



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1650.2D

N004

2 Jul 2019

### NSTC INSTRUCTION 1650.2D

Subj: NAVAL SERVICE TRAINING COMMAND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H  
(b) NETCINST 1650.3F

Encl: (1) Level of Award Matrix  
(2) OPNAV 1650/3 (Rev 12-18) – Personal Award Recommendation  
(3) OPNAV 1650/3 (Rev 12-18) - Form Instruction Guide  
(4) NSTC Opening and Closing Statements  
(5) Sample – Buck Slip Format  
(6) Sample – Legion of Merit Citation Format  
(7) Sample – Legion of Merit 1650 Format  
(8) Sample – Meritorious Service Medal Citation Format  
(9) Sample – Navy Commendation Medal Citation Format  
(10) Sample – Navy Achievement Medal Citation Format  
(11) Sample – Flag Letter of Commendation Citation Format  
(12) Guidance to Avoid Citation/SOA Common Errors

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

2. Cancellation. NSTCINST 1650.2C.

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

a. Level of Award. The appropriate award level should be equated to the scope of responsibility, which normally increases with rank or grade. Enclosure (1) is a matrix reflecting an “approximate norm” by rank for awards. A nomination for an award higher than indicated in

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enclosure (1) requires specific justification for the upgrade in Block 34, Summary of Action (SoA), of the Personal Award Recommendation OPNAV 1650/3.

b. End of Tour. Recognition of sustained, exceptional performance for individuals who have accomplished several specific achievements, not previously recognized by an award, should be considered for an end of tour award. Dates of any mid-tour awards must be exempted and typed in Block 25 of the OPNAV 1650/3. A copy of any mid-tour award citation must be provided with the end of tour award recommendation.

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

4. Action. Commander, NSTC (CNSTC) is authorized to approve the Meritorious Service Medal (MM) and lesser personal awards, including the Flag Letter of Commendation (FLOC), to all military personnel in the NSTC domain, less his personal staff. All NSTC O-6s in command may approve the Navy and Marine Corps Commendation Medal (NC) and lower personal awards for their personnel. Commanding Officers designated to wear the command ashore insignia, regardless of rank, may approve the Navy and Marine Corps Achievement Medal (NA). All personal awards with a higher precedence will be signed by the Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (OPNAV N1), via CNSTC and Commander, Naval Education and Training Command (CNETC). All unit awards will be signed by the Secretary of the Navy (SECNAV), via CNSTC, CNETC, and OPNAV N1. All personal awards will be prepared using guidance provided by enclosures (1) through (11).

5. Award Transmission. NSTC subordinate commands must forward all personal military award recommendations requiring final signature by CNSTC or higher authority to the NSTC Flag Administrative Office. Flag Admin will submit recommended awards to higher authority, if needed, via the OPNAV Tasker Program (DoN Tracker) with a 1650 endorsement from CNSTC.

a. Electronic Submission. Forward the scanned electronic award submission to NSTC Flag Admin using the subject line: AWARD SUBMISSION - Last Name, First Name, Middle Initial, Suffix (If Any), Rate/Rank followed by a hyphen then the two-letter code indicating type of award. (Example: Sailor, Johnny B., LCDR – 1650 NC Signed or Sailor, Johnny B., Jr., YN1 – 1650 FLOC Signed).

b. Personal awards submissions to Flag Admin consist of:

(1) With the exception of a Legion of Merit (LM) for an O-6 in command, a completed and signed Portable Document Format (PDF) version of the front page of the OPNAV 1650/3, enclosure (2). CNSTC will sign as the originator of all LMs for O-6s in command (PDF version from the unit should not be submitted). Save the PDF file using the following naming procedures: Last Name, First Name, Middle Initial, Suffix (if any), Rate/Rank, followed by a

hyphen, the numbers 1650, the two-digit award code and the word “Signed.” (Example: Sailor, Johnny B., LCDR – 1650 NC Signed or Sailor, Johnny B., Jr., YN1 – 1650 FLOC Signed).

(2) For all awards, send a complete Word version of both pages of the OPNAV 1650/3, enclosure (2), and the member’s Navy Department Awards Web Services (NDAWS) history printout from the NDAWS website for the NC and above. Scanned versions of the SoA will not be accepted. Enclosure (3) provides block by block guidance on completing the OPNAV 1650/3. The NDAWS website <https://awards.navy.mil> provides additional guidance. Reference (a) provides the format for the SoA. NSTC-specific guidance to avoid common citation/SoA errors is provided in enclosure (12). The Word file should be saved using the following naming procedures: Last Name, First Name, Middle Initial, Suffix (if any), Rate/Rank, followed by a hyphen, the numbers 1650, and the two-digit award code.

