



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON DC 20374-5065

IN REPLY REFER TO

NAVFACINST 1650.2G
SR

16 AUG 2001

NAVFAC INSTRUCTION 1650.2G

From: Commander, Naval Facilities Engineering Command

Subj: POLICY AND PROCEDURES FOR RECOMMENDATIONS FOR MILITARY
DECORATIONS AND UNIT AWARDS

Ref: (a) SECNAVINST 1650.1F
(b) NAVADMIN 265/00

Encl: (1) Procedures for Preparing, Submitting and Processing
Awards
(2) NAVFACENGCOM Awards Diagram
(3) VCNC Note of 25 Feb 97

1. Purpose. To promulgate policy and procedures for the preparation, submission and processing of military decorations and unit awards within the Naval Facilities Engineering Command (NAVFACENGCOM).

2. Cancellation. NAVFACINST 1650.2F.

3. Scope

a. Military decorations and unit awards have the extremely beneficial purpose of publicly recognizing and rewarding extraordinary, exceptionally meritorious, or conspicuously outstanding acts of heroism and other acts and services which are above and beyond that normally expected and which distinguish the individual or individuals from among those performing similar acts or services.

b. Superior performance in the execution of normal duties over an extended period of time is not necessarily a basis for a military decoration or unit award. Recommendations should therefore refer to specific achievements not previously recognized by a decoration or unit award, reflected in fitness reports or evaluations, meritorious masts, letters of commendations or other public recognition.

16 AUG 2001

c. Recommendations for a military decoration, to recognize a specific act or achievement distinct from normal assigned duties, may be submitted for consideration prior to the end of a tour of duty. Special achievement of this nature is most appropriately recognized by the Navy Achievement Medal, and should be awarded under the Commanding Officer's authority. References (a) and (b) apply.

d. Military decorations to personnel completing a career in the Navy should be given positive consideration, as should the presentation of command plaques to personnel completing a particularly noteworthy tour of duty.

e. Enclosure (1) provides guidance for the preparation and submission of the Navy and Marine Corps Commendation Medal, Meritorious Service Medal and Legion of Merit.

f. Enclosure (2) provides a visual depiction of the awards flow process through NAVFAC HQ.

g. Enclosure (3) reflects Chief of Naval Operations (CNO) guidance on award levels, and should be considered when recommending upper level awards (Meritorious Service Medal and higher).

4. Action. The policies, procedures and criteria set forth by references (a) and (b) and enclosures (1) through (3) shall be followed in the recommendation, preparation, submission and processing of military decorations and unit awards.



J. M. BARRETT
Director of Seabee Readiness

Distribution:

NAVFAC Internal List I

PROCEDURES FOR PREPARING, SUBMITTING AND PROCESSING AWARDS

1. All award recommendations submitted to COMNAVFACECOM shall be submitted on a floppy disk in Microsoft Word or via electronic transmission. To complete processing, a copy of the original signed 1650/3 is required. Award recommendations at the Legion of Merit (LM) level or higher will be submitted via COMNAVFACECOM to CNO Awards Branch. Meritorious Service Medals (MM) and Navy and Marine Corps Commendation (NC) recommendations will be sent to COMNAVFACECOM for approval. Per reference (b), Commanding Officers have full approval authority for end-of-tour and special achievement Navy and Marine Corps Achievement Medals.
2. Award recommendations should be submitted in a timely manner. Submissions shall be received at least **45 days** in advance of the projected presentation date for COMNAVFACECOM approval and **90 days** in advance for CNO approval (LM and higher).
3. Recommendations for military decorations will be prepared on the Personal Award Recommendation form, OPNAV 1650/3. However, the Summary of Action on the 1650/3 should be separately attached to facilitate processing. All recommendations must be error free and appropriately justified and sufficiently detailed to allow proper evaluation and decision. Generalities should be avoided. Specific examples of exceptional performance should be presented. The manner of accomplishment together with the results and benefits derived therefrom should also be presented. The amount of detail and supporting documentation required depends on the circumstances. However, **Navy and Marine Corps Commendation Medal recommendations' Summary of Actions should not exceed one page.** Acronyms used in the Summary of Action must be in accordance with SECNAVINST 5216.5D.
4. Particular care should be exercised in preparation of the proposed citation, which is a condensation of the Summary of Action. Recipients of awards are entitled to well-prepared citations. The citation consists of standard opening and closing sentences and a statement of heroic or meritorious achievement or service. **NC citation submissions shall be prepared in bold, capital letters with 1-inch left and right margins and not exceed seven lines.** The citation must agree with the recommendation and Summary of Action as to rank/rate, date(s), duty station, assignment and accomplishments. It must be factual, contain no classified information and be adaptable to publication by the news media. Do **NOT** use acronyms in the citation.
5. NAVFAC SRM receives, reviews and formats recommended awards for review by the Director of Seabee Readiness prior to forwarding to the front office. Awards are reviewed by the Executive Assistant and Vice Commander before going to the Commander. See enclosure (2) for flow diagram.

