



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1650.2A
N004
08 Apr 09

NSTC INSTRUCTION 1650.2A

Subj: NAVAL SERVICE TRAINING COMMAND AWARDS PROGRAM

Ref: (a) [SECNAVINST 1650.1H](#)
(b) [NETCINST 1650.3](#)

Encl: (1) [OPNAV 1650/3 \(Rev 7-04\) - Personal Award Recommendation](#)
(2) [OPNAV 1650/3 \(Rev 1-05\) - Form Instruction Guide](#)
(3) [NSTC Recommended Opening and Closing Statements](#)
(4) [Sample - Buck Slip Format](#)
(5) [Sample - Legion of Merit Citation Format](#)
(6) [Sample - Meritorious Service Medal Citation Format](#)
(7) [Sample - Navy Commendation Medal Citation Format](#)
(8) [Sample - Navy Achievement Medal Citation Format](#)
(9) [Sample - Flag Letter of Commendation Citation Format](#)

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

2. Cancellation. CNSTCINST 1650.2 and NSTC Memorandum 1650 N001 dated 27 Jun 07.

3. Summary of Changes. This instruction has been completely updated and administratively revised and should be reviewed in its entirety.

4. Background. The awards system contributes to the Navy mission while providing deserving individuals with the recognition they have earned. [Reference \(a\)](#) contains specific guidance concerning criteria for the various medals, decorations, and delegated awarding authority.

5. 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.

6. Action. Commander, NSTC is authorized to approve the Meritorious Service Medal (MSM) and lesser personal awards to Navy and Marine Corps personnel in the chain of command and to other Armed Forces service personnel in the chain of command with parent service concurrence. All NSTC O-6s in command may approve the Navy and Marine Corps Commendation Medal (NCM) for their personnel. Commanding Officers designated to wear the command afloat or command ashore insignia, regardless of rank may approve the Navy and Marine Corps Achievement Medal (NAM). 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). All unit awards will be signed by the Secretary of the Navy (SECNAV), via Naval Education and Training Command (NETC) and OPNAV N1.

7. Award transmission. NSTC Domain commands must forward all personal military award recommendations requiring signature by Commander, NSTC; Commander, NETC; DCNO (N1) or SECNAV to the NSTC Flag Administrative Office (Flag Admin) via email address nstc_awards@navy.mil. NSTC Flag Admin will submit recommended award to higher authority via the OPNAV Tasker Program (TV4) with an appropriate 1650 endorsement. Though TV4 will be used as a tracking mechanism for Unit awards, OPNAV (N1) has stipulated the requirement for original signatures on the 1650 for the processing of Unit awards. Therefore, original 1650 with original signatures will be forwarded to the next level of the chain of command via regular mail or FEDEX, dependent on the urgency. This will be done in conjunction with TV4 entry for tracking purposes, as stated above. All personal awards will be prepared utilizing [enclosure \(1\)](#) and enclosures (5) through (9) and forwarded to NSTC Flag Administration (Flag Admin) via email address nstc_awards@navy.mil, using the subject line: AWARD SUBMISSION-LAST NAME, FIRST NAME, MIDDLE INITIAL, SUFFIX (if any), RATE/RANK followed by a hyphen then the two-digit code

indicating type of award. (Example: AWARD SUBMISSION-SAILOR, JOHNNY B. LCDR - NC or SAILOR, JOHNNY B. YN1 - FLOC).

a. Personal awards submissions will consist of:

(1) A completed signed Portable Document Format version of the front page of [enclosure \(1\)](#). The 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, 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) A completed Word version of [enclosure \(1\)](#). General information on preparing [enclosure \(1\)](#) is provided in [enclosure \(2\)](#). Prepare the Summary of Action using block 35 of [enclosure \(1\)](#). Each award recommendation will be evaluated on the merits of its justification, so the Summary of Action is critical. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended. The Summary of Action is limited to the space provided in [enclosure \(1\)](#). The 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 then the two digit award code. (Example: Sailor, Johnny B. LCDR - 1650 NC or Sailor, Johnny B. Jr. YN1 - 1650 FLOC).

