



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO

P.O. BOX 3990

COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 1650.1C

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10 FEB 2014

NAVCRUITDISTOHIO INSTRUCTION 1650.1C

Subj: POLICIES AND PROCEDURES FOR THE SUBMISSION OF PERSONAL AWARD RECOMMENDATIONS

Ref: (a) COMNAVCRUITCOMINST 1650.1B
(b) SECNAVINST 1650.1H

Encl: (1) Sample 1650/3 Personal Award Recommendation
(2) Sample Meritorious Service Medal Citation
(3) Sample Navy and Marine Corps Commendation Medal Citation
(4) Sample Navy and Marine Corps Achievement Medal Citation
(5) Sample Commanding Officer's Letter of Commendation Citation
(6) Sample Military Outstanding Volunteer Service Medal Letter
(7) Navy Recruiting District Ohio Awards Board Voting Sheet

1. Purpose. To establish policy and procedures for the submission of personal award recommendations to Commanding Officer, Navy Recruiting District (NRD) Ohio.

2. Cancellation. NAVCRUITDISTOHIOINST 1650.1B.

3. Applicability. This instruction is applicable to all personnel assigned to NRD Ohio for personal awards that the Commanding Officer is the awarding or recommending authority.

4. Discussion. The timely recognition of deserving individuals and the preservation of the character and significance of personal awards are essential elements of sound leadership. This can best be accomplished through acknowledgment of personnel whose exceptionally high standards of performance and conduct merit special recognition.

5. Criteria. To preserve integrity, awards and decorations will only be recommended for acts or services that are clearly and distinctly outstanding in nature or magnitude. The act or service must place a person's performance significantly above that of their contemporaries.

1 0 FEB 2014

a. End-of-tour awards are encouraged for those personnel who have demonstrated sustained superior performance throughout their tour of duty. These awards are intended to recognize sustained superior performance.

(1) NAM for Recruiters. Completion of Station LPO PQS is mandatory and no disciplinary issues, Advancement Exam or PFA failures during tour. While there is no minimum net contract requirements, all previous awards and decorations will factor into determining if an EOT is necessary or warranted.

(2) NCM for DH's, ACR's, and DLCPO's. All NCM recommendations will be reviewed on a case-by-case basis.

b. Meritorious awards should be submitted in those cases where the chain of command feels that the service and/or performance of an individual merits special recognition, normally reserved for CO and CMC tours.

6. Approval Authority

a. Meritorious Service Medal (MSM). Commander, Navy Recruiting Command (CNRC) is the approving authority for Meritorious Service Medal. MSM recommendations will be submitted to CNRC via Commander, Navy Recruiting Region EAST.

b. Navy and Marine Corps Commendation Medal (NCM). Commander, Navy Recruiting Region EAST is the approving authority for NCMs.

c. Navy and Marine Corps Achievement Medal (NAM). In accordance with reference (b), Commanding Officers of NAVCRUITDIST are authorized to award NAMs.

d. Flag Letter of Commendation (FLOC). FLOC recommendations are to be submitted to CNRC via Commander, Navy Recruiting Region EAST.

e. For awards not listed, submit per reference (b).

7. Award Submission Timeline. Award recommendations must be submitted in a timely manner to allow for review and administrative processing. Timely submission and appropriate presentation of personal awards are equally important to maximize their positive effect on morale. This is necessary to permit ample time for processing if presentation is desired before the awardee's departure. The goal is that all awards be presented prior to detaching or retirement.

1 0 FEB 2014

a. Awards for approval by the Commanding Officer shall reach the Administrative Department at least 30 days before the award is required for presentation, normally 30 days prior to date of detachment/separation/terminal leave.

b. Awards for approval by Commander, Navy Recruiting Region EAST, shall reach the administrative department at least 90 days prior.

c. Award recommendations requiring approval authority from CNRC or higher must be submitted at least six months prior to presentation.

8. Award Format and Submission Procedures. The following format and procedures shall be adhered to when submitting awards to the Commanding Officer, Region EAST, AND Navy Recruiting Command for MSM, NC, NA, FLOC, & CO LOC.

a. The Meritorious Service Medal (MSM) citations shall be typed double-spaced, 12-pitch Courier New, with right justification, (23 lines maximum, including opening and closing sentences). Margins should be: left margin 0.7 inches, right margin 0.6 inches, top margin two inches, and bottom margin one inch.

b. Award citations for NCM & NAM will be typed in Microsoft Word, Arial 10 pitch, full justification, using one inch margins, bold text, landscape. Citations shall not exceed 9 typed lines, to include the opening and closing statements.

c. The Letter of Commendation citation shall be typed double-spaced, can be either 10 or 12-pitch Courier New, full justification, (15 lines maximum, including opening and closing sentences).

d. The heading of an awards citation, which identifies the member, shall contain the rank/rate (spelled out), Warfare Designation (enlisted only), complete name (First MI. Last), and branch of service (spelled out). Rank/rate must be per the Manual of the Navy Officer Classifications (NAVPERS 15839C) and Enlisted Manpower and Personnel Classifications (NAVPERS 18068F).

e. Prepare and submit proposed award recommendations per enclosures (1) through (6). The opening and closing sentences as indicated in the example will be strictly adhered to. Any deviation in the phrasing or format will result in the return of the award recommendation for correction.

1 0 FEB 2014

f. With the exception of the heading, the individual's name (e.g. Lieutenant Smith) should only be used in the second and last sentence of the citation. When using rank/rate and member's name within the body of the citation, use Seaman Jones (not YNSN Jones) Petty Officer Smith (not Petty Officer First Class Smith), and Chief James (not Chief Petty Officer James).

g. If meritorious period includes a previously approved award, ensure a copy of the approved award citation is attached to the OPNAV Form 1650/3 to verify there is no duplication of action.

h. Summary of Action (SOA) will be included for all MSM, NCM, & FLOC recommendations (no SOA required for NAMs).

g. The citation is written in the PAST TENSE and uses THIRD PERSON (i.e., he, his, her, Petty Officer Jones, Lieutenant Smith). Avoid repetitive use of "he" or "her" to begin sentences. Use various styles, make it sound personal and pleasant to read. Visualize the citation being read to a large group of people, while asking yourself the following questions: Is it clear what the awardee has done? Will the audience be nodding their heads in agreement that the award fits the action? Try to place yourself in the position of a friend or relative of the awardee who may not be familiar with Navy or Recruiting terminology. DO NOT USE ACRONYMS.

h. Award recommendations may be submitted electronically. This is especially useful when mail will result in lengthy delays. Electronic submissions shall include, a scanned 1650 with citation and if required, SOA in word format.

9. Military Outstanding Volunteer Service Medal (MOVSM):

a. The Military Outstanding Volunteer Service Medal (MOVSM) may be awarded to members of the Armed Forces of the United States who, after 31 December 1992, perform outstanding volunteer community service of a sustained, direct and consequential nature. To be eligible, an individual's service must:

(1) Be to the civilian community, including the military family community;

(2) Be significant in nature and produce tangible results;

(3) Reflect favorably on the Military Service and the Department of Defense; and

(4) Be of a sustained and direct nature

b. While there is no specific time period to qualify for the MOVSM, approval authorities shall ensure the service to be honored and merits the special recognition afforded by the medal. DON views the sustained time period to be three years. The MOVSM is intended to recognize exceptional community support over time, not a single act or achievement. Further, it is intended to honor direct support of community activities. The overall level of volunteer participation and impact of an individual's community service is the key to determining whether award of the MOVSM is justified.

c. Volunteering with the following types of organizations are examples of qualifying service: youth programs such as Boy/Girl Scouts; YMCA or YWCA; 4H; Big Brothers/Sisters, sports programs such as Little League and Special Olympics; abuse/rape/suicide hot line volunteers; hospital/blood drive volunteers; education programs such as volunteer teachers, D.A.R.E., and literacy programs; CFC organizations such as March of Dimes, Make-a-Wish Foundation, Salvation Army; volunteer fire department/rescue squad; community centers; neighborhood watch; Meals-on-Wheels; homeless shelters; senior citizens programs; working with the hearing impaired; fund drives and telethon support; public library story hour; museum guide; local beautification projects such as Adopt-a-Park and Adopt-a-Highway; military affiliates such as USO, Navy and Marine Corps Relief Society, and Navy League' Sea Cadet programs.

d. Commanding Officer, NRD Ohio has determined that a service member must dedicate a minimum of 250hrs of their personal time devoted to volunteer efforts in order to be eligible.

e. Individual must provide substantiation of volunteer service.

10. Common Mistakes: The following examples are the most frequently encountered errors, which lead to processing delays and returned submissions:

- Name of individual is spelled differently on proposed citation than what is reflected on OPNAV 1650/3 or cover letter.

- OPNAV Form 1650/3 incomplete or improperly completed.

- Warfare designation listed in citation, but not on OPNAV 1650/3.

1 0 FEB 2014

- Block 16 of OPNAV 1650/3 is incorrect/incomplete. New duty station or new home is required. If the member is transferring and have not received PCS orders type in "AWAITING PCS ORDERS."

- Award citation of a previously approved award during current tour not provided.

- Block 11 of OPNAV 1650/3 does not reflect the correct number of award and block 19 does not equate to the number or is blank. Correcting the number of an award is very difficult once it is completed and filed at Secretary of the Navy and in the official service record at Naval Personnel Command.

- Standard closing and retirement (as appropriate) sentences not in accordance with enclosures.

- Spell check and proofreading not completed.

- Acronyms not spelled out or not understood.

- Meritorious period of proposed award for individuals retiring, separating, etc., is incorrect. The ending month in block 12 is the month of commencement of terminal leave and will match block 15 of the OPNAV 1650/3.



JOHN L. NGUYEN

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/ohio/ohio-latest-info.htm>

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY

10 FEB 2014
ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: Executive Officer ADDRESS: Navy Recruiting District Ohio 3990 E. Broad ST, BLDG 10, Columbus, OH 43213-3990		1a. UIC / RUC 62416	2. TO (Awarding Authority) : Commanding Officer ADDRESS: Navy Recruiting District Ohio 3990 E. Broad ST, BLDG 10, Columbus, OH 43213-3990		2a. UIC / RUC 62416
3. COMMAND POC: NAME: YNC(SW) Donald Harris EMAIL: Donald.Harris@navy.mil			4. PHONE: (DSN): 869-3014 (COM): (614)693-3014		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 23-Feb-2019
6. SSN 123-45-6789		7. DESIG/NEC/MOS 9585		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 07-Jan-2015	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) JOE M. NAVY			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 1) FPO, AA, 34091-1186		
13. PAYGRADE AND RATING E-6 BM1			14. WARFARE QUALIFICATION (SW/AW)		15. UNIT AT TIME OF ACTION/SERVICE NAVY RECRUITING DISTRICT OHIO
16. DUTY ASSIGNMENT RECRUITER		17. UIC/RUC 62416		18. CAMPAIGN NA Not Applicable	
19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) NA (Oct05-Jan080 NA (Mar08-Mar09)		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 <input type="checkbox"/> MIA	
22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED NONE		23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 2		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE	
25. ACTION DATE/MERITORIOUS PERIOD 15-May-2010 - 31-Dec-2014			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A		
27. GEOGRAPHIC AREA OF ACTION/SERVICE US CONUS, Alaska, Territories, Canada			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 JACK T. BARBOSA CDR USN EXECUTIVE 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
NA		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DAVEY M. JONES CAPT, USN COMMANDING OFFICER	
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 _____					

10 FEB 2014

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)

10 FEB 2014

Sample MSM Citation

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

COMMANDER (Insert Name)
UNITED STATES NAVY

for service set forth in the following

Citation:

For outstanding meritorious service or achievement as XXX, Navy Recruiting District Ohio, from (Month and Day) to (Month and Day).

23 lines maximum for the text including the opening and closing sentences

Option 1:

By his/her bold leadership, wise judgment, and complete dedication to duty, (Position and Name) reflected great credit upon (himself/herself) and upheld the highest traditions of the United States Naval Service.

Option 2:

(Position and Name) 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.

