COMNAVRESFORCOM INSTRUCTION 1650.13A

From: Commander, Navy Reserve Forces Command

Subj: MILITARY PERSONAL AWARDS GUIDANCE

Ref: (a) SECNAVM-1650.1
     (b) SECNAVINST 1650.1J
     (c) COMUSFLTFORCOMINST 1650.10B

Encl: (1) Recommended Guidelines for Levels of Awards
     (2) OPNAV 1650/3 Instruction Guide
     (3) Example Late Letter for Awards
     (4) Example Flag Letter of Commendation
     (5) Example Military Outstanding Volunteer Service Medal
     (6) Example Navy and Marine Corps Achievement Medal
     (7) Example Navy Commendation Medal
     (8) Example Meritorious Service Medal
     (9) Example Legion of Merit

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

   b. Per references (a) through (c), this instruction applies to all service members assigned to COMNAVRESFORCOM and subordinate command. This instruction has been revised and should be read in its entirety.


3. Background. Per reference (a), the purpose of military awards is to recognize deserving service members for acts of heroism, exceptionally meritorious achievement or service, and arduous or otherwise special service.

4. Responsibilities. The COMNAVRESFORCOM Military Personal Award program complies with references (a) through (c) and enclosures (1) through (9).
a. Commands must:

   (1) Prepare award recommendations for Active Duty, Full-Time Support, and Selected Reserve personnel per reference (a).

   (2) Utilize Award templates, enclosures (4) through (9).

   (3) Maintain a permanent file of all locally awarded personal awards and required documentation. Ensure awards are entered in the Navy Department Awards Web Service (NDAWS).

   (4) Ensure all award recommendations are complete and accurate. Incomplete award recommendations will be returned to last endorsing command.

   (5) Submit award recommendations, to include a digitally signed OPNAV 1650/3 (Rev 12-18)_v2 in portable document format (PDF) and Microsoft (MS) Word files of the citation, within the time limits outlined for each type of award. Late award submissions must be accompanied by a late letter (enclosure (3)). Enclosure (3) must contain a detailed explanation (do not provide a generic cause, such as “administrative oversight”) and must be signed by the commanding officer (CO) or executive officer (other “by direction” will not be accepted).

b. COMNAVRESFORCOM Command Services will:

   (1) Track all incoming personal award recommendations.

   (2) Review award recommendations for proper timeliness and format.

   (3) Review and prepare award recommendations for the Awards Board.

   (4) Process awards in a timely manner to facilitate presentation by the desired ceremony date.

5. Submission Procedures

   a. Initiation of Recommendation. Per references (a) through (c), 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 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. **Submission.** An award recommendation package should contain the following:

(1) Electronic version of the proposed citation (MS format).

(2) Completed OPNAV 1650/3 (12-18) v2 Personal Award Recommendation. All signature blocks must be digitally signed.

   (a) It is essential that those who originate award recommendations do so in a concise, factual, and clearly supportive manner. A poorly written summary of action or incomplete OPNAV 1650/3 (12-18) v2 Personal Award Recommendation may either delay action or result in downgrade or disapproval, even though the individual may be fully deserving.

   (b) Per reference (a), each award recommendation is evaluated on the merits of the justification in the summary of action. Avoid generalities and excessive use of superlatives. Present an objective summary, providing specific examples of the scope of responsibilities, substantial performance, and quantitative results derived.

   (c) Submit award recommendations to COMNAVRESFORCOM, via DON Tracker "CNRFC N01A EXTERNAL AWARDS" inbox for external submissions or "CNRFC N01A INTERNAL AWARDS" inbox for staff submissions. E-mailed award submissions will not be accepted.

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

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

(5) Any additional supporting documents that are essential for accurate processing.

c. **Level of Award.** Enclosure (1) provides a general guide for making appropriate award recommendations based on rank, scope of responsibilities, occasion for award, and individual accomplishment. These guidelines are what would “generally” be expected; however, there may be exceptions. Title, rank, and position does not entitle a member for an award or level of award.
d. **Timeline for Submission of Awards.** Per references (a) through (c), timely submission of awards is vital to the success of the awards program. A nomination should be submitted as soon as practicable following the distinguished act or achievement, or end of the period of meritorious service.

