



**DEPARTMENT OF THE NAVY**  
**COMMANDER**  
**NAVAL EDUCATION AND TRAINING COMMAND**  
**250 DALLAS STREET**  
**PENSACOLA, FLORIDA 32508-5220**

NETCINST 1650.3F  
N004  
2 Mar 2018

NETC INSTRUCTION 1650.3F

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H

Encl: (1) Level of Award Matrix  
(2) OPNAV 1650/3 Form Instruction Guide  
(3) NETC Recommended Opening and Closing Statements  
(4) Sample - Legion of Merit Citation Format  
(5) Sample - Meritorious Service Medal Citation Format  
(6) Sample - Navy and Marine Corps Commendation Medal  
Format  
(7) Sample - Navy and Marine Corps Achievement Medal  
Format  
(8) Sample - Flag Letter of Commendation Citation Format  
(9) Sample - Buck Slip Format

1. Purpose. To issue policy and procedures for submission of award recommendations to Commander, Naval Education and Training Command (CNETC) and to incorporate standards as set forth in reference (a).

2. Cancellation. NETCINST 1650.3E.

3. Summary of Changes. This instruction contains several major revisions and should be reviewed in its entirety.

4. Background. The awards system contributes to the Navy mission while providing deserving individuals with the recognition they have earned. Reference (a) contains specific guidance concerning criteria for the various medals, decorations, and delegated awarding authority, and supersedes this instruction in matters not specifically addressed.

5. Policy

a. Personal Awards. Personal 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 normally be submitted far enough in advance to present to the individual no more than 60 days after completing the specific action. It is understood that in some instances additional time is required to properly investigate the event, validate the facts, and process the award. In those instances, due diligence should be made so the award can be bestowed as soon as possible after the act occurred. It is imperative that all awards be submitted per the timelines prescribed in this instruction to ensure proper recognition is bestowed on the awardee prior to detachment. Consideration should be given to presenting Letters of Commendation to personnel who have performed in a noteworthy manner, but not of sufficient importance to merit military decoration.

(1) Level of Award. Any award level should be weighed principally on its merits; however, award level should be equated to scope of responsibility, which normally increases with rank or grade. While seniority is relevant, there are some officers and enlisted personnel who perform the duties of more senior personnel and whose service should be recognized accordingly. Enclosure (1) is a matrix reflecting an "approximate norm" by rank for awards. Nomination for an award higher than indicated in enclosure (1) requires concrete justification for the upgrade to be provided in Block 35 (Summary of Action (SOA)) and reflected in the citation.

(2) End of Tour (Transfer). 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 (EOT) award. Dates of any mid-tour awards must be exempted and typed in Block 25 of the Personal Award Recommendation OPNAV 1650/3. Type: "Exclude date to date" (dates of the mid-tour award may not be repeated in Block 35). A copy of any mid-tour award citation must be provided with the EOT award recommendation.

(3) Retirement/Transfer to the Fleet Reserve. The Department of the Navy (DON) does not have a retirement award, nor is it appropriate to recommend an award for the entire

career of a service member. 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. The service member will receive a retirement certificate from the President acknowledging the entire career; however, it is appropriate to include a statement in the citation reflecting the member's total number of years of service. The closing statement for retirement/Transfer to the Fleet Reserve awards **MUST** read, (Rank/Name) superior performance of duties highlights the culmination of XX years of honorable and dedicated service. By his/her dynamic direction, keen judgment, and loyal devotion to duty, (Rank/Name) reflected great credit upon himself/herself and upheld the highest traditions of the United States Naval Service. Additionally, the ending date on awards for personnel leaving Naval service is the **last day of duty** prior to the beginning of any period of separation leave.

b. Unit Awards. Commands within the NETC domain are eligible for consideration to receive the Meritorious Unit Commendation (MUC). To justify this award, the unit must have performed valorous or meritorious achievement, which renders the unit outstanding compared to other units performing similar service. Additionally, the service must be of a character comparable to that which would merit the award of a Bronze Star Medal, or achievement of like caliber in a non-combat situation, to an individual. Normal performance of duty does not, in itself, justify the award.

NOTE: Individual units are not authorized to recommend themselves for the MUC; however, they may submit their inputs to NETC for consideration, and CNETC will make the determination as to whether or not the unit's performance warrants submission for the MUC.

