From: Commander, Navy Reserve Forces Command

Subj: MILITARY PERSONAL AWARDS GUIDANCE

Ref: (a) SECNAVINST 1650.1H
(b) SECNAV M-5216.5, Department of the Navy Correspondence Manual
(c) Government Printing Office Style Manual 2000
(d) SECNAV M-5210.1, Department of the Navy Records Management Program

Encl: (1) Example of Legion of Merit (LM)
(2) Example of Meritorious Service Medal (MM)
(3) Example of Navy and Marine Corps Commendation Medal (NC)
(4) Example of Navy and Marine Corps Achievement Medal (NA)
(5) Example of Flag Letter of Commendation (FL)
(6) Example of Military Outstanding Volunteer Service Medal (OV)

1. Purpose. To provide policy and procedures concerning awards for military personnel assigned to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and subordinate activities.

2. Background. Awards for deserving personnel are second in importance only to performance reports. They are one of the primary means to publicly recognize Sailors who perform above and beyond what is normally expected in their billet. It is important to our success that time and efforts are dedicated to initiate and properly submit award recommendations.

3. Policy. The COMNAVRESFORCOM awards program will comply with references (a) through (c) and enclosures (1) through (6).

4. Award Types

a. End of Tour (EOT). EOT awards are intended to culminate the end of a successful tour; however, it is in no way guaranteed to Service members. A copy of any personal awards received during the tour must be submitted to the awarding authority with the award recommendation. Barring unusual circumstances, awards shall be submitted in time to be processed and presented prior to the member’s transfer.
b. Retirement Awards. It is imperative that retirement awards are submitted correctly and in a timely manner to ensure award completion by the date identified in OPNAV 1650/3, block 8. Awards presented at the time of retirement should contain a statement to include the member’s total number of years in service in the second to last line of the citation, per reference (a).

Example: Chief Smith’s superior performance of duties highlights the culmination of 20 years of honorable and dedicated service.

c. Specific Achievement. Awards recognizing specific acts should be bestowed as soon as possible after the act occurs. Specific achievement awards may be authorized for exceptional performance over a period of short duration, which is generally no longer than 12 months. However, specific achievement awards may not support an EOT award; neither the summary of action nor the citation issued for the period of meritorious service shall mention the specific achievement previously recognized.

d. Campaign and Service Awards. Military Outstanding Volunteer Service Medals (OVs) are awarded to service members who have demonstrated sustained community service for a period of 3 years or 300 hours. Documentation may be in the form of official performance reports or letters from the servicing organization. Utilizing enclosure (6), OV write-ups should contain a synopsis of the timeframe and work performed with the organization. OVs will be processed per reference (a).

5. Submission Procedures

a. Initiation of Recommendation. Per reference (a), a recommendation for a personal award may be submitted by any commissioned officer, senior in grade or billet, to the individual being recommended, who has knowledge of any act, achievement or service that may warrant such award. A recommendation originated by other than the Commanding Officer (CO) of the individual must be forwarded to the CO for endorsement. If a commissioned officer is not assigned, the senior enlisted member may forward the recommendation to the first officer in the chain of command.

b. Timeliness

(1) Submit award recommendations to COMNAVRESFORCOM, via email to cnrfc_commandservices@navy.mil, per the following timelines:
(2) Late award recommendations require a late submission letter with a justification of why the award is being submitted late (on command letterhead) signed by the CO or Executive Officer. Administrative oversight is not sufficient justification.

6. Action. All personnel involved in the awards process will be thoroughly familiar with references (a) through (c).

   a. Preparation. Award recommendations will be prepared per reference (a), supplemented by this instruction and the Navy Department Awards Web Service (NDAWS) at https://awards.navy.mil/.

   b. Submission. An award recommendation package shall contain the following:

      (1) Electronic versions of the proposed citation and OPNAV 1650/3 saved in Microsoft Word format.

      (2) Original OPNAV 1650/3, Personal Award Recommendation.

      (3) Printed citation in format as listed in this instruction.

      (4) Late submission letter(s) if applicable.

      (5) A copy of any overlapping awards received during the Service member’s tour.

      (6) Subordinate command shall submit a signed copy of the OPNAV 1650/3 form.

   c. After adjudicating the award recommendation, the awarding authority will make the appropriate entries into the NDAWS database and forward a copy of the citation and/or certificate to Navy Personnel Command (PERS-312) for submission into the member’s Electronic Service Record.
7. **Awards Board**

   a. The Awards Board members are responsible for assisting COMNAVRESFORCOM in evaluating recommendations for awards, FL and above.

   b. The board will be composed of eight Deputy Chiefs of Staff designated by the Chief of Staff and the Command Master Chief. Board members will be assigned to review award recommendations, taking into consideration circumstances that relate to the member being recommended.

   c. The board will evaluate and render an opinion as to the merit of award recommendations submitted by COMNAVRESFORCOM and/or subordinate commands, ensuring that the acts or services described fulfill all requirements for the award recommended as specified in pertinent directives. If the recommendation is disapproved, the OPNAV 1650/3 will be signed and copy returned to originating command.

8. **NDAWS.** COMNAVRESFORCOM will update NDAWS records when identified as the awarding authority. Navy Region Reserve Component Commands will update NDAWS records for Navy Operational Support Centers and assigned Selected Reserve Sailors. Upon completion of the NDAWS entry, submit all awards to PERS-312.

9. **Records Management**

   a. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (d).

   b. The following documents will be maintained by the COMNAVRESFORCOM (N01A) Awards Clerk for centralized filing:

      (1) The original OPNAV 1650/3 bearing all signatures and the summary of action, if required.

      (2) A copy of the signed citation and/or certificate.

      (3) Any necessary supporting documents and related correspondence, such as awards board minutes, working documents with significant changes and a print out of the NDAWS personal awards history.
10. Form. OPNAV 1650/3 Personal Award Recommendation may be downloaded from the Navy Awards website at https://awards.navy.mil/.

Distribution:
Electronic only, via COMNAVRESFOR Website
http://www.navyreserve.navy.mil

B. P. CUTCHEON
EXAMPLE OF LEGION OF MERIT (LM)

The President of the United States takes pleasure in presenting the LEGION OF MERIT to

CAPTAIN JOE N. SAILOR
UNITED STATES NAVY

for services set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as [Job Title], for [Command], from [Month Year] to [Month Year]. [Insert commendatory language describing the service/accomplishments warranting recognition]. By his dynamic direction, keen judgment, and loyal devotion to duty, Captain Sailor reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

Use the same format guidelines for preparation of a Legion of Merit citation provided in reference (a):

- Maximum length of 23 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 12 point font (Justified)
- Margins:
  - Left - 0.7"
  - Right - 0.5"
  - Top - 2"
  - Bottom - 1"

Enclosure (1)
EXAMPLE OF MERITORIOUS SERVICE MEDAL (MM)

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

COMMANDER JOE N. SAILOR
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious [service/achievement] while serving as [Job Title], for [Command] from [Month Year] to [Month Year]. [Insert commendatory language describing the service/accomplishments warranting recognition]. Commander Sailor's exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon him and were in keeping with the highest traditions of the United States Naval Service.

Use the format guidelines for preparation of a Meritorious Service Medal citation provided in reference (a):

- Maximum length of 23 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 12 point font (Justified)
- Margins:
  - Left - 0.7"
  - Right - 0.5"
  - Top - 2"
  - Bottom - 1"

Enclosure (2)
EXAMPLE OF NAVY AND MARINE CORPS COMMENDATION MEDAL (NC)

YEOMAN FIRST CLASS (SURFACE WARFARE)
JOE N. SAILOR
UNITED STATES NAVY


Use the guidelines for preparation of a Navy and Marine Corps Commendation Medal provided in reference (a):

- Maximum length of 7.5 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 10 point font (Justified)
- Margins:
  - Left - 1”
  - Right - 1”
  - Top - 2”
  - Bottom - 1”

Enclosure (3)
EXAMPLE OF NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NA)

(GOLD STAR IN LIEU OF THE FOURTH AWARD)

YEOMAN SECOND CLASS (AVIATION WARFARE)
JOE N. SAILOR
UNITED STATES NAVY


Use the guidelines for preparation of a Navy and Marine Corps Achievement Medal provided in reference (a):

- Maximum length of 7.5 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 10 point font (Justified)
- Margins:
  - Left - 1"
  - Right - 1"
  - Top - 2"
  - Bottom - 1"

Enclosure (4)
EXAMPLE OF Flag LETTER OF COMMENDATION (FL)

RATE/RANK (AVIATION WARFARE)

NAME

UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS MEMBER'S JOB FOR MEMBER'S COMMAND FROM MONTH YEAR TO MONTH YEAR.

PETTY OFFICER'S NAME EXCEPTIONAL ABILITY, UNCOMMON INITIATIVE AND LOYAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Use the format guidelines for preparation of a Flag Letter of Commendation citation provided in reference (a):

- Maximum length of 10 lines
- If the individual is a staff corps officer, include corps between the name and United States Navy
- Use Courier New, 14 point font (Heading), 10 point (Body)
- Margins:
  - Left - 1.5"
  - Right - 1.5"
  - Top - 3.8"
  - Bottom - .2"

Enclosure (5)
EXAMPLE OF MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

(COMMAND LETTERHEAD)

From: Commander, Navy Reserve Forces Command
To: YN2 Jane S. Doe, USN
Subj: AWARDING OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (SECOND AWARD)
Ref: (a) SECNAVINST 1650.1H

1. Per reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding volunteerism with the Albert Cammon Middle School Parent Teacher Association (PTA) and the Jefferson Parish Animal Shelter from May 2005 to May 2008.

2. Paragraphs 2 and 3 should detail achievements.

3.

4. Your dedication and selfless service to your community reflected credit upon yourself. You are truly deserving of the Military Outstanding Volunteer Service Medal. Bravo Zulu on a "Job Well Done!"

SIGNATURE

Prepare using the Standard Letter format, per reference (b).

Enclosure (6)