



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1650.5B
4/PERSOFF

SEP 17 2007

USNA INSTRUCTION 1650.5B

From: Superintendent, United States Naval Academy

Subj: NAVAL ACADEMY AWARDS BOARD

Ref: (a) SECNAVINST 1650.1H (Navy and Marine Corps Awards Manual)
(b) USNAINST 12451.4
(c) DoD 1400.25-M (DoD Civilian Personnel Manual)

Encl: (1) Instructions for Completing Personal Award Recommendation
(2) Sample Personal Award Recommendation (OPNAV 1650/3) (Rev. 1-94)
(3) Sample Flag Letter of Commendation
(4) Sample Navy and Marine Corps Achievement Medal Citation/Certificate
(5) Sample Navy and Marine Corps Commendation Medal Citation/Certificate
(6) Sample Meritorious Service Medal Citation
(7) Sample Legion of Merit Citation

1. Purpose. To establish the Naval Academy Awards Board for all awards originating at the Naval Academy and to assign responsibility for the Board.

2. Cancellation. USNA Instruction 1650.5A

3. Information

a. The Naval Academy Awards Board has been established to ensure consistency of awards throughout the Naval Academy. This board is not meant to replace subordinate review boards and administrative procedures responsible for the smooth product submitted to the Personnel Officer.

b. Board Membership

(1) The composition of the Naval Academy Awards Board will be as listed below. Principals may designate a representative to sit on the Board (looking for consistent membership, not rotating duty). Since the Board will consider award nominations for active duty O-5 and below, as well as civilians, any designated representative should be an O-6 or civilian equivalent.

Recorder: Personnel Officer (non-voting member)

Members: Academic Dean and Provost representative
Commandant of Midshipmen representative
Dean of Admissions representative
Deputy for Information Technology Services representative
Director, Human Resources Department (voting only on civilian awards)
Senior Marine Corps Officer
Command Master Chief

c. Policy

(1) The Awards Board will serve to provide appropriate recognition by ensuring consistent standards are applied in the awards process for all assigned personnel. Award levels should be consistent with the Fleet and comparable with similar responsibility at sea. It will meet monthly, or as necessary. If no awards are provide for review, the monthly Board will be cancelled.

(2) The Board will review all awards for Commander and below at the NCM and above level in accordance with reference (a). The Board will also review honorary awards for civilian personnel per references (b) and (c).

4. Processing of Award Recommendations for Civilian and Military Personnel

a. All personal award recommendations for civilian and military personnel will be submitted by the originating office via the chain of command in finished form following the guidelines for preparation as outlined in enclosures (1) through (7). Personal Award recommendations/packages should be forwarded to the Recorder at least 90 days before detachment, or immediately following action to be recognized.

b. The Recorder will email award submissions to the Awards Board members at least three working days before the Board convenes and will provide administrative support to the Awards Board President.

c. Awards Board recommendations will be forwarded by the Recorder to the Superintendent for final approval.

d. The originator of the award recommendation will coordinate a suitable ceremony for their receiving member. The Recorder will supply the originator with the member's award certificate and medal and will forward all necessary information to the Department of the Navy's Board of Decorations and Medals.

/S/
J. L. FOWLER

Distribution:
All Non-Mids (electronically)

**INSTRUCTIONS FOR COMPLETING PERSONAL AWARD RECOMMENDATION
(OPNAV 1650/3) (Rev-1-94)**

1. Personal award recommendations should be forwarded to the Naval Academy Awards Board via the chain of command no later than 90 days before the officer detaches and at least ten working days before the Board meets. At least six months lead time before departure is recommended for awards for Air Force, Army, and foreign officers to allow time for processing by the Secretary of the Navy. All award submissions must include the following:

a. A smooth, completed and signed Personal Award Recommendation (OPNAV 1650/3). Enclosure (2) provides guidance for completing the OPNAV 1650/3. All blocks must be completed for submission to the Awards Board. Leave the back of the form blank and start the proposed Summary of Action (SOA), if one is included, on a separate sheet. Ensure that dates are consistent with the dates on the SOA and citation. Blocks 11 and 19 (previous awards received and the number of the recommended award) should also be consistent. OPNAV 1650/3 forms are not to be submitted for Letters of Commendation.

b. Summary of Action, as required. The SOA must be submitted for NCMs, MSMs, and above, as well as for any award involving Air Force, Army, or foreign officers. The SOA is optional for NAMs for Navy and Marine Corps personnel.

(1) If included, the amount of detail and supporting documentation required in an SOA will depend upon the circumstances and the nature of the award being recommended. NAM and NCM SOAs should be limited to one, single-spaced page. The MSM and LOM may require more detail and length. This part of the recommendation is important, since each recommendation is evaluated on the merits of the justification. Generalities, excess use of superlatives, and the "job description approach" are to be avoided. An objective summary, giving specific examples of the performance and manner of accomplishing it, together with the results and benefits derived, should be presented.

(2) MSMs and higher require separate citations and certificates. Citations for these awards should be prepared in portrait mode, 11 pitch, Times New Roman font, upper and lower case as appropriate, and not exceed 22 lines in length. Samples are provided in enclosures (6) and (7).

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY

DEF 1 / 2007 USNAINST 1650.5B
 ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
 COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM Deputy for ITSD ADDRESS: U.S. Naval Academy, Annapolis, MD 21402		1a. UIC / RUC 00161	2. TO (Awarding Authority) : Superintendent, U.S. Naval Academy, Annapolis, MD ADDRESS:		2a. UIC / RUC 00161
3. COMMAND POC: NAME: CDR T. A. KEEGAN EMAIL: KEEGAN@USNA.EDU			4. PHONE: (DSN): 281-1560 (COM): 410-293-1560		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 02MAY08
6. SSN 123-45-6789		7. DESIG/NEC/MOS 2514		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 15-Dec-2007	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) DOE JANE A			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input checked="" type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USN			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) NEW DUTY STATION IF APPLICABLE. N/A IF NOT		
13. PAYGRADE AND RATING E8 ITCS					
14. WARFARE QUALIFICATION SW/AW		15. UNIT AT TIME OF ACTION/SERVICE USNA, ANNAPOLIS, MD		16. DUTY ASSIGNMENT JOB TITLE HERE	
17. UIC/RUC 00161	18. CAMPAIGN NA Not Applicable	18a. OPERATION : N/A		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) JC (Jan89-Sep89) JC (Oct89-May90) JA (Mar91-May94) NA (Jun94-Apr95) NA (Oct85-Jul88) JC (Oct01-May04)	
20. RECOMMENDED AWARD JC Joint Service Commendation 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 POSTHUMOUS			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED NONE		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 3		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE			
25. ACTION DATE/MERITORIOUS PERIOD 01-May-2005 - 15-Dec-2007			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A		
27. GEOGRAPHIC AREA OF ACTION/SERVICE DC Nat'l Cap Region			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 JOE E. SAMPLE, CDR, USN LEAD INSTRUCTOR			30b. SIGNATURE ORIGINATOR SIGN HERE		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	J. L. FOWLER, VADM, USN SUPERINTENDENT	
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 _____					

Enclosure (2)

SEP 17 2007

FLAG LETTER OF COMMENDATION (FLOC)

The Superintendent of the United States Naval Academy takes pleasure in presenting a Letter of Commendation to

SEAMAN OLIVER J. MARSHALL
UNITED STATES NAVY

for services set forth in the following

CITATION:

“For superior performance in the execution of his duties while serving as (job title during achievement here) at the United States Naval Academy, Annapolis, Maryland from (Start date month/yyyy) to (Ending Date month/yyyy). During this period, Seaman Marshall acted in a highly professional and diplomatic manner while standing duty as a sentry at the various gates around the Annapolis Area Complex. His/Her ability to rapidly grasp and execute the required security training in a short period of time greatly enhanced the over all security of the complex and allowed the Naval Academy and Naval Station to accomplish their respective missions while in a heightened security posture. Throughout this period, Seaman Marshall’s professionalism, tactfulness, stalwartness, and attention to duty proved him/her in great stead as he dealt with the constant and repeated changes effecting access criteria for the Naval Academy and Naval Station. Seaman Marshall’s exceptional professional ability, initiative, and loyal dedication to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.”

J. I. FOWLER
Vice Admiral, U.S. Navy
Superintendent

Note: 22 lines maximum

Enclosure (3)

SAMPLE

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
(SILVER STAR IN LIEU OF THE SIXTH AWARD)

TO

YEOMAN CHIEF PETTY OFFICER (SURFACE WARFARE) JOHN/JANE L. DOE,
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS RECORDER FOR THE PHYSICAL EVALUATION BOARD, SECRETARY OF THE NAVY COUNCIL OF REVIEW BOARDS FROM MAY 2005 TO AUGUST 2007. CHIEF PETTY OFFICER DOE'S INSPIRING LEADERSHIP AND PERSONAL INITIATIVE WERE INSTRUMENTAL IN THE EFFICIENT AND TIMELY PROCESSING OF MORE THAN 50,000 NAVY AND MARINE CORPS ACTIVE DUTY AND RESERVE DISABILITY CASES, AND COMBAT RELATED SPECIAL COMPENSATION (CRSC) CASES. HE CONTINUALLY EDUCATED PERSONNEL ON THE INTRICACIES OF THE CRSCM SYSTEM. CHIEF PETTY OFFICER DOE'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

USNAINST 1650.5B CH-1
APR 24 2008

For the
J. L. FOWLER
Vice Admiral, U.S. Navy
Superintendent

Note: The citation body should not exceed 7 ½ single spaced lines at 12 pitch; bold type is required.