6. Action. CNETC is authorized to approve the Meritorious Service Medal (MM) and lesser personal awards to all military personnel in the chain of command (with the exception of flag officer and personal staff awards). Naval Education and Training Command (NETC) O-6s in command may approve the Navy and Marine Corps Commendation Medal (NC) and lesser for their personnel. Commanding Officers (COs) designated to wear the command afloat or command ashore insignia, regardless of rank, may approve the Navy and Marine Corps Achievement Medal (NA). All personal awards with a higher precedence than the MM will be signed as outlined in reference (a). All unit awards will be

routed to the Secretary of the Navy (SECNAV), via CNETC and Office of the Deputy Chief of Naval Operations (OPNAV) N1 for approval.

7. Award Transmission. All personal awards will be prepared utilizing OPNAV 1650/3. General information on preparing this form is provided in enclosure (2). Echelon 3 commands must forward all personal and unit military award recommendations requiring signature by CNETC, OPNAV (N1), or SECNAV via DON Tracker with an appropriate OPNAV 1650 endorsement. Any reference to "Word versions" of OPNAV 1650 forms refers to the approved form, not scanned, available on the Navy Department Awards Web Service (NDAWS) web site. The method of transmission from Echelon 4 and 5 commands to the Echelon 3 command is at the discretion of the Echelon 3 command.

a. Personal award submissions will consist of:

(1) A completed PDF version of OPNAV 1650/3 with an original signature (**stamped signatures will not be accepted**). Prepare the SOA using Block 35 of OPNAV 1650/3. Each award recommendation will be evaluated on the merits of its justification. The SOA is critical, and if it does not support the recommended award, it will be returned for rewrite. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended; in general, a single page will suffice. When additional space is required, add sheets of standard size paper; however, use continuation pages sparingly. When using an acronym, spell out first and then define the acronym in parentheses. After the initial definition, the acronym may be used without explanation. Acronyms are only to be used in Block 35 of the SOA. **Do not use acronyms in the body of a citation or certificate.**

(2) A completed Microsoft (MS) Word version of the OPNAV 1650/3 including the SOA (SOA not required for Flag Letter of Commendation (FLOC)).

(3) A proposed MS Word version of the citation, condensed from the SOA, must accompany the recommendation. Scanned versions of this document will not be accepted.

Approved format is indicated in reference (a). NETC recommended opening and closing statements are provided in enclosure (3), and sample citations are provided in enclosures (4) through (8). Although a citation is laudatory and formalized, it must be factual, contain no classified information, and be written in layman's terms so the audience witnessing the award presentation understands what the service member accomplished, even if they do not have a military background. Citations for FLOC, MMs, and Legions of Merit shall be prepared in upper and lower case type, without the use of acronyms. The font used shall be Courier New, font size 12. The citation is limited to 23 typewritten lines. Citations for the NC and NA Medals shall be prepared in all upper case letters in Courier New, font size 10, are limited to 7 1/2 typewritten lines with margins of one inch, and without the use of acronyms.

(4) When submitting an award recommendation for foreign military personnel permanently assigned to a Navy or Marine Corps command, the following additional documentation must be provided with the award submission or it will be returned with no further action.

(a) A current statement from the Naval Criminal Investigative Service indicating a counterintelligence investigation was conducted and no derogatory information was found.

(b) A letter of concurrence from the appropriate U.S. Embassy of the country the foreign military personnel is from signed by the U.S. Chief of Mission or Ambassador and the U.S. Defense Attaché. Note: The letter of concurrence must be from the U.S. Embassy of that country, not the Naval Attaché in Washington, DC.

b. Unit Award submissions will consist of:

(1) A completed and signed PDF version of the front page of the OPNAV 1650/14.

(2) A completed MS Word version of the OPNAV 1650/14 including the SOA. Chapter 3 of reference (a) provides specific guidelines for preparing and submitting Unit Awards. Though reference (a) does not stipulate the length requirements for the SOA, OPNAV prefers that the length be limited to one page.

(3) A complete list of all units recommended for participation using page 3 of the OPNAV 1650/14 (MS Word version).

(4) An estimate of the total number of personnel (officers, enlisted, and civilians) who would be eligible to participate in the award, if approved.

(5) If civilians are nominated for participation, include a by-name list of nominees, the total number of civilians nominated, certification that they played a key role in the achievement for which the award is being recommended, and a statement that they are U.S. citizens and DON employees. Contractors and foreign nationals are not eligible.