(3) All awards submitted for consideration must be filled out properly to full completion. Award packages that are submitted with missing or incorrect information **will be returned** to the originating command’s point of contact for rework.

(4) A proposed Word version of the citation, condensed from the SoA, must accompany the recommendation. All information in the citation must also appear in the SoA. Enclosure (4) is provided as the NSTC opening and closing citation statements. NSTC-specific guidance regarding the citation is provided in enclosure (12).

(a) Although a citation is laudatory and formalized, it must be factual and contain no classified information. It **shall not use acronyms, abbreviations, or symbols** such as \$ or %. Citations are center justified. Citations for FLOCs, MMs, and LMs shall be prepared in upper and lower case with Courier New font, size 12, with a minimum of 17 lines and a maximum of 23 lines and a left margin of 0.7 inches and right margin of 0.5 inches. Citations for NAs and NCs shall be prepared in all upper case letters in Courier New, size 10, and are limited to 7 and 1/2 lines with a one-inch margin.

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

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

c. Unit award submissions will consist of:

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

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

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

(4) A by-name list of civilians nominated for participation, the total number of civilians nominated, and certification that they played a key role in the achievement for which the award is being recommended. A statement that they are United States citizens and Department of the Navy employees is required. Contractors and foreign nationals are not eligible.

(5) A Word version of the citation.

(6) A completed OPNAV 1650/14 with original signatures forwarded to Naval Service Training Command, Attention: Flag Admin, via regular mail or FEDEX in conjunction with movement of the award via DoN Tracker.

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

a. Personal Awards to be Signed by CNSTC. NSTC Flag Admin must receive these awards a **minimum of 30 days, and not more than 60 days** prior to transfer, separation leave, or retirement ceremony. Awards submitted late for CNSTC signature **will require** a buckslip.

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

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

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

7. NDAWS and Official Military Personnel File (OMPF). NSTC is a designated NDAWS authority. For awards signed by CNSTC for Navy personnel, NSTC Flag Admin automatically mails the approved citation to PERS-313 for an OMPF update and enters the award into NDAWS.

a. NSTC Flag Admin will update the NDAWS database for awards signed by subordinate commands within the NSTC domain for Navy personnel. Upon approval of a personal award by a command within the NSTC domain, that command's Administrative Office will forward a complete copy of the signed OPNAV 1650 (including SoA) and the citation to NSTC Flag Admin via email or regular mail.

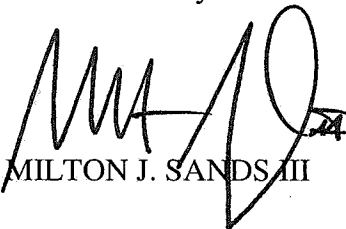
b. Regardless if a complete copy of the signed OPNAV 1650 is available, the citation copy must include the member's FULL social security number and the words, "Not in OMPF" neatly written or typed in the upper right corner of the citation/certificate. Citations without the member's full social security number **will be returned** and will be processed when it is resubmitted with the member's full social security number.

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

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

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.

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



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Releasability and distribution:

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

LEVEL OF EOT AWARD MATRIX

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

E-5 and  
Below:

Exceptional E-5s receive a NA. A FLOC is generally appropriate for an average E-5 and all E-4 and below.

**PERSONAL AWARD RECOMMENDATION**

FOR OFFICIAL USE ONLY  
Privacy Act Statement on Page 3

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: ADDRESS:		1a. UIC / RUC	2. TO (Awarding Authority) : ADDRESS:		2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:			4. PHONE: (DSN): (COM):		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY):  5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:
6. SSN		7. DESIG/NEC/MOS		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)		
13. PAYGRADE AND RATING					
14. WARFARE QUALIFICATION		15. UNIT AT TIME OF ACTION/SERVICE		16. DUTY ASSIGNMENT	
17. UIC/RUC	18. CAMPAIGN	18a. OPERATION :		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)	
20. RECOMMENDED AWARD					
21. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:			
25. ACTION DATE/MERITORIOUS PERIOD			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:		
27. GEOGRAPHIC AREA OF ACTION/SERVICE			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR			30b. SIGNATURE		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	SIGNATURE, GRADE	DATE FWD	
1					
2					
3					
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		EXTRAORDINARY HEROISM RECOMMENDED  <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE, GRADE, TITLE		DATE APPROVED
33. NDAWS SERIAL NO:		DNS-35 RECEIVED DATE:	NDBDM RECEIVED DATE:		

**Reset Form**

**Print Form**



### INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation.
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32.
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004).

