



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

USNAINST 1650.5C  
4/PERSOFF  
17 Nov 2015

USNA INSTRUCTION 1650.5C

From: Superintendent, United States Naval Academy

Subj: MILITARY AWARDS GUIDANCE

Ref: (a) SECNAVINST 1650.1 (series)  
(b) SECNAV M-5210.1  
(c) SECNAV M-5216.5

Encl: (1) Personal Award Recommendation - OPNAV 1650/3 (Rev 7-04)  
(2) Opening and Closing Statements  
(3) Sample Legion of Merit Citation  
(4) Sample Meritorious Service Medal Citation  
(5) Sample Navy and Marine Corps Commendation Medal Citation  
(6) Sample Navy and Marine Corps Achievement Medal Citation  
(7) Sample Flag Letter of Commendation  
(8) Sample Military Outstanding Volunteer Service Medal

1. Purpose. To provide policy and procedures for submitting, boarding, and presenting awards for military personnel at the United States Naval Academy (USNA) and to promulgate format standards per references (a) through (c) and enclosures (1) through (8).

2. Cancellation. USNAINST 1650.5B dated 17 Sep 2007.

3. Background. The awards system contributes to USNA's mission by providing deserving individuals with the recognition they have earned. Personnel preparing and approving awards shall follow the guidelines contained in reference (a) and this instruction without exception.

4. Policy. Award recommendations should reflect exceptional acts or service which conspicuously exceed expected performance of duty, and should not be considered automatic or follow a precedent based on awards made to previous incumbents. Recognition of sustained superior performance should be accorded an individual at the completion of the period during which he or she demonstrated that performance, such as at the end of a tour of duty. Awards recognizing specific acts should be presented as soon as possible after the act occurred, with due consideration given to the time required to properly investigate the event, validate the facts, and process the award. It is imperative that all awards be submitted per the timeliness prescribed in this instruction, ensuring proper recognition is bestowed on the awardee prior to detachment.

5. Action

a. The Superintendent is authorized to approve the Legion of Merit (LM), Meritorious Service Medal (MM), and lesser personal awards to Navy and Marine Corps personnel as well as U.S. Armed Services personnel permanently assigned to USNA. Awards for the Superintendent's personal staff must be approved by the Chief of Naval Operations. All personal award recommendations for foreign officers must be approved by the Secretary of the Navy via the Chief of Naval Operations.

b. Awards Board. The Superintendent has established the Naval Academy Awards Board to ensure consistent standards are applied in the awards process for all military personnel at USNA. This Board is not meant to replace subordinate review boards or administrative procedures. Principals may designate a representative to sit on the Board (consistent membership, not rotating duty). Since the Board will consider award nominations for active duty 0-6, the designated representative should be 0-6 or civilian equivalent. The Board will meet the second Wednesday of every month or as convened by the President. The board will be comprised of:

- (1) President: Chief of Staff
- (2) Recorder: Military Personnel Officer (non-voting member)
- (3) Members: Academic Dean and Provost representative  
Commandant of Midshipmen representative  
Dean of Admissions representative  
Senior Marine Corps Officer  
Deputy for Information Technology Services representative  
Command Master Chief (only votes on enlisted awards)

6. Timeline. Awards for Navy, Marine Corps, and other U.S. Armed Services personnel must be submitted to the recorder 90 days prior to the desired presentation or immediately following the action being recognized. Awards for foreign officers must be submitted six months prior to the completion of the service period being recognized to allow for sufficient processing time. Award packages submitted outside of the timeline shall include a letter to the Superintendent explaining the late submission.

7. Submission Requirements

a. Personal Award Recommendation (OPNAV 1650/3 (Rev 7-04)). A completed and signed OPNAV 1650/3, enclosure (1), must be submitted for all Navy and Marine Corps Achievement Medals (NA) and above.

General information for preparation and copies of the OPNAV 1650/3 can be obtained from the Navy Department Awards Web Services (NDAWS) website at <https://awards.navy.mil>. A printed copy of the awardee's personal awards history, which can be downloaded from the NDAWS website, must accompany the award package. Prepare the Summary of Action (SOA) using block 35 of the OPNAV 1650/3. When additional space is required, continue on plain standard size paper. Each award recommendation will be evaluated on the merits of its justification, so the SOA is critical. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended. The SOA is required for Navy and Marine Corps Commendation Medals (NC) and above, as well as all Marine Corps personnel and foreign officer awards. The SOA is optional for NAs for Navy personnel.

b. Citation. A proposed citation, condensed from the SOA, must accompany the recommendation. The approved format is indicated in reference (a) and samples are provided in enclosures (3) through (8). Although a citation is laudatory and formalized, it must be factual and contain no classified information.