(6) A MS Word version of the citation. Citations for Unit Awards shall be double-spaced, unclassified, in upper and lower case type. Acronyms may be used if spelled out the first time. The font used shall be Courier New, font size 12. The citation is limited to 27 typewritten lines, with the following margins: Left margin 0.7 inches, right margin 0.5 inches, top margin 2.5 inches, and bottom margin 1 inch. Appendix B of reference (a) provides sample citations.

(7) The name of the unit in the title line shall be in all capital letters, and the name in the title must be exactly as used in the first and last sentence of the citation.

(8) The opening sentence is formatted by type of award. Enclosure (3) lists the appropriate opening sentence for Unit Awards. Note: If the cited actions occur within the same year, the year is only mentioned once; for example, 10 February to 30 June 2011.

(9) The recommendation shall be forwarded to NETC via DON Tracker.

8. Timeline. Awards must be submitted in sufficient time to allow for processing the award so it can be presented to the service member in a timely manner/prior to their departure. Use the following guidelines for considering timeliness:

a. For Retirement/Separation/Transfer - Awards should be submitted far enough in advance so the award can be presented to the individual prior to departing their current duty station.

b. Specific Action - The award should be submitted far enough in advance to present to the individual no more than 60 days after completing the specific action.

c. Instructor of the Quarter/Sailor of the Quarter - The award should be submitted early enough to present to the individual no more than 45 days after the end of the quarter being recognized.

d. Personal Awards to be signed by CNETC. NETC Flag Admin should receive these awards a minimum of 30 business days, but not more than 60 business days, prior to detachment, transfer, departure on separation leave, retirement ceremony, etc.

e. Personal Awards to be signed by OPNAV N1. NETC Flag Admin should receive these awards a minimum of 90, but not more than 120 days prior to detachment, transfer, departure on separation leave, permissive temporary duty, retirement ceremony, etc.

f. Late award submissions are unacceptable and will not be processed without appropriate justification, via a Buck Slip to CNETC signed by the CO, if they do not meet the timelines indicated above. If "Administrative Oversight" is the reason an award is submitted late, the Buck Slip must explain what actions are being taken to prevent this from occurring on future award submissions. Enclosure (9) is a sample Buck Slip.

g. Unit Awards. General 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 disestablishing, or change of command, the proposed Unit Award should be received by NETC Flag Admin a minimum of 180 days prior to the scheduled event to be considered.

9. NDAWS and Electronic Service Record (ESR) Updates. All Echelon 3 activities are required to have an individual designated as an NDAWS Coordinator. The individual assigned is responsible for ensuring awards are entered into the NDAWS database and signed citations are mailed to Navy Personnel Command (NPC) (PERS-312) for inclusion in the ESR. Additionally, Echelon 3 activities are responsible for updating the NDAWS database upon receipt of copies of previously approved awards from personnel assigned to their activity or subordinate activities that are not reflecting in NDAWS.

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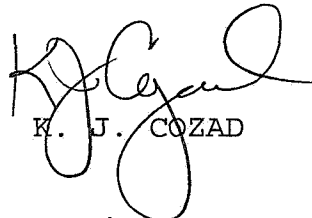
10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

11. Review and Effective Date. Per OPNAVINST 5215.17A, NETC 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. The instruction may be subject to cancellation unless reissued or canceled prior to the 5-year anniversary date.

12. Forms and Reports Control. The following forms are available for download from Navy Department Awards Web Service (NDAWS) (<https://awards.navy.mil>):

- a. OPNAV 1650/3 (Personal Award Recommendation)
- b. OPNAV 1650/14 (Unit Award Recommendation)

13. For any questions regarding NETC Awards please contact NETC Admin at commercial (850) 452-4905 or DSN: 459-4905.



K. J. COZAD

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil/directives.htm>, or via Total Records Information Management (TRIM).



LEVEL OF AWARD MATRIX

CAPT (O-6): In Major Command Ashore or equivalent Staff Billet whose performance is exceptional receives the Legion of Merit (LM); others receive the Meritorious Service Medal (MM). If scope of responsibility for Non-Major Command Captains can be justified as exceptional and comparable to a Captain (O-6) Major Command assignment, the LM may be recommended. Justification must be compelling and documented with significant and quantifiable facts.

CDR (O-5)/  
CWO5: In command Ashore or equivalent Staff Billet whose performance is exceptional receives the MM; others receive Navy and Marine Corps Commendation Medal (NC).

LCDR (O-4)/  
CWO4: Exceptional Lieutenant Commanders and CWO4s usually receive the NC as an End of Tour (EOT) award. If the scope of responsibility can be justifiably comparable to Commander Command assignment, the MM may be recommended. The MM will not be awarded solely because the member is retiring, the scope of responsibility must be justified.

