



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBPHHINST 1650.1
JB00
28 Oct 13

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1650.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: AWARDS AND MILITARY DECORATIONS

Ref: (a) SECNAVINST 1650.1H
(b) COMNAVREGINST 1650.3B

Encl: (1) Sample of COMNAVREG HI OPNAV 1650/3, Personal Award Recommendation
(2) Sample of JBPHH OPNAV 1650/3, Personal Award Recommendation
(3) Sample of Meritorious Service Medal
(4) Sample of Navy and Marine Corps Commendation Medal
(5) Sample of Navy and Marine Corps Achievement Medal
(6) Sample of Flag Letter of Commendation
(7) Sample Military Outstanding Volunteer Service Medal
(8) Sample Letter of Commendation
(9) Sample Letter of Appreciation

1. Purpose. To issue policy and procedures for awards issued by Commander, Joint Base Pearl Harbor-Hickam (JBPHH) and Commander, Navy Region Hawaii (COMNAVREG HI). This instruction contains significant changes from previous policy and should be reviewed in its entirety.

2. Cancellation. NAVSTAPEARLINST 1650.1.

3. Background. JBPHH is authorized to award the Navy Commendation Medal, Navy and Marine Corps Achievement Medal, Military Outstanding Volunteer Service Medal, Letter of Commendation, and Letter of Appreciation per references (a) and (b). JBPHH forwards with recommendation the Meritorious Service Medal (MSM) and Flag Letter of Commendation (FLOC) to COMNAVREG HI.

4. Policy. One of the most effective means of enhancing morale is the timely recognition of exceptional performance and devotion to duty. Recognition may be expressed through verbal praise, special evaluation, presentation of a letter, or awarding of a personal decoration. All forms of recognition are important and should be of direct concern to supervisors at all levels within the chain of command. The value of an award is that it is given only in cases where it is absolutely deserved.

5. Guidance. The following general guidelines are provided in administering the awards program within JBPHH:

OCT 28 2013

a. Level of Award Consideration. There are no rules that dictate what award is appropriate for a particular rank/rate of billet. However, there is a correlation between the level of responsibility and accountability and the award that is appropriate. The following guidelines are provided.

b. Mid-Tour Awards. Mid-tour awards are not appropriate, departments should retain the nomination for the inclusion in the End of Tour (EOT) award.

c. Specific Achievement Awards. Specific achievement awards should emphasize outstanding achievement for a particular achievement/event occurring over a short duration (90 days or less). If an individual is transferring within 90 days of the specific achievement, the award should be reevaluated to determine if it is more appropriate to include the individual's EOT.

d. Retirement, Fleet Reserve, or Separation. Awards to personnel completing their Naval career should continue to receive special attention. However, this does not mean that an award should be given in every case of retirement, Fleet Reserve, or separation. The criteria must be consistent, and the individual's service, especially the last tour of duty, should have been particularly dedicated and productive.

e. End of Tour Awards. An EOT award is not to be considered routine or an integral part of the awards system. Superior performance of an individual of normal duties in position, grade, or rate over an extended period of time is not necessarily the basis for a personal decoration. The individual must have brought distinction upon himself, herself, or the command.

6. Timeliness. Forward award recommendations within the following timeframes and in the format contained in enclosures (1) through (9). Awards approved by higher authority will be in the applicable format contained in enclosures (1), (3), and (6). Awards submitted in the wrong format and without the electronic copy will be returned to the originator. Should an award be upgraded, downgraded, or disapproved, the originator and appropriate chain of command will be notified. All EOT awards will be presented prior to the transfer of the member.

a. Specific Achievement Awards. Must be received by JBPHH administration department within 15 working days following the end of the period to be recognized.

b. End of Tour Awards. Must be received by JBPHH administration department at least 90 days prior to date of transfer or discharge for Letter of Commendation, Navy and Marine Corps Achievement Medal and Navy and Marine Corps Commendation Medals.

OCT 28 2013

(1) EOT awards, FLOC and MSM or higher must be received by JBPHH administration department at least 120 days prior to the date of transfer or discharge for proper routing to COMNAVREG HI.

7. JBPHH Awards Board Procedures

a. The JBPHH Awards board will be chaired by the Chief Staff Officer (CSO) at the administration Department Head (DH) meeting. Voting members of the Awards Board are CSO, Command Master Chief, and all Joint Base Department Heads.

b. Department Heads shall:

(1) Submit all award recommendations per the guidelines set forth in reference (a) and this instruction.