<table>
<thead>
<tr>
<th>Staff/Subordinate Command Submissions to COMNAVRESFORCOM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LM - ABOVE</strong></td>
</tr>
<tr>
<td>120 days prior to the desired presentation date.</td>
</tr>
<tr>
<td><strong>COMNAVRESFORCOM</strong> will forward recommendations to</td>
</tr>
<tr>
<td>Office of Chief of Navy Reserve (OCNR) 60 days prior to</td>
</tr>
<tr>
<td>the desired presentation date. Late submissions to OCNR</td>
</tr>
<tr>
<td>will require a late letter. Regarding higher awarding</td>
</tr>
<tr>
<td>authorities, add 30 days to the submission timeline for</td>
</tr>
<tr>
<td>each echelon above OCNR.</td>
</tr>
<tr>
<td><strong>MM</strong></td>
</tr>
<tr>
<td>45 days prior to the desired presentation date.</td>
</tr>
<tr>
<td><strong>NC - NA</strong></td>
</tr>
<tr>
<td>45 days prior to the desired presentation date.</td>
</tr>
<tr>
<td><strong>XX - MOVSM</strong></td>
</tr>
<tr>
<td>45 days.</td>
</tr>
</tbody>
</table>

e. Late award submissions will require a late submission letter (enclosure (3)) with a justification of why the award is being submitted late (on command letterhead) signed by the CO, executive officer, or departmental chief of staff for COMNAVRESFORCOM staff awards. "Administrative oversight" is not sufficient justification. Late awards will be processed in the order received.

6. **Award Types**

   a. **End of Tour.** End of Tour (EOT) awards are intended to culminate the end of a successful tour; however, it is not 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 should be submitted in time to be processed and presented prior to the member’s transfer.

   b. **Retention Awards.** Per reference (a), the Navy does not award “retirement” decorations that encompass a member’s entire career. If a member has performed in a manner deserving of recognition during the last tour prior to retirement or separation, it is appropriate to recommend a decoration commensurate with the level of performance and responsibility during the final assignment. The meritorious period for a retirement or separation award may only include accomplishments during the last tour of duty and will not include achievements from prior duty assignments. 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), reflecting that this tour culminates a distinguished career.
c. **Specific Achievement.** An award 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 should mention the specific achievement previously recognized.

   d. **Campaign and Service Awards.** Military Outstanding Volunteer Service Medals (MOVSM) are awarded to service members who have demonstrated sustained community service for a period of three years or 300 hours. Documentation may be in the form of official performance reports or letters from the servicing organization. Utilizing enclosure (5), MOVSM write-ups should contain a synopsis of the timeframe and work performed with the organization.

7. **COMNAVSFORCOM Awards Board.**

   a. The awards board members are responsible for assisting COMNAVSFORCOM in evaluating recommendations for Navy and Marine Corps Achievement Medals and above.

   b. The board will be composed of DCOS/Special Assistants, and departmental Master Chiefs designated by the Chief of Staff and the Command Master Chief. Board members will be assigned to review award recommendations, taking into consideration the guidance in enclosure (1) and the circumstances that relate to the member being recommended. The board will evaluate and render an opinion as to the merit of award recommendations submitted by COMNAVSFORCOM and or subordinate commands, ensuring that the acts or services described fulfill all requirements for the award recommended as specified in pertinent directives.

   c. Per reference (a), recommendations may not be terminated at any level below the final awarding authority. The recommendation must be forwarded to the awarding authority empowered to approve the originally recommended award.

8. **NDAWS.** COMNAVSFORCOM will update NDAWS records when identified as the awarding authority. Navy Region Reserve Component Commands will update NDAWS records for their Navy Operational Support Centers and assigned Selected Reserve Sailors.

