



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 1650.3E
AWDS1
23 March 1999

NAVDENCEN SOUTHWEST INSTRUCTION 1650.3E

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1F
(b) CINCPACFLTINST 1650.10
(c) COMNAVBASEINST 1650.1D
(d) CNO Washington DC 251721Z Jan 99 (NAVADMIN 016/99)

Encl: (1) Processing of Awards
(2) Awards Process Flowchart
(3) Personal Award Recommendation (OPNAV 1650/3)
(4) Awards Cover Sheet (NDC 1650/1)
(5) Fleet Hometown News Release Form (NAVSO 5724/1)
(6) Flag Presentation Certificate

1. Purpose. To establish policies for the Awards Program within Naval Dental Center Southwest (NDCSW) in accordance with references (a) through (d). Enclosures (1) and (2) are guidance in processing awards recommendations. Enclosures (3) and (4) are forms required for submission of awards to NDCSW and to higher authority. Enclosure (5) is guidance and official forms used to notify an awardee's hometown publication (s) of the official recognition afforded the recipient. Enclosure (6) is the certificate of authentication to be used for presentation of flags to retired service personnel.

2. Cancellation. NAVDENCLINICINST 1650.3D.

3. Background. The Chief of Naval Operations has directed that a vigorous positive awards policy be pursued within the Navy. Awards are extremely important symbols of recognition and are to be awarded only to those personnel who are truly deserving. Prompt recognition of exceptional performance enhances self-esteem and directly contributes to mission accomplishment.

4. Policy

a. Criteria. The focus and intent of an award shall be recognition of an officer or enlisted member for sustained exceptional performance of duty or for specific outstanding accomplishments above and beyond that normally expected of their grade. Such performance, acts or service shall be clearly outstanding in nature or impact. They should also be capable of explicit description in terms of what was done, how the acts were accomplished and the quantifiable impact or outcome on such things as mission accomplishment, readiness or impact on the workplace, command or the Navy.

b. Awards Considerations

(1) Awards recognizing specific acts should be given as soon as possible after the action occurs, with due consideration for the time required to properly review the event, validate the facts and process the award. Navy Achievement Medals (NAMs) awarded at the local level are in this criteria.

(2) Awards should be based principally on merit. Recognition of sustained superior performance for individuals who have accomplished several specific achievements not previously recognized by an award should normally be given to an individual at the end of the period in which the performance was demonstrated, i.e., the end of an assigned tour of duty. The level of award recommended should take account of the magnitude of responsibility and the job scope of the awardee. These awards will be forwarded to the appropriate delegated authority.

(3) Retirement and separation awards demonstrate the appreciation of the command, the Navy, and the country to an individual for dedicated service to the nation. This does not mean that an award should be given in every case of separation or retirement. The criteria must be consistent. The retiree's service, and especially the last tour of duty, should have been particularly dedicated and productive. The meritorious period for a separation or retirement award must only include specific achievements during the last tour of duty and will not include achievements encompassing the member's entire period of prior service. In accordance with reference (c), retirement awards should contain the following sentence prior to the closing sentence of the citation: "His/her superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks which highlights the culmination of (number of years of active duty service) years of honorable and dedicated Naval Service."

(4) Flag Letters and Commanding Officer Letters of Commendation are a meaningful way of recognizing an individual's devotion to duty and service. These letters will normally be used as a means of extending appreciation or congratulations to an individual whose performance is noteworthy but has not risen to the sustained level of superiority sufficient to grant a higher personal award. Letters of Commendation are inappropriate as retirement awards. Letters of Commendation should be between 18 and 22 lines long and are prepared in 12 pitch Times New Roman font.

5. Awards Board. The NDCSW Awards Board will consist of the following nine permanent members appointed in writing by the Commanding Officer: Director of Clinical Services (DCS), (Chair); Director, BDC, Naval Station; Director, BDC, MCRD; Director for Administration (DFA); Command Master Chief, (CMC); two other senior officers and two chief petty officers. The Awards Board will meet as deemed necessary by the Chairman based on demonstrated workload. Additional or ad hoc members will be appointed if required by workload

requirements or to replace departing members. Using references (a) through (c) as guidance, the Awards Board will review all recommendations and determine the appropriate level of award. Their findings with recommendations will be returned to the Awards Coordinator for forwarding to the appropriate higher authority for approval.

6. Awards Coordinator

a. The Awards Coordinator, generally will be a petty officer, appointed in writing by the Commanding Officer. This individual will:

(1) Receive all Personal Award Recommendations and log into the command tracking system using enclosure (3).

(2) Review recommendations for accuracy and ensure that citations, supporting documentation and OPNAV 1650/3's are complete.

(3) Deliver all award packages to the Awards Board for review.

(4) After Awards Board review:

(a) Smooth packages and ensure necessary corrections are completed prior to CO's signature.

(b) Send those recommended through the chain of command for approval.

(c) Return those not recommended to originator for rework.

(d) Notify Chairman of status of all awards and maintain tracking grid.

(5) After command approval:

(a) If locally approved, coordinate award presentation with the Command Master Chief.

