



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK/
REGPUBSAFETYINST 1650.2D
N1
30 OCT 2002

NAVPHIBASELCREEK/REGPUBSAFETY INSTRUCTION 1650.2D

Subj: PERSONAL AWARD RECOMMENDATIONS

Ref: (a) SECNAVINST 1650.1G
(b) COMNAVREGMIDLANTINST 1650.7E
(c) CNO 130340Z OCT 00 (NAVADMIN 265/00)
(d) CNO 191502Z AUG 02 (NAVADMIN 251/02)

Encl: (1) Letter of Appreciation (Example)
(2) Letter of Commendation (Example)
(3) Navy and Marine Corps Achievement Medal Citation
(Example)
(4) Navy and Marine Corps Commendation Medal
Citation (Example)
(5) Completed Personal Award Recommendation Form
(OPNAV 1650/3 (Rev 1-94)) (Example)

1. Purpose. To standardize and publish procedures for the timely submission of Personal Award Recommendations in accordance with references (a) through (d). Changes to this instruction constitute a major revision; therefore, additions, deletions, and changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 1650.2C is hereby cancelled.

3. Background. Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) is the delegated authority to award personal awards up to and including the Legion of Merit (LOM). Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) has been delegated the authority to award personal awards up to the Meritorious Service Medal (MSM). Per reference (d), Commanding Officer, Naval Amphibious Base Little Creek/Program Manager, Regional Public Safety (NAVPHIBASE LCREEK/REGPUBSAFETY) has been delegated the authority to award personal awards up to the Navy and Marine Corps Commendation Medal (NCM). All award recommendations for personnel awards senior in precedence to the NCM must be forwarded to COMNAVREG MIDLANT for approval/review. COMNAVREG MIDLANT Flag Letters of Commendation (LOC) can be submitted for specific acts.

4. Award Procedures. References (a) through (d) set forth specific criteria and eligibility requirements for the most common personal awards received by NAVPHIBASE LCREEK/REGPUBSAFETY military personnel. Enclosures (1) through (4) provide sample formats for those awards processed by NAVPHIBASE LCREEK/REGPUBSAFETY, along with an example of a completed Personal Award Recommendation form (OPNAV Form 1650/3 (Rev 1-94)). To ensure award recommendations are processed in a timely and expeditious manner, strict adherence to references (a) and (b), along with guidance contained in this directive, is required. For informational purposes, end of tour awards for junior personnel who merit special recognition should normally be at the NAM level. Additionally, senior enlisted personnel who are retiring after 20+ years of dedicated service warrant special consideration for recognition at the NCM level.

5. Award Recommendation Process

a. Personal award recommendations for military personnel will be submitted via the appropriate chain of command for action. OPNAV Form 1650/3 (Rev 1-94) shall be utilized when submitting all personal award recommendations (excluding CO/PM LOA/LOCs) and be accompanied by a 3 ½ disk labeled with the contents of the disc (example: Jones.MSM). CO/PM awarded LOA/LOCs will not exceed one page. Summary of Action inputs are not required for any NAMs, LOCs, or LOAs awarded at the CO/PM level, nor are they required for any Flag LOC. Summary of Action inputs are required for all personal award recommendations senior in precedence to the NCM and cannot exceed the Summary of Action area on the reverse of the OPNAV 1650/3 (Rev 1-94) Form. When submitting an individual for an end of tour award, copies of any mid-tour awards received by the individual while assigned to NAVPHIBASE LCREEK/REGPUBSAFETY must also accompany their end of tour submission and cannot be referenced/repeated in the end of tour award submission.

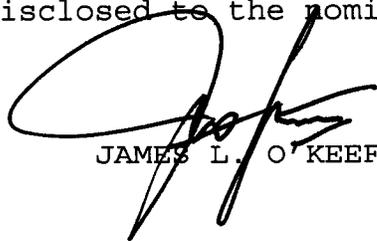
b. Submission timetables for end of tour award recommendations will be strictly adhered to and are provided below. Recommendations for specific action awards must be submitted for review within 30 days following the specific action being recognized.

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<u>Type of Award</u>	<u>Submission Deadline to N1</u>	<u>Award Authority</u>
CO/PM LOA	60 days prior to detachment	CO/PM
CO/PM LOC	60 days prior to detachment	CO/PM
Flag LOC	60 days prior to detachment	COMNAVREG MIDLANT
NAM	60 days prior to detachment	CO/PM
NCM	60 days prior to detachment	CO/PM
MSM	60 days prior to detachment	COMNAVREG MIDLANT
LOM	90 days prior to detachment	CINCLANTFLT

c. Personnel originating awards (NAMs and above) are required to contact the CINCLANTFLT Awards Board (836-0020) prior to completing block 19 of the OPNAV Form 1650/3 (Rev 1-94) to verify whether the award being recommended for an individual is the first, second, third, etc. Additionally, originators of awards shall ensure that a copy of the most recent evaluation on the member is submitted along with any award recommendation.

d. It is NAVPHIBASE LCREEK/REGPUBSAFETY policy that personnel receiving personal awards due to transfer, separation, retirement, etc., receive their award prior to departing. Nominations will not be disclosed to the nominee.



JAMES L. O'KEEFE III

Distribution:
NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB (1, 1A, 2, 2A, 3, 3A, only), IC - Case A

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LETTER OF APPRECIATION (EXAMPLE)

1650
N03VB

From: Commanding Officer, Naval Amphibious Base Little Creek
To: ET1(AW/SW) Ewe R. Good, USN
Mr. Eye R. Outstanding, GS-9
Mrs. You B. Better, GS-11

Subj: LETTER OF APPRECIATION

1. I wish to extend my sincere appreciation for your outstanding efforts and support while (describe what was done and date(s) which it was accomplished).