16 AUG 2001

a. NAVFAC approved awards. NAVFAC approved awards are signed by COMNAVFACENGCOM and returned to Code SRM for mailing. The original copy is mailed to the originator. Upon request, the original will be mailed to the next command with copy to the originator.

b. CNO approved awards. CNO approved awards are endorsed by COMNAVFACENGCOM and returned to Code SRM to submit to the CNO awards branch. SRM will notify the originator, electronically or by phone, of the date submitted to the CNO awards branch.

c. Feedback. NAVFAC SRM will provide monthly updates electronically to designated points of contact at each of the submitting activities. Originator will be contacted if additional information or clarification is required.

6. Guidelines to follow when using acronyms in the Summary of Action (SOA):

Correct example: (If the acronym is mentioned more than once in the SOA)

Security background information can be found in section 11 of the Enlisted Distribution Verification Report (EDVR). Please check section 11 of the EDVR.

Correct example: (Do not use an acronym when term will be used only once in the SOA)

Security background information can be found in section 11 of the Enlisted Distribution Verification Report.

Incorrect example: (Not spelling out the term before using the acronym)

Security background information can be found in section 11 of the EDVR.

.6 AUG 2001

**BLOCK BY BLOCK INSTRUCTIONS FOR FILLING OUT OPNAV 1650/3
PERSONAL AWARD RECOMMENDATION**

9 PITCH, COURIER NEW FONT, ALL CAPS, NO BOLD OR ITALIC

FROM: Long title of the submitting command.

TO: Awarding Authority and UIC (depending on award level, should be one of the following):
CHIEF OF NAVAL OPERATIONS UIC:00011
COMNAVFACENGCOM HQ UIC:00025

1. SSN: Social Security Number of the person who is being recommended for the award.
2. DESIG: Officer designator, i.e. 5100, 5105, etc.
3. Last name first, followed by first name and middle initial and any suffixes, i.e., JR., SR., II, III, etc. If no middle name, use NMN.
4. COMPONENT: USN, USNR, USNR (TAR), USNR-R, USMC, or USMCR.
5. GRADE/RATE: For the person being recommended use the authorized abbreviation: CAPT, LT, CW03, BU1, etc. Do not use O-6, O-3, W-4, E-6, etc.
6. WARFARE DESIGNATOR: SCW, etc. If none, leave blank.
7. UIC/RUIC: Unit Identification Code to which the person was/is assigned during the period for recommendation.
8. RECOMMENDED AWARD: Two letter code for award [Legion of Merit (LM), Meritorious Service Medal (MM), Navy Commendation Medal (NC), Navy Achievement Medal (NA), etc].
9. SPECIFIC ACHIEVEMENT: Normally 'NO'. 'YES' is applicable when a special achievement is to be recognized with an award during the tour.
10. BLANK BOXES: Self-explanatory. The majority of peacetime awards will be "MERITORIOUS".
11. NUMBER OF AWARD OF RECOMMENDATION MEDAL: If the person being recommended has never received the recommended award, type in 'FIRST'. If this will be the second or more, then so indicate, e.g., 'SECOND', 'THIRD', etc.

