



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 1650.3

20 MAR 1995

COMDTMIDN INSTRUCTION 1650.3

From: Commandant of Midshipmen

Subj: COMMANDANT STAFF AWARD RECOMMENDATION PROCEDURES/AWARDS BOARD

Ref: (a) CPI 451-A and CPI 451-E (NOTAL)
(b) SECNAVINST 1650.1F (Navy and Marine Corps Award Manual)

Encl: (1) Instructions for Completing Personal Award Recommendations

1. Purpose. To establish and assign responsibility for Commandant's Awards Board and to promulgate procedures for completing Personal Award Recommendations.

2. Information.

a. The Commandant's Award Board is established to evaluate and advise the Commandant of Midshipmen concerning award recommendations for personnel attached to the Commandant Staff (i.e. Company Officers, Company CPO's/GYSGT's, Physical Education, Band, Supply, etc.). The board will also ensure uniform criteria are applied to recommendations for awards throughout the command.

3. Board Membership.

(1) Composition of the Board is as follows:

President: Deputy Commandant

Members: One representative of:

Command Chaplain

Supply

Professional Development

Physical Education

Battalion Officer

Recorder: Designated Awards Yeoman (Nonvoter)

(2) Board members will be recommended to the Commandant via the Administrative Officer. Approved board members will be employed to create a broad representative base.

4. Policy.

(1) The Awards Board will serve to provide appropriate recognition by ensuring consistent standards are applied in the awards policies for all assigned personnel. The Awards Board President will assist in fostering an active effective awards program.

(2) Included in the awards program will be the awarding of the Letter of Commendation, the Navy and Marine Corps Achievement Medal, the Navy and Marine Corps Commendation Medal, the Meritorious Service Medal, Legion of Merit, and honorary awards for civilian personnel per reference (a).

4. Action.

a. Submission of recommendations.

(1) All Personal Award Recommendations for military and civilian personnel will be submitted by the originating office. The originating office will submit a Personal Award Recommendation, a proposed citation, and a complete summary of action as outlined in enclosure (1) for each individual recommended. Each recommendation must be forwarded through each division's chain-of-command for approval. Division approved Personal Award Recommendation packages must be forwarded to the Recorder no later than 5 working days prior to the scheduled Awards Board.

(2) The Recorder will review the recommendation for compliance with applicable directives governing awards and ensure the awards meet the originator's requested level, format, and proper grammar. The recorder will maintain the award for delivery to the Awards Board and will advise the originators of the status of each recommendation submitted.

(3) The Awards Board President will take votes from each Awards Board Member for each award submitted and will ensure proper approval, upgrading, or downgrading are completed. The Board President will make his report to the Commandant of Midshipmen.

(4) The Administrative Officer will oversee all local presentation of awards and will ensure all awards are forwarded to the Navy Department of Decorations and Medals.

b. Procedures.

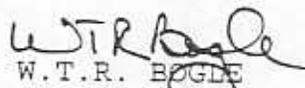
(1) Following review by the Recorder, awards recommendations will be delivered to each Awards Board Member for vote or alternate recommendations. The Awards Board President will have the deciding decision on all awards.

(2) Final approval rests with the Commandant.

(3) The Recorder will ensure all award recommendations are acted upon expeditiously and will forward awards to Superintendent.

(4) The Recorder will provide required administrative support and assistance.

(5) The Administrative Officer will coordinate a suitable ceremony for all staff awards.


W.T.R. BOGLE

Distribution:
COMND'T Staff
Chaplain (5)
Supply (10)
Prodev (15)
PhysEd (15)
Batt Ofcr's
Co Ofcr's
Co CPO's/GYSGT's
Band

INSTRUCTIONS FOR PERSONAL AWARD RECOMMENDATIONS

1. Personal Award Recommendations are required to be forwarded to the Awards Board Recorder no later than 5 working days prior to the Awards Board for review and submission. Each package shall include the following documents:

(1) Completed Personal Award Recommendation Form (OPNAV 1650/3). Ensure all information is completed. See page 2 of this enclosure for proper format. Leave the back of the 1650 blank.

(2) Summary of Actions. Type the summary of action in a doubled-space with only the left side justified. Writing the summary of actions recommendation is very important. You must clearly justify that the individual merits the award he is recommended for. Generalities, excessive use of superlatives, and the "job descriptions approach" should be avoided. Specific accomplishments, detailed evolutions, and supporting documentation of the circumstances should be carefully identified in the summary of action. The final length should not extend past one single-spaced page. Letter of Commendations do not require a summary of action.

(3) Citation. If an individual is recommended for an award, he or she, is entitled to a well prepared citation. A citation reflects an heroic act or meritorious achievement of services for a certain individual. Take the time to prepare the citation. The citation must agree with the summary of action, duty station, and should be unclassified. Ensure the information is factual and that it does not exceed 22 typewritten lines. See pages 3 through 6 of this enclosure for proper format.

