



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

NETCINST 1650.3H

N04

14 May 2024

NETC INSTRUCTION 1650.3H

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) SECNAV M-1650.1 of 16 August 2019

Encl: (1) NETC Recommended Opening and Closing Statements
(2) Legion of Merit Citation Format
(3) Meritorious Service Medal Citation Format
(4) Navy and Marine Corps Commendation Medal Format
(5) Navy and Marine Corps Achievement Medal Format
(6) Flag Letter of Commendation Format
(7) 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 references (a) and (b).

2. Cancellation. NETCINST 1650.3G.

3. Information. 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. References (a) and (b) contain 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 they 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. All personal awards will be prepared utilizing OPNAV 1650/3 Personal Award Recommendation. Preparation instructions are included with the form.

(1) Level of Award. Unless a specific rank or grade restriction exists within the criteria published in reference (a), all personal awards may be awarded to any member of the Naval service who meets the award criteria. 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. Ensure concrete justification is provided in the Summary of Action (SOA) and reflected in the citation.

(2) End of Tour (EOT) (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 EOT award. Dates of any mid-tour awards must be exempted and typed in Block 25 of the OPNAV 1650/3. Type: "Exclude date to date" (dates of the mid-tour award may not be repeated in Block 29). A copy of any mid-tour award citation must be provided with the EOT award recommendation.

(3) Retirement or 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 must 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 statements for retirement and transfer to the Fleet Reserve awards are listed in enclosure (1). 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. Awarding authority command addresses are as follows:

(a) OPNAV N1 (use unit identification code (UIC) 00011):

Chief of Naval Personnel
OPNAV N1/CHNAVPERS
701 South Courthouse Road
Arlington VA 22204-2472

(b) CNETC (use UIC 00076):

Commander
Naval Education and Training Command
250 Dallas Street
Pensacola FL 32508-5220

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

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. NETC O-6s in command may approve the Navy and Marine Corps Commendation Medal (NC) and lesser for their personnel. NETC Chief of Staff can approve all NETC staff and Senior Enlisted Academy NC and Navy and Marine Corps Achievement Medals (NA). Commanding officers (CO) designated to wear the command afloat or command ashore insignia, regardless of rank, may approve the NA. All personal awards with a higher precedence than the MM will be signed as outlined in references (a) and (b). All unit awards will be routed to the Secretary of the Navy (SECNAV), via CNETC and the Deputy Chief of Naval Operations (DCNO) N1, for approval.

7. Award Transmission. Echelon 3 commands must forward all personal and unit military award recommendations requiring endorsement or approval by CNETC, DCNO N1, or SECNAV via Enterprise Task Management Software Solution (ETMS2) with an appropriate OPNAV 1650/3 endorsement utilizing the "Manage Assignments" option. The 1650/3 form can be accessed at: <https://forms.documentservices.dla.mil/order/>. The site can be searched by form number or title, using the drop down at the top. Once form has been located, click the silver disc icon to download the form. 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 a digital signature. Prepare the SOA using Block 29 of OPNAV 1650/3 for all MM and higher awards. SOA is not required for NC or NA. 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 29 of the SOA. Do not use acronyms in the body of a citation or certificate.

(2) A proposed Microsoft (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 (b). NETC recommended opening and closing statements are provided in enclosure (1), and citation formats are provided in enclosure (2) (Legion of Merit Citation Format), enclosure (3) (Meritorious Service Medal Citation Format), enclosure (4) (Navy and Marine Corps Commendation Medal Format), and enclosure (5) (Navy and Marine Corps Achievement Medal Format). Prepare Flag Letter of Commendation (FLOC) per enclosure (6) and forward with a cover letter signed by the CO. An OPNAV 1650/3 is not required. 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 FLOCs, MMs, and Legions of Merit (LM) must be prepared in upper and lower case type, without the use of acronyms.

(3) 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.

(c) Foreign military awards may take several months to route and finalize. Please plan accordingly and submit at least 6 months prior to award presentation.