(2) Ensure award recommendations comply with the standards set forth in enclosures (1) through (9).

c. JBPHH Administrative Officer shall:

(1) Review all proposed awards for compliance with the guidelines set forth in reference (a) and this instruction.

(2) If an award is not submitted correctly, return the award nomination to the DH.

(3) Maintain a tickler of all awards submitted.

(4) Gather and track all awards.

8. Presentation of awards. Awards will be presented at an appropriate ceremony as required. Maximum command participation is required.


J. W. JAMES

Distribution:

<https://g2.cnic.navy.mil/TSCNRH/JOINTBASEPEARLHARBOR-HICKAMHI/J00/Directives/Private/default.aspx>

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: JBC, JOINT BASE PEARL HARBOR-HICKAM ADDRESS: 850 TICONDEROGA ST. STE 100 PEARL HARBOR, HI 96860		1a. UIC / RUC 62813	2. TO (Awarding Authority) : COMMANDER, COMNAVREG HI ADDRESS: 850 TICONDEROGA ST. STE 110 PEARL HARBOR, HI 96860		2a. UIC / RUC 61449
3. COMMAND POC: NAME: JOHN BURNS EMAIL: NMCI EMAIL ADDRESS		4. PHONE: (DSN): (315) 473-4505 (COM): (808) 473-4505		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 01-Mar-2016	
6. SSN 123-45-6789		7. DESIG/NEC/MOS 0000		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 01-Jul-2012	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) SAILOR, JOHN A.			10. <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USN			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) USS NEVER SAIL (CVN 101) FPO AP 12345-6789		
13. PAYGRADE AND RATING E9 MA		14. WARFARE QUALIFICATION SW/AW		15. UNIT AT TIME OF ACTION/SERVICE JOINT BASE PEARL HARBOR-HICKAM	
16. DUTY ASSIGNMENT WORK CENTER SUPERVISER		17. UIC/RUC 62813		18. CAMPAIGN NA Not Applicable	
19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) NA (Apr03-May05) NA (Jun07-Jul09)		20. RECOMMENDED AWARD MM Meritorious Service Medal		21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA	
22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED N/A		23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 1		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: N/A	
25. ACTION DATE/MERITORIOUS PERIOD 10-Jul-2009 - 01-Jul-2012			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A		
27. GEOGRAPHIC AREA OF ACTION/SERVICE HA Hawaii			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR J. W. JAMES CAPT USN JOINT BASE COMMANDER			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 checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
MM		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	F. L. PONDS RDML USN COMMANDER	
33. CNO / CMC AWARDS BRANCH USE ONLY SERIAL NO: _____ DATE RECEIVED: _____					
34. NDBDM USE ONLY FROM: SECNAV (NDBDM) DATE: _____ TO: CNO (DNS-37/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, 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 Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	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)	XX	Letter of Commendation

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

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: DEPARTMENT HEAD, JOINT BASE PEARL HARBOR-HICKAM ADDRESS: 850 TICONDEROGA ST. STE 100		1a. UIC / RUC 62813	2. TO (Awarding Authority) : JBC, JB PEARL HARBOR-HICKAM ADDRESS: 850 TICONDEROGA ST. STE 100 PEARL HARBOR, HI 96860		2a. UIC / RUC 62813
3. COMMAND POC: NAME: YN1(SW) DOE, JOHN R. EMAIL: NMCI EMAIL ADDRESS			4. PHONE: (DSN): (315) 473-0460 (COM): (808) 473-0460		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 01-Mar-2016
6. SSN 123-45-6789		7. DESIG/NEC/MOS 0000		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 01-Jul-2012	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) SAILOR, JOHN A.			10. <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USN			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) USS NEVER SAIL (CVN 101) FPO AP 12345-6789		
13. PAYGRADE AND RATING E5 MA			14. WARFARE QUALIFICATION SW/AW		15. UNIT AT TIME OF ACTION/SERVICE JOINT BASE PEARL HARBOR-HICKAM
16. DUTY ASSIGNMENT WORK CENTER SUPERVISER		17. UIC/RUC 62813		18. CAMPAIGN NA Not Applicable	
18a. OPERATION : NA		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) NA (Apr03-May05) NA (Jun07-Jul09)			
20. RECOMMENDED AWARD NA Navy and Marine Corps Achievement Medal			21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		
22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED N/A			23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 3		
24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: N/A			25. ACTION DATE/MERITORIOUS PERIOD 10-Jul-2009 - 01-Jul-2012		
26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A			27. GEOGRAPHIC AREA OF ACTION/SERVICE HA Hawaii		
28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A			29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD		
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR I. M. Department LCDR USN DEPARTMENT HEAD			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 checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED	
NA	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	J. W. JAMES CAPT USN JOINT BASE COMMANDER		
33. CNO / CMC AWARDS BRANCH USE ONLY SERIAL NO: _____ DATE RECEIVED: _____					
34. NDBDM USE ONLY FROM: SECNAV (NDBDM) DATE: _____ TO: CNO (DNS-37/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