(b) If forwarded to higher authority for approval, forward Personal Award Recommendation to appropriate authority, maintaining viable audit trail, and be sole liaison with that office concerning award status. After receipt from higher authority, notify Chairman and coordinate presentation with the Command Master Chief.

7. Forms

a. OPNAV 1650/3 (Rev. 3-76), Personal Award Recommendation, Stock Number 0107-LF-016-5015, may be obtained through normal supply channels per NAVSUP P-2002.

NDCSWINST 1650.3E .
23 MAR 1999

b. NAVSO 5724/1 (Rev. 10-84), Fleet Home Town News Release Form, Stock Number 0104-LF-907-2407, may be obtained through normal supply channels per NAVSUP P-2002.

c. NDC 1650/1, Awards Cover Sheet, Naval Dental Center Southwest, San Diego may be obtained from the Naval Dental Center Southwest Awards Coordinator.



D. D. WOOFTER

Distribution:
List I, Case 1, 3

PROCESSING OF AWARDS

1. Processing of Awards

a. It is essential that those who originate award recommendations do so in a timely, concise, and factual manner. A poorly written recommendation will either delay action by NDCSW or higher authority and may result in downgrading or disapproval of the award, even though the individual might be fully deserving.

b. A Summary of Action (SOA) supporting an award recommendation should concisely describe the time frames of the individual's service, the job descriptions occupied during the tour and the level of award recommended. Sufficient "bullets" describing the nature and quality of the awardee's acts should be included to substantiate the level of award requested. Fitness Report/Eval type bullets are inadequate for the SOA. Describe "what was done, how it was accomplished and the impact or outcome of the action." Citations should describe in condensed form the superior performance illustrated in the SOA.

c. To expedite processing of Personal Award Recommendations submitted in this command, the following procedures shall be followed. Enclosure (2) is a flow chart of the processes.

(1) Timely recognition of superior performance is as important as the quality of the award citation itself. It is essential to plan and allow sufficient lead-time for necessary review and processing. Branch Directors and Department Heads are encouraged to be aware of an individual's upcoming retirement, transfer or separation so as to allow presentation of awards prior to the individual's departure. Headquarters element will supply periodic projections of personnel gains and losses to guide in planning. "Walk-through" recommendations are strongly discouraged and normally WILL NOT be permitted absent exigent circumstances. The following lead times will be used in submitting award recommendations and are consistent with the requirements imposed by higher authority in reference (c). This schedule provides sufficient time for submission prior to a member's detachment:

- (a) Meritorious Service Medal – six months
- (b) Navy Commendation Medal – five months
- (c) Navy Achievement Medal – five months
- (d) Flag Letter of Commendation – three months
- (e) Flag Letter of Appreciation – two months
- (f) Letter of Commendation – two months
- (g) Letter of Appreciation – one month

(h) Impact - one month
mam

(2) The originator will submit the nomination via the Department Head/Branch Director. The Branch Director will review the award and sign the awards cover sheet after ensuring completeness and accuracy. Upon approval, the nomination shall be forwarded only to the Awards Coordinator to ensure proper accountability and tracking of awards.

(3) A summary of Action is NOT required for Flag Letters of Commendation, CO's Letters of Commendation, or for CO's Letters of Appreciation. It is required for all NAMs (end of tour and specific action), NCMs and MSM. Award recommendations will be typed on plain bond paper instead of the reverse of the OPNAV 1650/3, enclosure (2). SOAs for NAMs and NCMs should comprise approximately one typewritten page while MSMs will normally be more extensive. Citations should be prepared in full caps in landscape format with full margin justification left to right with eight lines of typewritten material for NAMs and NCMs. MSMs are still prepared in upper and lower case in portrait format containing 18 to 24 lines. Citations should be typed in 10 pitch Times New Roman font only. The completed award packages should include the following: Typewritten hardcopy of SOA, Citation, 1650/3 completed in detail (including all prior award notations and dates in block 19), Awards Cover Sheet 1650/1 signed by Branch Director and a DISC. Do not submit awards via FAX. If any awards have been received while on the current tour, photocopies of those awards must also accompany the award submission to higher authority.

2. Presentation of Awards. All awards and personal letters shall be presented with an appropriate ceremony. Recipients are encouraged to have spouses and/or significant others in attendance at the ceremony.

3. Hometown News Release. Award recipients, if desired, should complete a Fleet Hometown News Release Form, enclosure (4). Upon completion, the awards board coordinator will forward the news release to the indicated address.

4. Retirement Flags. In accordance with reference (d), service personnel retiring or transferring to the Fleet Reserve will be presented with a United States flag on behalf of the Secretary of the Navy. The Commanding Officer will be responsible for the presentation to active duty members who have retired on or after 1 October 1998. Commands are authorized to use OPTAR funds to procure retirement flags.

a. The Command will procure a standard size 3'6" x 6' 7 3/4" inch flag which will be presented at an appropriate ceremony. Enclosure (6) is a certificate which will authenticate the date the flag was flown over NDCSW.

b. Headquarters Administration will be responsible for procuring, flying and certificate authentication for all retiring personnel.

NAVAL DENTAL CENTER SOUTHWEST AWARDS BOARD PROTOCOL NDCSWINST 1650.3E 14 MAR 01

