DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO :

COMNAVREGSWINST 1650.1G
N03R
07 OCT 2002

COMNAVREGSW INSTRUCTION 1650.1G

Subj: POLICY AND PROCEDURES GOVERNING RECOMMENDATIONS FOR PROCESSING MILITARY PERSONAL AWARDS WITHIN NAVY REGION SOUTHWEST

Ref: (a) SECNAVINST 1650.1G
(b) CINCPACFLTINST 1650.10
(c) NAVADMIN 251/02

Encl: (1) Instructions for Completing the Personal Award Recommendation (OPNAV Form 1650/3)
(2) Format for Proposed Flag Letter of Commendation Citation
(3) Sample Proposed Citation for Navy and Marine Corps Achievement Medal Certificate
(4) Sample Proposed Citation for Navy and Marine Corps Commendation Medal Certificate
(5) Format for Proposed Meritorious Service Medal Citation
(6) Format for Proposed Legion of Merit Citation

1. Purpose. To provide guidelines for recommendation and processing of military personal awards to be approved or forwarded by Commander, Navy Region Southwest (CNRSW). This directive amplifies references (a) through (c), which provide criteria, policies and procedures for awards. Enclosures (1) through (6) serve as samples for award preparation. This is a major revision and should be read in its entirety.

2. Cancellation. COMNAVREGSWINST 1650.1F.

3. Background. One of the most effective means of enhancing morale in a military organization is the prompt recognition of exceptional performance. Recognition may take many forms, ranging from verbal praise to the award of a personal decoration. All appropriate forms of recognition are important to the maintenance of healthy morale.

4. Awarding Authorities

a. The Secretary of the Navy has delegated CNRSW authority to award the Meritorious Service Medal (MSM), Navy and Marine Corps Commendation Medal (NMCCM) and the Navy and Marine Corps Achievement Medal (NMCAM) per reference (c). Personal awards senior in precedence to the MSM must be forwarded via CNRSW to the Commander-in-Chief, U. S. Pacific Fleet for approval or further forwarding as appropriate, per reference (b).

b. Full NMCCM authority is delegated to O-6 Commanding Officers designated to wear the command afloat or ashore insignia for personnel in their chain of command per reference (c). NMCAM authority is delegated to all Commanding Officers, regardless of rank, designated to wear the command afloat or command ashore insignia. The individual exercising this authority must be in a position designated as Commanding Officer. There are no waivers or exceptions for personnel in Officer-in-Charge or acting position billets.

c. Awarding authority extends to both the end-of-tour (EOT) and special achievement awards; there is no limitation to the number of awards issued by the awarding authority. This authority extends to all personnel assigned to the command. It does not extend to TAD personnel as the parent command must first concur; it does not extend to other service personnel, except USMC, as the parent service and CNO retains this authority; it does not extend to foreign service personnel as SECNAV retains this authority.

d. Commands will stock all medals and citations/ certificates for presentation directly to the member.

e. A copy of the signed and dated citation and a copy of the OPNAV Form 1650/3 will be scanned in Adobe Acrobat and forwarded to the Regional Administrative Office via e-mail: award@cnrsw.navy.mil for entry into the Awards Information Management System database and inclusion in the member's microfiche service record. The copy of the citation must have the member's SSN typed in the upper right-hand corner. Title the document (last name, first initial-type of award).

5. Awards Considerations

a. Commanding Officers, Assistant Chiefs of Staff (ACOS) and Directors will ensure that individuals under their operational control who perform exceptional acts or services are

appropriately recognized. Any award nomination should be weighed principally on its merits. It is not intended that the level of an award be restricted to a specific rank or grade. Award level is equated to responsibility, which normally increases with rank or grade. Therefore, a larger number of the more senior awards would be expected to gravitate to the more senior officer and petty officers that are assigned to positions of higher responsibility. Functional Site Managers are responsible for submitting military award recommendations to base Commanding Officers for their assigned personnel. Military awards for Site Managers will be discussed and agreed upon by the base Commanding Officer and cognizant ACOS with the base Commanding Officer signing the award package. Any lack of agreement will be discussed with the Chief of Staff.

b. Meritorious Awards. Reference (a) delineates general Navy policy concerning timeliness for submission of meritorious award recommendations. Fundamentally, military decorations and awards for sustained meritorious service or specific acts have the purpose of publicly recognizing an individual for services that are above and beyond that normally expected. Promptness in presentation of military awards is essential to a successful awards system. A recommendation for meritorious service should not normally be submitted until an individual's detachment is anticipated. Award recommendations for a specific achievement, distinct from normal assigned duties and of sufficient merit to warrant prompt recognition, may be submitted for consideration immediately following the specific act if properly justified.

c. Specific Act Awards. Awards for specific achievements will only cover the period in which the act(s) were accomplished. Additionally, should the member later be nominated for an end of tour award, the specific act achievements will not be used as part of the justification.