(1) Citations for the LM, MM, and Flag Letters of Commendation (FLOC) shall be prepared in upper and lower case type in portrait mode and without the use of acronyms. The font shall be Times New Roman, Bold Italic, size 12, with full justification. The citation is limited to 23 typewritten lines, with the following margins: left margin 0.7", right margin 0.5", top margin 2", bottom margin 1".

(2) Citations for the NC and NA shall be prepared in all upper case type in landscape mode and without the use of acronyms. The font shall be Times New Roman, Bold, size 10, with full justification. The citation is limited to 7 ½ typewritten lines, with the following margins: left margin 1", right margin 1" top margin 2", bottom margin 1".

(3) Meritorious Outstanding Volunteer Service (MOVS) Medals shall be prepared in standard letter format per reference (c).

c. A hard copy, prepared in Microsoft Word, of the personal award recommendation will be submitted to the Personnel Officer (PERSO) by the originating office via the chain of command. The Recorder will forward award submissions to the Board members at least three working days before the Board convenes. The Board's recommendations will be forwarded to the Superintendent for approval.

d. Electronic submissions are to be forwarded to the PERSO via email using subject line: Award Submission-Last Name, First Name, Rank/Rate followed by a hyphen then the code indicating type of award (Example: Award Submission-Sailor, Johnny, LCDR - NC). Awards will not be forwarded to the Board until both hard copy and electrons have been received by the PERSO.

e. The originator of the award recommendation will coordinate a suitable ceremony for the receiving member. The PERSO will supply the originator with the member's completed award and medal.

f. NA, FLOC, and MOVS are not required to be submitted to the Awards Board for review or voting but must be submitted to the PERSO as described above, 60 days prior to the desired presentation, for Superintendent's approval and signature.

8. NDAWS Updates. The PERSO is a designated NDAWS administrator. For all awards signed by the Superintendent, the PERSO will make the appropriate entry into the NDAWS database and forward a copy to NAVPERSCOM (PERS-312) for submission into the member's Electronic Service Record. Additionally, the PERSO will update the NDAWS database upon request by personnel assigned to USNA who have awards missing from the NDAWS database. The member must bring a copy of the signed OPNAV 1650/3, SOA, and the citation to the Office of Personnel. If a copy of the signed OPNAV 1650/3 is unavailable, the citation copy must include the member's full social security number (SSN) and awarding Unit Identification Code (UIC), under the SSN, neatly written in the upper right hand corner of the citation.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per reference (b).

  
W. E. CARTER, JR

Distribution:  
All Non-Mids (electronically)

**PERSONAL AWARD RECOMMENDATION**

FOR OFFICIAL USE ONLY

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

1. FROM: DIR, DIV OF MATHEMATICS AND SCIENCE ADDRESS: 572 HOLLOWAY ROAD ANNAPOLIS MD 21402		1a. UIC / RUC 00161	2. TO (Awarding Authority) : SUPERINTENDENT, USNA ADDRESS: 121 BLAKE ROAD ANNAPOLIS MD 21402-5000		2a. UIC / RUC 00161
3. COMMAND POC: NAME: YNSN L. A. VEGA EMAIL: vega@usna.edu			4. PHONE: (DSN): 281-1552 (COM): 410-293-1552		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 01-NOV-2015 5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: 7
6. SSN		7. DESIG/NEC/MOS 7566		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): DETACHMENT: 01-NOV-2015	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) DOE, JOHN, S.			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USMC			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) 107 Phipps Lane Annapolis, MD 21403		
13. PAYGRADE AND RATING O3 CAPT					
14. WARFARE QUALIFICATION AVIATOR		15. UNIT AT TIME OF ACTION/SERVICE USNA, ANNAPOLIS, MD		16. DUTY ASSIGNMENT INSTRUCTOR	
17. UIC/RUC 00161	18. CAMPAIGN NA Not Applicable	18a. OPERATION : NA		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)  NA (Jul12)	
20. RECOMMENDED AWARD NC Navy & Marine Corps 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			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED NONE		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 1		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE			
25. ACTION DATE/MERITORIOUS PERIOD 01 Aug 2014 - 30 Nov 2015			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: NA		
27. GEOGRAPHIC AREA OF ACTION/SERVICE DC - Nat'l Cap Region			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: NA		
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 A. S. KAPUSCHANSKY, CDR, USN PERSONNEL OFFICER			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
NC		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	W. E. CARTER, JR, 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 _____					

