



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 1650.1C

N1

20 AUG 2015

NAVSUPPACT NAPLES INSTRUCTION 1650.1C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: MILITARY PERSONNEL AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) CNICINST 1650.1C
(c) COMNAVREGEURAFSWAINST 1650.1B

Encl: (1) Level of Award Consideration Guidance Matrix
(2) Award Submission Timelines
(3) Awards Checklist
(4) Sample Letter of Appreciation
(5) Sample Commanding Officer Letter of Commendation
(6) Sample Flag Letter of Commendation
(7) Sample Navy and Marine Corps Achievement Medal Citation
(8) Sample Navy and Marine Corps Commendation Medal Citation
(9) Personal Award Recommendation (OPNAV 1650/3)

1. Purpose. To establish procedures for timely and accurate submission of personal award recommendations to the Commanding Officer (CO) of U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy.

2. Cancellation. NAVSUPPACT NAPLES INST 1650.1B.

3. Background. One of the most effective means of enhancing morale is the formal recognition of the outstanding and professional performance of individuals in the command. Personal awards are the principle means of visible recognition for heroic or meritorious achievement of service. An individual's superior performance of duties in position, grade, or rate over an extended period of time is not the only basis for military awards. The individual must also have brought distinction upon himself or the command by specific accomplishments, acts or services.

4. Awards Board Membership. The awards board consists of the Administrative Officer (AO), Department Heads (DH), Command Master Chief and Department Leading Chief Petty Officers. The awards board is responsible for ensuring consistency in the approval of award recommendations from all departments.

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5. Policy. All officers and enlisted personnel should be afforded appropriate recognition for sustained exceptional performance or for specific outstanding accomplishments above and beyond those normally expected of their rank or rate. DHs will submit award recommendations. Supervisory personnel should ensure deserving personnel are nominated in a timely manner. Use the guidelines listed below when determining the appropriateness of a personal award.

6. Awards. Award level is generally equated to the level of responsibility which normally increases with rank or grade. While seniority is relevant, some officers and enlisted personnel perform the duties of more senior personnel and should be recognized accordingly. Enclosure (1) provides a guideline on the submission of personal award recommendations.

a. Letter of Appreciation (LOA). Provides appreciation from the CO to individuals for service and performance of duty in support of a specific event. Command LOAs will not be forwarded to the awards board for processing. Enclosure (4) provides a sample format for a Command LOA.

b. CO Letter of Commendation (LOC). Provides recognition for outstanding performance beyond that which can be suitably recognized in evaluations or fitness reports (all paygrades). CO LOCs will not be forwarded to the awards board for processing. Enclosure (5) provides a sample format for a CO LOC.

c. Flag Letter of Commendation (FLOC). Per reference (c), enclosure (6) provides a sample format of a FLOC.

d. Navy and Marine Corps Achievement Medal (NAM). Enclosure (7) provides a sample format NAM. Enclosure (9) must be submitted with citation without Summary of Action (SOA).

e. Navy and Marine Corps Commendation Medal (NCM). Enclosure (8) provides a sample format a NCM. Enclosure (9) must be submitted with citation including SOA.

f. Meritorious Service Medal (MSM). Format for an MSM is located in reference (c). Enclosure (9) must be submitted with citation including SOA.

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g. Military Outstanding Volunteer Service Medal (MOVSM)

(1) The MOVSM may be awarded to members who perform outstanding volunteer community service of a sustained, direct, and consequential nature. The Department of the Navy views the sustained time period to be three years to qualify for the MOVSM, the recommending department must ensure the service merits special recognition. Examples include:

(a) Service to the civilian community, including the military family community;

(b) Service significant in nature and producing tangible results;

(c) Service that reflects favorably on the Military Service and the Department of Defense; and

(d) Service of a sustained and direct nature.

(2) MOVSMs will be forwarded to the awards board for processing. Additional guidance on this award can be found in chapter 4, page 4-41 of reference (a).

7. Categories:

a. End-of-Tour (EOT) Awards. EOT awards recognize the sustained superior performance of individuals who have accomplished several specific achievements that have not been previously recognized by an award. They should be initiated based on the timelines established in enclosure (2). A copy of any mid-tour award citation must be provided with the end of tour award recommendation. Additionally, any accomplishments used for a mid-tour award may not be repeated for the end of tour award, to include selection as Sailor of the Year (SOY).

b. Retirement, Fleet Reserve or Separation. Awards to personnel completing a Naval career should receive special attention. This does not mean, however, that an award should be given in every case of retirement or separation. The important aspect is that the criteria are consistent and that the individual's service, during the last tour of duty, should have been particularly dedicated and productive. There is no retirement award in the Navy; however, every board recognizes the significance of an award to be presented at the end of an individual's final assignment and is generally more lenient in their voting on these recommendations. The last line of the citation on any retirement award recommendation should read as follows:

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"HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALLMARK WHICH HIGHLIGHTS THE CULMINATION OF XX YEARS OF HONORABLE AND DEDICATED SERVICE."

c. Specific achievement. Award recommendations in this category should emphasize truly outstanding performance for a specific event occurring over a relatively short period of time, usually up to 120 days.

8. Timeliness. Award recommendation submission is a reflection on leadership, pride, and professionalism. Late submission of award recommendations result in a disservice to awardees. Specific award timelines are established in enclosure (2). Late submissions require DH explanations to the XO.

9. Preparation and Submission of Award Recommendations. The only acceptable means of submitting award recommendations is to route the hard copy award recommendation in accordance with the checklist provided in enclosure (3), utilizing the formats provided in this instruction. Enclosures (4) through (8) give command specific guidelines for citations. Block by block instructions for filling out OPNAV 1650/3 are contained at the Navy Department Awards Web Services (NDAWS). When additional space is required, sheets of standard size paper may be used. A separate OPNAV 1650/3 must be used for each award being recommended above the level of a FLOC.

a. An award may be submitted by any commissioned officer, senior to the individual being recommended, having knowledge of any act, achievement or service which may warrant such award. A recommendation originated by other than the CO of the individual concerned must be forwarded to the CO for the endorsement.

b. The primary means for submitting personal award recommendations for review and approval is via the NAVSUPPACT Naples Administration department.

c. When submitting multiple personnel for the same award recommendation it is imperative that information be obtained and submitted for all personnel; i.e. for command NAM's, ensure an OPNAV 1650/3 is filled out for each individual and block 24 is properly filled out as well.

d. Confirm previous awards on block 19 of OPNAV Form 1650/3 are documented on NDAWS. If not, provide copies of any missing awards.

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10. Presentation. The Administrative Department will present any awards approved by the CO and signed by the proper awarding authority in the first award quarters after receipt.



D. W. CARPENTER

Distribution:

NAVSUPPACT NAPLES INST 5216.4BB

Lists: I and II

Electronic via NAVSUPPACT Naples Web Site

<https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm>

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LEVEL OF AWARD CONSIDERATION GUIDANCE MATRIX

CO's Letter of Commendation

General End-of-Tour for E3 and below.
Spot Award or Specific Achievement

Flag Letter of Commendation

General End-of-Tour for E4/E5 and below.
Spot Award or Specific Achievement

Navy & Marine Corps Achievement Medal

General End-of-Tour for E5/E6 ranked in top of peer group
Spot Award or Specific Achievement

Navy and Marine Corps Commendation Medal

General End-of-Tour for Officers/CPO

NOTE:

1. This listing is not all-inclusive but is to be used as a guide only. As always, a member's performance in their position and command contribution will be the determining factor on the level of award received.
2. The responsible Department Head will brief the awards board on the merit and justification for each award submission up for review.
3. The awards board will review those award submissions that meet the criteria.

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AWARD SUBMISSION TIMELINES

Letter of Appreciation	NLT 7 days after the specific occurrence or 45 days prior to member's scheduled departure
Command Letter of Commendation	NLT 7 days after the specific occurrence or 45 days prior to member's scheduled departure
Flag Letter of Commendation	NLT 7 days after the specific occurrence or 60 days prior to member's scheduled departure
Navy and Marine Corps Achievement Medal	NLT 7 days after the specific occurrence or 45 days prior to member's scheduled departure
Navy and Marine Corps Commendation Medal	NLT 7 days after the specific occurrence or 45 days prior to member's scheduled departure
Meritorious Service Medals and above	100 days prior to member's scheduled departure

AWARDS CHECKLIST

- POC - Name with phone number
(All awards)
- Member's last two Evaluations (Enlisted only)
(NAM and higher)
- Late Letter (If needed)
- Cover Letter (FLOC) (NSA Admin will provide)
- FLOCs due >60 days before transfer
LOAs, COLOCs, MOVSMs, NAMs, and NCMs due >45 days before
transfer
MSMs due >100 days before transfer
- Citation
(All awards)
- Signed OPNAV 1650/3 **(REV 7-04)**
Front (NAM, NCM, MSMs, LOMs) (MS Word via e-mail or CD)
- Signed OPNAV 1650/3 **(REV 7-04)**
Summary of Action (NCMs, MSMs, LOMs) (MS Word via E-mail
or CD)
- Hard copy MS word copy of documents with CD copy
(All awards)
- Ethnicity/Gender Information
(All Awards)

NOTE: All awards at FLOC level or higher must go before the Awards Board for recommendation before being finalized. The Awards Board meets monthly or bi-weekly, depending on the amount of pending awards. The deadline for submissions of awards to the Board is noon on the Thursday prior to the board.

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SAMPLE LETTER OF APPRECIATION

1650
N00

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

To: YNSA Seaman E. Jones

Subj: LETTER OF APPRECIATION

1. I would like to personally extend my sincere appreciation to
you for your efforts of _____.

2.

TEXT

3. I take great pleasure in commending you for a job well done.

I. M. SAILOR

Enclosure (4)

SAMPLE COMMANDING OFFICER LETTER OF COMMENDATION

takes pleasure in commending

***YEOMAN THIRD CLASS (Warfare Designator if applicable)
SEAMAN N. JONES
UNITED STATES NAVY***

*for service as set forth in the following
CITATION:*

“For commendable performance of duty as (TITLE/POSITION), while assigned to U.S. Naval Support Activity, Naples, Italy from _____ to _____. Petty Officer Jones consistently performed his/her demanding duties in an exemplary and highly professional manner.

(Total lines in the citation must be 18-22 lines, Times New Roman 12 Font)

Petty Officer Jones’ exceptional ability, personal initiative, and loyal devotion to duty reflected credit upon him/herself and the United States Naval Service.”

***I. M. SAILOR
Captain, United States Navy***

TOP MARGIN SET AT 1.5"
BOTTOM MARGIN SET AT 0.56"
RIGHT AND LEFT MARGINS SET AT 1"
18-22 COMPLETE LINES/MAX 22 LINES
BODY SHOULD BE PREPARED IN BOLD, TIMES NEW ROMAN FONT, IN ITALIC AT 12 PITCH
WITH FULL JUSTIFICATION

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SAMPLE FLAG LETTER OF COMMENDATION CITATION

FONT: TIMES
NEW ROMAN
SIZE 16
→

FLAG LETTER OF COMMENDATION

takes pleasure in commending

***YEOMAN THIRD CLASS (Warfare Designator if applicable)
SEAMAN N. JONES
UNITED STATES NAVY***

*for service as set forth in the following
CITATION:*

“For superior performance of duty as (TITLE/POSITION), while assigned to U.S. Naval Support Activity Naples, Italy from _____ to _____. Petty Officer Jones consistently performed his/her demanding duties in an exemplary and highly professional manner.

Describe action – Citation should be 18 to 22 lines/Max 22 lines.

Additionally, his/her hard work and efforts contributed to the overall success of Naval Support Activity, Naples and Navy Region Europe, Africa, Southwest Asia. Petty Officer Jones’ exceptional ability personal initiative, and loyal dedication to duty reflected credit upon him/herself and the United States Naval Service.”