(3) Citation. A proposed Microsoft Word version of the Citation, condensed from the Summary of Action, must accompany the recommendation. Scanned versions of this document will not be accepted. Approved format is indicated in references [\(a\)](#) and samples are provided in enclosures (5) through (9).

(a) Although a Citation is laudatory and formalized, it must be factual and contain no classified information. Citations for Flag Letters of Commendation, Meritorious Service Medals and Legions of Merit shall be prepared in upper and lower case type, without the use of acronyms. The font used shall be Courier New, size 12. The Citation is limited to 23 typewritten lines. Citations for the Navy and Marine Corps Commendation and

Navy and Marine Corps Achievement Medals shall be prepared in all upper case letters in Courier New, size 10 and are limited to 7 ½ typewritten lines without the use of acronyms. Enclosure (3) is provided as NSTC Recommended Opening and Closing Statements.

(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).

(c) A buck slip signed by the Commanding Officer if the award submission does not meet the timelines indicated in paragraph 7. Enclosure (4) is provided as a sample.

b. Unit awards submissions will consist of:

(1) All Unit awards will be prepared utilizing [OPNAV 1650/14](#), obtainable from the Navy Department Awards Web Services (NDAWS) Website (<https://awards.navy.mil>) and forwarded to NSTC Flag Admin via email address nstc_awards@navy.mil, 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 Summary of Action. Though [reference \(a\)](#) does not stipulate the length requirements for the Summary of Action, OPNAV 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 by mail or FEDEX in conjunction with movement of the award via email and TV4.

8. Timeline. Awards must be submitted in a manner to ensure appropriate and timely recognition. Late submissions are unacceptable and 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 Commander, NSTC. NSTC Flag Admin should receive these awards a minimum of 30 days and not more than 60 days prior to detachment, transfer, departure on separation leave, retirement ceremony, etc.

b. Personal Awards to be signed by OPNAV N1. NSTC Flag Admin should receive these awards a minimum of 150 days prior to detachment, transfer, departure on separation leave, retirement ceremony, etc.

c. Unit Awards. General acceptable time requirements for submission of Unit Awards are contained in reference (a). However, if the 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.

9. NDAWS and Microfiche Updates. NSTC is a designated NDAWS authority. For all awards signed by Commander, NSTC and subordinate commands within the NSTC domain, NSTC Flag Admin is responsible for ensuring update of the NDAWS database and mailing of the approved Citation to PERS-312 for a microfiche update. Additionally, NSTC Flag Admin will update the NDAWS database and microfiche upon request by personnel assigned within the NSTC domain who have awards missing from the NDAWS database. Upon approval of a personal award by a command in the NSTC domain, that command's Administrative Office will forward a complete copy of the signed OPNAV 1650, Summary of Action and the Citation to NSTC Flag Admin via email or mail. If a complete copy of the signed OPNAV 1650 is unavailable, the Citation copy must include the member's social security number and reason for award, Block's 6 and 10 of the signed OPNAV 1650, neatly written in the upper left corner of the Citation.

10. Records Management. Approved awards are required to be maintained by the approving authority in accordance with current records disposition guidelines. All commands in the NSTC domain with NMCI access are required to use TRIM as the repository for official correspondence, including awards.

11. Any questions regarding NSTC Awards please contact NSTC Flag Admin at commercial (847) 688-4510 or DSN: 792-4510 or via email at nstc_awards@navy.mil.



C. S. SHARPE

Distribution: (NSTCINST 5216.1B)
List 4

[Click here for a blank Microsoft Word Version of OPNAV 1650/3 \(Rev 7-04\) - Personal Award Recommendation Form](#)

PERSONAL AWARD RECOMMENDATION FOR OFFICIAL USE ONLY				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):	
6. SSN		7. DESIG/NEC/MOS		5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)			8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):		
11. COMPONENT			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
13. PAYGRADE AND RATING			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)		
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			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED		
21. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA			24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)			25. ACTION DATE/MERITORIOUS PERIOD -		
27. GEOGRAPHIC AREA OF ACTION/SERVICE			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:		
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			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:		
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	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
33. CNO / CMC AWARDS BRANCH USE ONLY					
SERIAL NO:			DATE RECEIVED:		
34. NDBDM USE ONLY					
FROM: SECHAV (NDBDM)			DATE:		
TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)					
1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE					
2. Reviewed and recorded.					
By direction _____					