LT (O-3)/  
CWO2 and  
CWO3: An exceptional Lieutenant generally earns the NC; Lieutenant (junior grade), Ensign, CWO2, and CWO3 generally receive the Navy and Marine Corps Achievement Medal (NA).

MCPO (E-9): An exceptional Master Chief Petty Officer serving in a Major Command, Command Master Chief (CMC) billet generally receives the MM; all others receive the NC. If the scope of responsibility can be justified as comparable to a Major Command CMC assignment, the MM may be recommended. The MM will not be awarded solely because the member is retiring, the scope of responsibility must be justified.

SCPO (E-8): Exceptional Senior Chief Petty Officers receive the NC for EOT.

CPO (E-7): Exceptional Chief Petty Officers receive the NC for EOT.

PO1 (E-6): Exceptional Petty Officer First Class (PO1) generally receive the NA and rarely receive the NC. It should be noted that the Navy's Sailors of the Year (SOY) receive the NC. For a PO1 to receive the NC EOT award, he/she should be honestly assessed as performing at the level of a shore or sea SOY or be serving in a CPO designated billet with significant scope of responsibility.

E-1 to E-5: Exceptional Petty Officer Second Class (PO2) and below receive the NA; in some cases, an EOT Flag Letter of Commendation (FL) may be the appropriate award for Petty Officer Third Class and below.

Note: If an individual receives a mid-tour award, the level of award for EOT will be significantly impacted (unless the award was for IOY or SOY) since the mid-tour action or achievement cannot be applied to the EOT award. General rule of thumb is if a member receives a mid-tour NA, grade down one level for EOT awards of NC or higher. For example, if you awarded a mid-tour NA to a Senior Chief and submit an NC EOT award recommendation, it may be downgraded to an NA if the recommendation lacks sufficient additional achievements during the remainder of his/her tour to warrant award of the NC. You cannot include previous mid-tour award actions in the recommendation unless the award was from higher authority. A better strategy would be to present the Senior Chief a FL for a mid-tour and include this action in his/her EOT NC recommendation.

**OPNAV 1650/3 FORM INSTRUCTION GUIDE**  
(Use sentence case unless otherwise indicated)

**Highlighted blocks have common errors**  
**Blocks 1 - 30c. must be completed**

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: DCNO (N1): <b>DCNO (N1)</b> <b>701 S. Courthouse Road</b> <b>Arlington, VA 22204-2472</b> CNETC: Commander Naval Education and Training Command 250 Dallas Street Pensacola, FL 32508-5220
2a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate awarding authority UIC. If awarding authority is <b>DCNO (N1)</b> , use <b>00011</b> . If awarding authority is <b>CNETC</b> , use <b>00076</b> . If UIC is <b>unknown</b> , use <b>00000</b> . 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 EMAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters	Indicate originating command/individual's rank, name and email 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/ ###-##-####	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 website via the following links: <b>If unknown use four zeros, do not use N/A.</b> Officer: Manual of Navy Officer Manpower and Personnel Classifications <a href="http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/OFFCLASS/OfficerManMenu.htm">http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/OFFCLASS/OfficerManMenu.htm</a> Then select "Major Code Structure" Then select "Part A" Enlisted: Navy Enlisted Manpower and Personnel Classification Manual <a href="http://buperscd.technology.navy.mil/bup_updt/upd_CD/BU-PERS/enlistedManOpen.htm">http://buperscd.technology.navy.mil/bup_updt/upd_CD/BU-PERS/enlistedManOpen.htm</a> . Then select "Navy Enlisted Occupation Standards" and then select "Appendix B"