MH	Medal of Honor	NM	Navy & Marine Corps Medal	NC	Navy & Marine Corps Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	CV	Navy & Marine Corps Commendation Medal w/V
DM	Distinguished Service Medal	BV	Bronze Star Medal w/V	C1	Navy & Marine Corps Commendation Medal w/C
S1	Distinguished Service Medal w/C	PH	Purple Heart Medal	C2	Navy & Marine Corps Commendation Medal w/R
SS	Silver Star Medal	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LM	Legion of Merit	M2	Meritorious Service Medal w/R	N1	Navy & Marine Corps Achievement Medal w/C
L1	Legion of Merit w/C	AS	Air Medal (Strike/Flight)	N2	Navy & Marine Corps Achievement Medal w/R
L2	Legion of Merit w/R	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DX	Distinguished Flying Cross	AH	Air Medal (Individual Action w/V)	OV	Military Outstanding Volunteer Service Medal
DV	Distinguished Flying Cross w/V	A1	Air Medal (Individual Action w/C)	XX	Letter of Commendation
D1	Distinguished Flying Cross w/C			ZZ	No Award

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

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(Use sentence case unless otherwise indicated)

BLO CK #	NAME	FIELD		HOW TO COMPLETE
		Type	Format / Length	
1	FROM ADDRESS	Regular Text	Unformatted/. "From" is 50 characters; "Address is unlimited	Indicate originating command address. If award is an LM use: Commander, Naval Service Training Command 2601A Paul Jones Street Great Lakes, IL 60088-2845
1a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate originating command UIC. If award is an LM use <b>00210</b> . DO NOT leave blank.
2	TO (Awarding Authority) ADDRESS	Regular Text	Unformatted. "To" and "Address" contain unlimited characters	Indicate awarding authority command address. If awarding authority is NSTC use address provided above. For CNO or SECNAV: CNO: DCNO (N1) 701 S. Courthouse Rd. Arlington, VA 22204-2472 SECNAV: Chief of Naval Operations (NDBDM) 2000 Navy Pentagon Washington DC 20370-2000
2a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate awarding authority UIC. For CNO use 00011. For SECNAV use 31707. DO NOT leave blank.
3	COMMAND POC NAME EMAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters	Provide the administrative POC, <b>NOT THE CO OR XO</b> , with rank, name, and email address.
4	PHONE (DSN) (COM)	Regular Text	Unformatted/22 characters	Indicate originating administrative POC's phone number. If DSN is available, indicate DSN prefix. If no DSN, leave DSN section blank.

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5	EXP DATE OF ACTIVE DUTY	Regular Text	Unformatted/20 characters	Indicate date individual's current enlistment will expire in DD-MMM-YYYY format. For officers with no contract expiration, indicate "INDEF" for indefinite.
5a	IF RETIREMENT/SEPARATION, NUMBER OF YEARS	Number	Unformatted/9 characters	If retiring or separating, indicate the number of years the individual served on active duty. If not retiring, enter N/A.
6	SSN	Number	Formatted/###-##-####	Self-explanatory; ensure you include the hyphens (dashes) between the numbers, as indicated. Must be FULL SSN.
7	DESIG/NEC/MOS	Regular Text	Numeric/4 characters	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 leave blank, 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/BUPERS/enlistedManOpen.htm">http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/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	Indicate date the award will be presented. If a retirement, this date will nearly always be well before the actual retirement date but approximately the same as the "to" date in block 25.

