



NAVAL SERVICE TRAINING COMMAND MILITARY AWARDS MANUAL



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES ST
GREAT LAKES IL 60088-5000

NSTCINST 1650.2H
N001
17 Aug 2026

NSTC INSTRUCTION 1650.2H

From: Commander, Naval Service Training Command

Subj: MILITARY AWARDS MANUAL

Ref: (a) SECNAV M-1650.1 of August 2019
(b) CHNAVPERSTAFFINST 1650.3D
(c) SECNAVINST 1650.1J
(d) NETCINST 1650.3H

1. Purpose. This instruction establishes policy and procedures for submitting award recommendations for Department of the Navy (DoN) military personnel to the Commander, Naval Service Training Command (CNSTC). Any mention of "awards" in this instruction refers specifically to personal military decorations, as defined in reference (a), and does not include unit awards, campaign medals, or foreign decorations. Significant changes in this revision include the modification of award citation templates to align with the standardized format prescribed in reference (b). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NSTCINST 1650.2G

3. Scope and Applicability. This instruction applies to all military and civilian personnel assigned to Naval Service Training Command (NSTC) headquarters and subordinate commands involved in the preparation, review, endorsement, and submission of awards.

4. Background. Reference (a) provides overarching policy and procedures for the administration of military awards within the DoN. It establishes eligibility criteria, approval authorities, and award processing guidelines applicable across the Navy and Marine Corps. Reference (b) establishes policy for the submission of personal military award recommendations to or via Chief of Naval Personnel (CHNAVPER). Reference (c) supplements reference (a) by outlining additional Secretary of the Navy-level policy on awards, to include specific guidance on the nomination and approval processes for high-level decorations and unit awards. Reference (d) establishes specific procedures for managing military awards within the Naval Education and Training Command (NETC) domain. It delegates authority and provides guidance tailored to subordinate commands, including Naval Service Training Command (NSTC), for consistent application of DoN policy across the domain.

5. Policy. Chapter 1 of this policy provides general submission procedures and detailed instructions for completing the Navy's Personal Award Recommendation Form, OPNAV 1650/3 (Rev. Aug-24). Chapters 2 through 7 cover individual awards in descending order of precedence, outlining specific timelines, formatting requirements, approval authorities, eligibility criteria, and

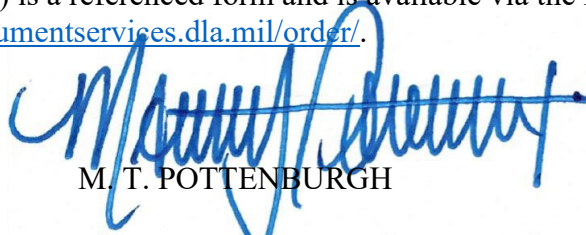
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other pertinent policy. Submissions from commands subordinate to NSTC must be endorsed by the commanding officer and comply with the requirements established in this instruction.

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

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Flag Secretary will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of War, 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.

8. Forms. OPNAV 1650/3 (Rev. Aug-24) is a referenced form and is available via the Navy Forms Online website at <https://forms.documentservices.dla.mil/order/>.



M. T. POTTENBURGH

Releasability and distribution: This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>

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Naval Service Training Command Award Submission Check List
Personal Award Recommendation

1.	Complete and digitally sign the latest version of OPNAV 1650/3, available on Document Service Online website (https://dso.dla.mil/DONForms/). Enter OPNAV 1650/3 into the search criteria and select “Search”. Download to fill out. For Legion of Merit (LM) awards or higher, submit an unsigned OPNAV 1650/3; CNSTC will sign these awards as the originator.
2	Send a copy of the members’ awards history from the Navy Department of Awards Web Service (NDAWS). For Marine personnel, send a printout from Improved Awards Processing System (IAPS) website.
3	Submit a proposed citation with no acronyms, abbreviations or symbols as a word document. NOTE: All information in the citation must also appear in the Summary of Action.
4	A Late Letter signed by the Commanding Officer is required if the award submission does not meet the timelines indicated in this manual.