Note: After reading the citation one should clearly and quickly understand exactly what the individual has done to receive the award. Be sure all justifications support your recommended award!

2. Once the personal award recommendation, summary of action, and citation has been approved by your chain-of-command forward the recommendation on a 3.5 disk to the Recorder for submission to the Awards Board.

PERSONAL AWARD RECOMMENDATION

OPNAV 1650/3 (Rev. 3-76) S/N 0107-LF-016-5015

FROM Name of Division		TO (Awarding Authority) Commandant of Midshipmen U.S. Naval Academy	
1. SOCIAL SECURITY NUMBER Members SSN		14. EXP. OF ACTIVE DUTY Type "Indefinite" for officers/EAOS for enlisted.	
2. NAME (Last, first, middle) NAME, First Middle		15. EST. DETACHMENT DATE EAOS or transfer date.	
3. COMPONENT (USN, USNR, USMC, USMCR, etc.) Branch		16. NEW DUTY STATION (Home address if separation anticipated) Type full address of new dutsta here or home address in case of separation.	
4. GRADE/RATE Grade/Rank/Rate	5. DESIG/NEC/MOS 0000	17. UNIT AT TIME OF ACTION/SERVICE U.S. Naval Academy	18. DUTY ASSIGNMENT Company Officer/Instructor/ Chaplain/Admin Officer
6. HOME STATE Home state	7. BUIC/RUC (During Active Service) USNA 00161/Navsta 62226	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD List all previous awards here. List all NAM's/NCM/MSM/LOM and the periods of each award. Do not list Good Conduct's/Letter of Appreciations or Letter of Commendations. Example: NAM 95FEB-95DEC	
8. RECOMMENDED AWARD Navy Achievement Medal Navy Commendation Medal Meritorious Service Medal		9. COMBAT "V" <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED None
10. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION If other personnel are receiving the same award list them here. If not, type "None"	
11. NUMBER OF AWARD OF THIS MEDAL Type number of recommended award member has already received. "First" "Second" "Third"			
12. ACTION DATE/MERITORIOUS PERIOD Type period of award. 95FEB - 95DEC			
13. AREA OF ACTION/SERVICE U.S. Naval Academy, Annapolis. MD			

22. I certify that the facts contained in the summary of action are known to me a matter of record

NAME, GRADE, TITLE OF ORIGINATOR Type name of person listed in "From" block above	SIGNATURE Approved signature from person listed in from block.	DATE Date signed
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23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)

VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	Note: Verify previous awards by verifying members service record.	Note: Only one 1650 for each person recommended.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Note: Letters of Commendations do not require a Summary of Actions.	
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		

24. TO BE COMPLETED BY AWARDING AUTHORITY

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		

INFO COPIES TO	NO. ENCLOSURES ATTACHED
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FOR USE OF NDBDM ONLY

FROM: SECNAV (NDBDM) TO: CNO (OP-09B19) CMC (CODE MSDM) DATE: _____

1. Reviewed and recorded. Forwarded for appropriate action.
2. Extraordinary heroism recommended Yes No Not Applicable

By direction _____

SAMPLE - NAVY ACHIEVEMENT MEDAL

The Secretary of the Navy takes pleasure in presenting the NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (Add phrase if needed: Gold Star in Lieu of ____ Award) to

LIEUTENANT (Spell out/all caps/centered)
JOHN FRANKLIN DOE (Complete name/all caps/centered)
UNITED STATES NAVY (Branch/all caps/centered)

for service as set forth in the following
CITATION:

(5 spaces) For professional- (or leadership) achievement in the superior performance of (his/her) duties while serving as _____, United States Naval Academy, from (month/year) to (month/year).

(Identify/describe specific duty assignments, outstanding personal attributes, and/or leadership accomplishment displayed. This section of the citation must clearly justify the award recommended. The total length should not exceed 22 lines including the lead in and lead out portions. Justify the citation with the signature line flush right as shown below. Do not place quotation marks around the citation.

Note: Identifying the actions/performance of this award should be powerful and direct. Be specific and keep in mind the level of award being requested.

(name) exceptional professional ability, initiative, and loyal dedication to duty reflected great credit upon (himself/herself) and (the United States Marine Corps) (the United States Army) (the United States Air Force) and were in keeping with the highest traditions of the United States Naval Service.