## 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)**

Captain Doe distinguished himself by outstanding meritorious achievement and superior service while serving as Senior Instructor of Mathematics, United States Naval Academy from August 2014 to November 2015. Combining exceptional leadership skills, organizational abilities, and academic excellence, he directed his energies and talents to educating midshipmen, improving the Naval Academy, and bettering the United States Navy and the Marine Corps. His specific accomplishments include:

- As Senior Instructor of Mathematics, taught approximately 100 midshipmen in Calculus I and Calculus II. Received overwhelming positive feedback documented in Student Opinion Forms.
- Volunteered 15 hours per semester in the Math Lab Resource Room.
- Provided outstanding mentorship, academic guidance, and professional advice to dozens of midshipmen during many office hours and after office hours every week.
- As Department Coordinator for the Enterprise Safety Applications Management System, ensured that Mathematics Department personnel were properly trained with respect to workplace safety.

Captain Doe helped the Naval Academy achieve its mission of producing the finest naval officers in the world. His superior performance as Senior Instructor of Mathematics and his impactful service contributions to the Mathematics Department and the United States Naval Academy have earned him the recommendation to be awarded the Navy and Marine Corps Commendation Medal.

Opening and Closing Statements

1. There are 3 parts to a citation.

a. Part 1. The body of the citation begins with a standard phrase describing the degree of meritorious or heroic service as specified on each award, duty assignment of the individual, and inclusive dates of service on which the recommendation is based. Note: the ending date on awards for personnel leaving naval service is the last day of duty prior to the beginning of any period of terminal leave. The following opening phrases for specific decorations are exclusive to the respective award, and not used in others:

(1) Legion of Merit. For exceptionally meritorious conduct in the performance of outstanding service as...

(2) Meritorious Service Medal. For outstanding meritorious service or achievement while serving as...

(3) Navy and Marine Corps Commendation Medal. MERITORIOUS SERVICE OR ACHIEVEMENT (OR HEROIC SERVICE OR ACHIEVEMENT) WHILE SERVING AS...

(4) Navy and Marine Corps Achievement Medal. FOR PROFESSIONAL ACHIEVEMENT (OR HEROIC ACHIEVEMENT) AS...

(5) Flag Letter of Commendation. For superior performance in the execution of his/her duties while serving as...

b. Part 2. The second part of the citation identifies the recipient by name, describes specific duty assignment(s), accomplishments, and the outstanding personal attributes displayed. The description of the individual's achievement may also be included. No classified information may be included in the proposed citation.

c. Part 3. The third part of the citation states that the outstanding attributes mentioned or implied in the second part, "reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service." If an award is given in the name of the President, then the individual has reflected "great credit" upon himself/herself. In cases of Marines use, "...traditions of the Marine Corps and the United States Naval Service." Recommending closing statements are as follows:

(1) Legion of Merit. By his dynamic direction, keen judgment, and loyal devotion to duty, Rank Name reflected great credit upon himself/herself and upheld the highest traditions of the United States Naval Service.

(2) Meritorious Service Medal. Rank Name's exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.

(3) Navy and Marine Corps Commendation Medal. BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, RANK NAME REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(4) Navy and Marine Corps Achievement Medal. RANK NAME'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.

(5) Flag Letter of Commendation. Rank Name's exceptional professional ability, initiative, and loyal dedication to duty reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

SAMPLE - LEGION OF MERIT CITATION

*The President of the United States takes pleasure in presenting the LEGION OF MERIT to*