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2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
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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)	XX	Letter of Commendation

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

OCT 23 2010

Notes: Courier New 12 pitch, bold type
16 lines minimum
20 lines maximum

Margins:
Left: .7 inches
Right: .7 inches
Top: 2 inches
Bottom: 1 inch

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in Lieu of Second Award) to

RANK/RATE (SURFACE WARFARE) FIRST MI. LAST
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious service as JOB TITLE, Joint Base Pearl Harbor-Hickam, Hawaii from October 2009 to November 2012. RANK/NAME consistently performed HIS/HER demanding duties in a highly exemplary and professional manner.

The exceptional professional ability, steadfast initiative, and selfless devotion to duty exhibited by RANK/NAME reflected great credit upon HIMSELF/HERSELF and upheld the highest traditions of the United States Naval Service.

For the President

F. L. PONDS
Rear Admiral, United States Navy
Commander, Navy Region Hawaii

Enclosure (3)

Notes: Ensure the citation body does not exceed nine single spaced lines at Times New Roman; 10 pitch type, bold

Margins:
Left: .75 inch
Right: .75 inch
Top: 1 inch
Bottom: 1 inch

SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF FIFTH AWARD)

**RANK/RATE (SURFACE WARFARE/AVIATION WARFARE)
FIRST MI. LAST, UNITED STATES NAVY**

MERITORIOUS SERVICE AS JOB TITLE, DIVISION, JOINT BASE PEARL HARBOR-HICKAM, HAWAII FROM NOVEMBER 2008 TO JANUARY 2012. RANK/LAST NAME PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

[REDACTED] BY

HIS/HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE AND DEVOTION TO DUTY, RANK/LAST NAME REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE

J. W. JAMES
CAPTAIN, U. S. NAVY
COMMANDER
JOINT BASE PEARL HARBOR-HICKAM

Notes: Ensure the citation body does not exceed nine single spaced lines at Times New Roman; 10 pitch type, bold

Margins:
Left: .75 inch
Right: .75 inch
Top: 1 inch
Bottom: 1 inch

SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL (RETIREMENT)

(GOLD STAR IN LIEU OF FIFTH AWARD)

**RANK/RATE (SURFACE WARFARE/AVIATION WARFARE)
FIRST MI. LAST, UNITED STATES NAVY**

MERITORIOUS SERVICE AS JOB TITLE, DIVISION, JOINT BASE PEARL HARBOR-HICKAM, HAWAII FROM NOVEMBER 2008 TO JANUARY 2012. RANK/LAST NAME PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

HIS/HER SUPERIOR PERFORMANCE OF DUTY HIGHLIGHTS THE CULMINATION OF 20 YEARS OF HONORABLE AND DEDICATED SERVICE. BY HIS/HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE AND DEVOTION TO DUTY, RANK/LAST NAME REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE

J. W. JAMES
CAPTAIN, U. S. NAVY
COMMANDER
JOINT BASE PEARL HARBOR-HICKAM

Notes: Ensure the citation body does not exceed nine single spaced lines at Times New Roman; 10 pitch type, bold

Margins:

Left: .75 inch

Right: .75 inch

Top: 1 inch

Bottom: 1 inch

SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF FIFTH AWARD)

**RANK/RATE (SURFACE WARFARE/AVIATION WARFARE)
FIRST MI. LAST, UNITED STATES NAVY**

PROFESSIONAL ACHIEVEMENT AS JOB TITLE, DIVISION, JOINT BASE PEARL HARBOR-HICKAM, HAWAII, FROM NOVEMBER 2008 TO JANUARY 2012.
RANK/LAST NAME CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.