All award recommendations requiring final signature by CNSTC or higher authority will be sent to the NSTC Flag Administrative Office (Flag Admin) **via DoD Safe or encrypted email**.
Encrypted email is the preferred method.

Forward the PMD submission to NSTC Flag Admin using the subject line:

AWARD SUBMISSION - Last Name, First Name, Middle Initial, Suffix (If Any), Rate/Rank followed by a hyphen then the two-letter code indicating type of award (Example: Sailor, Johnny B., LCDR – LM).

Flag Administration e-mail: NSTC_GRLK_ADMIN@us.navy.mil.

Guidelines for Completion of Personal Award Recommendation; OPNAV 1650/3 (Rev 08-24)

1a. NAME (Originating command)– Enter originating command PLAD, office code (if same as Awarding Authority) and address.

1b. ADDRESS (Originating Command)– Enter originating command address. Legion of Merit award recommendations will use NSTC address for originator listed below.

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, IL 60088

1c. UIC/RUC (Originating Command)– Enter originating command UIC. If UIC is unknown, indicate 00000. DO NOT leave blank.

2a. NAME (Approval Authority) – Enter approval authority command’s PLAD.

If approval authority is CNP:

a. NAME:	CHIEF OF NAVAL PERSONNEL
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2b. ADDRESS (Approval Authority) - Enter approval authority command’s address.

If approval authority is CNP:

b. ADDRESS:	CHNAVPERS 701 SOUTH COURTHOUSE ROAD ARLINGTON VA 22204-2472
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2c. UIC/RUC – Enter approval authority command’s UIC/RUC.

If approval authority is CNSTC use 00210.

If CNP (OPNAV N1) use 45997.

If UIC is unknown, use 00000. DO NOT leave blank.

3a. NAME (Originating Command Point of Contact) – Enter originating command POC’s rank and name.

3b. EMAIL (Originating Command Point of Contact) - Enter originating command point of contact's e-mail address.

4a. DSN – Enter originating command point of contact's DSN telephone number.

4b. COM - Enter originating command point of contact's commercial telephone number.

5a. EXPIRATION DATE OF ACTIVE DUTY – Enter expiration date of active duty using the format DD MMM YYYY. For officers with no contract expiration, indicate “INDEFINITE,” unless retiring. In the case of officers retiring, list their actual retirement date.

5b. IF RETIREMENT/SEPARATION, NUMBER OF YEARS – If retired or separated, enter the number of years of service. If not retiring or separating, indicate N/A.

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6. DoD ID or SSN – Enter Department of Defense (DoD ID) identification number or social security number. DoD ID is preferred when available. Include hyphens if using SSN, i.e. 999-99-9999. If Foreign National, 000-00-0000.
7. DESIG/NEC/MOS – Enter Officer Designator, Navy Enlisted Classification, or Military Occupational Specialty. For enlisted members with no NEC or if NEC is unknown, list 0000; DO NOT leave blank.
8. DETACHMENT OR CEREMONY DATE (EARLIER DATE) – Enter anticipated detachment date, or date the award is desired for presentation. If retirement, this date should reflect if and when the member will begin terminal leave. Use the format DD MMM YYYY. Date should correspond with merit end date.
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) – Enter name of service member using the format Last, First, Middle, Suffix.
10. TYPE OF AWARD – Select appropriate award type:
 - RETIREMENT
 - TRANSFER
 - SEPARATION
 - SPECIFIC ACHIEVEMENT
11. COMPONENT – Select nominee's component from drop-down menu.
12. NEW DUTY STATION ADDRESS – Enter command name or PLAD, and address of the service member's next duty station using the Navy's Standard Navy Distribution List. If retiring or separating, indicate the home address or separation address.
- 13a. PAYGRADE – Enter the pay grade of the service member in letter and number format (e.g. E-6 or O-5).
- 13b. RATING – Enter the rating for enlisted service members or rank for officers (e.g. YN1 or CDR).
14. WARFARE QUALIFICATION – Enter the primary warfare qualification. If no warfare qualification, indicate N/A. Do not list more than one warfare qualification.
15. UNIT AT TIME OF ACTION/SERVICE – Indicate the PLAD of the command that the nominee was attached to for the period of the award being considered.
16. DUTY ASSIGNMENT – Enter nominee's primary duty assignment during the award period.
17. UIC/RUC – Enter the UIC/RUC for unit at the time of action or service (Field 15). If UIC is unknown, fill in 00000. DO NOT leave blank.
- 18a. CAMPAIGN – Select NA from the drop-down menu. DO NOT leave blank.
- 18b. OPERATION – Enter NA Not Applicable.