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. The narrative justification is not to exceed four pages. Chapter 3 of reference (b) provides specific guidelines for preparing and submitting unit awards.

(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 must be double-spaced, unclassified, in upper and lower case type. Acronyms may be used if spelled out the first time. The font used must 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. Sample citations can be found in chapter 3 of reference (b).

(7) The name of the unit in the title line must 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 and closing sentences are formatted by type of award. Appendix 3B of reference (b) lists the appropriate opening and closing sentences 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 will be forwarded to NETC via ETMS2.

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 and prior to their departure. Use the following guidelines for considering timeliness:

a. EOT 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. NETC 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 Admin should receive these awards a minimum of 60 days prior to detachment, transfer, departure on separation leave, retirement ceremony, etc.

e. Personal awards to be signed by DCNO N1. NETC 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. Awards going to DCNO N1, the CO will submit a buck slip to CNETC with a rough buck slip to DCNO N1 for CNETC's signature. Enclosure (7) is a buck slip format.

g. Unit Awards. General acceptable time requirements for submission of unit awards are contained in reference (b); 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 Admin a minimum of 180 days prior to the scheduled event to be considered.

9. Navy Department Awards Web Service (NDAWS) and Electronic Service Record 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. 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. Gaps in award history of greater than 12 months should be reviewed for missing awards.

10. Point of Contact. Direct all questions regarding NETC Awards to NETC Admin at COM: (850) 452-4905 or DSN: 459-4905.

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

12. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

13. Forms and Reports Control. The following forms are available for download from the DLA On-Line web site <https://forms.documentservices.dla.mil/order>:

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


J. J. SZEREWKO

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

NETC RECOMMENDED OPENING AND CLOSING STATEMENTS

1. There are three parts to a personal citation.

a. Part One. 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) LM. For exceptionally meritorious conduct in the performance of outstanding service as (primary duty), command name, city, state (spelled out) from month year to month year. Demonstrating exceptional leadership and managerial ability, Master Chief Sailor...

(2) MM. For outstanding meritorious service (or achievement) as (primary duty), command name, city, state (spelled out) from month year to month year. Demonstrating exceptional leadership and managerial ability, Master Chief Sailor...

(3) NC. MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) (OR HEROIC SERVICE) (OR HEROIC ACHIEVEMENT) WHILE SERVING AS (PRIMARY DUTY), COMMAND NAME, CITY, STATE (SPELLED OUT) FROM MONTH YEAR TO MONTH YEAR. DEMONSTRATING EXCEPTIONAL LEADERSHIP AND MANAGERIAL ABILITY, MASTER CHIEF SAILOR...

(4) NA. PROFESSIONAL ACHIEVEMENT (OR HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF HIS OR HER DUTIES WHILE SERVING AS (PRIMARY DUTY), COMMAND NAME, CITY, STATE (SPELLED OUT) FROM MONTH YEAR TO MONTH YEAR. DEMONSTRATING EXCEPTIONAL LEADERSHIP AND MANAGERIAL ABILITY, MASTER CHIEF SAILOR...

(5) FLOC. For professional achievement while serving as (primary duty), command name, city, state (spelled out) from month year to month year. Demonstrating exceptional leadership and managerial ability, Master Chief Sailor...

b. Part Two. The second part of the citation identifies the recipient by name, describes specific duty assignments, his or 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 Three. Closing statements are as follows:

(1) LM. By his or her superior leadership, keen judgment and loyal dedication to duty, Captain Doe reflected great credit upon himself or herself and upheld the highest traditions of the United States Naval Service.

(2) MM. (Rank and Name) exceptional professional ability, personal initiative, and loyal devotion to duty reflected great credit upon him or her and were in keeping with the highest traditions of the United States Naval Service.