RANK/LAST NAME PROFESSIONALISM, PERSONAL INITIATIVE AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
J. W. JAMES
CAPTAIN, U. S. NAVY
COMMANDER
JOINT BASE PEARL HARBOR-HICKAM

OCT 28 2013

Notes: Times New Roman 12 Pitch type
16 Lines minimum
20 Lines maximum

Margins:

Left: 1 inch
Right: 1 inch
Top: 2.2 inches
Bottom: 1 inch

SAMPLE FLAG LETTER OF COMMENDATION

The Commander, Navy Region Hawaii
takes pleasure in commending

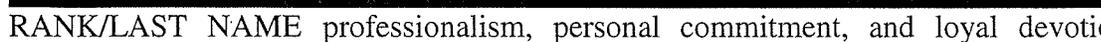
RANK/RATE
FIRST MI. LAST
UNITED STATES NAVY

for service as set forth in the following

CITATION:

“For outstanding performance of duty while serving as JOB TITLE, Joint Base Pearl Harbor-Hickam from November 2008 to January 2012. RANK/LAST NAME performed HIS/HER demanding duties in an exemplary and highly professional manner. 



 Seaman
RANK/LAST NAME professionalism, personal commitment, and loyal devotion to duty reflected great credit upon HIMSELF/HERSELF and were in keeping with the highest traditions of the United States Naval Service.”

F. L. PONDS
Rear Admiral, U. S. Navy

JBPHHINST 1650.1

OCT 28 2013

1650

JB00

From: Commander, Joint Base Pearl Harbor-Hickam
To: RANK/RATE(SW/AW) FIRST MI. LAST, USN, XXX-XX-6789

Subj: AWARDING OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE
MEDAL

Ref: (a) SECNAVINST 1650.1H

1. Per reference (a), you are commended for your selfless dedication and generosity, demonstrated by your commitment of personal time to improve our youth, community, and nation.

2. You are hereby authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service while participating as 



Your contributions touched the lives of hundreds of other individuals in our community. Your model of community service is the example for others to emulate during the period of November 2008 to January 2012.

3. Your volunteer service has allowed you to be a role model for the youths you lead, the peers you work with, and the communities you serve.

4. You have established yourself as a true leader and you can take pleasure in knowing that you have made a difference in the lives of others. I congratulate you on a job well done!

J. W. JAMES

Copy to:
BUPERS (PERS 313C)
Service Record

Enclosure (7)

OCT 28 2009

Notes: Century Gothic 12 Pitch type, bold
16 lines minimum
20 lines maximum

Margins:

Left: 1 inch
Right: 1 inch
Top: 2.2 inches
Bottom: 1 inch

SAMPLE LETTER OF COMMENDATION

The Commander, Joint Base Pearl Harbor-Hickam
takes pleasure in commending

RANK/RATE (SURFACE WARFARE/AVIATION WARFARE)
FIRST MI. LAST
UNITED STATES NAVY

for service as set forth in the following

CITATION:

"For exemplary performance of duty while serving as JOB TITLE for Commander, Joint Base Pearl Harbor-Hickam, Hawaii from November 2008 to January 2012. RANK/LAST NAME consistently performed HIS/HER demanding duties in an exemplary and highly professional manner.



RANK/LAST NAME
professionalism and devotion to duty reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service."

J. W. JAMES
Captain, United States Navy

JBPHHINST 1650.1

OCT 28 2019

SAMPLE LETTER OF APPRECIATION

1650

JB00

From: Commander, Joint Base Pearl Harbor-Hickam
To: RANK/RATE(SW/AW) FIRST MI. LAST, USN, XXX-XX-6789

Subj: LETTER OF APPRECIATION

1. I would like to extend my sincere appreciation for the outstanding support that you provided for [REDACTED] [REDACTED] On DD Month YYYY.
2. You demonstrated superb military bearing and professionalism while [REDACTED]. Your efforts directly contributed to the overall success of this event.
3. Once again, thank you for your unselfish devotion to duty to the Navy and community. I extend my personal congratulations on a job "Well Done"!

J. W. JAMES

Enclosure (9)