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(Use sentence case unless otherwise indicated)

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	Indicate last name in first block, tab to second block and type in first name, tab to third block and type in the <b>FULL middle name</b> . Tab to fourth block and type in suffix, JR, SR, etc., if applicable.
10	TYPE OF AWARD	Check Box	N/A	Check only ONE box for the type of award being considered: <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	Indicate awardee's component service for this period. Select from dropdown menu. For foreign officers, indicate "OTHER"
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 remaining in the service. If leaving the service, indicate the home address. This address will be used to forward the award if it is not approved prior to awardee's departure.
13	PAYGRADE AND RATING	Regular Text	Unformatted. "Paygrade" is 4 characters; "Rating" is 5 characters	In first block, indicate paygrade in letter/number format, e.g., Navy Captain is O6. Use "O" for Officers not a zero. In second block, indicate rank or rate, e.g., BM1 or CAPT.
14	WARFARE QUALIFICATION	Regular Text	Unformatted/unlimited characters	Indicate individual's warfare qualification, e.g., ESWS, SWO, SEAL, EOD, PILOT, NFO, SUBMARINE. If none, use N/A.
15	UNIT AT TIME OF ACTION/SERVICE	Regular Text	Unformatted/unlimited characters	Indicate the unit the awardee was attached to for the period of the award being considered.

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16	DUTY ASSIGNMENT	Regular Text	Unformatted/30 characters	Indicate awardee's <b>primary</b> job title during the award period. If award is for a specific act, indicate the job title during the specific act if different from the primary job.
17	UIC/RUC	Regular Text	Unformatted/5 characters	Indicate UIC of the awardee's unit at the time of the action or service. If UIC is unknown, fill in 00000. DO NOT leave blank.
18	CAMPAIGN	Drop down	N/A	Indicate campaign that applies. If award is not connected to a campaign (such as Iraqi Freedom), select "N/A"
18a	OPERATION	Regular Text	Unformatted/unlimited characters	Type in the unclassified operation. If operation is classified or if no operation applies, type in "N/A"
19	PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (Exclude Combat Action Ribbon)	Regular Text	Unformatted/unlimited characters	<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. If there are missing awards:</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 9 personal awards. The format will only pick up the first 9 in the NDAWS database.</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 (Sentence Case) MMMYY-MMMYY (Start month and year)-(End month and year). If single day action, indicate MMMYY.</li> <li>• List three awards per line</li> </ul>
20	RECOMMENDED AWARD	Drop down	N/A	Indicate the recommended award. Note: The MOVSM is not considered a personal award - it is a service award that does not require use of the 1650/3.

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21	TYPE OF ACTION	Check Box	N/A	Check the appropriate type of action for this award recommendation. Select “heroic” for actions if the individual’s life was in extreme danger or if the combat “V” is being considered. Use “Meritorious” for an end of tour award. Posthumous awards are used for deceased awardees. “MIA” is for those in combat who are Missing in Action.
22	PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED	Regular Text	Unformatted/unlimited characters	Indicate any pending awards. For those who are TAD during their tour, check with the individual or the TAD command to find out if there are any awards that may be submitted up the TAD command’s chain of command.
23	RECOMMENDED AWARD NUMBER	Drop down	N/A	Indicate the number of occurrences of this award that this recommendation will result in for the awardee. For example, if the awardee already has 1 NC and the recommendation is for another NC, indicate “2”.
24	OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION	Regular Text	Unformatted/unlimited characters	If other personnel were/are being recommended for the same action, list them by rank, first name and last name.
25	ACTION DATE/MERITORIOUS PERIOD	Date	DD-MMM-YYYY for first block and DD-MMM-YYYY for second block	Indicate merit start date in first block and merit end date in second block. If day of the month is unknown, use “01”. If action is for a one-day period, indicate same date in first and second blocks.
26	(FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR	Regular Text	Unformatted/50 characters	If the awardee is an O-6 or above, indicate the rank and name of the individual who filled their position before the awardee. If the award is for a specific act, or the awardee is the first person assigned to the position, indicate “N/A”.
27	GEOGRAPHIC AREA OF ACTION	Drop down	N/A	Select the area where the majority of the action was accomplished. For classified awards where area cannot be revealed, select “MU” for Multiple Locations.

