



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 1650.3D

PERS-00

19 Apr 2016

NAVPERSCOM INSTRUCTION 1650.3D

From: Commander, Navy Personnel Command

Subj: MILITARY AWARDS GUIDANCE

Ref: (a) SECNAVINST 1650.1H
(b) SECNAV M-5216.5 of Jun 15
(c) Government Printing Office (GPO) Style Manual 2008

Encl: (1) OPNAV 1650/3 Form Guide
(2) Example of Letter of Commendation (XX) Citation
(3) Example of Navy and Marine Corps Achievement Medal (NA) Citation
(4) Example of Navy and Marine Corps Commendation Medal (NC) Citation
(5) Example of Meritorious Service Medal (MM) Citation
(6) Example of Legion of Merit Medal (LM) Citation
(7) Example of Military Outstanding Volunteer Service Medal (OV)

1. Purpose

a. To provide policy and procedures concerning awards for military personnel assigned to Bureau of Naval Personnel Millington (BPM), Navy Personnel Command (NAVPERSCOM), and subordinate activities.

b. Major revisions include: discontinuation of the use of 3.5 diskettes for awards submission; use of the Navy Tasker System (TV5) for awards submissions; awards boards for recommendation of the Meritorious Service Medal and higher awards; awards authority designation. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVPERSCOMINST 1650.3C.

3. Discussion. Awards for deserving personnel are second in importance only to fitness report and counseling records and evaluation report and counseling records. They are one of the primary means to publicly recognize Sailors who perform above and beyond what is normally expected. It is important to our success that time and effort are dedicated to initiate and properly submit award recommendations.

4. Policy. The NAVPERSCOM Awards Program will comply with references (a) through (c) and enclosures (1) through (7).

a. Awarding Authority

(1) Chief of Naval Personnel is the awarding authority for the Legion of Merit and awards of higher precedence.

(2) Commander, Navy Personnel Command (COMNAVPERSCOM) is the awarding authority for the Meritorious Service Medal and awards of lesser precedence for all BPM and NAVPERSCOM personnel.

(3) Assistant Commander, NAVPERSCOM (PERS-4) is the awarding authority for the Navy Commendation Medal and awards of lesser precedence for personnel assigned to PERS-4 department.

(4) Commanding Officer, Navy Pay and Personnel Support Center is the awarding authority for the Navy and Marine Corps Commendation Medal and awards of lesser precedence for personnel support detachment and customer service desk for assigned personnel.

(5) Commanding officers of Navy Consolidated Brigs are the awarding authority for the Navy and Marine Corps Achievement Medal for assigned personnel.

b. Initiation of Recommendation. A recommendation for a personal award may be submitted by any commissioned officer, civilian director or deputy, senior in grade or billet to the individual being recommended, who has knowledge of any act, achievement, or service that may warrant such award.

c. End of Tour. A copy of all personal awards received during the tour must be submitted to the awarding authority with the award recommendation. Barring unusual circumstances, awards

must be submitted in time to be processed and presented prior to the member's transfer.

d. Awards Presented at the Time of Retirement. Awards presented at the time of retirement should contain a statement in the citation stating the member's total number of years of service in the second to last line of the citation, per reference (a) (e.g., Chief Smith's superior performance of duties highlights the culmination of 20 years of honorable and dedicated service).

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

5. 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) and as supplemented by this instruction and the Navy Department Awards Web Services (NDAWS) at <https://www.awards.navy.mil>.

b. Submission. An award recommendation package will contain the following documents:

(1) The electronic versions of the proposed citation and OPNAV 1650/3 Personal Award Recommendation, saved in Microsoft Word format. Save files using the following naming format: LNAME (last name) FINITAL (first initial) TWO-DIGIT AWARD CODE CITATION/1650 (Example: HARTLAUB A LM CIT or HARTLAUB A LM 1650). Prior to submission of original signed OPNAV 1650/3, all electronic documents must be uploaded into the Navy Tasker System (TV5). It is the originator's responsibility to maintain a copy of the following documents.

(2) Original OPNAV 1650/3.

(3) Printed citation in the format contained in enclosures (2) through (6).

(4) Copy of awards received during tour.

(5) Late letter, if applicable (see paragraph 5d below for timelines).

c. Awards Board for the Meritorious Service Medal. The flag writer to COMNAVPERSCOM will coordinate and execute award boards to review Meritorious Service Medal award recommendations routed to COMNAVPERSCOM for final disposition. The board will be composed of three members to include O-6 Assistant Commanders, NAVPERSCOM and BPM directors who are not in the recommendation chain.

d. Timeliness

(1) Submit award recommendations to COMNAVPERSCOM for final adjudication, via the member's chain of command, a minimum of **60 days prior** to the desired presentation date.

(2) Award recommendations requiring approval by further levels in the chain of command (e.g., Chief of Naval Personnel) must be submitted to COMNAVPERSCOM **90 days prior** to the desired presentation date.

(3) The minimum processing time allows for award recommendations for the Meritorious Service Medal and awards of higher precedence to be reviewed by an awards board described in paragraph 5c above.

