

SUBJ: AWARDS

- Ref: (a) SECNAVINST 1650.1G
(b) NAVFACINST 1650.2G
(c) LANTDIV INST 1650.1
(d) LANTDIV Memorandum dated 22 June 2000

- Encl: (1) OPNAV 1650/3 Personal Award Recommendation
(2) Block by Block Instructions for OPNAV 1650/3
(3) Block 25, Summary of Action
(4) Instructions for Preparing Citations
(5) Military Outstanding Volunteer Service Medal

1. **Purpose:** To promulgate policy and procedures for the preparation, submission, and processing of military decorations within Engineering Field Activity, Atlantic.

2. **Award Standards**

a. General Guidance

- 1) Awards are intended to recognize truly exceptional performance and/or valor. The value of an award is that it is given in cases only where it is clearly deserved.
- 2) Recognition of sustained superior performance should normally be accorded an individual at the termination of the period during which that person demonstrated that performance, such as at the end of the assigned tour of duty. A routine end of tour award *is not* an integral part of the awards system.
- 3) As a general rule, only one award will be made for the same act, achievement, or period of meritorious service. However, an award for specific achievement performed within a period of meritorious service is not considered duplication.

b. Specific Guidance

1) **Navy Achievement Medal (NAM):** The NAM may be awarded for meritorious service or achievement based on sustained performance or specific achievement of a superlative nature, and shall be of such merit as to warrant more tangible recognition than is possible by a fitness report or evaluation sheet, but which does not warrant a NCM or higher. Specific LANTDIV criteria by paygrade includes:

- (a) O-1/O-2 – Top 50%
- (b) O-3 – Must promote (i.e., top 20-50%)
- (c) O-4 – Case-by-case basis

Per reference (a), O-5 and above can not be awarded the NAM.

2) **Navy Commendation Medal (NCM):** The NCM may be awarded for meritorious achievement or service. Meritorious achievement shall be an outstanding act, worthy of special recognition, which constitutes a definite contribution to the naval service. Meritorious service requires sustained performance well above that usually expected

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- of an individual of commensurate grade or rate, and above that degree of excellence which can be appropriately reflected in the individual's fitness report or personnel records. Specific LANTDIV criteria by paygrade includes:
- (a) O-1/O-2 – Rare, based on exceptional performance (top 10%)
 - (b) O-3 – Early promote (i.e., top 20%)
 - (c) O-4 – Must promote and above (i.e., top 50%), early retirement
 - (d) O-5 – Most non-command
- 3) **Meritorious Service Medal (MSM):** The MSM is the counterpart of the Bronze Star Medal for the recognition of meritorious non-combat service. The MSM is appropriate for O-5 command and O-6 non-command end-of-tour awards and O-5 retirements. Span of responsibility considerations would also make some enlisted E-9 retirements and end-of-tour awards appropriate at this level. Specific LANTDIV criteria by paygrade includes:
- (a) O-1/O-2 – None
 - (b) O-3 – None
 - (c) O-4 – Rare, based on exceptional performance (top 5%), retiring
 - (d) O-5 – Exceptional performance (top 10%), command tour, retiring
 - (e) O-6 – Most non-command
- 4) **Legion of Merit (LOM):** The LOM is appropriate for Flag, and O-6 end-of-tour awards and retirements. Specific LANTDIV criteria by paygrade includes:
- (a) O-4 – None
 - (b) O-5 – None
 - (c) O-6 – Component CO, retiring

3. Award Application

- a. Initiation: A recommendation for an award may be submitted by any commissioned officer, senior to the individual being recommended, having knowledge of any act, achievement, or service that may warrant such an award. It is the responsibility of the Chain of Command to document, and recommend awards where warranted.
- b. Content – Each application must include the following:
 - 1) OPNAV 1650/3: Complete the Personal Award Recommendation, found in enclosure (1), and by using the instructions found in enclosure (2).
 - 2) OPNAV 1650/3, Block 25, Summary of Action: Since each award recommendation is evaluated on the merits of the justification, this part of the recommendation is required in all cases. Avoid generalities and excessive use of superlatives. Present an objective summary giving specific examples of performance together with the results and benefits derived. The amount of detail and supporting documentation required

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will depend upon the circumstances and the nature of the award being recommended, but, in general, a single page will suffice. Enclosure (3) includes additional requirements plus an example Summary of Action.

- 3) