



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1650.1D
09M
14 Mar 03

SPAWAR INSTRUCTION 1650.1D

From: Commander, Space and Naval Warfare Systems Command

Subj: MILITARY AWARDS POLICY

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

Encl: (1) Award Submission Guide
(2) Example Award Citation
(3) Example Late Letter
(4) Example OPNAV 1650/3

1. Purpose. To update SPAWARSYSCOM awards policy and provide administrative and presentation procedural guidance. This is a significant revision to the basic instruction and should be read in its entirety.

2. Cancellation. SPAWARINST 1650.1C.

3. Background. One of the most effective means of enhancing morale in a military organization is the prompt recognition of exceptional performance. Recognition can take many forms ranging from verbal praise to a personal award.

4. Awarding Authority

a. Per reference (a), Commander, Space and Naval Warfare Systems Command (SPAWARSYSCOM) is authorized to award the Meritorious Service Medal (MM), Navy and Marine Corps Commendation Medal (NC), Navy and Marine Corps Achievement Medal (NA), and the Military Outstanding Volunteer Service Medal (MOVSM).

b. Letters of Appreciation (LOA) and Letters of Commendation (LOC) will normally be awarded by Commanding Officers of SPAWAR Systems Centers. In certain instances, LOA's/LOC's may be sent to SPAWARSYSCOM for consideration.

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d. Per reference (b), Commanding Officers of SPAWAR Systems Centers have the authority to award NC's, NA's, and MOVSM's.

5. Policy.

a. Commander, Space and Naval Warfare Systems Command desires recognition be given where it is due. To preserve the integrity of the Navy awards program, awards and decorations will only be recommended for actions or services that are clearly and distinctly outstanding in nature and magnitude. Acts or services must place a person's performance significantly above that of their contemporaries and be of such importance that it cannot be appropriately recognized in any other way.

b. It is not intended that the level of an award be restricted to a specific rank. Reference (a) does not equate award level and rank except for the Air Medal, Navy and Marine Corps Achievement Medal, and Combat Action Ribbon; however, award level is equated to scope of responsibility, which normally increases with rank. Therefore, high-level awards tend to gravitate toward more Senior Officers and Chief Petty Officers who are assigned to positions of higher responsibility. In general, the level of responsibility relative to awards is as follows:

Commander/Program Director/ Major Program Manager	LM
Program Manager/Deputy Program Manager/Senior Enlisted (E-9)	MM
Division/Branch Heads/ Senior Enlisted (E-7 thru E-9)	NC
All Others	NC or NA

6. Mid-Tour/Specific Achievement Awards.

a. Personnel who change assignments within SPAWARSYSCOM are eligible for a mid-tour award if the following requirements are met:

(1) Must have served a minimum of 18 months in current assignment and have a minimum of 18 months remaining on the next assignment.

(2) Performance must meet requirements set forth in paragraph 5a.

b. Award inputs from the first assignment may be held and combined with inputs from the second in order substantiate a higher level award.

7. Administrative Procedures

a. For MM's, NC's, and NA's, recommendations will be submitted to the SPAWARSYSCOM 09M awards coordinator not less than 75 days prior to member's departure date, and not less than 90 days for LM recommendations. LOA's and LOC's should be submitted not less than one month before planned presentation date. Award recommendations submitted outside these guidelines will require a letter of lateness to accompany the award package. Late awards without this letter will not be accepted. Submit award recommendations as soon as possible following an act, specific achievement, or service deserving of special recognition. If an individual is truly deserving of an award, the Deputy Commanders/Assistant Commanders/Program directors or Commanding Officers/Officer-in-Charge should afford the member the honor of a well-written and timely award.

b. To ensure a complete historical record of awards presented to SPAWAR personnel in the field, NC's and NA's awarded under reference (b) shall be forwarded to SPAWARSYSCOM 09M as follows:

(1) Original OPNAV 1650/3.