6. Awards Submission Procedures. All recommendations for personal awards will be submitted electronically to award@cnrsw.navy.mil in Microsoft Word 6.0/7.0 with a completed OPNAV Form 1650/3 (see enclosure 1). Recommendations for a Flag Letter of Commendation will be submitted under cover letter in lieu of OPNAV 1650/3. A double-spaced proposed citation must accompany each award recommendation (see enclosure 2). If a member received a specific achievement award within the same time frame, a copy of such award must also be submitted along with the award recommendation.

a. Summary of Actions. Award recommendations must be submitted in a concise, factual and clearly supportive manner. The summary of action should be in bullet format with no acronyms. Summary of action may be more than one page with an additional page attached. Do not write the summary like a job description, fitness report or enlisted evaluation. Be specific and state concrete accomplishments. Each Awards Board member shall read the summary justification for the awards thoroughly. Poorly written recommendations, date conflicts or insufficient justification for the recommendation causes delay in processing and approval of awards. A Summary of Action is required only for NMCCMs and higher authority award recommendations.

b. Preparation of Personal Award Recommendation (OPNAV 1650/3). The information required on the front of the form must be accurately completed. The "from" block of the form should contain the DSN and commercial telephone numbers of the originating command to allow rapid contact by endorsing and/or approving activities. In the case of fleet reserve/retirement or separation award recommendations, the dates in Blocks 12 and 14 should be the same. Put the date the individual's separation leave begins in Block 15. The total number of years of active naval service and the effective date of retirement must be included in Block 14. If a ceremony is planned on a specific date, include this information in Block 15. The home address after retirement or separation must be included in Block 16 of the form. Enclosure (1) is the instructions for completing the Personal Award Recommendation (OPNAV Form 1650/3).

c. Preparation of Proposed Citations. The proposed citation must be unclassified and written with careful attention to grammar, composition and spelling. Avoid peculiar military expression or terminology. The only abbreviations allowed in a citation are U.S. and USS. The opening and closing of a citation shall always follow the sample shown in enclosures (2) through (6).

7. Timeliness. Award recommendations shall be submitted to Commander, Navy Region Southwest as follows:

a. Legion of Merit (LM) and MSM	90 days prior to detachment date
b. NMCCM and NMCAM	30 days prior to detachment date
c. Flag letter of Commendation	30 days after event

Note: A written explanation must accompany late award submissions.

8. Awards Boards. Two awards boards are established to review military personal award recommendations submitted to CNRSW prior to forwarding to the Chief of Staff and Commander for final approval or endorsement. The Chief of Staff will determine the membership of these boards. The CNRSW Senior Awards Board, comprised of five Captains, shall review all recommendations for LOM or higher precedence awards. The CNRSW Awards Board, comprised of six members, shall review all recommendations for MSMs, and NMCCMs for personnel not having an O-6 Commanding Officer in their chain of command.

9. Presentation of Awards. Individual awards recognizing specific achievements should be presented as soon as possible after the act has occurred with due consideration given to the time required to properly investigate the event, validate the facts and process the award. All awards shall be presented at an appropriate ceremony.

A. D. BRUNHART
Deputy and
Chief of Staff

Distribution:
www.cnrsw.navy.mil/admin/menu.htm

Copy to:
CINCPACPLT

INSTRUCTIONS FOR COMPLETING OPNAV FORM 1650/3

1. The following are instructions for completing the OPNAV 1650/3:

a. PHONE NUMBER: Must include DSN phone number.

b. BLOCK 2, DESIGN/NEC/MOS: List designator for an officer, primary NEC for Navy enlisted and MOS for Marine Corps. If none, annotate with four zeros.

c. BLOCK 5, GRADE/RATE: Do not use pay grade. Grade signifies an officer's rank (i.e. LCDR). For enlisted, use their rate (i.e. AMH2).

d. BLOCK 6, WARFARE DESIGNATOR: This block is for the primary warfare designator. If multiple, only the first one will be recognized.

e. BLOCK 11, NUMBER OF AWARD OF RECOMMENDED MEDAL: This number shows the numerical succession of the proposed award for which the member is being recommended; it is not meant to show the total of every award that the service member has received. The number of award must be spelled out (i.e. First, Second, Third, etc.).

f. BLOCK 12, ACTION DATE/MERITORIOUS PERIOD: Dates of action/period must agree with dates in the proposed citation.