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 (SECNAV) 5210.1 of January 2012.

10. **Review and Effective Date.** Per OPNAVINST 5215.17A, COMNAVSFORCOM N01A will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, 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.

J. A. SCHOMMER

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, https://www.public.navy.mil/nrh/Pages/instructions.aspx
RECOMMENDED GUIDELINES FOR LEVELS OF AWARDS

In consonance with references (b) and (c), this table provides a basic guideline for award levels based on rank, scope, occasion, and individual performance. Exceptions will be considered based on unusually exceptional performance. In all cases, sufficient substantial accomplishments must be documented and commensurate to the award level. The COMNAVRESFORCOM Awards Board will ensure the scope of responsibilities and accomplishments of the individual merit the award under consideration and make recommendations to COMNAVRESFORCOM.

<table>
<thead>
<tr>
<th>AWARD</th>
<th>END OF TOUR</th>
<th>RETIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>O-3 to O-1/E-6-E5.</td>
<td>O-3 to O-1/E-6-E5.</td>
</tr>
</tbody>
</table>
### OPNAV 1650/3 FORM INSTRUCTION GUIDE
(Adapted from the guide posted on the NDAWS website)

<table>
<thead>
<tr>
<th>BLOCK #</th>
<th>NAME</th>
<th>Type</th>
<th>Format</th>
<th>FIELD</th>
<th>HOW TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FROM ADDRESS</td>
<td>ALL CAPS</td>
<td>COMNAVRESFORCOM</td>
<td>1915 FORRESTAL DR, NORFOLK, VA 23551-4615</td>
<td>Indicate originating command address. This should be the command that the member was attached to while they earned the award and should be the same command as block 30a.</td>
</tr>
<tr>
<td>1a</td>
<td>UIC/RUC</td>
<td>Regular Text</td>
<td>Unformatted/5 characters</td>
<td></td>
<td>Indicate originating command UIC. This should be the UIC for the command listed in Block # 1</td>
</tr>
<tr>
<td>2a</td>
<td>UIC/RUC</td>
<td>Regular Text</td>
<td>Unformatted</td>
<td></td>
<td>Indicate awarding authority UIC. If awarding authority is CNRF use 00072. IF CNRFC use 34478</td>
</tr>
<tr>
<td>3</td>
<td>COMMAND POC NAME E-MAIL</td>
<td>Regular Text</td>
<td>Use ALL CAPS for the POC name and lower case for the POC e-mail. Example: YN1(AW) JOHN T. DOE <a href="mailto:john.doe@navy.mil">john.doe@navy.mil</a></td>
<td></td>
<td>Indicate originating command/individual's rank, name and e-mail address. If POC will be departing within 60 days of sending award for processing, provide POC information for someone who will be available after 60 days.</td>
</tr>
<tr>
<td>4</td>
<td>PHONE (DSN) (COM)</td>
<td>Regular Text</td>
<td>(757) 322-2222</td>
<td></td>
<td>Indicate originating command/individual's phone number. If no DSN, leave DSN section blank.</td>
</tr>
<tr>
<td>5</td>
<td>EXP DATE OF ACTIVE DUTY</td>
<td>Regular Text/ALL CAPS</td>
<td>DD-MMM-YYYY</td>
<td></td>
<td>Indicate date individual's current enlistment will expire. For officers with no contract expiration, indicate &quot;INDEFINITE&quot;.</td>
</tr>
<tr>
<td>5a</td>
<td>IF RETIREMENT/SEPARATION, NUMBER OF YEARS</td>
<td>Number</td>
<td>DD-MMM-YYYY</td>
<td></td>
<td>Indicate the number of years the individual served on active duty, if the individual is retiring. If not retiring, indicate N/A.</td>
</tr>
<tr>
<td>6</td>
<td>SSN</td>
<td>Number</td>
<td>123-34-5687</td>
<td></td>
<td>Self-explanatory; ensure you include the hyphens (dashes) between the numbers, as indicated.</td>
</tr>
<tr>
<td>7</td>
<td>DESIGN/NEC/MOS</td>
<td>Regular Text</td>
<td>Numeric/4 characters</td>
<td></td>
<td>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: &quot;If unknown use four zeros, do not use &quot;N/A&quot;.</td>
</tr>
</tbody>
</table>