8	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 often be well before the actual retirement date. This allows the chain-of-command to prioritize award processing.</p> <p><b>***Per NETCINST 1650.3F, Paragraph 8d, Timeline</b>  <b>Personal Awards to be signed by CNETC should be received at NETC Flag Admin a minimum of 30 business days and not more than 60 business days prior to detachment, transfer, departure on sep lv, retirement ceremony, etc.</b></p> <p><b>Personal Awards to be signed by OPNAV N1 should be received by NETC Flag Admin a minimum of 90 days and not more than 120 days prior to detachment, transfer, sep lv, retirement ceremony, etc.</b></p> <p><b>Note: Late submissions are unacceptable and will NOT be processed without appropriate justification via a Buck Slip signed by the CO to CNETC. (Awards going to OPNAV N1, the CO will submit a Buck Slip to CNETC with a rough Buck Slip to OPNAV (N1) for CNETC's signature).</b></p>
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	<p>Indicate last name in first block, then tab to second block and type in first name. Tab to third block and type in <b>full middle name</b>. Tab to fourth block and type in suffix (JR, III, SR, etc) if suffix applies.</p>
10	TYPE OF AWARD	Check Box	N/A	<p>Check appropriate box for the type of award being considered:</p> <ul style="list-style-type: none"> <li>• Retirement</li> <li>• Transfer (End of Tour)</li> <li>• Separation</li> <li>• Specific Achievement</li> </ul>
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	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	For enlisted personnel only: Individual's <b>primary warfare qualification (only one)</b> . Example: ESWS, EAWS, SEAL, EOD, SS, 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 <b>primary</b> 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.
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	<p>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. Address any gaps in awards in this block. Awards not showing means:</p> <ul style="list-style-type: none"> <li>• One or more of the individual's personal awards are not in NDAWS. See FAQ "Updating awards" on the website to fix.</li> <li>• The individual has more than 12 personal awards. The format will only pick up the first 12 in the NDAWS database. List overflow awards in the first line of the SOA. (i.e., BLK 19 CONT: MM (Jan00-Jan03), etc.)</li> </ul> <p>If the method above doesn't work, type in awards in this format:</p> <ul style="list-style-type: none"> <li>• Two-letter award code (all caps) MMMYY-MMMYY (Start month and year)-(End month and year). If single day action, indicate MMMYY.</li> <li>• List three awards per line</li> <li>• EXAMPLE: MM(Jan00-Jan03) NC (Mar 99 - Dec01), NA (Feb97-Feb99)</li> </ul>
20	RECOMMENDED AWARD	Drop down	N/A	<p>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.</p>
21	TYPE OF ACTION	Check Box	N/A	<p>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.</p>
22	PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED	Regular Text	Unformatted/unlimited characters	<p>Indicate any possible 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.</p>
23	RECOMMENDED AWARD NUMBER	Drop down	N/A	<p>Indicate the number of occurrences of this award for the awardee. For example, if the awardee already has 1<sup>st</sup> Navy and Marine Corps Commendation Medal (NC), and this is a request for 2<sup>nd</sup> award indicate as "2".</p>

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. <u>The ending date on awards for personnel leaving Naval service is the last day of duty prior to the beginning of any period of separation leave.</u>
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". 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.
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. Example: Royal Air Force, Royal Australian Navy. If exact service name isn't known, indicate the area of expertise: aviation, surface, submarine, etc. In the second block, indicate the country of the awardee. Example: United Kingdom, Australia, Italy, etc.
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".



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.	<p>For active duty person, the originator is the Commanding Officer. For veterans, the originator is an officer in the individual's chain-of-command at the time of the award period. For awards for heads of organizations, the second in command (Example: Deputy Commander or Executive Officer) can be the originator.</p> <p>In the first block type in originator's name. Normally, most people use first initial, middle initial and last name. Example: M.J. SMITH</p> <p>In the second block type in the rank of the individual. Example: CAPT, SES2, etc.</p> <p>In the third block select the dropdown option that applies to the originator.</p> <p>In the fourth block type in the originator's title. Example: CO, OIC, Commander, Director, etc.</p> <p><b>*** Signature line for CNETC:***</b> <b>I. M. ADMIRAL, RADM, USN, COMMANDER</b></p>
30b	SIGNATURE	Regular Text	Unformatted/40 characters	After the originator signs, type the individual's signature line on the electronic version. Start with /s/ (indicates you've laid eyes on the signature) and the exact signature name. Example: M. J. SMITH. Filling in this block is necessary, should anyone ever challenge the validity of the award. The originating command must maintain a copy of the signature page for legal purposes if no scanner is available to forward the signature page up the chain-of-command.
30c	DATE	Date	DD-MMM-YYYY	Indicate date the originator signs the award.
31	FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)			
	COMMAND	Regular Text	Unformatted/Top and bottom blocks contain 35 characters	Type in the command short title. Example: CFFC, CPF. Type in complete phone number under command name in 2nd block.