**COLONEL EMILY L. SMITH  
UNITED STATES MARINE CORPS**

*for service as set forth in the following*

**CITATION:**

*For exceptionally meritorious conduct in the performance of outstanding service as Deputy Commandant of Midshipmen, United States Naval Academy from June 2013 to November 2015. Colonel Smith's visionary leadership and dedicated efforts were instrumental to the professional development of the Brigade of Midshipmen, empowering young men and women to seize opportunities and meet challenges as they prepared to be the Nation's future combat leaders. Through her positive and direct interactions, infectious enthusiasm, and irreproachable personal example, she created a command climate in which all midshipmen and staff members could fully realize their personal and professional potential and achieve unprecedented levels of performance throughout the Naval Academy. Instilling a greater sense of pride, responsibility, and accountability into the Brigade and Commandant's staff, she dramatically improved the professional atmosphere. She was the driving force behind the efficient and effective execution of day-to-day operations for the Brigade, and as Co-Chair of the Academy Effectiveness Board, revived and oversaw an assessment process evaluating the Naval Academy's success in meeting its mission. Colonel Smith's extraordinary efforts to synergize the military, academic, and physical missions fostered cooperation across all Naval Academy entities, enhanced accountability, and positively influenced an entire generation of future Navy and Marine Corps officers. By her dynamic direction, keen judgment, and loyal devotion to duty, Colonel Smith reflected great credit upon herself and upheld the highest traditions of the United States Marine Corps and Naval Service.*

*For the President,*

**W. E. CARTER, JR  
Vice Admiral, U.S. Navy  
Superintendent**

SAMPLE - MERITORIOUS SERVICE MEDAL CITATION

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

**COMMANDER CHRISTOPER R. WILLIAMS  
UNITED STATES NAVY**

*for service as set forth in the following*

**CITATION:**

*For outstanding meritorious service while serving as Mechanical Engineering Master Instructor, United States Naval Academy from September 2012 to November 2015. An accomplished and versatile educator, Commander Williams expertly taught 25 sections of 12 different courses, positively impacting the academic and professional development of over 330 midshipmen. Genuinely concerned about his students' well-being and performance, he was regularly rated as one of the best teachers at the Naval Academy. Serving as Course Director of five courses, he skillfully led continuous improvement efforts and coordinated all day-to-day logistics. As a capstone advisor for eight different projects, his student design teams developed and tested unique, useful products for both civilian and military customers. While serving as Associate Chairman of the Mechanical Engineering Department, Commander Williams facilitated the effective teaching, scholarship, and service activities for 45 faculty. He drove efforts that led to re-accreditation of the Mechanical Engineering major and first-time accreditation for the General Engineering major, as well as the creation of a new major in Nuclear Engineering. His persistence and attention to detail as the Academy's Reserve Recall Liaison Officer ensured the important recall and mobilization of 10 reserve officers each year to serve as instructors for three year tours. By his involvement and example, he was a role model for midshipmen and peers alike. Commander Williams' exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon him and were in keeping with the highest traditions of the United States Naval Service.*

*For the President*

**W. E. CARTER, JR  
Vice Admiral, U.S. Navy  
Superintendent**

SAMPLE - NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION

(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

CAPTAIN JOHN S. DOE, UNITED STATES MARINE CORPS

MERITORIOUS SERVICE WHILE SERVING AS SENIOR MATHEMATICS INSTRUCTOR, UNITED STATES NAVAL ACADEMY FROM AUGUST 2014 TO NOVEMBER 2015. DEMONSTRATING OUTSTANDING LEADERSHIP AND PEDAGOGICAL ACUMEN, CAPTAIN DOE EXPERTLY TAUGHT OVER 100 MIDSHIPMEN CORE MATHEMATICS COURSES, CONTRIBUTING SIGNIFICANTLY TO THE ACADEMIC AND PROFESSIONAL DEVELOPMENT OF THE BRIGADE OF MIDSHIPMEN. DEVOTED TO STUDENT SUCCESS, HE INVESTED EXTENSIVE HOURS OUTSIDE THE CLASSROOM, PROVIDING EXTRA INSTRUCTION AND MENTORSHIP TO ENHANCE MIDSHIPMEN LEARNING. ADDITIONALLY, AS DEPARTMENT COORDINATOR FOR THE ENTERPRISE SAFETY APPLICATIONS MANAGEMENT SYSTEM, HE PROACTIVELY ENSURED THAT ALL DEPARTMENT PERSONNEL WERE PROPERLY TRAINED IN EVERY ASPECT OF WORKPLACE SAFETY. BY HIS UNSWERVING DETERMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, CAPTAIN DOE REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES MARINE CORPS AND NAVAL SERVICE.

For the  
W. E. CARTER, JR  
Vice Admiral, U.S. Navy  
Superintendent

SAMPLE - NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

(SILVER STAR IN LIEU OF THE SIXTH AWARD)

TO

CHIEF BOATSWAIN'S MATE (SURFACE WARFARE) JOHN R. CALVIN, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS SAILING DEPARTMENT LEADING CHIEF PETTY OFFICER, UNITED STATES NAVAL ACADEMY FROM JUNE 2012 TO NOVEMBER 2015. DEMONSTRATING EXCEPTIONAL LEADERSHIP AND TECHNICAL EXPERTISE, CHIEF PETTY OFFICER CALVIN LED 14 SAILORS IN CORRECTIVE AND PREVENTATIVE MAINTENANCE ON 30 SAIL TRAINING CRAFT, FACILITATING THE EFFECTIVE TRAINING OF MORE THAN 3,000 MIDSHIPMEN, OFFICERS, AND VOLUNTEERS IN BASIC SEAMANSHIP AND SMALL BOAT HANDLING. AN EXEMPLARY MENTOR, HE ALSO IMPLEMENTED A DETAILED PROFESSIONAL TRAINING PROGRAM, INCREASING THE ADVANCEMENT RATE FOR SAILORS WITHIN HIS DEPARTMENT. CHIEF PETTY OFFICER CALVIN'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

For the  
W. E. CARTER, JR  
Vice Admiral, U.S. Navy  
Superintendent

SAMPLE - FLAG LETTER OF COMMENDATION

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

***BOATSWAIN'S MATE SECOND CLASS (SURFACE WARFARE/AVIATION WARFARE)  
CHRISTOPHER G. JOHNSON,  
UNITED STATES NAVY***

*for service as set forth in the following*

***CITATION:***

*For superior performance in the execution of his duties while serving as Yard Patrol Craft Crewmember, United States Naval Academy from August 2013 to November 2015. Petty Officer Johnson performed his demanding duties in an exemplary and highly professional manner. Demonstrating a tireless work ethic and professional expertise, he participated in 362 underway operations and trained 580 midshipmen during Naval Academy Summer Seminar and Plebe Summer labs in Basic Seamanship and Navigation. Part of a four man coxswain team, he safely and effectively completed more than 150 utility boat runs transporting midshipmen during the 2014 Plebe Summer. His dedicated efforts contributed significantly to the 2014 Board of Inspection and Survey Material Assessment, including successful anchor drop tests on Yard Patrol Crafts 694 and 695. Additionally, as Training Petty Officer, his exceptional initiative in Sailor development resulted in the completion of 45 training sessions, greatly enhancing personnel rating and professional military knowledge. Petty Officer Johnson's exceptional professional ability, initiative, and loyal dedication to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval service.*

***W. E. CARTER, JR  
Vice Admiral, U.S. Navy  
Superintendent***

SAMPLE - MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

1650  
Ser XX/XXX  
Date

From: Superintendent, United States Naval Academy  
To: YNC (SW/AW) John Sailor, USN

Subj: AWARD OF MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVINST I650.1H (series)

1. Per reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service to enhance the quality of life of Sailors, family members, and civilians living and working in the Washington, D.C., metropolitan area, from January 2012 to November 2015.

2. As a committed citizen and volunteer, you regularly contributed your time and efforts to a variety of endeavors. Whether working with the Red Cross Help and Emergency Response Shelter or participating in the Navy Memorial's Annual Blessing of the Fleet, your selfless approach to volunteerism has demonstrated its importance throughout the community.

a. In the aftermath of Hurricane Isabel, you went beyond the call of duty and assisted with the cleanup of historic Annapolis, Maryland. Your spirit of cooperation and flexibility was particularly helpful to those overcome by their losses subsequent to this catastrophic experience.

b. Your unselfish support and generosity fostered many wonderful efforts at the Red Cross Help and Emergency Response Shelter where you used your considerable culinary skills to prepare and serve Christmas breakfast for 35 families.

c. Your participation in the USS MARYLAND Adopt-A-School program was particularly commendable. Not only did you serve as a tutor, mentor, and motivator for the students, you also worked vigorously to build camaraderie throughout the student body to teach the value of team work and collaboration.

d. The details of your commitment to the community are all the more impressive when considering you accomplished all your primary working responsibilities with your typical drive and determination for excellence.

3. Your actions reflect very favorably on your command and demonstrate the highest standards of the United States Navy. Well done!

W. E. CARTER, JR