19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED – Enter previous personal decorations and period recognized as documented the Personal Awards Search in NDAWS. Use two (2) letter award codes followed by the merit start and end date (e.g. NA Dec16-Dec19). Do NOT list just an ending date or a presentation date. List three awards per line. Do NOT list unit, campaign or service awards. If this field contains any personal decorations not documented on NDAWs, a copy of the signed award must be provided.

20. RECOMMENDED AWARD – Select recommended award from drop-down menu. See full list of awards on page 4 of OPNAV 1650/3. Select “NO” for recommendation for extraordinary heroism unless justified in line with reference (a).

21. TYPE OF ACTION – Select MERITORIOUS.

22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED – Enter personal awards (use two (2) letter award codes) and merit dates recommended and not yet approved. If the nominee has been TEMADD during their tour, check with the TEMADD command to verify if there are any awards pending. This could ultimately affect the number of award, or result in an issue of duplication. If there are not any awards pending, enter “N/A or leave blank”.

23. RECOMMENDED AWARD NUMBER – Select recommended award number from drop-down menu (1-20).

24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION – Generally would only apply for specific achievement awards, not EOT. If other personnel were or are being recommended for the same action, list them by rank, name, and component. If there are not any other personnel being recommended for same action enter “N/A or leave blank”.

25. ACTION DATE/MERITORIOUS PERIOD – Enter start and end date for action or meritorious period using the format DD MMM YYYY. End date cannot include travel or terminal leave periods.

26. RANK AND NAME OF PREDECESSOR – (For O-6 and above ONLY) Enter the rank, name, and component of predecessor. If there is no information needed for this block enter “N/A or leave blank”.

27. GEOGRAPHIC AREA OF ACTION/SERVICE – Select the geographic area or action or service from the drop-down menu; normally US CONUS, Alaska, Territories, Canada.

28. FOREIGN NATIONAL – If a foreign national, enter foreign service and country. If there is no information needed for this block enter “N/A or leave blank”.

29. SUMMARY OF ACTION – Enter summary of action. For Navy personnel in Navy units, the Summary of Action is optional for NC and NA. A summary of action is required for all Marine Corps personnel. Refer to SECNAV M-1650.1, Appendix 2D.1.

30. CERTIFICATION – Select box to certify the facts contained in the summary of action.

- 31a. NAME – Enter name of the originator using the format Last, First, Middle Initial.
- 31b. RANK AND GRADE – Enter the rank and grade of the originator.
- 31c. TITLE – Enter the title of the originator.
- 31d. COMPONENT – Enter the component of the originator.
- 31e. SIGNATURE – Click to digitally sign or enter the signature of the originator.
- 31f. SIGNATURE DATE – Enter the date of the originator's signature using the format DD MMM YYYY.

32. FORWARDING ENDORSEMENTS – To forward endorsements by via addressee(s):

- Enter command name and telephone number
- Select recommended award from the drop-down menu.
- Select recommendation for extraordinary heroism.
- Click to digitally sign or enter the signature of the originator.
- Below signature, enter grade and title.
- Enter the date forwarded using the format DD MMM YYYY.

ALL LEGION OF MERIT AWARDS WILL BE ENDORSED BY NETC

NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS ST
PENSACOLA, FL

33. AWARDING AUTHORITY –

- Select the disposition of basic recommendation from the drop-down menu.
- Select recommendation for extraordinary heroism.
- Click to digitally sign or enter the signature of the awarding authority.
- Below signature, enter grade and title.
- Enter date approved using the format DD MMM YYYY.