	RECOMMENDED AWARD	Recommending authority will pen and ink the recommended award	N/A	Recommending authority will pen and ink the recommended award. <b>DO NOT PREFILL.</b>
	COMBAT "V"	Check Box	N/A	If the individual was involved in combat action and exchange of fire with the enemy or if the individual was part of a covert operation and was in extremely danger, check "YES". If these conditions do not apply, check "NO". Ensure the recommended award accurately reflects a combat award if "YES" is checked.
	SIGNATURE, GRADE	Regular Text	Unformatted/Top and bottom blocks contain 40 characters	After the individual signs the recommendation, type on the electronic version the individual's signature line, followed by their rank in the same block. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMITH, RADM
	DATE FWD	Date	DD-MMM-YYYY	Fill in (pen and ink) the date the individual endorsed the award.
32	AWARDING AUTHORITY INFORMATION			
	DISPOSITION OF BASIC RECOMMENDATION	Will be pen and inked by award authority	N/A	Awarding authority will pen and ink the approved award. <b>DO NOT prefill.</b>
	COMBAT "V"	Check Box	N/A	Indicate if the combat "V" is approved by checking "YES". If not applicable or not approved, check "NO"
	EXTRAORDINARY HEROISM RECOMMENDED	Check Box	N/A	Indicate if extraordinary heroism is appropriate. See SECNAVINST 1650.32 found on the awards website <a href="https://awards.navy.mil">https://awards.navy.mil</a> for additional guidance. Any "YES" for Extraordinary Heroism (EH) must be forwarded to the Secretary of the Navy for adjudication.

	SIGNATURE, GRADE, TITLE	Regular Text	Unformatted/All three blocks contain 35 characters	<p>In the first block, after the awarding authority signs the award, type in the awarding authority's electronic signature. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMIITH, RADM, USN, COMMANDER</p> <p>*** Signature line for CNETC:*** I. M. ADMIRAL, RADM, USN, COMMANDER or *** Signature line for DCNO (N1):*** I. M. ADMIRAL, VADM, USN, DCNO(N1)</p>
	DATE APPROVED	Date	DD-MMM-YYYY	Type in date approval authority signed the award.
33	SERIAL NO AND RECEIPT INFORMATION	Regular Text	Unformatted/"Serial No" is non-functional	Do not use. To be filled out by CNO or CMC Awards personnel. "Date received" is unlimited.
34	NDBDM USE ONLY	Check Box	N/A	Do not use. To be filled out by SECNAV Awards personnel.
35	SUMMARY OF ACTION	Regular Text	Unformatted/500 characters	Every attempt should be made to keep the SOA to one page. You can type in for more than one page; however, only the first 500 characters will be stored in the database. We are working on a revision to the SOA to put it in bullet format, so the critical accomplishments will be captured in the NDAWS database. The current 1650 allows you to type more than one page.

**NETC Opening and Closing Statements**

1. There are 3 Parts to a Personal 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, duty assignment of the individual, inclusive dates of service on which the recommendation is based, and, if desired, a description of the operations of the unit to which the individual is attached. 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 separation leave. The next column of opening phrases for specific decorations are exclusive to the respective award, and not used in others. 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 (FL). 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 may 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 him/her 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" shall be used. In the case of Marines, use "traditions of the United States Marine Corps and the United States Naval Service." Closing statements are as follows:

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

(2) Meritorious Service Medal (MM). (Rank/Name) exceptional professional ability, 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.

(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 HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

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

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

(6) Retirement (REQUIRED). (Rank/Name) superior performance of duties highlights the culmination of XX years of honorable and dedicated service. By his/her dynamic direction, keen judgment, and loyal devotion to duty (Rank/Name) reflected great credit upon himself/herself and upheld the highest traditions of the United States Naval Service.

2. Opening sentences for Unit Citations.

a. Presidential Unit Citation: "For extraordinary heroism in action against enemy forces from (day, month, year) to (day, month, year). NAME OF UNIT . . . "

b. Navy Unit Commendation: "For exceptionally meritorious (service or achievement) during assigned missions from (day, month, year) to (day, month, year). The personnel of NAME OF UNIT . . . "

c. Meritorious Unit Commendation: "For meritorious (service or achievement) from (day, month, year) to (day, month, year). The personnel of NAME OF UNIT . . . "

d. The word "great" shall only be used in the last sentence of PU and NU citations. Civilian employees are mentioned in the last sentence when appropriate. Note: The three descriptive phrases used in the last sentence of the sample citations are examples only and are not the only phrases that may be used. The words used should be appropriate to the actions of the unit(s) being cited.

Sample - Legion of Merit Citation Format

Left Margin 0.7"

Top 2.7"

Right Margin 0.5"

Font - Courier New 12

The President of the United States takes pleasure in presenting the  
LEGION OF MERIT (Gold Star in lieu of the Second Award) to (This line is 3  
spaces before margin, and indented 7 spaces.)