(2) One copy of the citation with the recipient's social security number typed in the top right corner as shown in enclosure (2).

c. Following the presentation of local commendatory correspondence, the presenting command is responsible for ensuring "copies to" are provided. A copy should always be provided to the servicing Personnel Support Detachment for filing and service record entry, if appropriate.

d. It is SPAWARSYSCOM's policy to review and endorse all higher award recommendations forwarded by Commanding Officers of field activities. The Chief of Naval Operations (CNO) is the

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awarding authority for the LM. LM recommendations for SPAWARSYSCOM Headquarters will be submitted to SPAWARSYSCOM 09M.

e. Recommendations for unit awards will be submitted to SPAWARSYSCOM with complete information required by reference (a). The period of the award should not exceed 18 months. Unit awards recognize particularly outstanding performance and are generally awarded for operational achievements.

8. Submission Requirements. If a personal award nomination is deemed appropriate for an individual, an award recommendation package shall be prepared and submitted by the recommending PD/PMW/code. The package shall contain the following:

a. Personal Award Recommendation Form (OPNAV 1650/3) completed in accordance with enclosure (1). Not required for Flag LOC's and LOA's.

b. Summary of Action (SOA). The SOA will be used by the awards board to evaluate the merits of the recommendation. Generalities, excessive use of superlatives, and the "duties assigned" approach are to be avoided. An objective summary giving specific examples of the performance, and the results and benefits derived, should be presented. The SOA is required for all awards except for the NA, Flag LOC, and LOA.

c. Proposed Citation. The proposed citation should contain the most significant achievements noted in the summary of action. Submit in accordance with enclosure (1). Focus should be placed on content, the awards coordinator will do formatting. The text must be adaptable to publication by news media.

d. Letter of Lateness (if required). See paragraph 7.

e. Mid-tour/Specific Achievement Awards (if required). Attach a copy of citations for personal awards received during the tour. Any action previously recognized in a personal award cannot be used to substantiate other awards. A Flag LOC is not considered a personal award.

f. Signed, Original Hard Copy of OPNAV 1650/3.

g. Electronic copy of OPNAV 1650/3, SOA, and citation submitted via email.

9. Director, Military Resources Management Office
Responsibilities (SPAWAR 09M)

- a. Review award recommendations for correct format, completeness, and consistency.
- b. Liaison with higher authority for resolution of questions and/or problems concerning award recommendations.
- c. Ensure availability of awards/medals for presentation.
- d. Maintain proper records for all SPAWAR activities.
- e. Track awards through CNO staff for delivery.

10. SPAWARSYSCOM Awards Board. The awards board is held on the third Thursday of every month. The deadline for submissions is the Friday prior in order to allow ample time for preparation and review by board members. The standing Awards Board consists of SPAWARSYSCOM 00E, 00G, 00B, PD-18, 01, 02, and a recorder. Additional O6's will be utilized as required or desired by the Chairman. As the Awards Board Chairman, SPAWARSYSCOM 00E shall schedule the Awards Board. In the absence of SPAWAR 00E, the next senior O6 will stand in as Board Chairman.

11. Presentation of Military Awards. It is the desire of SPAWARSYSCOM that awards earned at SPAWAR activities be presented at those SPAWAR activities. The presentation of an award should occur at an appropriate award ceremony nearest the recipient's departure date or achievement. Therefore, it is imperative award recommendations be submitted within appropriate guidelines.

/S/

K. D. SLAGHT

Distribution:
SPAWAR List 4

Copy to:
SNDL Part II:

C81 (SHORE BASED DETACHMENTS, SPAWARSYSCOM)
FKA1B (SPACE AND NAVAL WARFARE SYSTEMS COMMAND)

AWARD SUBMISSION GUIDE

This guide is intended to be a quick-reference guide for the submission of award recommendations. Information herein has been taken directly from SECNAVINST 1650.1G and SPAWARINST 1650.1D. Awards not submitted in the proper format cannot be accepted.