**OPNAV 1650/3 FORM INSTRUCTION GUIDE 12-18 (Rev 1) 3 May 2005**

(Use sentence case unless otherwise indicated)

28	IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY	Regular Text	Unformatted/Both blocks contain 35 characters	Only use for non-U.S. awardees. In the first block, indicate the awardee's service, e.g., Royal Australian Navy. In the second block, indicate the country of the awardee.
29	FACT CERTIFICATION STATEMENT	Check Box	N/A	Check the most appropriate box. If the originator knows the awardee and the awardee's accomplishments, check "Known to Me". If the awardee's accomplishments are not personally known to the originator but are recorded in evaluations or FITREPs, check "A Matter of Record". Only Check ONE.
30a	NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR	Regular Text/ Drop down	Unformatted/First, second and fourth blocks contain 35 characters. Third block is a dropdown.	In first block type originator's first initial, middle initial, and last name, e.g., M.J. SMITH. In second block enter the individual's rank, e.g., CAPT. In third block select the dropdown option that applies to the originator. In fourth block type in the originator's title, e.g., CO, OIC, Commander.
30b	SIGNATURE	Regular Text	Unformatted/40 characters	After the originator signs, type the individual's signature line on the electronic version. Entering /s/ (indicates the signature has been seen) and the exact signature name, e.g., /s/ M. J. Smith.
30c	DATE	Date	DD-MMM-YYYY	Indicate date the originator signs the award.
31	FORWARDING ENDORSEMENTS			
	COMMAND	Regular Text	Unformatted/Top and bottom blocks contain 35 characters	Leave Blank
	RECOMMENDED AWARD	Drop down	N/A	Leave Blank
	COMBAT "V"	Check Box	N/A	Leave Blank

**OPNAV 1650/3 FORM INSTRUCTION GUIDE 12-18 (Rev 1) 3 May 2005**

(Use sentence case unless otherwise indicated)

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



### NSTC Opening and Closing Statements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(6) Awards Presented at the Time of Retirement: Include a statement in the citation reflecting the member’s total number of years of service. For example, “Commander Smith’s superior performance of duties highlights the culmination of 20 years of honorable and dedicated service.”

Sample – Buck Slip Format



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

*Date (dd Mmm yy)*

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

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

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

*Paragraph specifically explaining why award submission is late.*

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

Very respectfully,

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

RDML Milton J. Sands III  
2601A Paul Jones Street  
Great Lakes, IL 60088-2845

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

Sample - Legion of Merit Citation Format

DEPUTY CHIEF OF NAVAL OPERATIONS

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

CAPTAIN JOHN B. DOE  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Commanding Officer, Naval Reserve Officers Training Corps Unit, Virginia Polytechnic Institute and State University from May 2016 through July 2019. Captain Doe's vision, leadership, and commitment to Naval Excellence have resulted in impressive levels of achievement in all aspects of producing qualified Navy and Marine Corps officers. Under his command, Virginia Tech commissioned an average of 43 new officers annually, placing Virginia Tech's Naval Reserve Officers Training Corps program at the top of the list for production across the enterprise. During his tenure, Virginia Tech was not only the top commissioning source in the Naval Reserve Officers Training Corps enterprise, but also the top producer of both nuclear power and SEAL candidates nationwide. Cited by Commander, Naval Service Training Command as the "#1 unit in the nation," Virginia Tech was the first unit to have all scholarship limits lifted for all paths to commissioning extant in the enterprise. This resulted in a programmatic increase from 35 Navy scholarship freshmen entering in Fall 2018, to 94 Navy scholarship freshmen entering in Fall 2019 - a 270 percent increase and a direct reflection of Captain Fisher's focus on academic success, physical fitness, and leadership development. His midshipmen have exceeded the university's overall average, as well as the average of all other Reserve Officers Training Corps programs on campus, by achieving a cumulative grade point average of 3.10. Captain Doe's superior performance of duties highlights the culmination of 35 years of honorable and dedicated service. By his dynamic direction, keen judgment, and loyal devotion to duty Captain Doe reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President,

JOHN B. NOWELL, JR  
Vice Admiral, U.S. Navy

**PERSONAL AWARD RECOMMENDATION**

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Privacy Act Statement on Page 3