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 and Marine Corps Medal	JC	Joint Service Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	CV	Navy & Marine Corps Commendation Medal w/ V
SS	Silver Star	PH	Purple Heart Medal	JA	Joint Service Achievement Medal
LM	Legion of Merit	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LV	Legion of Merit w/ V	AS	Air Medal (Strike/Flight)	NV	Navy & Marine Corps Achievement Medal w/ V
DX	Distinguished Flying Cross	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DV	Distinguished Flying Cross w/ V	AH	Air Medal (Individual Action w/ V)	XX	Letter of Commendation

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

OPNAV 1650/3 FORM INSTRUCTION GUIDE 07/04 (Rev 1) 3 May 2005
(Use sentence case unless otherwise indicated)

BLOCK #	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 veteran award request, fill in command name, followed by name and address of primary point of contact.
1a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate originating command UIC. For veterans, if UIC not known, indicate 00000. DO NOT leave blank. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
2	TO (Awarding Authority) ADDRESS	Regular Text	Unformatted. "To" and "Address" contain unlimited characters	Indicate awarding authority command address. If awarding authority is: CNO: Chief of Naval Operations (N09B13/DNS-35) 2000 Navy Pentagon Washington DC 20370-2000 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. If awarding authority is CNO , use 00011 . If awarding authority is SECNAV , use 31707 . If UIC is unknown , use 00000 . DO NOT leave blank. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
3	COMMAND POC NAME EMAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters	Indicate originating command/individual's rank, name and email address. For awards requiring CNO/SECNAV processing, 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.
4	PHONE (DSN) (COM)	Regular Text	Unformatted/22 characters	Indicate originating command/individual's phone number. For overseas numbers, indicate complete international phone number. If DSN is available, indicate DSN prefix. If no DSN, leave DSN section blank.
5	EXP DATE OF ACTIVE DUTY	Regular Text	Unformatted/20 characters	Indicate date individual's current enlistment will expire. For officers with no contract expiration, indicate "INDEFINITE". For veterans, estimate the date the individual left the service.
5a	IF RETIREMENT/ SEPARATION, NUMBER OF YEARS	Number	Unformatted/9 characters	Indicate the number of years the individual served on active duty, if the individual is retiring. If not retiring, indicate N/A.