(3) NC. BY HIS OR HER DETERMINATION, WISE JUDGMENT, AND DEDICATION TO DUTY, (RANK AND NAME) REFLECTED CREDIT UPON HIMSELF OR HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(4) NA. (RANK AND NAME) EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF OR HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

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

(6) Marine Corps Awardees. If the awardee is a Marine, the last sentence ends "...highest traditions of the Marine Corps and the United States Naval Service."

(7) All Other Services. Refer to Appendix 2E of reference (b) for standard closing sentence.

(8) Closing statement for retirement awards. (Rank and Name) superior performance of duties highlights the culmination of XX years of honorable and dedicated service. (Enter the appropriate closing statement for the award listed above.)

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" will only be used in the last sentence of Presidential Unit and Navy Unit Citations. Civilian employees are mentioned in the last sentence when appropriate.

LEGION OF MERIT CITATION FORMAT

DEPUTY CHIEF OF NAVAL OPERATIONS

Left Margin 0.7"

Top 2.0"

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 XX Award) to

CAPTAIN JANE V. DOE
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Director, Commander's Action Group on the staff of the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1)/Chief of Naval Personnel from December 2019 to June 2021. Demonstrating exceptional leadership and managerial ability, Captain Doe...

** No more than 23 lines for entire citation. **
No jargon, acronyms, or abbreviations.
No bold, italics, or underline text emphasis.

For retirement awards, include: Captain Doe's superior performance of duties highlights the culmination of 30 years of honorable and dedicated service. By his or her superior leadership, keen judgment and loyal dedication to duty, Captain Doe reflected great credit upon himself or herself and upheld the highest traditions of the United States Naval Service.

For the President,

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

Bottom Margin 1.0"

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 (Indent -.43", and indent 7 spaces.)

CAPTAIN SUSAN S. SAILOR
UNITED STATES NAVY

for service as set forth in the following (Indent -.20)

CITATION:

For outstanding meritorious service as Commanding Officer, Naval Aviation Schools Command, Pensacola, Florida from January 2020 to January 2022. Demonstrating exceptional leadership and managerial ability, 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 1650.3H
14 May 2024

NAVY AND MARINE CORPS COMMENDATION MEDAL FORMAT

MARGINS FOR NAVY AND MARINE CORPS

COMMENDATION MEDAL CITATION

1" LEFT AND RIGHT

NO MORE THAN 7 1/2 LINES

FONT - COURIER NEW 10 FOR CITATION PARAGRAPH

FONT - COURIER NEW 14 FOR GRADE OR RANK, NAME, AND SERVICE

(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 2018 TO JANUARY 2022. DEMONSTRATING EXCEPTIONAL LEADERSHIP AND MANAGERIAL ABILITY, 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 DETERMINATION, WISE JUDGMENT, AND DEDICATION TO DUTY, SENIOR CHIEF SAILOR REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

27TH

JANUARY 2022

FOR THE

I. M. ADMIRAL

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL EDUCATION AND TRAINING COMMAND

Enclosure (4)

NETCINST 1650.3H
14 May 2024

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL FORMAT

MARGINS FOR NAVY AND MARINE CORPS

ACHIEVEMENT MEDAL CITATION

1" LEFT AND RIGHT

NO MORE THAN 7 1/2 LINES

FONT - COURIER NEW 10 FOR CITATION PARAGRAPH

FONT - COURIER NEW 14 FOR GRADE OR RANK, NAME, AND SERVICE

(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 2018 TO JANUARY 2022. DEMONSTRATING EXCEPTIONAL LEADERSHIP AND MANAGERIAL ABILITY, 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 PETTY OFFICER 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

JANUARY 2022

FOR THE

I. M. SMITH

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL EDUCATION TRAINING COMMAND

Enclosure (5)

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 2022. Demonstrating exceptional leadership and managerial ability, 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 2022. Petty Officer Fry's exceptional professionalism, personal initiative and unswerving devotion to duty reflected credit upon himself 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 1650.3H
14 May 2024

BUCK SLIP FORMAT



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 2020 to January 2022. 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 (7)