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: COMMANDER, NAVAL SERVICE TRAINING COMMAND ADDRESS: 2601A PAUL JONES STREET, GREAT LKAES, IL 60088-2845		1a. UIC / RUC 00210	2. TO (Awarding Authority) : DCNO (N1) ADDRESS: 701 S COURTHOUSE ROAD, ARLINGTON, VA 22204-2472		2a. UIC / RUC 00011
3. COMMAND POC: NAME: YN2(AW) MATTHEW J. ROONEY EMAIL: matthew.rooney@navy.mil		4. PHONE: (DSN): 792-4510 (COM): 847-688-4510 x114		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 01-Jan-2020 5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
6. SSN 123-45-6789		7. DESIG/NEC/MOS 1110		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 04-Oct-2019	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) LAST, FIRST, FULL MIDDLE			10. <input checked="" type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USN			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) FULL ADDRESS IF RETIRING OR SEPARATING		
13. PAYGRADE AND RATING O-6 CAPT					
14. WARFARE QUALIFICATION		15. UNIT AT TIME OF ACTION/SERVICE		16. DUTY ASSIGNMENT	
17. UIC/RUC	18. CAMPAIGN NA Not Applicable	18a. OPERATION : N/A		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)	
20. RECOMMENDED AWARD LM Legion of Merit					
21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE			
25. ACTION DATE/MERITORIOUS PERIOD			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: *REQUIRED*		
27. GEOGRAPHIC AREA OF ACTION/SERVICE US CONUS, Alaska, Territories, Canada			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR MILTON J. SANDS III, RDML, USN, COMMANDER			30b. SIGNATURE		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	SIGNATURE, GRADE		DATE FWD
1	NETC PENSACOLA FL 850-452-4523		K. J. COZAD, RADM, USN, COMMANDER		
2					
3					
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE		DATE APPROVED
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	JOHN B. NOWELL JR, VADM, DCNO (N1)		
33. NDAWS SERIAL NO:		DNS-35 RECEIVED DATE:	NDBDM RECEIVED DATE:		

Reset Form

Print Form

### INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation.
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32.
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004).

MH	Medal of Honor	NM	Navy & Marine Corps Medal	NC	Navy & Marine Corps Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	CV	Navy & Marine Corps Commendation Medal w/V
DM	Distinguished Service Medal	BV	Bronze Star Medal w/V	C1	Navy & Marine Corps Commendation Medal w/C
S1	Distinguished Service Medal w/C	PH	Purple Heart Medal	C2	Navy & Marine Corps Commendation Medal w/R
SS	Silver Star Medal	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LM	Legion of Merit	M2	Meritorious Service Medal w/R	N1	Navy & Marine Corps Achievement Medal w/C
L1	Legion of Merit w/C	AS	Air Medal (Strike/Flight)	N2	Navy & Marine Corps Achievement Medal w/R
L2	Legion of Merit w/R	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DX	Distinguished Flying Cross	AH	Air Medal (Individual Action w/V)	OV	Military Outstanding Volunteer Service Medal
DV	Distinguished Flying Cross w/V	A1	Air Medal (Individual Action w/C)	XX	Letter of Commendation
D1	Distinguished Flying Cross w/C			ZZ	No Award

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

2 Jul 2019

Sample – Meritorious Service Medal Format

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

COMMANDER JOHNNY B. SAILOR  
UNITED STATES NAVY

for services set forth in the following

CITATION:

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

For the President,

MILTON J. SANDS III  
Rear Admiral, U.S. Navy

Sample – Navy and Marine Corps Commendation Medal Format

(GOLD STAR IN LIEU OF THE THIRD AWARD)

MAJOR JOHNNY B. SAILOR, UNITED STATES MARINE CORPS

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

27<sup>TH</sup>

OCTOBER 2019

FOR THE  
MILTON J. SANDS III  
REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVAL SERVICE TRAINING COMMAND



Sample – Navy and Marine Corps Achievement Medal Format

(GOLD STAR IN LIEU OF THE SECOND AWARD)

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

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

27<sup>TH</sup>

OCTOBER 2019

FOR THE  
MILTON J. SANDS III  
REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVAL SERVICE TRAINING COMMAND

2 Jul 2019

Sample – Flag Letter of Commendation Format

COMMANDER  
NAVAL SERVICE TRAINING COMMAND  
takes pleasure in presenting a LETTER OF COMMENDATION to

YEOMAN THIRD CLASS (SURFACE WARFARE)  
SALLY B. SAILOR  
UNITED STATES NAVY

for service set forth in the following

CITATION:

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

Given this 27<sup>th</sup> day of October 2019

MILTON J. SANDS III  
Rear Admiral, U.S. Navy

Guidance to Avoid Citation/SoA Common Errors:

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

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

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

Capitalize “Naval”, “Fleet”, and “Sailor.”

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

Citations are left and right justified.

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

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

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

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

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

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

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

The SoA must justify the award being recommended.

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

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

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

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

Block 9 must include the full middle name.

Block 10, mark only **ONE** box.

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

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

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

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

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

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

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