Enclosure (2)
<table>
<thead>
<tr>
<th>BLOCK #</th>
<th>NAME</th>
<th>FIELD</th>
<th>HOW TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>DETACHMENT OR CEREMONY DATE (EARLIER DATE)</td>
<td>Date</td>
<td>Indicate date the award will be presented. If a retirement, this date will often be well before the actual retirement date. This allows the chain-of-command to prioritize award processing.</td>
</tr>
<tr>
<td>9</td>
<td>NAME (LAST, FIRST, MIDDLE, SUFFIX)</td>
<td>ALL CAPS</td>
<td>Indicate last name in first block, then tab to second block and type in first name. Tab to third block and type in middle name. Tab to fourth block and type in suffix (JR, III, SR, etc) if suffix applies.</td>
</tr>
</tbody>
</table>
| 10     | TYPE OF AWARD                                       | Check Box | Check appropriate box for the type of award being considered:  
* Retirement  
* Transfer (End of Tour)  
* Separation  
* Specific Achievement |
| 11     | COMPONENT                                           | Drop down | Indicate awardee's component service for this period. Select from dropdown menu. **Always use USN. Do not use USNR. |
| 12     | NEW DUTY STATION ADDRESS (Home address for retirement or separation) | ALL CAPS | Indicate address of awardee's next duty station, if they are not leaving the service. If they are leaving the service, indicate their home address. This is used to forward the award should they no longer be attached to the command when the award is approved. |
| 13     | PAYGRADE AND RATING                                | Regular Text | In first block, indicate paygrade in letter and number format. Example: First Class Petty Officer is E-6. Captain is O-6. In second block, indicate rank or rate. Example: BM1 or CAPT. **Use a "-" to separate the letter and number |
| 14     | WARFARE QUALIFICATION                              | ALL CAPS | Indicate individual’s warfare qualification. Example: NAVAL AVIATOR, NAVAL FLIGHT OFFICER, SURFACE WARFARE, SEAL. If no warfare qualification, indicate N/A. |
| 15     | UNIT AT TIME OF ACTION/SERVICE                     | ALL CAPS | Indicate the unit the awardee was attached to for the period of the award being considered. Avoid acronyms like NOSC/CNRFC/CNAFR. Use NAVOPSPTCEN/COMNAVRESFORCOM/COMNAVARFORES. |