For the Secretary of the Navy,

(Leave 4 spaces here)

C. R. LARSON
Admiral, U.S. Navy
Superintendent

SAMPLE - NAVY COMMENDATION MEDAL

The Secretary of the Navy takes pleasure in presenting the NAVY AND MARINE CORPS COMMENDATION MEDAL (Add phrase if needed: Gold Star in Lieu of ____Award) to

LIEUTENANT (Spell out/all caps/centered)
JOHN FRANKLIN DOE (Complete name/all caps/centered)
UNITED STATES NAVY (Branch/all caps/centered)

for service as set forth in the following
CITATION:

(5 spaces) For professional achievement (or meritorious achievement) (or heroic service) while serving as _____, United States Naval Academy, from (month/year) to (month/year).

(Identify/describe specific duty assignments, outstanding personal attributes, and/or leadership accomplishment displayed. This section of the citation must clearly justify the award recommended. The total length should not exceed 22 lines including the lead in and lead out portions. Justify the citation with the signature line flush right as shown below. Do not place quotation marks around the citation.

Note: Identifying the actions/performance of this award should be powerful and direct. Be specific and keep in mind the level of award being requested.

(1) For Meritorious Achievement - Achievement should constitute a definite contribution to the Naval service, such as an invention, or improvement in design, procedure, or organization.

(2) For Meritorious Service - May cover a period of time, circumstance, or service performed. The performance should be well above the usually expected individual commensurate of (his/her) grade or rate.

_____(name)____ exceptional professional ability, initiative, and loyal dedication to duty reflected great credit upon (himself/herself) and (the United States Marine Corps) (the United States Army) (the United States Air Force) and were in keeping with the highest traditions of the United States Naval Service.

For the Secretary of the Navy,

(Leave 4 spaces here)

C. R. LARSON
Admiral, U.S. Navy
Superintendent

SAMPLE - MERITORIOUS SERVICE MEDAL

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Add phrase if needed: Gold Star in Lieu of ____ Award) to

LIEUTENANT (Spell out/all caps/centered)
JOHN FRANKLIN DOE (Complete name/all caps/centered)
UNITED STATES NAVY (Branch/all caps/centered)

for service as set forth in the following
CITATION:

(5 spaces) For outstanding meritorious achievement (or service) while serving as _____, United States Naval Academy, from (month/year) to (month/year).

(Identify/describe specific duty assignments, outstanding personal attributes, and/or leadership accomplishment displayed. This section of the citation must clearly justify the award recommended. The total length should not exceed 22 lines including the lead in and lead out portions. Justify the citation with the signature line flush right as shown below. Do not place quotation marks around the citation.

Note: Identifying the actions/performance of this award should be powerful and direct. Be specific and keep in mind the level of award being requested.

(1) To justify this decoration, the acts of services rendered by an individual, regardless of grade or rate, must have been comparable to that required for the Legion of Merit but in a duty of lesser responsibility. The MSM is the counterpart of the Bronze Star Medal for the recognition of meritorious noncombat service.

(name) exceptional professional ability, initiative, and loyal dedication to duty reflected great credit upon (himself/herself) and (the United States Marine Corps) (the United States Army) (the United States Air Force) and were in keeping with the highest traditions of the United States Naval Service.

For the President,

(Leave 4 spaces here)

C. R. LARSON
Admiral, U.S. Navy
Superintendent

SAMPLE - LEGION OF MERIT

The President of the United States takes pleasure in presenting the LEGION OF MERIT (Add phrase if needed: Gold Star in Lieu of ___ Award) to

LIEUTENANT (Spell out/all caps/centered)
JOHN FRANKLIN DOE (Complete name/all caps/centered)
UNITED STATES NAVY (Branch/all caps/centered)

for service as set forth in the following
CITATION:

(5 spaces) For exceptionally meritorious conduct in the performance of outstanding service while serving as _____, United States Naval Academy, from (month/year) to (month/year).

(Identify/describe specific duty assignments, outstanding personal attributes, and/or leadership accomplishment displayed. This section of the citation must clearly justify the award recommended. The total length should not exceed 22 lines including the lead in and lead out portions. Justify the citation with the signature line flush right as shown below. Do not place quotation marks around the citation.

Note: Identifying the actions/performance of this award should be powerful and direct. Be specific and keep in mind the level of award being requested.

(1) To justify this decoration, the service rendered must have been comparable to that required for the Distinguished Service Medal but in a duty of lesser, though considerable, responsibility. However, this should not be interpreted to preclude the award of the Legion of Merit to any individual, regardless of grade or rate, whose acts or services meet the requirements.

(2) Awarded to member who distinguish (himself/herself) by exceptionally meritorious conduct in performing outstanding service.

(name) exceptional professional ability, initiative, and loyal dedication to duty reflected great credit upon (himself/herself) and (the United States Marine Corps) (the United States Army) (the United States Air Force) and were in keeping with the highest traditions of the United States Naval Service.

For the President,

(Leave 4 spaces here)

C. R. LARSON
Admiral, U.S. Navy
Superintendent