6	SSN	Number	Formatted/ ###-##-####	Self-explanatory; ensure you include the hyphens (dashes) between the numbers, as indicated. For veterans, request must include either the SSN or the Service Number; however, you must add enough zeros in FRONT of the Service Number to ensure you are entering a total of nine digits.
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: If unknown use four zeros, do not use N/A. Officer: Manual of Navy Officer Manpower and Personnel Classifications http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/OFFCLASS/OfficerManMenu.htm Then select "Major Code Structure" Then select "Part A" Enlisted: Navy Enlisted Manpower and Personnel Classification Manual http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/enlistedManOpen.htm . Then select "Navy Enlisted Occupation Standards" and then select "Appendix B"
	DETACHMENT OR CEREMONY DATE (EARLIER DATE)	Date	Formatted/DD-MMM-YYYY	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.
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, 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.
10	TYPE OF AWARD	Check Box	N/A	Check appropriate box for the type of award being considered: <ul style="list-style-type: none"> • Retirement • Transfer (End of Tour) • Separation • Specific Achievement
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 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	Unformatted. "Paygrade" is 4 characters; "Rating" is 5 characters	In first block, indicate paygrade in letter and number format. Example: First Class Petty Officer is E6. Captain is O6. In second block, indicate rank or rate. Example: BM1 or CAPT.
14	WARFARE QUALIFICATION	Regular Text	Unformatted/unlimited characters	Indicate individual's warfare qualification. Example: ESWS, SWO, SEAL, EOD, PILOT, NFO, SUBMARINE, etc. If no warfare qualification, indicate N/A for not applicable.
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.
16	DUTY ASSIGNMENT	Regular Text	Unformatted/30 characters	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.
17	UIC/RUC	Regular Text	Unformatted/5 characters	Indicate the 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. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
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. Awards not showing means:</p> <ul style="list-style-type: none"> • One or more of the individual's personal awards are not in NDAWS. See FAQ "Updating awards" on the website to fix. • The individual has more than 9 personal awards. The format will only pick up the first 9 in the NDAWS database. <p>If the method above doesn't work, type in awards in this format:</p> <ul style="list-style-type: none"> • Two-letter award code (all caps) MMMYY-MMMYY (Start month and year)-(End month and year). If single day action, indicate MMMYY. • List three awards per line
20	RECOMMENDED AWARD	Drop down	N/A	Indicate award the individual is being recommended for. If the award is the MOVSM, you are not required to use the 1650, as you have to hand-write the award in this block. The MOVSM is not considered a personal award-it is a service award that does not require use of the 1650/3.
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	Regular Text	Unformatted/unlimited characters	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.
23	RECOMMENDED AWARD NUMBER	Drop down	N/A	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 "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 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". 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.
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.
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. 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.
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".
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.	For active duty person, the originator is the Commanding Officer. For veterans, the originator is an officer in the individual's chain-of-command at the time of the award period. For awards for heads of organizations, the second in command (Example: Deputy Commander or Executive Officer) can be the originator. In the first block type in originator's name. Normally, most people use first initial, middle initial and last name. Example: M.J. SMITH In the second block type in the rank of the individual. Example: CAPT, SES2, etc. In the third block select the dropdown option that applies to the originator. In the fourth block type in the originator's title. Example: CO, OIC, Commander, Director, etc.

30b	SIGNATURE	Regular Text	Unformatted/40 characters	After the originator signs, type the individual's signature line on the electronic version. Start with /s/ (indicates you've laid eyes on the signature) and the exact signature name. Example: M. J. SMITH. Filling in this block is necessary, should anyone ever challenge the validity of the award. The originating command must maintain a copy of the signature page for legal purposes if no scanner is available to forward the signature page up the chain-of-command.
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	Type in the command abbreviated name. Example: CFFC, CPF. Type in complete phone number under command name in 2nd block.
	RECOMMENDED AWARD	Drop down	N/A	Select from the dropdown menu. If recommended award is the MOVSM, hand-write this award in. We are working on correcting the Microsoft Word 25-line limitation to the dropdown menu.
	COMBAT "V"	Check Box	N/A	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	Regular Text	Unformatted/Top and bottom blocks contain 40 characters	After the individual signs the recommendation, type on the electronic version the individual's signature line, followed by their rank in the same block. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMITH, RADM
	DATE FWD	Date	DD-MMM-YYYY	Type in the date the individual endorsed the award.
32	AWARDING AUTHORITY INFORMATION			
	DISPOSITION OF BASIC RECOMMENDATION	Drop down	N/A	After the awarding authority makes their decision, select the approved award from the dropdown menu. If recommended award is the MOVSM, hand-write this award in. We are working on correcting the Microsoft Word 25-line limitation to the dropdown menu. The NDAWS Authority can indicate the correct recommendation and approved award level for the MVSM once in the record in NDAWS.