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(Command Letterhead)

1650

Ser

Date

From: Originator

To: Commander, Naval Service Training Command

Subj: AWARD RECOMMENDATION IN CASE OF RANK FULL NAME, USN

Encl: (1) Personal Military Decoration Package ICO Rank Name

1. Enclosure (1) is submitted with less than ###-days lead-time.
2. Explain reason for late submission, e.g. short notice orders were received on (date), with member detaching on (date). This letter will contain the same signature as the award recommendation originator/endorser and will provide an explanation as to why the award was not forwarded within required timelines. The standard "ADMINISTRATIVE OVERSIGHT" is not an adequate explanation.
3. My point of contact in this matter is Rank/Rate Name, Position. They may be contacted via email at (e-mail address) or via phone at (XXX) XXX-XXXX.

I. A. ORIGINATOR

Legion of Merit (LM)

Approving Authority:

Chief of Naval Personnel

Timeline Requirement:

Must be submitted to NSTC Flag Admin a **minimum of 150 days prior** to transfer, separation leave, retirement ceremony, or planned presentation date. Any deviation will require a late letter using template in chapter 1 of this manual.

Citation Guidance:

For enlisted personnel, three lines are used. The first line is the rate. No warfare designation. The second line is the full name. The third line is UNITED STATES NAVY.

For unrestricted line officers, use two lines. The first line is the rank and name in all uppercase. The second line is UNITED STATES NAVY. For restricted officers, the second line is their staff corps in all uppercase, and the third would be UNITED STATES NAVY.

For Marine Corps personnel, only two lines are used. The first line is the rank and name in all uppercase. The second line is either "UNITED STATES MARINE CORPS" or "UNITED STATES MARINE CORPS RESERVE."

Opening Statement:

“For exceptionally meritorious conduct in the performance of outstanding service as (primary duty), command from month year to month year. Demonstrating exceptional leadership [or(adjective)(characteristic)], he/she.”

Retirement Statement:

“Captain Doe’s superior performance of duties highlights the culmination of 30 years of honorable and dedicated service.” (If this is a retirement award, this statement must be right before closing statement).

Closing Statement:

“By his/her superior leadership, keen judgment, keen judgement and loyal dedication to duty, Captain Doe reflected great credit upon himself/herself and upheld the highest traditions of the United States Naval Service.”

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.”

17 Aug 2026

LEGION OF MERIT CITATION FORMAT

Left Margin 0.7"

Top 2.0"

Right Margin 0.5"

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 (primary duty), command from December 2019 to June 2021. Demonstrating exceptional leadership and managerial ability, Captain Doe...

****No more than 23 no less than 18 lines for the body of the 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 (MM)

Approving Authority:

Commander, Naval Service Training Command (CNSTC)

Nominations of the Meritorious Service Medal for CNSTC's immediate staff will be signed by Commander, Naval Education and Training Command (CNETC).

Timeline Requirement:

Awards must be submitted to NSTC Flag Admin a **minimum of 60 days prior** to transfer, separation leave, retirement ceremony, or planned presentation date. Any deviation will require a late letter using template in chapter 1 of this manual.

Citation Guidance:

For enlisted personnel, three lines are used. The first line is the rate. No warfare designation. The second line is the full name. The third line is UNITED STATES NAVY.

For unrestricted line officers, use two lines. The first line is the rank and name in all uppercase. The second line is UNITED STATES NAVY. For restricted officers, the second line is their staff corps in all uppercase, and the third would be UNITED STATES NAVY.

For Marine Corps personnel, only two lines are used. The first line is the rank and name in all uppercase. The second line is either "UNITED STATES MARINE CORPS" or "UNITED STATES MARINE CORPS RESERVE."

Opening Statement:

“For outstanding meritorious service while serving as (primary duty), (command) from month year to month year. Demonstrating exceptional leadership and managerial ability, Lieutenant Commander Smith...”

Retirement Statement:

“Captain Doe’s superior performance of duties highlights the culmination of 30 years of honorable and dedicated service.” (If this is a retirement award, this statement must be right before closing statement).

Closing Statement:

“Lieutenant Commander Smith's dynamic direction, superb guidance, and unwavering dedication to duty reflected great credit on her and were in keeping with the highest traditions of the United States Naval Service.”