1. OPNAV 1650/3 (Award Recommendation Form). Complete form as follows:

a. For NA, NC, or MM:

"From" Block: (Code of Originator), Space and Naval Warfare Systems Command
4301 Pacific Highway
San Diego, CA 92110-3127

"To" Block: Commander, Space and Naval Warfare Systems Command
4301 Pacific Highway
San Diego, CA 92110-3127 (00039)

b. For LM and above:

"From" Block: Commander, Space and Naval Warfare Systems Command
4301 Pacific Highway
San Diego, CA 92110-3127 (00039)

"To" Block: Chief of Naval Operations (N09B33)
Washington DC 20350-2000 (00011)

c. "Command POC" Block": Person preparing award package.

BLOCK

EXAMPLE/EXPLANATION

- | | |
|-------------------|--|
| 1. SSN: | "000-00-0000" |
| 2. DESIG/NEC/MOS: | officer - example: "1110"
enlisted - example: "9525" or
"0000", if none. |
| 3. NAME: | "SMITH, John D." |

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4. COMPONENT: "USN", "USNR", "USMC", etc.
5. GRADE/RATE: "CDR", "YN2", "CWO3", etc.
Not O5, E5, or PO3.
6. WARFARE DESIGNATOR: "SW", "AW", etc (enlisted only-
"N/A" for all officers and
enlisted without warfare pin)
7. UIC/RUIC: UIC of individual being recommended.
8. RECOMMENDED AWARD: "NA", "NC", "MM", "LM", etc.
(Two letter abbreviation).
9. SPECIFIC ACHIEVEMENT: Usually "NO". See SPAWAR awards
instruction section 6 for guidance
on specific achievement awards.
10. ACTION TYPE: Usually "MERITORIOUS".
11. NUMBER OF AWARD OF
RECOMMENDED MEDAL: "FIRST", "SECOND", "THIRD", etc.
12. ACTION DATE/
MERITORIOUS PERIOD: Example:
"JUN 00 - JUN 03"
13. GEOGRAPHIC LOCATION
OF ACTION/SERVICE: If in U.S., "CONUS". If not,
specify area as "WESTPAC", "MED",
"EUROPE", etc.
14. EXPIRATION OF ACTIVE
DUTY: "INDEFINITE" for officers;
members' EAOS for enlisted.
15. ESTIMATED DETACHMENT
DATE: Exact detachment date, if known.
PRD if unknown. If retirement,
date of ceremony is required.
16. NEW DUTY STATION: Complete SNDL Address.
(OPNAVNOTE 5400, Parts 1 and 2).
Home address if retiring or
separating.
17. UNIT AT TIME
OF SERVICE: Unit where member is being
recognized.

18. DUTY ASSIGNMENT: Primary duty assignment of individual.
Example: "SHIP'S SECRETARY"
19. PREVIOUS PERSONAL DECORATIONS AND MEDALS: Example:
NC JUN 97 - APR 00
NA JAN 94 - APR 97

Note: If unsure, call the Awards Board at comm: (202) 685-1770 or DSN: 325-1770 to request previous awards for member (have member's SSN available).

20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED: "NONE". If recommended individual has another award pending approval, list like Block 8.

21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: If no others, "NONE". If others are recommended, list as follows and submit as a group:

CDR William Jones
YN1 Debra Tate

22. NAME, GRADE, TITLE OF ORIGINATOR: Example:
"A. T. MORRIS, CAPT
Director of Operations"

23. FORWARDING ENDORSEMENTS: Do not complete this block.

24. TO BE COMPLETED BY AWARDING AUTHORITY: Do not complete this block.

25. SUMMARY OF ACTION (SOA):

a. This block should have an opening paragraph, bulleted list of accomplishments, and a closing sentence similar to "His remarkable accomplishments and dedication to excellence has made him highly deserving of the recognition afforded by the Meritorious Service Medal".

b. Not required for LOC's, LOA's, or NA's.

c. If LM is recommended, SOA must be double-spaced to allow for changes before submission to SECNAV.

2. Award Citation Format. Submit as follows:

- a. Double-spaced.
- b. Appropriate opening/closing sentences. See page 5 of this guide.
- c. Justified Margins.
- d. All caps for NA and NC.