	COMBAT "V"	Check Box	N/A	Indicate if the combat "V" is approved by checking "YES". If not applicable or not approved, check "NO"
	EXTRAORDINARY HEROISM RECOMMENDED	Check Box	N/A	Indicate if extraordinary heroism is appropriate. See SECNAVINST 1650.32 found on the awards website https://awards.navy.mil for additional guidance. Any "YES" for Extraordinary Heroism (EH) must be forwarded to the Secretary of the Navy for adjudication.
	SIGNATURE, GRADE, TITLE	Regular Text	Unformatted/All three blocks contain 35 characters	In the first block, after the awarding authority signs the award, type in the awarding authority's electronic signature. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMITH, RADM
	DATE APPROVED	Date	DD-MMM-YYYY	Type in date approval authority signed the award.
33	SERIAL NO AND RECEIPT INFORMATION	Regular Text	Unformatted/"Serial No" is non-functional	Do not use. To be filled out by CNO or CMC Awards personnel. "Date received" is unlimited.
34	NDBDM USE ONLY	Check Box	N/A	Do not use. To be filled out by SECNAV Awards personnel.
35	SUMMARY OF ACTION	Regular Text	Unformatted/500 characters	Every attempt should be made to keep the Summary of Action (SOA) to one page. You can type in for more than one page; however, only the first 500 characters will be stored in the database. We are working on a revision to the SOA to put it in bullet format, so the critical accomplishments will be captured in the NDAWS database. The current 1650 will allow you to type more than one page.

NSTCINST 1650.2A
08 Apr 09

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NSTC Recommended Opening and Closing Statements

1. There are 3 Parts to 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, duty assignment of the individual, inclusive dates of service on which the recommendation is based, and, if desired, a description of the operations of the unit to which the individual is attached. Note: The ending date on awards for personnel leaving naval service is the last day of duty prior to the beginning of any period of terminal leave. The next column of opening phrases for specific decorations are exclusive to the respective award, and not used in others. Recommending 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). FOR MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) (OR HEROIC SERVICE) (OR HEROIC ACHIEVEMENT) WHILE SERVING AS...

(4) Navy and Marine Corps Achievement Medal (NA). FOR 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 may also be included. If duty was performed in actual combat, the citation should so state. No classified information may be included in the proposed citation.

c. Part 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 Marine Corps and the United States Naval Service." Recommending 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.

(2) Meritorious Service Medal (MM). Rank/Name('s) exceptional professional ability, 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.

(3) Navy and Marine Corps Commendation Medal (NC). BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGEMENT, AND COMPLETE DEDICATION TO DUTY, RANK/NAME REFLECTED CREDIT UPON HIMSELF/HERSELF 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 HIM/HER 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 him/her and were in keeping with the highest traditions of the United States Naval Service.

NSTCINST 1650.2A
08 Apr 09

Sample - Buck Slip Format



*Commanding Officer, Naval Reserve Officers Training Corps Unit,
George Washington University
2035 F Street NW
Washington, DC 20052*

Date (dd Mmm yy)

Dear Admiral Sharpe,

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 2006 to January 2008. 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 very strongest recommendation for approval.

Paragraph why award submission is late

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

Very respectfully,

I. M. WANNABE
Captain, U.S. Navy

RDML Clifford S. Sharpe
2601A Paul Jones Street
Great Lakes, IL 60088

Enclosure (4)

NSTCINST 1650.2A
08 Apr 09

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NSTCINST 1650.2A
08 Apr 09

Sample - Legion of Merit Citation Format

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

CAPTAIN JOHNNY B. SAILOR
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 Junior Officer Training Command, Pensacola, Florida from April 2006 to January 2008. Captain Sailor served as the single point of contact for oversight and coordination of all Naval Aviation Special Access Programs. He skillfully crafted concise requirements during five budget cycles that were instrumental in shaping a highly capable and future-focused Naval Air Force. Applying visionary leadership, he aggressively focused the efforts of the Fleet, Naval Air Systems Command and industry to ensure that Naval Aviation will continue to provide decisive power projection capability well into the 21st century. 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.

For the President,

M. E. FERGUSON III
Vice Admiral, U.S. Navy

Enclosure (5)

NSTCINST 1650.2A
08 Apr 09

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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

LIEUTENANT COMMANDER JOHNNY B. SAILOR
UNITED STATES NAVY

for services set forth in the following

CITATION:

For outstanding meritorious service while serving as Ship Transfer Officer, Recruit Training Command, Great Lakes, Illinois, from June 2005 to May 2007. Lieutenant Commander Sailor consistently performed his duties in an exemplary and highly professional manner. He displayed exceptional leadership and management acumen while expertly developing and implementing a robust training plan to deploy U.S. military expertise to the Gulf of Guinea in direct support of USS EMORY S LAND's historic deployment to five West African nations. Displaying superior skill and initiative, Lieutenant Commander Sailor coordinated with numerous elements of the Navy, Coast Guard and various Government agencies to build an aggressive Security Assistance training plan to support European Command's Security Cooperation goals. He spearheaded a crew training program to support a new construction boat program for the Kuwait Naval Force. Using his vast experience as a Surface Warfare Officer, he engineered this comprehensive training plan to train new recruits from the basics of operations and maintenance to more advanced combat crewman training and engine overhaul. Lieutenant Commander Sailor's exceptional professional ability, 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.