(4) A late letter, signed by a branch head or equivalent, explaining detailed circumstances must be submitted to COMNAVPERSCOM with the award recommendation if award is submitted or received after the above time requirements.

d. Records

(1) After adjudicating the award recommendation, the office of the awarding authority will make appropriate entries in the NDAWS database and forward a copy of the citation and/or certificate to NAVPERSCOM, Records Analysis Branch (PERS-312) for inclusion in the member's electronic service record.

(2) The following documents will be maintained by the NAVPERSCOM (PERS-00) and PERS-4 awards coordinators:

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

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

(c) Supporting documents and related correspondence.

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

7. Form. OPNAV 1650/3 Personal Award Recommendation is available at <https://www.awards.navy.mil> or <https://navalforms.daps.dla.mil/web/public/home>.



DAVID F. STEINDL

Distribution:

Electronic only, via NAVPERSCOM Web site

<http://www.npc.navy.mil/Audiences/ForInternal>

OPNAV 1650/3 FORM GUIDE

(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: CNPC: Commander, Navy Personnel Command 5720 Integrity Drive Millington, TN 38055 CNP: Chief of Naval Personnel (DCNO (N1)) 701 S. Courthouse Road Arlington, VA 22204-2472
2a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate awarding authority UIC. If awarding authority is CNO , use 00011 . If awarding authority is CNP , use 00022 . 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 E-MAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters	Indicate originating command/individual's rank, name and e-mail 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, FULL Social Security # Example: 000-00-0000 (NOT OPTIONAL)	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), Navy enlisted classification (NEC) code (enlisted) or military occupational specialty (MOS) (USMC). A list of Navy designators and NECs can be found at the BUPERS Web site 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"
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 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 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:</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 Web site 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 TEMADD during their tour, check with the individual or the TEMADD command to find out if there are any awards that may be submitted up the TEMADD 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 O6 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.
*32	AWARDING AUTHORITY	Drop Down	N/A	LM: For signature by Chief of Naval Personnel MM: For signature by Commander, Navy Personnel Command NC/NA/XX/OV: ACNPC (PERS-4) will be the awarding authority for all codes that fall beneath. CNPC will serve as the awarding authority for all other codes, with the exclusion of PSDs/CSDs that fall immediately under the CO, NPPSC. **NAVCONBRIG COs have NA awarding authority.

EXAMPLE OF LETTER OF COMMENDATION CITATION

The Commander, Navy Personnel Command takes pleasure in presenting a LETTER OF COMMENDATION to

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

for service as set forth in the following

CITATION

For outstanding professional **[service or achievement]** in the superior performance of his duties while serving as **[job title]**, **[command]**, **[city]**, **[State]** from **[month year]** to **[month year]**. **[Insert commendatory language describing the service or accomplishments warranting recognition]** Petty Officer Sailor's outstanding performance, initiative, and perseverance reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

Use the format guidelines for preparation of the 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"

EXAMPLE OF NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NA) CITATION

(GOLD STAR IN LIEU OF THE FOURTH AWARD)

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

PROFESSIONAL [SERVICE/ACHIEVEMENT] AS [JOB TITLE], [COMMAND], [CITY], [STATE] FROM [MONTH YEAR] TO [MONTH YEAR]. [INSERT COMMENDATORY LANGUAGE DESCRIBING THE SERVICE OR ACCOMPLISHMENTS WARRANTING RECOGNITION]
PETTY OFFICER 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.

Use the guidelines for preparation of the 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"

EXAMPLE OF NAVY AND MARINE CORPS COMMENDATION (NC) CITATION

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

MERITORIOUS [SERVICE/ACHIEVEMENT] WHILE SERVING AS [JOB TITLE], [COMMAND], [CITY], [STATE] FROM [MONTH YEAR] TO [MONTH YEAR]. [INSERT COMMENDATORY LANGUAGE DESCRIBING THE SERVICE/ACCOMPLISHMENTS WARRANTING RECOGNITION]. BY HIS NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER SAILOR REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Use the guidelines for preparation of the Navy 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"

EXAMPLE OF MERITORIOUS SERVICE MEDAL (MM) CITATION

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 or achievement]** while serving as **[Job Title]**, **[Command]**, **[City]**, **[State]** from **[Month Year]** to **[Month Year]**. **[Insert commendatory language describing the service or 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 the 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"

EXAMPLE OF LEGION OF MERIT MEDAL (LM) CITATION

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

CAPTAIN JOE N. SAILOR
UNITED STATES NAVY

for service as set forth in the following:

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as [Job Title], [Command], [City], [State] 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 the 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"

NAVPERSCOMINST 1650.3D
19 Apr 16



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

EXAMPLE OF MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (OV)

1650
PERS-00

From: Commander, Navy Personnel Command
To: YN1(SW) Joe N. Sailor, USN

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVINST 1650.1H

1. Per reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service with several community organizations for the period **[Month Year]** to **[Month Year]**.
2. Your dedication and tenacious commitment to the community during off duty hours is an inspiration to all. Your genuine concern and generous spirit reflect your high regard for the Navy's core values.
3. Congratulations on a Job WELL DONE!

DAVID F. STEINDL

Copy to:
Service Record
NAVPERSCOM (PERS-312)

Prepare using the Navy standard letter format per reference (b).

Enclosure (7)