Enclosure (4)

SAMPLE

DEPARTMENT OF THE NAVY

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

NAVY AND MARINE CORPS COMMENDATION MEDAL
(GOLD STAR IN LIEU OF SECOND AWARD)

TO

INFORMATION SYSTEMS TECHNICIAN CHIEF PETTY OFFICER (SW/AW) JOHN/JANE M. DOE,
UNITED STATES NAVY

MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) (OR HEROIC SERVICE) (OR HEROIC ACHIEVEMENT) WHILE SERVING AS THE MESSAGE CENTER'S LEADING CHIEF PETTY OFFICER, UNITED STATES NAVAL ACADEMY, ANNAPOLIS, MARYLAND FROM JUNE 2001 TO DECEMBER 2004. CHIEF PETTY OFFICER DOE CONSISTENTLY DEMONSTRATED EXCEPTIONAL LEADERSHIP AND SUPERB TECHNICAL SKILLS. HE PERSONALLY UPGRADED THE NAVAL ACADEMY'S MESSAGE CENTER SYSTEM BY STREAMLINING SYSTEM PROCESSES AND INCREASING PERFORMANCE AND PRODUCTIVITY BY 20 PERCENT. ADDITIONALLY, THROUGH HIS PERSONAL MENTORING, HE INCREASED HIS DIVISION'S ADVANCEMENT RATE BY 50 PERCENT. IN PREPARATION FOR THE RECENT INSPECTOR GENERAL COMMAND ASSESSMENT, HE METICULOUSLY REVISED FIVE COMMAND INSTRUCTIONS AND UPDATED ALL MESSAGE CENTER STANDARD OPERATING PROCEDURES. BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, CHIEF PETTY OFFICER DOE REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

USNAINST 1650.5B CH-1

APR 24 2008

For the
J. L. FOWLER
Vice Admiral, U. S. Navy
Superintendent

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Enclosure (5)

SEP 17 2007

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

COMMANDER JANE D. DOE
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious service or achievement while **serv**ing as Congressional Liaison for Intelligence, Office of Legislative Affairs from January 2003 to August 2006. Commander Doe consistently performed her demanding duties in a highly professional manner. She distinguished herself as a highly respected and effective liaison officer through her keen understanding of Navy intelligence systems and programs. Commander Doe's professional acumen and ability to communicate effectively across widely varying communities and committees helped secure Congressional approval for key Navy initiative across the broad spectrum of General Defense Intelligence, Joint military Intelligence and Tactical Intelligence, and Related Activity Programs. Her interface with Members of Congress and their staffs was critical and informing them on a range of issues, including the Navy's involvement in the Global War on Terrorism, the impact of Intelligence Community Reform legislation, and key Intelligence, Surveillance and Reconnaissance initiatives. Commander Doe's exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon her and were in keeping with the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

Note: 22 lines maximum.

Enclosure (6)

SEP 17 2007

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

CAPTAIN JOHN V. DOE III
UNITED STATES NAVY

for service as set forth in the following:

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Chief of Staff, Carrier Group SEVEN from November 1991 to February 1994. In this position of considerable responsibility, Captain Doe's extraordinary leadership was instrumental in achieving quantum improvements to the Command. As a true visionary, he reorganized his division to closely align it with the Command's new structure. Under Captain Doe's direction, his division devised and implemented non-nuclear operations. Captain Doe directed teams of Mission Area Experts and provided Time Sensitive Planning and Crisis Action Planning for real world and exercise Global Strike support to various geographic combatant commands. Standing on the frontline of our Nation's strategic nuclear deterrence, he was prepared to advise the President of immediate strategic response options in the event of a ballistic missile, space, computer network, or nuclear attack. Captain Doe's superior performance of duties highlights the culmination of 24 years honorable and dedicated service. By his dynamic direction, keen judgment, and loyal devotion to duty, Captain Doe reflected great credit upon him and upheld the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

Note: 22 lines maximum.

Enclosure (7)



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1650.5B CH-1
28/OffPers

APR 24 2008

USNA INSTRUCTION 1650.5B CHANGE TRANSMITTAL 1

From: Superintendent

Subj: NAVAL ACADEMY AWARDS BOARD

Encl: (1) Navy and Marine Corps Achievement Medal Template
(2) Navy and Marine Corps Commendation Medal Template

1. Purpose. To publish change 1 to subject instruction.
2. Action. Enclosures (1) and (2) are to replace enclosures (4) and (5) of the original instruction.
3. Cancellation. When the required action has been taken.

/s/
J. L. FOWLER

Distribution:
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APR 24 2008

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For the
J. L. FOWLER
Vice Admiral, U. S. Navy
Superintendent

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Enclosure (2)