREAT LAKES, ILLINOIS, FROM AUGUST 2011 TO DECEMBER 2014. CHIEF SAILOR WAS DIRECTLY RESPONSIBLE FOR THE MILITARY MANNING OF AN ECHELON III COMMAND WITH OVER 2000 MILITARY PERSONNEL. HER EXTRAORDINARY LEADERSHIP, INNOVATIVE PROBLEM SOLVING AND PROGRAM EXPERTISE WERE CLEARLY EVIDENT IN MULTIPLE CHALLENGES MET FROM THE TURNAROUND OF RECRUIT DIVISION COMMANDER MANNING FROM SHORTFALL TO SURPLUS TO REWORKING A DISQUALIFICATION PLACEMENT PROCESS THAT SAVED THE NAVY 450,000 DOLLARS IN PERMANENT CHANGE OF STATION COSTS DURING HIS TOUR. CHIEF SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

27TH

OCTOBER 2014

FOR THE

R. A. BROWN

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL SERVICE TRAINING COMMAND

Enclosure (9)

28 Jan 15

Sample - Flag Letter of Commendation Format

COMMANDER

NAVAL SERVICE TRAINING COMMAND

takes pleasure in presenting a LETTER OF COMMENDATION to

YEOMAN THIRD CLASS (SURFACE WARFARE)

SALLY B. SAILOR

UNITED STATES NAVY

for service set forth in the following

CITATION:

For superior performance of duties as a military services clerk at Recruit Training Command, Great Lakes, Illinois, from December 2011 to December 2014. Petty Officer Sailor's professional attitude and dedication to duty significantly contributed to the success of the Administrative Office. As the primary custodian and manager of the command leave program, she ensured prompt and accurate processing of all military leave, and her efforts resulted in a grade of "outstanding" during a recent audit from Fleet Forces Command. Additionally, she assisted in the drafting, routing, and tracking of more than 1,000 incoming and outgoing letters, notices, and messages, ensuring correct and efficient completion. Her efforts were singularly responsible for the successful coordination of over 30 command award and retirement ceremonies and associated administrative actions. Petty Officer Sailor's exceptional professionalism, personal initiative, and unswerving devotion to duty reflected credit upon herself and were in keeping with the highest traditions of the United States Naval Service.

Given this 27th day of October 2014

R. A. BROWN

Rear Admiral, U.S. Navy

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 "midshipman" 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 "Naval", "Fleet", and "Sailor."

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

Citations are left and right 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 **Nth** 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 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 1650 blocks must consistently be either upper or upper/lower case. Do not change case from block to block.

OPNAV 1650/3 block 3 and 4 is for the administrative point of contact, not the Commanding Officer or Executive Officer.

Block 6 must have a complete 9-digit Social Security. Do not use XXX-XX-LAST FOUR.

Block 9 must include the full middle name.

Block 10, mark only ONE box.

Block 11 must correctly indicate USNR when the award is for a Reservist, including those who are Full Time Support.

Block 17 must reflect the member's UIC. This UIC may be different than the UIC in Block 1A. NROTC consortiums should pay particular attention to use the UIC between Block 1A and 17.

For all Navy personnel, Block 19 is a cut and paste from NDAWS. Do not type in this information. If the information is incorrect in NDAWS, NDAWS must be corrected prior to submitting the award.

Block 23 must reflect the next sequential number compared to the awards listed in Block 19 and NDAWS.

Block 25 should be the last day the member is at the command. If a retiring/separating member departs on terminal leave or TAD for job hunting/house hunting, that time is not included in the block 25 (or citation) meritorious time period.

Block 32 should include the typed name, rank, component, and position for the appropriate signatory.

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).