Enclosure (2)
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<table>
<thead>
<tr>
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<th>HOW TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>DUTY ASSIGNMENT</td>
<td>ALL CAPS</td>
<td>Uppercase</td>
<td>Indicate awardee's primary job title during the award period. If award submission is for a specific act, indicate the job title during the specific act, if it is different from their primary job. Examples: COMMANDER/COMMANDING OFFICER. Avoid using acronyms if you can.</td>
</tr>
<tr>
<td>17</td>
<td>UIC/UC</td>
<td>Regular Text</td>
<td>Unformatted/5 characters</td>
<td>Indicate the UIC of the awardee's unit at the time of the action or service. If UIC is unknown, fill in 000000. DO NOT leave blank.</td>
</tr>
<tr>
<td>18</td>
<td>CAMPAIGN</td>
<td>Drop down</td>
<td>N/A</td>
<td>Indicate campaign that applies. If award is not connected to a campaign (such as Iraqi Freedom), select &quot;NA&quot;</td>
</tr>
<tr>
<td>18a</td>
<td>OPERATION</td>
<td>ALL CAPS</td>
<td>Unformatted</td>
<td>Type in the unclassified operation. If operation is classified or if no operation applies, type in &quot;N/A&quot;</td>
</tr>
</tbody>
</table>
| 19      | PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (Exclude Combat Action Ribbon) | Regular Text/ALL CAPS | Unformatted       | To get a 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. Awards not showing means:  
  - One or more of the individual's personal awards are not in NDAWS. See FAQ “Updating awards” on the website to fix.  
  - Two-letter award code (all caps) MMYY-MMYY (Start month and year)-(End month and year). If single day action, indicate MMYY.  
  - List three awards per line  
  NOTE: It is the member's responsibility to ensure that their records are up-to-date. If awards are not showing in NDAWS for “copy and paste,” a copy of the missing certificate must be provided. Failure to do so may result in an inaccurate award recommendation count. |
| 20      | RECOMMENDED AWARD                    | Drop down         | N/A               | Indicate award the individual is being recommended for. If the award is not listed on the drop-down menu, you will need to print the 1650 and either type or hand-write the award in this block. |
| 21      | TYPE OF ACTION                      | Check Box         | N/A               | Check the appropriate type of action for this award recommendation. Select "heroic" for actions where the individual's life was in extreme danger or if the combat "V" is being considered. "Meritorious" is used for an end of tour award. Posthumous awards are used for award recommendations if the awardee is deceased. "MIA" is for those in combat who are Missing in Action. |
| 22      | PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED | ALL CAPS          | Unformatted       | Indicate any possible pending awards. For those who are TAD during their tour, check with the individual or the TAD command to find out if there are any awards that may be submitted up the TAD command's chain-of-command. **Use "NONE"** |

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<thead>
<tr>
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<th>HOW TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>RECOMMENDED AWARD NUMBER</td>
<td>Drop down</td>
<td>N/A</td>
<td>Indicate the number of occurrences of this award for the awardee. For example, if the awardee already has 1 Navy and Marine Corps Commendation Medal (NC), and this is a request for another NC, indicate &quot;2&quot;. Must match what is in block 19. If this is the 3rd LM, there needs to be 2 others listed in block 19.</td>
</tr>
<tr>
<td>24</td>
<td>OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION</td>
<td>ALL CAPS</td>
<td>CAPT JOHN T. DOE</td>
<td>If other personnel were being recommended for the same action, list them by rank, first name and last name. If not applicable use &quot;N/A&quot;.</td>
</tr>
<tr>
<td>25</td>
<td>ACTION DATE/MERITORIOUS PERIOD</td>
<td>Date</td>
<td>DD-MMM-YYYY for first block and DD-MMM-YYYY for second block</td>
<td>Indicate merit start date in first block and merit end date in second block. <strong>Use this format: 18-JUL-2017</strong>.</td>
</tr>
<tr>
<td>26</td>
<td>(FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR</td>
<td>ALL CAPS</td>
<td>CAPT JOHN T. DOE or &quot;N/A&quot;</td>
<td>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 their position, indicate &quot;N/A&quot;. The purpose of this block is for senior Navy leaders to evaluate award levels by position across time. This can become a bigger issue for more senior positions.</td>
</tr>
<tr>
<td>27</td>
<td>GEOGRAPHIC AREA OF ACTION</td>
<td>Drop down</td>
<td>N/A</td>
<td>Select the area where the majority of the action was accomplished. For classified awards where area cannot be revealed, select &quot;MU&quot; for Multiple Locations.</td>
</tr>
<tr>
<td>28</td>
<td>IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY</td>
<td>ALL CAPS</td>
<td>Unformatted</td>
<td>Only use for non-U.S. awardees. In the first block, indicate the awardee's service. Example: Royal Air Force, Royal Australian Navy. If exact service name isn't known, indicate the area of expertise: aviation, surface, submarine, etc. In the second block, indicate the country of the awardee. Example: United Kingdom, Australia, Italy, etc. <strong>Use &quot;N/A&quot;</strong></td>
</tr>
<tr>
<td>29</td>
<td>FACT CERTIFICATION STATEMENT</td>
<td>Check Box</td>
<td>N/A</td>
<td>Check the most appropriate box. If the originator knows the awardee and the awardee's accomplishments, check &quot;Known to Me&quot;. If the awardee's accomplishments are not personally known to the originator but are recorded in evaluations or FITREPs, check &quot;A Matter of Record&quot;.</td>
</tr>
</tbody>
</table>
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</thead>
<tbody>
<tr>
<td>30a</td>
<td>NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR</td>
<td>ALL CAPS/ Dropdown</td>
<td>For active duty person, the originator is the Commanding Officer. <strong>For awards for heads of organizations, the second in command (Example: Deputy Commander or Executive Officer) can be the originator.</strong> In the first block type in originator's name. In the second block type in the rank of the individual. In the third block select the dropdown option that applies to the originator. <strong>DO NOT USE USNR</strong> In the fourth block type in the originator's title. Examples: Commanding Officer, Commander, Director, etc.</td>
</tr>
<tr>
<td>30b</td>
<td>SIGNATURE</td>
<td>ALL CAPS</td>
<td>Unformatted/40 characters</td>
</tr>
<tr>
<td>30c</td>
<td>DATE</td>
<td>Date</td>
<td>DD-MMM-YYYY</td>
</tr>
<tr>
<td>31</td>
<td>FORWARDING ENDORSEMENTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMAND**
- **Type**: ALL CAPS
- **Field**: COMNAVRESFORCOM (757) 322-2222
- **How to Complete**: Type in the command abbreviated name. Example: COMNAVAIRFORCES, COMNAVRESFORCOM. **Do not use abbreviations such as CNAFR/CNRFC.** On the second line type in complete phone number. Format: (XXX) XXX-XXXX