2. **additional text describing the
action in more detail**

3. Again, let me pass to you my sincere thanks for a job well done - your efforts have not gone unnoticed. Keep up the great work.

I. M. GOOD

Enclosure (1)

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LETTER OF COMMENDATION (EXAMPLE)

(FOR IC STAFF)

Commanding Officer, Naval Amphibious Base Little Creek takes great pleasure in commending

(FOR PM STAFF)

Program Manager, Regional Public Safety takes great pleasure in commending

**YEOMAN FIRST CLASS (SW)
BILLY J. WILLIAMS
UNITED STATES NAVY**

For services as set forth in the following
CITATION:

For professional achievement in the superior performance of your duties as a member of (Naval Amphibious Base Little Creek) (Regional Public Safety, XXXXX Precinct) from January 1997 to October 2000. You consistently performed your demanding duties in an exemplary and highly professional manner.

remaining text

Your exceptional professionalism and selfless devotion to duty reflected great credit upon yourself and were in keeping with the highest traditions of the United States Naval Service. Well done!

I. M. GOOD
Captain, United States Navy
Commanding Officer
or
Program Manager

Note - LOC's will be typed in 12 pitch Courier New font and will not exceed 22 lines.

Enclosure (2)

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NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION (EXAMPLE)

MASTER-AT-ARMS SECOND CLASS (AW/SW) JOE SCOTT WILLMAN, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS WATCH COMMANDER WHILE ASSIGNED TO (NAVAL AMPHIBIOUS BASE LITTLE CREEK) (REGIONAL PUBLIC SAFETY, XXXXXXXX PRECINCT) FROM JANUARY 1997 TO MARCH 2000. PETTY OFFICER WILLMAN CONSISTENTLY PERFORMED HIS DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

remaining text

PETTY OFFICER WILLMAN'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.

NOTES - NAM citations will be typed in 10 pitch Courier New font and will not exceed 10 lines.

- The second line of above citation is not required, but is a good optional line.

- If award is for Retirement, next to last line will read as follows:

HIS SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALLMARK OF A CAREER DEVOTED TO ACCOMPLISHING BROAD AND DIVERSE TASKS WHICH HIGHLIGHTS THE CULMINATION OF XX YEARS OF HONORABLE AND DEDICATED NAVAL SERVICE.

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NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION (EXAMPLE)

CHIEF MASTER-AT-ARMS (SW/AW) AMY JANE CROSS, UNITED STATES NAVY

MERITORIOUS SERVICE AS WATCH COMMANDER WHILE ASSIGNED TO (NAVAL AMPHIBIOUS BASE LITTLE CREEK) (REGIONAL PUBLIC SAFETY, XXXXXXXX PRECINCT) FROM JANUARY 1997 TO JANUARY 2000. CHIEF CROSS CONSISTENTLY PERFORMED HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

remaining text

CHIEF CROSS' DISTINCTIVE ACCOMPLISHMENTS AND IMPRESSIVE DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

NOTES - NCM citations will be typed in 10 pitch Courier New font and will not exceed 10 lines.

- The second line of above citation is not required, but is a good optional line.
- If award is for Retirement, next to last line will read as follows:
HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALMARK OF A CAREER DEVOTED TO ACCOMPLISHING BROAD AND DIVERSE TASKS WHICH HIGHLIGHTS THE CULMINATION OF XX YEARS OF HONORABLE AND DEDICATED NAVAL SERVICE.

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PERSONAL AWARD RECOMMENDATION

FROM: SECURITY OFFICER		TO: PM REGIONAL PUBLIC SAFETY 2600 TARAWA COURT SUITE 100 NORFOLK, VA 23521-3297			
ADDRESS: NAVAL AMPHIBIOUS BASE LITTLE CREEK NORFOLK, VA 23521-3291					
1. SOCIAL SECURITY NUMBER 123-45-6789	2. DESIGN/NEC/MOS 2005	14. EXP. OF ACTIVE DUTY 31 Aug 99	15. EST. DETACHMENT DATE 31 Jul 99		
3. NAME (Last, First, MI) GOOD, JOHN T.		<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)/UIC: 20012 USS PORTLAND (LSD 37) ADDRESS: FPO AE 09582-1725				
5. GRADE/RATE MA1	17. UNIT AT TIME OF ACTION/SERVICE LITTLE CREEK PRECINCT	18. DUTY ASSIGNMENT LEADING PETTY OFFICER			
6. WARFARE DESIGNATOR SW	7. UIC/RUC: 61414	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) NA (MAY 90-JUN 94)			
8. RECOMMENDED AWARD NA	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
10. <input type="checkbox"/> Heroic <input checked="" type="checkbox"/> Meri-Toriorous <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 May 1998 - July 2000		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION NONE			
13. GEOGRAPHIC AREA OF ACTION/SERVICE HAMPTON ROADS					
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 OR ORIGINATOR I. B. CORRECT, LT, USN		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"	SIGNATURE, GRATE, TITLE	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"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
NA APPROVED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	I. M. GOOD, SR., CAPT, USN, PM	
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (N09B33) CMC (CODE MHM) 1. Extraordinary heroism recommended Reviewed and recorded			DATE: By direction _____		