*J. N. DOE
Rear Admiral, United States Navy*

TOP MARGIN SET AT 1.5"
RIGHT, LEFT AND BOTTOM MARGINS SET AT 1"

18-22 COMPLETE LINES/MAX 22 LINES

THE LINE WITH THE WORDS "FLAG LETTER OF COMMENDATION" SHOULD BE PREPARED AT 16" PITCH
BODY SHOULD BE PREPARED IN TIMES NEW ROMAN FONT, ITALICS, AT 12-PITCH WITH FULL
JUSTIFICATION

ONLY ITEMS THAT SHOULD BE BOLDFACE: THE WORDS "FLAG LETTER OF COMMENDATION", THE
RATE/RANK BLOCK, FIRST NAME, MIDDLE INITIAL, LAST NAME, THE WORDS UNITED STATES NAVY
AND THE WORD CITATION

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SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

MASTER-AT-ARMS THIRD CLASS (SURFACE WARFARE/AVIATION WARFARE) SEAMAN N. JONES
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS (TITLE) WHILE ASSIGNED TO U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, FROM _____ TO _____.
PETTY OFFICER JONES CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. (DESCRIBE ACTION). (DESCRIBE RESULTS OF ACTION AND HOW IT IMPROVED THE COMMAND). (DISPLAYING//EXHIBITING//DEMONSTRATING//THROUGH (ADDITIONAL TRAIT) HE/SHE (DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE ADDITIONAL ACTION/RESULTS).

(A MAXIMUM OF TEN LINES AND A MINIMUM OF EIGHT LINES FOR ENTIRE CITATION)

PETTY OFFICER JONES' MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
I. M. SAILOR
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

NOTE: AWARDEE'S INFORMATION IS TYPED IN TIMES NEW ROMAN FONT 13 PT, ALL UPPER CASE BOLD. CITATION TEXT IS TYPED IN TIMES NEW ROMAN FONT 9 PT, ALL UPPER CASE, BOLD, ONE INCH LEFT AND RIGHT MARGIN, WITH TOP SET AT 4.1 INCH AND BOTTOM SET AT 0.3 INCH FULL JUSTIFICATION, AND SINGLE SPACED. ENTER ACTUAL DATES FOR AN AWARD THAT IS FOR A SPECIFIC ACCOMPLISHMENT OF LESS THAN A MONTH I.E. 3 MARCH TO 30 MARCH 2007

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SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

CHIEF YEOMAN (SURFACE WARFARE)
SEAMAN N. JONES
UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS (TITLE), U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FROM _____ TO _____
CHIEF JONES PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HE/SHE (DESCRIBE
ACTION), WHICH RESULTED IN (DESCRIBING RESULTS OF ACTIONS AND HOW IT IMPROVED THE COMMAND),
(DISPLAYING/EXHIBITING/DEMONSTRATING)(ADDITIONAL TRAIT). HE/SHE (DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE ADDITIONAL
ACTION/RESULTS).

(A MAXIMUM OF TEN LINES AND A MINIMUM OF EIGHT LINES FOR ENTIRE CITATION)

CHIEF JONES' DISTINCTIVE ACCOMPLISHMENTS, UNRELENTING PERSEVERANCE, AND STEADFAST DEVOTION TO DUTY REFLECTED CREDIT
UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
I. M. SAILOR
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

NOTE: AWARDER'S INFORMATION IS TYPED IN TIMES NEW ROMAN FONT 13 PT, ALL UPPER CASE BOLD. CITATION TEXT IS TYPED IN
TIMES NEW ROMAN FONT 9 PT, ALL UPPER CASE, BOLD, ONE INCH LEFT AND RIGHT MARGIN, WITH TOP SET AT 4.1 INCH AND BOTTOM
SET AT 0.3 INCH FULL JUSTIFICATION, AND SINGLE SPACED. ENTER ACTUAL DATES FOR AN AWARD THAT IS FOR A SPECIFIC
ACCOMPLISHMENT OF LESS THAN A MONTH I.E. 3 MARCH TO 30 MARCH 2007

PERSONAL AWARD RECOMMENDATION
FOR OFFICIAL USE ONLY

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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 (USN, USNR, USMC, USMCR)		10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC LEAVE <input type="checkbox"/> 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: FIRST)		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					
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	I. M. SAILOR, RANK, USN, CO	
33. CNO / CMC AWARDS BRANCH USE ONLY					
SERIAL NO:		DATE RECEIVED:			
34. NDBDM USE ONLY					
FROM: SECNAV (NDBDM)			DATE:		
TO: CNO (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, 23, 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	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V	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)		

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