**RECOMMENDED AWARD**
- **Type**: Drop down
- **Field**: N/A
- **How to Complete**: Select from the dropdown menu.

**COMBAT "V"**
- **Type**: Check Box
- **Field**: N/A
- **How to Complete**: If the individual was involved in combat action and exchange of fire with the enemy or if the individual was part of a covert operation and was in extremely danger, check "YES". If these conditions do not apply, check "NO". Ensure the recommended award accurately reflects a combat award if "YES" is checked.

**SIGNATURE, GRADE**
- **Type**: ALL CAPS
- **Field**: Example: "Digital Signature" M. J. SMITH, RADM
- **How to Complete**: Digitally sign using CAC and type the signature name and rank/grade under the digital signature block.

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<tbody>
<tr>
<td></td>
<td></td>
<td>Type</td>
<td>Format</td>
</tr>
<tr>
<td>32</td>
<td>AWARDED AUTHORITY INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DISPOSITION OF BASIC RECOMMENDATION</td>
<td>Drop down</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>COMBAT &quot;V&quot;</td>
<td>Check Box</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>EXTRAORDINARY HEROISM RECOMMENDED</td>
<td>Check Box</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>SIGNATURE, GRADE, TITLE</td>
<td>ALL CAPS</td>
<td>Unformatted</td>
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Enclosure (2)
SAMPLE LATE LETTER

From: Originator
To: Commander, Navy Reserve Forces Command

Subj: LATE SUBMISSION OF (AWARD TYPE) IN CASE OF (RANK/RATE FIRST NAME, MIDDLE INITIAL, LAST NAME)

1. Enclosure (1) is submitted with less than (60/90/120) days lead time.

2. (Reason Award was submitted late, i.e.) Short notice orders were received on (date), with member detaching on (date).

3. 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 requested timelines. The standard “administrative oversight” is not an adequate explanation.

M. R. CAPTAIN

Enclosure (3)
EXAMPLE OF FLAG LETTER OF COMMENDATION

RATE/RANK (AVIATION WARFARE)

NAME

UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS MEMBER'S JOB FOR MEMBER'S COMMAND FROM MONTH YEAR TO MONTH YEAR. [INSERT COMMENTATORY LANGUAGE DESCRIBING THE SERVICE/ACCOMPLISHMENTS WARRANTING RECOGNITION] 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 - 0.2"
COMNAVRESFORCOMINST 1650.13A
13 Mar 2020

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. This paragraph should continue by detailing achievements.