g. BLOCK 15, EST. DETACHMENT DATE: The date member is actually detaching from command (i.e. terminal/separation leave).

h. BLOCK 16, NEW DUTY STATION: New duty station or retirement/separation address is required, even if presentation is desired prior to transfer. Include the complete address (i.e. street number/FPO/Zip Code).

i. BLOCK 19, PREVIOUS PERSONAL DECORATIONS: When listing personal decorations, be sure to include the inclusive dates of the award(s). List only "personal decorations." Do not list Letters of Commendation, campaign, unit, or service awards such as the Good Conduct Medal, National Defense Service Medal, Armed Forces Expeditionary Medal, or Meritorious Unit Citation, etc. A definition and listing of all personal decorations are contained in reference (a).

j. BLOCK 22, NAME, GRADE, TITLE OF ORIGINATOR: Signed and dated by the Commanding Officer or Acting Commanding Officer only.

k. BLOCK 23, FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S): Only fill in the "via" command's title and leave other blocks blank. Do not use these blocks to show approval/disapproval within the command (i.e. Division Officer, Department Head, etc.). The via blocks are only used for ISICs and above to endorse the Commanding Officer's recommendation.

l. BLOCK 24, DISPOSITION OF BASIC RECOMMENDATION: DO NOT TYPE ANYTHING IN THIS BLOCK. This block is for the Awarding Authority to complete.

m. BLOCK 25, SUMMARY OF ACTION: This block is completed only for flag level Navy and Marine Corps Commendation Medals and above. It is not required for Flag Letters of Commendation and command awarded Navy and Marine Corps Achievement Medals. Do not use acronyms.

(SAMPLE FORMAT, OPENING AND CLOSING STATEMENTS FOR FLAG LETTER OF COMMENDATION CITATION)

The Commander, Navy Region Southwest takes pleasure in presenting a LETTER OF COMMENDATION to

YEOMAN SECOND CLASS (SURFACE WARFARE)
JAMES A. RICHARDS
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding performance of duty while serving as (JOB DESCRIPTION), Administrative Department, Naval Air Station, Lemoore, California from July 1995 to September 1998. Petty Officer Richards performed his demanding duties in an exemplary and highly professional manner.

(DESCRIBE ACTIONS)

Petty Officer Richards' professionalism and devotion to duty reflected great credit upon him and were in keeping with the highest traditions of the United States Naval Service. I take pleasure in commending him for a job "Well Done."

Rear Admiral, United States Navy
Commander, Navy Region Southwest

Note: Citation must be no more than 22 lines long. Use only Times New Roman 12-point font.

SAMPLE
(CERTIFICATE)
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

AVIATION ELECTRICIAN'S MATE THIRD CLASS (AVIATION WARFARE) JAMES M. DOE, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS (JOB DESCRIPTION) NAVAL AIR STATION NORTH ISLAND, SAN DIEGO, CALIFORNIA FROM OCTOBER 1996 TO AUGUST 2000. PETTY OFFICER DOE _____

_____. PETTY OFFICER DOE'S MANAGERIAL ABILITY, 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.

20TH MONTH YEAR FOR THE SECRETARY OF THE NAVY

Captain, United States Navy
Commanding Officer

Note: Maximum of 7.5 lines in the citation.

(SAMPLE FORMAT, OPENING AND CLOSING STATEMENTS FOR MERITORIOUS SERVICE MEDAL CITATION)

COMMANDER
NAVY REGION SOUTHWEST

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 JANE DOE
NURSE CORPS
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious achievement as Head, Education and Training Department, Naval Hospital Lemoore, California from July 1999 to February 2003. Lieutenant Commander Doe (Action Description)

_____
_____
_____
_____
_____
_____

The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Lieutenant Commander Doe reflected great credit upon her and upheld the highest traditions of the United States Naval Service.

Note: Citation must be no more than 22 lines long. Use only Times New Roman 12-point font.

For the President,

Rear Admiral, United States Navy
Commander, Navy Region Southwest

(SAMPLE FORMAT, OPENING AND CLOSING STATEMENTS FOR LEGION OF MERIT CITATION)

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

CAPTAIN JOHN D. DOE
MEDICAL SERVICE CORPS
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Deputy Commander, Naval Medical Center San Diego, California from May 1996 to October 1999. Captain Doe (Action Description)

_____
_____
_____

Captain Doe's dynamic direction, keen judgment and inspiring devotion to duty reflected great credit upon him and upheld the highest traditions of the United States Naval Service.

Note: Citation must be no more than 22 lines long. Use only Times New Roman 12-pitch font.

For the President

Admiral, United States Navy
Commander in Chief, U. S. Pacific Fleet