For the President,

Commander, Navy Recruiting Command

Sample NCM Citation

(GOLD STAR IN LIEU OF FIFTH AWARD)

NAVY COUNSELOR (RECRUITER) FIRST CLASS (SURFACE WARFARE/AVIATION WARFARE) JOE R. NAVY
UNITED STATES NAVY

MERITORIOUS SERVICE AS (JOB TITLE) AT NAVY RECRUITING DISTRICT OHIO, FROM (MONTH AND YEAR) TO (MONTH AND YEAR).
(RANK AND NAME) CONSISTENTLY PERFORMED (HIS/HER) DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL
MANNER. DEMONSTRATING EXCEPTIONAL RECRUITING SKILL AND INITIATIVE, (HE/SHE)

9 LINES MAXIMUM FOR THE TEXT INCLUDING THE OPENING AND CLOSING SENTENCES.

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

10TH (MONTH) (YEAR)

FOR THE
(COMMODORE'S NAME)
(RANK), U. S. NAVY
COMMANDER, NAVY RECRUITING REGION EAST

10 FEB 2014

Sample NAM Citation

(GOLD STAR IN LIEU OF FIFTH AWARD)

NAVY COUNSELOR (RECRUITER) FIRST CLASS (SURFACE WARFARE/AVIATION WARFARE) JOE R. NAVY
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (JOB TITLE) AT NAVY RECRUITING DISTRICT OHIO FROM (MONTH AND YEAR) TO (MONTH AND YEAR). (RANK AND NAME) CONSISTENTLY PERFORMED (HIS/HER) DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

9 LINES MAXIMUM FOR THE TEXT INCLUDING THE OPENING AND CLOSING SENTENCES.

(RANK AND NAME)'S MANAGERIAL ABILITY, PERSONAL INITIATIVE AND UNSWERVING DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

10TH

(MONTH) (YEAR)

FOR THE
(CO'S NAME)

(RANK), U. S. NAVY
COMMANDING OFFICER, NAVY RECRUITING DISTRICT OHIO

10 FEB 2014

The Commanding Officer



Navy Recruiting District Ohio

Takes Great Pleasure in Presenting

**NAVY COUNSELOR (RECRUITER) FIRST CLASS
(SURFACE WARFARE/AVIATION WARFARE)**

**JOE R. SAILOR
UNITED STATES NAVY**

A Letter of Commendation

For outstanding professionalism in the superior performance of (his/her) duties as (Job Title) for Navy Recruiting District Ohio from (Month and Year) to (Month and Year). (Persons Rank and Name)

15 lines is maximum for the text including the opening and closing sentences.

(Rank and Name) exceptional professionalism, initiative and unwavering devotion to duty reflected credit upon herself, Navy Recruiting District Ohio, and were in keeping with the highest traditions of the United States Naval Service.

Enclosure (5)

10 FEB 2014

1650
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From: Commanding Officer, Navy Recruiting District Ohio
To: **BM1(SW) Joe R. Navy, USN**

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVINST 1650.1H

Encl: (1) Military Outstanding Volunteer Service Medal

1. In accordance with reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service **fill in the organization(s) here** while serving at Navy Recruiting District Ohio.

2. Your contributions **made you the most exciting recruiter and Sailor the world has ever seen... keep filling in the blanks - 3-5 sentences explaining why BM1 Navy deserves this medal.** By actively maintaining a relationship with these programs, you have personally demonstrated what it means to serve at home as a member of America's Navy, a global force for good.

3. Your sustained dedication to the **fill in the organization(s) here** aptly demonstrates a commendable quality of selfless public service through volunteerism. In recognition of your services, you are hereby awarded the Military Outstanding Volunteer Service Medal. Congratulations, Shipmate, on a job "*Well Done!*"

I. B. SKIPPER

Copy to:
NAVPERSCOM (PERS 312)

Enclosure (6)

10 FEB 2014



Navy Recruiting District Ohio Awards Board Voting Sheet



Date: _____

Service Members Rate/Rank & Last Name	NCM	NAM	FLOC/LOC	None

The NRD Ohio point of contact for the awards board is YNC(SW/EXW) Norris at (614) 693-3010, e-mail: anthony.norris1@navy.mil and fax (614) 693-3019. All awards submissions must be sent to YNC Norris no later than two days prior to the scheduled awards board meeting.