For the President,

C. S. SHARPE
Rear Admiral, U.S. Navy

NSTCINST 1650.2A
08 Apr 09

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NSTCINST 1650.2A
08 Apr 09

Sample - Navy and Marine Corps Commendation Medal Format

(GOLD STAR IN LIEU OF THIRD AWARD)

CHIEF JOHNNY B. SAILOR, UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS MILITARY MANPOWER ANALYST, INDIVIDUAL AUGMENTATION COORDINATOR, AND ASSISTANT DIRECTOR FOR MANPOWER, NAVAL SERVICE TRAINING COMMAND, GREAT LAKES, ILLINOIS, FROM AUGUST 2004 TO MAY 2007. CHIEF SAILOR WAS DIRECTLY RESPONSIBLE FOR THE MILITARY MANNING OF AN ECHELON III COMMAND WITH OVER 2000 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 IN PERMANENT CHANGE STATION COSTS DURING HIS TOUR. BY HIS UNSWERVING DETERMINATION, WISE JUDGEMENT, AND COMPLETE DEDICATION TO DUTY, CHIEF SAILOR REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

27TH

FEBRUARY 2009

FOR THE

C. S. SHARPE

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL SERVICE TRAINING COMMAND

Enclosure (7)

NSTCINST 1650.2A
08 Apr 09

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NSTCINST 1650.2A
08 Apr 09

Sample - Navy and Marine Corps Achievement Medal Format

(GOLD STAR IN LIEU OF SECOND AWARD)

CHIEF YEOMAN (SURFACE WARFARE/AVIATION WARFARE) JOHNNY B. SAILOR, U.S. NAVY

FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS MILITARY MANPOWER ANALYST, INDIVIDUAL AUGMENTATION COORDINATOR, AND ASSISTANT DIRECTOR FOR MANPOWER, NAVAL SERVICE TRAINING COMMAND, GREAT LAKES, ILLINOIS, FROM AUGUST 2006 TO MAY 2008. CHIEF SAILOR WAS DIRECTLY RESPONSIBLE FOR THE MILITARY MANNING OF AN ECHELON III COMMAND WITH OVER 2000 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 IN PERMANENT CHANGE STATION COSTS DURING HIS TOUR. CHIEF SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

27TH

FEBRUARY 2009

FOR THE

C. S. SHARPE

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL SERVICE TRAINING COMMAND

Enclosure (8)

NSTCINST 1650.2A
08 Apr 09

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NSTCINST 1650.2A
08 Apr 09

Sample - Flag Letter of Commendation Format

takes pleasure in presenting a **LETTER OF COMMENDATION** to

**YEOMAN THIRD CLASS (SURFACE WARFARE/AVIATION WARFARE)
JOHNNY B. SAILOR
UNITED STATES NAVY**

for services set forth in the following

CITATION:

For superior performance of his duties while serving as a military services clerk at Recruit Training Command, Great Lakes, Illinois, from December 2005 to May 2008. 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, he ensured prompt and accurate processing of all military leave and his efforts resulted in a grade of "outstanding" during a recent audit from Fleet Forces Command. Additionally, he assisted in the drafting, routing and tracking of more than 1,000 incoming and outgoing letters, notices and messages, ensuring correct and efficient completion. His 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 him and were in keeping with the highest traditions of the United States Naval Service.

C. S. SHARPE
Rear Admiral, U.S. Navy

Given this 20th day of June 2008

Enclosure (9)

NSTCINST 1650.2A
08 Apr 09

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