10 JUN 2001

12. ACTION DATE/MERITORIOUS PERIOD: Start and stop dates of period covered for the recommended award. Ex: SEP99 - AUG01
13. GEOGRAPHIC AREA OF ACTION/SERVICE: e.g. JACKSONVILLE, FL; NEW ORLEANS, LA, etc.
14. EXP. OF ACTIVE DUTY: For officers, usually "INDEFINITE". If the officer is retiring or leaving the Naval Service, type in retirement date or last day of active duty.
15. EST. DETACHMENT DATE: The date the person is scheduled to depart the command, whether departing for PCS or terminal leave. Include exact date if known: e.g. 11 JUN 01.
16. NEW DUTY STATION: Type in the Standard Navy Distribution List authorized short title of the new duty station and full mailing address, including ZIP code. Block 16 needs to have 'CO' or 'COM' in it as well to ensure the correct mailing address of the gaining activity. If the individual is retiring or leaving the service, type in their next full home address, including zip code. This is of utmost importance.
17. UNIT AT TIME OF ACTION/SERVICE: The unit to which the individual being recommended was assigned during the period covered by the proposed award: e.g. NAVFACENCOMHQ
18. DUTY ASSIGNMENT: Title of billet the individual recommended for award was/is holding for the recommended period of the award: e.g. AROICC, APWO, XO, LCPO, etc.
19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED: This block causes much confusion. A personal decoration is one that is listed below. Do not list Good Conduct Medals, NUCs, MUCs, or other similar unit awards. Ensure the period covered for each personal award is included. Medals should be designated by two letters and block 19 should be filled out in chronological order according to the following example: NA APR92 - MAY94

16 AUG 2001

PERSONAL DECORATIONS

- Medal of Honor - MH
- Navy Cross - NX
- Distinguished Service Medal - DM
- Silver Star - SS
- Legion of Merit - LM
- Distinguished Flying Cross - DX
- Navy and Marine Corps Medal - NM
- Bronze Star Medal - BS
- Meritorious Service Medal - MM
- Air Medal - AS or AF or AH
- Navy Commendation Medal - NC
- Navy Achievement Medal - NA

20. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED: Normally 'NONE'.

21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: Normally 'NONE'.

22. CERTIFYING FACTS: Check one box or the other. Do not check both.

NAME, GRADE, TITLE OF ORIGINATOR: Self-explanatory.

23. FORWARDING ENDORSEMENTS: Leave Blank.

24. LEAVE BLANK.

25. SUMMARY OF ACTION: **DO NOT FILL IN BLOCK 25.** Use a separate 'Word' document for the Summary of Action. This must be submitted for every award recommendation with the exception of Command approved Navy Achievement Medals. Specific information and accomplishments are essential to the narrative summary. Ensure that the dates in Block 12 match exactly with the dates in the Summary of Action, as well as the proposed citation.

16 AUG 2001

**CITATION GUIDELINES FOR
LEGION OF MERIT MEDALS**

1. 'Portrait' page set-up
2. 'Times New Roman' font, 10 pitch, **BOLD** print
3. 1" margins left and right
4. The name of the medal will be written in all CAPS as well as the recipient's name, rank, corps, and component
5. No acronyms.
6. All Legion of Merit Medal requests must be submitted to NAVFACENCOM HQ Code SRM **NLT 90 days** prior to the recipient's transfer

**SUMMARY OF ACTION GUIDELINES FOR
LEGION OF MERIT MEDALS**

1. 'Portrait' page set-up
2. Typed in 'ARIAL' font, 12 pitch
3. 1" margins left and right
4. Begin first and last paragraph with recipient's rank completely spelled out followed by their name
5. List of specific achievements will be in 'bullet' sequence

16 AUG 2001

CITATION GUIDELINES FOR
MERITORIOUS SERVICE MEDALS

1. 'Portrait' page set-up
2. 'Times New Roman' font, 10 pitch, **BOLD** print
3. 1" margins left and right
4. The name of the medal will be written in all CAPS as well as the recipient's name, rank, corps, and component
5. No acronyms
6. All Meritorious Service Medal requests must be submitted to NAVFACENCOM HQ Code SRM **NLT 45 days** prior to the recipient's transfer

SUMMARY OF ACTION GUIDELINES FOR
MERITORIOUS SERVICE MEDALS

1. 'Portrait' page set-up
2. Typed in 'ARIAL' font, 12 pitch
3. 1" margins left and right
4. Begin first and last paragraph with recipient's rank completely spelled out followed by their name
5. List of specific achievements will be in 'bullet' sequence