3. Completed Award Recommendation Packages

a. Awards can be submitted by fax, email, or hard copy. However, the 1650, SOA, and citation must also be submitted electronically via email; not on disk. Unless submission is made by hard copy, the signed original must be provided shortly after. Awards may be emailed to Awards Coordinator for review and correction before recommending officer's signature and final submission.

b. Award boards are held monthly on the third Thursday of every month. The deadline for submissions is the Friday prior.

4. Common Award Submission Mistakes

a. If "From" block is from a department within SPAWARSYSCOM and it will stay here for signature, use PD, PMW, or code; not "Commander".

b. The ending date in block 12 must match detachment date in block 15. Members cannot be awarded for terminal leave periods. Usually if the dates differ, the date in block 15 will be correct.

c. Ensure OPNAV 1650/3 (block 22) is signed and dated by an officer of higher rank than the person being recommended. Civilians are not authorized to sign.

d. Be sure to proofread carefully and ensure that dates and information on the OPNAV 1650/3, SOA, and citation all match.

5. Questions. Please feel free to contact the Awards Coordinator for clarification on award issues.

Opening and Closing Sentences for LM, MM, NC, and NA

LEGION OF MERIT

OPENING :

For exceptionally meritorious conduct in the performance of outstanding service as...

CLOSING :

By his dynamic direction, keen judgment, and inspiring devotion to duty, Captain Smith reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

MERITORIOUS SERVICE MEDAL

OPENING :

For outstanding meritorious achievement (or service) while serving as...

CLOSING :

By his exceptional professionalism, steadfast initiative, and selfless dedication to duty, Commander Doe reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

NAVY AND MARINE CORPS COMMENDATION MEDAL

optional (GOLD STAR IN LIEU OF THE ~~xxxxxx~~ AWARD)

OPENING :

MERITORIOUS SERVICE WHILE SERVING AS...

CLOSING :

BY HIS PERSEVERANCE, INITIATIVE, AND DEVOTION TO DUTY, CHIEF DOE REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

OPENING :

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS...

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CLOSING :

BY HIS PROFESSIONALISM, INITIATIVE, AND LOYAL DEVOTION TO DUTY,
PETTY OFFICER DOE REFLECTED CREDIT UPON HIMSELF AND UPHELD THE
HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Example Award Citation



DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS COMMENDATION MEDAL

CHIEF PERSONNELMAN (SURFACE WARFARE)

TO

UNITED STATES NAVAL RESERVE

FOR

MERITORIOUS SERVICE WHILE SERVING AS LEAD COMPUTER SYSTEMS ANALYST AND TEAM LEADER OF THE NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS) INSTALLATION TEAM AT SPACE AND NAVAL WARFARE SYSTEMS COMMAND, INFORMATION TECHNOLOGY CENTER, DETACHMENT SAN DIEGO, CALIFORNIA FROM AUGUST 2000 TO JANUARY 2003. CHIEF PROFESSIONAL ABILITY AND DEDICATION WERE INVALUABLE IN THE TIMELY COMPLETION OF NSIPS SOFTWARE INSTALLATIONS ONBOARD 59 PACIFIC FLEET SHIPS. HIS VAST KNOWLEDGE AND THOROUGH TRAINING METHODS ENSURED THAT ALL PERSONNEL INTRODUCED TO THE NSIPS PROGRAM BECAME HIGHLY CAPABLE USERS. BY HIS PERSEVERANCE, INITIATIVE, AND DEVOTION TO DUTY, REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

097-50-7846

GIVEN THIS 3RD DAY OF JANUARY 2003




FOR THE SECRETARY OF THE NAVY
K. D. SLAGHT
REAR ADMIRAL, UNITED STATES NAVY
COMMANDER, SPACE AND NAVAL
WARFARE SYSTEMS COMMAND

SPAWARINST 1650.1D
14 MAR 03

EXAMPLE LATE LETTER

(date)

MEMORANDUM

From: (code head), Space and Naval Warfare Systems Command
To: Awards Board Chairman, Space and Naval Warfare Systems
Command

Subj: LETTER OF LATENESS ICO CDR JOHN C. SMITH

Ref: (a) SPAWARINST 1650.1D

1. Per reference (a), this award is being submitted late due to the adjustment of members' PRD from June 2003 to February 2003.