CAPTAIN JOHNNY B. SAILOR  
UNITED STATES NAVY

for service as set forth in the following (This line is 3 spaces before  
margin)

CITATION:

For exceptionally meritorious conduct in the performance of  
outstanding service as Commanding Officer, Naval Aviation Schools  
Command, Pensacola, Florida, from January 2015 to January 2017.  
Captain Sailor served as the single point of contact for oversight and  
coordination of all Naval Aviation Special Access Programs.  
Demonstrating exceptional professionalism, he skillfully crafted  
concise requirements during five budget cycles that were instrumental  
in shaping a highly capable and future-focused Naval Air Force.  
Applying visionary leadership, he aggressively focused the efforts of  
the Fleet, Naval Air Systems Command, and industry to ensure that Naval  
Aviation will continue to provide decisive power projection capability  
well into the 21st Century. 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. (Paragraph no more than 23 lines, and indented 4 spaces.)

For the President,

I. M. ADMIRAL  
Vice Admiral, U.S. Navy

Bottom Margin 0.5"

Sample - Meritorious Service Medal Citation Format

Left Margin 0.7"

Top 2.7"

Right Margin 0.5"

Font - Courier New 12

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the Second Award) to (This line is 3 spaces before margin, and indented 7 spaces.)

CAPTAIN SUSAN S. SAILOR  
UNITED STATES NAVY

for service as set forth in the following (This line is 3 spaces before margin)

CITATION:

For outstanding meritorious service as Commanding Officer, Naval Aviation Schools Command, Pensacola, Florida from January 2015 to January 2017. Captain Sailor served as the single point of contact for oversight and coordination of all Naval Aviation Special Access Programs. Demonstrating exceptional professionalism, she skillfully crafted concise requirements during five budget cycles that were instrumental in shaping a highly capable and future-focused Naval Air Force. Applying visionary leadership, she aggressively focused the efforts of the Fleet, Naval Air Systems Command, and industry to ensure that Naval Aviation will continue to provide decisive power projection capability well into the 21st century. Captain Sailor's exceptional professional ability, personal initiative, and loyal devotion to duty reflected great credit upon her and were in keeping with the highest traditions of the United States Naval Service. (Paragraph no more than 23 lines, and indented 4 spaces.)

For the President,

I. M. ADMIRAL  
Vice Admiral, U.S. Navy

Bottom Margin 0.5"



NETCINST 1650.3F  
2 Mar 2018

MARGINS FOR NAVY AND MARINE CORPS  
COMMENDATION MEDAL CITATION  
1" LEFT AND RIGHT  
NO MORE THAN 7 1/2 LINES  
FONT - COURIER NEW 10

Sample - Navy and Marine Corps Commendation Medal Format

(GOLD STAR IN LIEU OF THE THIRD AWARD)

SENIOR CHIEF YEOMAN (SURFACE WARFARE) JOHNNY B. SAILOR, UNITED STATES NAVY  
(Use only the primary Warfare designator)

MERITORIOUS SERVICE WHILE SERVING AS MILITARY MANPOWER ANALYST AND ASSISTANT DIRECTOR FOR MANPOWER, NAVAL SERVICE TRAINING COMMAND, GREAT LAKES, ILLINOIS FROM JANUARY 2013 TO JANUARY 2017. SENIOR CHIEF PETTY OFFICER SAILOR WAS DIRECTLY RESPONSIBLE FOR THE MILITARY MANNING OF AN ECHELON 3 COMMAND WITH OVER 2,000 MILITARY PERSONNEL. HIS EXTRAORDINARY LEADERSHIP, INNOVATIVE PROBLEM SOLVING, AND PROGRAM EXPERTISE WERE CLEARLY EVIDENT FROM THE TURNAROUND OF RECRUIT DIVISION COMMANDER MANNING FROM SHORTFALL TO SURPLUS TO REWORKING A DISQUALIFICATION PLACEMENT PROCESS THAT SAVED THE NAVY 450 THOUSAND DOLLARS IN PERMANENT CHANGE STATION COSTS DURING HIS TOUR. BY HIS UNSWERVING DETERMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, SENIOR CHIEF SAILOR REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

27<sup>TH</sup>

JANUARY 2017

FOR THE  
I. M. ADMIRAL  
REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVAL EDUCATION AND TRAINING COMMAND

Enclosure (6)