16 AUG 2001

CITATION GUIDELINES FOR
NAVY COMMENDATION (NC) MEDALS

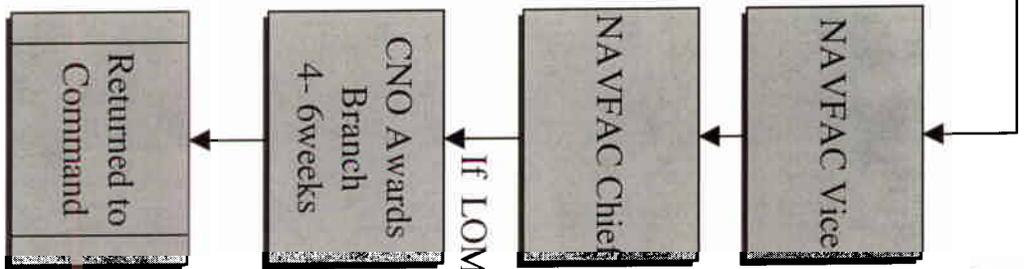
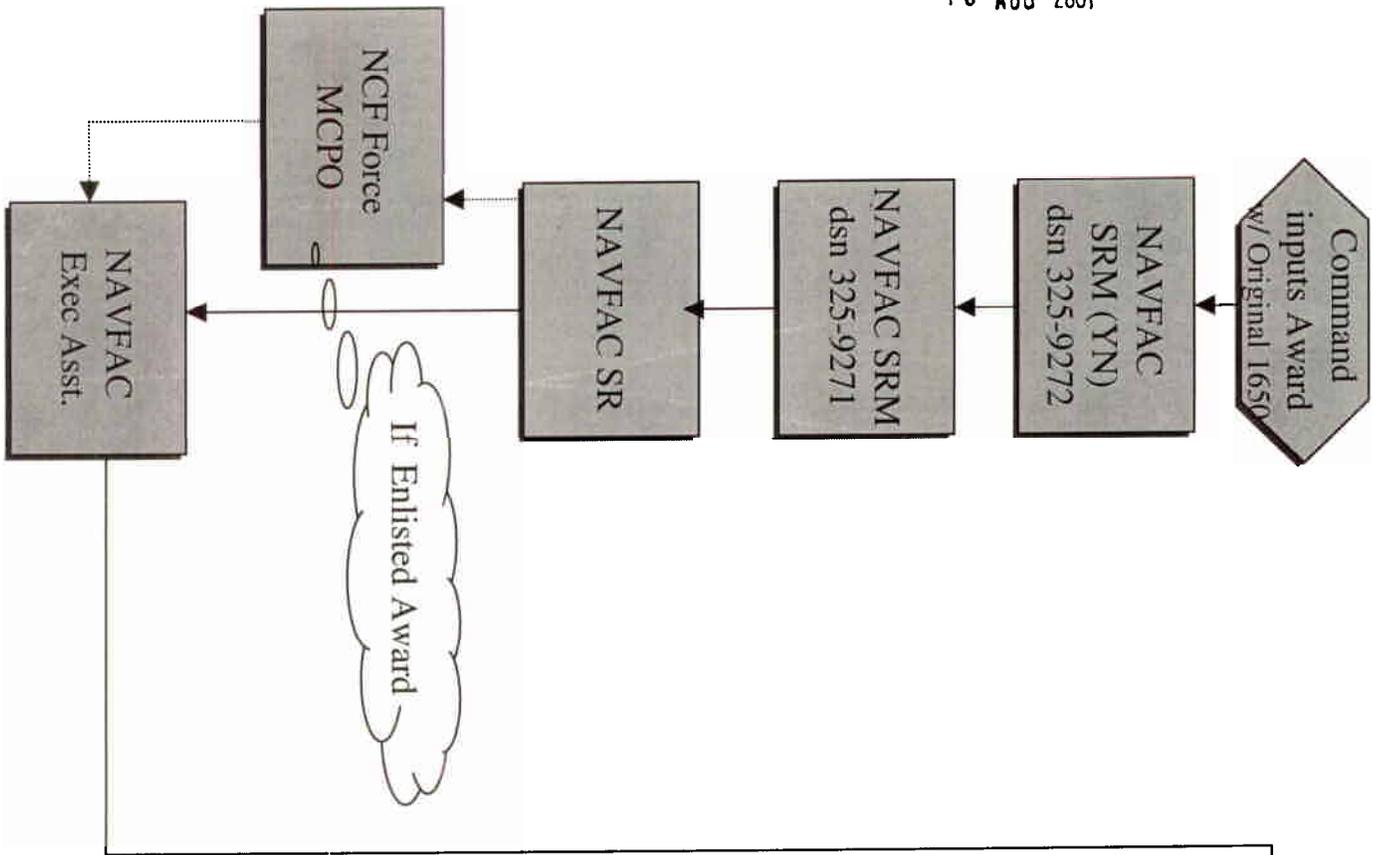
1. 1" left and right margins with full margin justification
2. Typed in all CAPS with 'Times New Roman' font, 10 pitch (except the 'To' line which will be 12 pitch). No acronyms in the citation. **BOLD PRINT REQUIRED.**
3. 'LANDSCAPE' page setup
4. For subsequent awards: In parentheses, type number of award in all CAPS (e.g. GOLD STAR IN LIEU OF THIRD AWARD) directly under the award title. This line should be centered within margins.
5. 'TO' Line: (SWITCH TO 12 PITCH) In all CAPS, type rank (NO ABBREVIATIONS) followed by recipient's first name, middle initial, last name, corps, and component spelled out (e.g. LIEUTENANT JUNIOR GRADE NATHAN D. ADAMS, CIVIL ENGINEER CORPS, UNITED STATES NAVAL RESERVE). This line(s) is centered within the margins.
6. 'FOR' Line: In all CAPS write the appropriate opening (e.g. 'MERITORIOUS SERVICE', 'MERITORIOUS ACHIEVEMENT' or 'HEROIC ACHIEVEMENT'). The standard opening and closing sentences should always be used. A **maximum of 7 lines** may be used.
7. All Navy Commendation Medal requests must be forwarded to NAVFACENCOM HQ **NLT 45 days** prior to the recipient's transfer.