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.”

17 Aug 2026

MERITORIOUS SERVICE MEDAL CITATION FORMAT

Left Margin 0.7"

Top 2.0"

Right Margin 0.5"

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

LIEUTENANT COMMANDER MARY N. SMITH
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious **achievement or service** while serving as Public Affairs Officer, Naval Service Training Command from October 2022 to October 2025. Demonstrating exceptional leadership and managerial ability, Lieutenant Commander Smith...

** No more than 23 no less than 18 lines for the body of citation. **
No jargon, acronyms, or abbreviations.
No bold, italics, or underline text emphasis.

Lieutenant Commander Smith's dynamic direction, superb guidance, and unwavering dedication to duty reflected great credit on her and were in keeping with the highest traditions of the United States Naval Service.

For the President,

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

Bottom Margin 1.0"

Navy and Marine Corps Commendation Medal (NC)

Approving Authority:

Commands with a commanding officer in the grade of O-6 have authority to approve the NC. Commands that do not meet this criteria must route NC recommendations to CNSTC for approval.

Timeline Requirement:

Awards must be submitted to NSTC Flag Admin a **minimum of 60 days prior** to transfer, separation leave, retirement ceremony, or planned presentation date. Any deviation will require a late letter using template in chapter 1 of this manual.

Citation Guidance:

For enlisted personnel, two lines are used. The first line is the rate, rank (warfare designation) first name, middle initial. Last name. Second line is UNITED STATES NAVY.

For unrestricted line officers, use two lines. The first line is the rank and name in all uppercase. The second line is UNITED STATES NAVY. For restricted officers, the second line is their staff corps in all uppercase, and the third would be UNITED STATES NAVY.

Opening Statement:

“Meritorious service (or meritorious achievement) while serving as (primary duty), command from month year to month year.”

Closing Statement:

“By his or her determination, initiative, and loyal dedication to duty, (rank and name) reflected credit upon himself or herself and upheld the highest traditions of the United States Naval Service.”

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.”

NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION FORMAT

** Times New Roman font with Size 10 font for citation paragraph **

** All upper case type. **

** No more than 8 typewritten lines. **

** Landscape orientation. **

** Margins: one inch. **

** Citation must be aligned fully justified (Ctrl+J). **

** No jargon, acronyms, abbreviations. **

** No bold, italic, or underline text emphasis. **

(GOLD STAR IN LIEU OF THE THIRD AWARD)

Size 10 font for subsequent award, authorized device, or posthumously, if applicable.

SENIOR CHIEF YEOMAN (SURFACE WARFARE) JOHNNY B. SAILOR
UNITED STATES NAVY

Size 14 font for grade/rank, name, and Service; (Use only the primary Warfare designator)

MERITORIOUS SERVICE WHILE SERVING AS FLAG ADMINISTRATION LEADING CHIEF PETTY OFFICER, NAVAL SERVICE TRAINING
COMMAND, GREAT LAKES, ILLINOIS FROM JANUARY 2022 TO JANUARY 2025.

BY HIS DETERMINATION, INITIATIVE, AND LOYAL DEDICATION TO DUTY, SENIOR CHIEF SAILOR REFLECTED CREDIT UPON HIMSELF
OR HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

27TH

JANUARY 2025

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

Navy and Marine Corps Achievement Medal (NA)

Approving Authority:

Commands with a commanding officer authorized to wear the Command at Sea or Command Ashore insignia have authority to approve the NA. Commands that do not meet these criteria must route NA recommendations to CNSTC for approval.

Timeline Requirement:

Awards must be submitted to NSTC Flag Admin a **minimum of 60 days prior** to transfer, separation leave, retirement ceremony, or planned presentation date. Any deviation will require a late letter using template in chapter 1 of this manual.

Opening Statement:

“Professional achievement in the superior performance of his or her duties while serving from month year to month year.”

Closing Statement:

“By his or her determination, initiative, and loyal dedication to duty, (rank and name) reflected credit upon himself or herself and upheld the highest traditions of the United States Naval Service.”

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.”