2 Mar 2018

MARGINS FOR NAVY AND MARINE CORPS

ACHIEVEMENT MEDAL CITATION

1" LEFT AND RIGHT

NO MORE THAN 7 1/2 LINES

FONT - COURIER NEW 10

Sample - Navy and Marine Corps Achievement Medal Format

(GOLD STAR IN LIEU OF THE THIRD AWARD)

CHIEF PERSONNEL SPECIALIST (AVIATION WARFARE) SUSAN S. SAILOR, UNITED STATES NAVY

(Use only the primary Warfare designator)

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HER DUTIES WHILE SERVING AS MILITARY MANPOWER ANALYST AND ASSISTANT DIRECTOR FOR MANPOWER, NAVAL SERVICE TRAINING COMMAND, GREAT LAKES, ILLINOIS FROM JANUARY 2013 TO JANUARY 2017. CHIEF PETTY OFFICER SAILOR WAS DIRECTLY RESPONSIBLE FOR THE MILITARY MANNING OF AN ECHELON 3 COMMAND WITH OVER 2,000 MILITARY PERSONNEL. HER EXTRAORDINARY LEADERSHIP, INNOVATIVE PROBLEM SOLVING, AND PROGRAM EXPERTISE WERE CLEARLY EVIDENT FROM THE TURNAROUND OF RECRUIT DIVISION COMMANDER MANNING FROM SHORTFALL TO SURPLUS TO REWORKING A DISQUALIFICATION PLACEMENT PROCESS THAT SAVED THE NAVY 450 THOUSAND DOLLARS IN PERMANENT CHANGE STATION COSTS DURING HER TOUR. CHIEF SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

27<sup>TH</sup>

JANUARY 2017

FOR THE

I. M. SMITH

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL EDUCATION TRAINING COMMAND

Enclosure (7)

Sample - Flag Letter of Commendation Format

Left Margin 0.7"

Top 2.4 "

Right Margin 0.5"

Centered

Font - Courier New 12 - BOLD

takes pleasure in presenting a LETTER OF COMMENDATION to

ENGINEMAN FIRST CLASS (SURFACE WARFARE)  
(Use only the primary Warfare designator)

EDWARD FRY, III  
UNITED STATES NAVY

for service as set forth in the following (This line is 3 spaces  
before margin)

CITATION:

For professional achievement while serving as Course Curriculum Model Manager for Shipboard Propulsion Fuels and a Diesel Instructor at Surface Warfare Officers School Command, Learning Site Norfolk, Virginia from January to March 2016. Petty Officer Fry's phenomenal classroom and laboratory instructional skills produced the most knowledgeable and competent fuel kings and diesel mechanics found on today's surface combatant ships. His ability to teach a variety of learning styles resulted in a 100 percent graduation rate, while garnering high praise from both student's critiques and staff evaluations. Petty Officer Fry's outstanding knowledge of Navy School Management Manuals enabled him to improve the propulsion fuels curriculum while also providing training to Joint Expeditionary Base Little Creek-Fort Story Department instructors. His enthusiasm and dedication to duty resulted in his selection as Surface Warfare Officers School Engineering Learning Site Norfolk's Sailor of the Quarter, Second Quarter, Fiscal Year 2016. Petty Officer Fry's exceptional professionalism, personal initiative and unswerving devotion to duty reflected credit upon him and were in keeping with the highest traditions of the United States Naval Service. (Paragraph no more than 23 lines, and indented 4 spaces.)

Bottom 0.4"

I. M. ADMIRAL  
Rear Admiral, U.S. Navy

NETCINST 1650.3F  
2 Mar 2018



**DEPARTMENT OF THE NAVY**  
**COMMANDER**  
**NAVAL EDUCATION AND TRAINING COMMAND**  
**250 DALLAS STREET**  
**PENSACOLA, FLORIDA 325-5220**

1650  
Ser N00/  
Date

From: Commanding Officer, (Command Name)  
To: Commander, Naval Education and Training Command

Subj: LATE AWARD SUBMISSION IN THE CASE OF CDR JOHNNY B. SAILOR

1. Attached is an end of tour award in the case of Commander Johnny B. Sailor, Commanding Officer, Command Name from April 2011 to January 2013. I am recommending him for the **Level of Award**.

2. **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 very strongest recommendation for approval.

3. Paragraph why award submission is late. If "Administrative Oversight" is the reason an award is submitted late, explain what actions are being taken to prevent this from occurring on future award submissions.

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

I. M. JONES

Enclosure (9)