Signature

Enclosure (3)

PERSONAL AWARD RECOMMENDATION

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

FROM: 09M, Space and Naval Warfare Systems Command ADDRESS: 4301 Pacific Hwy San Diego, CA 92110-3127		TO: (Awarding Authority) ADDRESS: UIC/RUIC: 00039 Commander, Space and Naval Warfare Systems Command 4301 Pacific Hwy, San Diego, CA 92110-3127			
COMMAND POC: BILL JONES		PHONE # 619-524-0000	14. EXP. OF ACTIVE DUTY: INDEFINITE		
1. SOCIAL SECURITY NUMBER: 000-00-0000	2. DESIG/NEC/MOS 1110	IF RETIREMENT/SEPARATION, NUMBER OF YEARS: N/A			
3. NAME (Last, first, MI) SMITH, John D.		15. EST. DETACHMENT DATE: 18 Jun 03 <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc.) USN		16. NEW DUTY STATION (Home address if separation anticipated) USS NIMITZ (CVN 68) ADDRESS: FPO AP 96620-2820			
5. GRADE/RATE: CDR	17. UNIT AT TIME OF ACTION/SERVICE SPAWARSYSCOM	18. DUTY ASSIGNMENT: SHIP'S SECRETARY			
6. WARFARE DESIGNATOR: N/A	7. UIC/RUIC: 00039	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon)			
8. RECOMMENDED AWARD (See instruction #3 on back) NC	9. SPECIFIC ACHIEVEMENT: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	NC JUN 97-APR 00 NA JAN 94-APR 97			
10. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERI- TORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL: SECOND		20. PERSONAL AWARDS RECOMMENDED – NOT YET APPROVED: NONE			
12. ACTION DATE/MERITORIOUS PERIOD: JUN 00 – JUN 03		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE			
13. GEOGRAPHIC AREA OF ACTION/SERVICE: CONUS					
22. 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					
NAME, GRADE, TITLE OF ORIGINATOR: A. T. MORRIS, CAPT, Director of Operations		SIGNATURE:	DATE:		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (to be completed by originator)	RECOMMENDED AWARD	COMBAT "V" <input type="checkbox"/> YES <input type="checkbox"/> NO	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		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V" <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	EXTRAORDINARY HEROISM RECOMMENDED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SIGNATURE, GRADE, TITLE	DATE APPROVED
				K. D. SLAGHT, RADM, USN COMMANDER	
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM)				DATE:	
TO: CNO (N09B33) CMC (CODE MHM)					
1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA					
2. Reviewed and recorded					
By direction _____					

INSTRUCTIONS

1. Before completing this form see SECNAVIST 1650.1G

2. The Summary of Action (item 24) 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 8, 19, 20, 23, and 24.

MH - Medal of Honor

NM - Navy & Marine Corps Medal

JC - Joint Service Commendation Medal

NX - Navy Cross

BS - Bronze Star

NC - Navy Commendation Medal

DM - Distinguished Service Medal

BV - Bronze Star with V

CV - Navy Commendation Medal with V

SS - Silver Star

PH - Purple Heart Medal

JA - Joint Service Achievement Medal

LM - Legion of Merit

MM - Meritorious Service Medal

NA - Navy Achievement Medal

LV - Legion of Merit with V

AS - Air Medal - Strike/Flight

NV - Navy Achievement Medal with V

DX - Distinguished Flying Cross

AF - Air Medal - Individual Action

CR - Combat Action Ribbon

DV - Distinguished Flying Cross with V

AH - Air Medal - Individual Action with V

25. SUMMARY OF ACTION (*not required for Command approved NAMS*)