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION FORMAT

** Times New Roman font with Size 10 font for citation paragraph **

** All upper case type. **

** No more than 8 typewritten lines. **

** Landscape orientation. **

** Margins: one inch. **

** Citation must be aligned fully justified (Ctrl+J). **

** No jargon, acronyms, abbreviations. **

** No bold, italic, or underline text emphasis. **

(GOLD STAR IN LIEU OF THE SECOND AWARD)

Size 10 font for subsequent award, authorized device, or posthumously, if applicable.

CULINARY SPECIALIST SECOND CLASS (AVIATION WARFARE) TIMOTHY T. TAYLOR
UNITED STATES NAVY

Size 14 font for grade/rank, name, and Service; (Use only the primary Warfare designator)

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS OR HER DUTIES WHILE SERVING FROM JANUARY 2022 TO JANUARY 2025.

BY HIS OR HER DETERMINATION, INITIATIVE, AND LOYAL DEDICATION TO DUTY, PETTY OFFICER TAYLOR REFLECTED CREDIT UPON HIMSELF OR HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

27TH

JANUARY 2025

FOR THE

I. M. ADMIRAL

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL SERVICE TRAINING COMMAND

Military Outstanding Volunteer Service Medal (MOVSM)

Approving Authority:

Commands with a commanding officer authorized to wear the Command at Sea or Command Ashore insignia have authority to approve the MOVSM. Commands that do not meet these criteria must route MOVSM recommendations to CNSTC for approval. Refer to reference (a) when determining eligibility.

Timeline Requirement:

MOVSM nominations must be submitted to NSTC Flag Admin a **minimum of 60 days prior** to planned presentation date. MOVSM nominations must be originated and entered into official channels within three (3) years of the completion of the period of volunteer service to be recognized. The MOVSM is nominated for U.S. Navy personnel using OPNAV 1650/3. Any deviation will require a late letter using template in chapter 1 of this manual.

Supporting Documentation:

To be considered qualifying volunteer service, the service must be attested to, via supporting documentation accompanying the OPNAV 1650/3, by an official of the organization to which the volunteer service was rendered.

Command Letterhead

1650
Ser
XX Mon YY

From: Commander, Naval Service Training Command

To: Rate(Warfare) First MI. Last, USN

Subj: MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAV M-1650.1

1. Per reference (a), you are hereby authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service from month year through month year.
2. Specifically, you selflessly volunteered at
3. Your personal efforts reflected credit upon yourself and were in keeping with the highest traditions of the United States Naval Service.

I. A. COMMANDER

Flag Letter of Commendation (FLOC)

Approving Authority:

Commander, Naval Service Training Command (CNSTC)

Timeline Requirement:

Awards must be submitted to NSTC Flag Admin a **minimum of 30 days prior** to planned presentation date. **The Personal Award Recommendation Form, OPNAV 1650/3, is not required for FLOC submissions.** Any deviation will require a late letter using template in chapter 1 of this manual.

Opening Statement:

"By virtue of her superior performance of duty from month year to month year, (rank and name)..."

Closing Statement:

"(Rank and name)'s professionalism, perseverance, and loyal dedication to duty reflected credit upon her and were in keeping with the highest traditions of the United States Naval Service."

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."

17 Aug 2026

FLAG LETTER OF COMMENDATION

takes pleasure in presenting a Flag Letter of Commendation to

SEAMAN
MARY N. SMITH
UNITED STATES NAVY

for service as set forth in the following

CITATION:

By virtue of her superior performance of duty from May 2023 to March 2026, Seaman Smith...

- ** Margins: one inch. **
- ** Text is both upper and lower case. **
- ** Font is Courier New size 12. **
- ** Portrait orientation. **
- ** Maximum 23 lines, from "For" to "Service". **
- ** One single paragraph from opening to closing sentence. **
- ** Citation must be aligned fully justified (Ctrl+J). **
- ** No jargon, acronyms, or abbreviations. **
- ** No bold, italics, or underline text emphasis. **

Seaman Smith's professionalism, perseverance, and loyal dedication to duty reflected credit upon her and were in keeping with the highest traditions of the United States Naval Service.

Given this XXth day of Month YYYY

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