2. 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!"

M. S. COMMANDER

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

Enclosure (5)
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

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING FROM [MONTH YEAR] TO [MONTH YEAR]. INSERT COMMENDATORY LANGUAGE DESCRIBING THE SERVICE/ACCOMPLISHMENTS WARRANTING RECOGNITION
PETTY OFFICER SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Use the guidelines for preparation of a Navy and Marine Corps Achievement Medal, per reference (a):
All upper case type
- Times New Roman font with: Size 14 font for grade/rank, name, and service
  Size 10 font for citation paragraph; and
  Size 10 font for subsequent award
- No more than 8 typewritten lines
- Landscape orientation
  - Left - 1”
  - Right - 1”
  - Top - 1”
  - Bottom - 1”
- No jargon, acronyms, abbreviations
- No bold, italic, or underline text emphasis
- There are only two formats for the closing sentence. Choose either one or the other, but do not mix the wording of both together.
  1. Begin with the individual’s name: Petty Officer Sailor’s, attribute, attribute, and dedication to duty reflected credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.
  2. Beginning with the three attributes: By her/his attribute, attribute, and dedication to duty, Petty Officer Sailor reflected credit upon herself/himself and upheld the highest traditions of the United States Naval Service.

Enclosure (6)
EXAMPLE OF NAVY AND MARINE CORPS COMMENDATION MEDAL (NC)

(GOLD STAR IN LIEU OF THE SECOND AWARD)

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


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

All upper case type

- Times New Roman font with: Size 14 font for grade/rank, name, and service
  Size 10 font for citation paragraph; and
  Size 10 font for subsequent award

- No more than 8 typewritten lines
- Landscape orientation
  - Left - 1”
  - Right - 1”
  - Top - 1”
  - Bottom - 1”
- No jargon, acronyms, abbreviations
- No bold, italic, or underline text emphasis
- There are only two formats for the closing sentence. Choose either one or the other, but do not mix the wording of both together.
  1. Begin with the individual’s name: Petty Officer Sailor’s attribute, attribute, and dedication to duty reflected credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.
  2. Beginning with the three attributes: By her/his attribute, attribute, and dedication to duty, Petty Officer Sailor reflected credit upon herself/himself and upheld the highest traditions of the United States Naval Service.
The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the Third Award) to

CAPTAIN JOHN V. DOE III
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious service while serving as [Job Title], [Command] from [Month Year] to [Month Year]. [Insert commendatory language describing the service/accomplishments warranting recognition]. Captain XXX's superior performance of duties highlights the culmination of 24 years of honorable and dedicated service. Captain Doe's exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon [him/her] and were in keeping with the highest traditions of the United States Naval Service.

For the President,

J. A. SCHOMMER
Rear Admiral, United States Navy
Commander, Navy Reserve Forces Command

-No more than 23 lines in the citation
-Font: Courier New 12pt
-Justified margins

For the text inside the box above set the following under Page Layout -> Indent.
Left: 0.2" Right: 0.34"
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 V. DOE III
UNITED STATES NAVY

for service as set forth in the following

For exceptionally meritorious conduct in the performance of outstanding service as [Job Title], [Command] from [Month Year] to [Month Year]. [Insert commendatory language describing the service/accomplishments warranting recognition]. Captain XXX's superior performance of duties highlights the culmination of 24 years of honorable and dedicated service. By [his/her] dynamic direction, keen judgment, and loyal devotion to duty, Captain XXX reflected great credit upon [himself/herself] and upheld the highest traditions of the United States Naval Service.

For the President,

L. M. McCOLLUM
Vice Admiral, United States Navy
Commander, Navy Reserve Force

-No more than 23 lines in the citation
-Font: Courier New 12pt
-Justified margins

For the text inside the box above set the following under Page Layout -> Indent.
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