16 AUG 2001

SUMMARY OF ACTION GUIDELINES FOR
NAVY COMMENDATION (NC) MEDALS

1. 'Portrait' page set-up
2. Typed in 'ARIAL' font, 12 pitch
3. 1" margins left and right
4. Not to exceed one page
5. Begin opening line with recipient's rank completely spelled out followed by their name. Further use of rank in write-up may be abbreviated.
6. List of specific achievements will be in 'bullet' sequence.

16 AUG 2001



Awards flow in NAVFAC

Chief signs
MSM & NCM
(give 45 days from input)

If LOM or higher
CNO N09B33
(give 90 days from input)



NAVFACINST 1650.2G

16 AUG 2001

25 FEB 1997 VCNO's Note on Awards

Note from VCNO on Awards:

I am seeing an upward creep in the level of awards. While we do not want to reduce the use of the awards system to recognize outstanding performance, we want to reverse the trend of inflation of award level. Please understand the distinction. We are not trying to cut down on the use of awards by cutting down the number; we are trying to restore the significance of the upper end of the award levels.

Please consider this: the Chairman of the Joint Chiefs of Staff is going to get a Navy Distinguished Service Medal when he retires, as is the CNO. Meanwhile, I have seen PQMSs recommended for Meritorious Service Medals as end of tour awards. Between the PQMS and the CJCS there is only the Legion of Merit. We cover a lot of ground with only three different awards.

Clearly, we have got to restore the use of the DSM, the LOM, and the MSM to the purpose for which they were intended. I request your help in this effort by considering the following as rough guidelines when reviewing awards:

- DSM is appropriate for four star end of tour and three and four star retirements. There may be an occasional exception for a two star retiring after an unusually long total career.
- LOM is appropriate for one and two star end of tour awards and O-6 and one and two star retirements. There may be frequent O-6 end of tour circumstances (usually major command) that might warrant an LOM.
- MSM is appropriate for O-5 command and O-6 non-command end of tour awards and O-5 retirements. Span of responsibility considerations would also make some enlisted E-9 retirements and end of tour awards appropriate at this level. If an MSM is appropriate for O-5 command tour completion, by inference we would conclude it is generally too high for O-4 staff end of tour.

Obviously there are exceptions, but they would be exceptions and not the rule. Almost every award at this level is originated or endorsed by a flag, so consensus among ourselves will send this trend moving in the right direction and not require the SECNAV awards board to do the policing function for us.

ADM H. W. Gehman, Jr.
Vice Chief of Naval Operations

Encl (3)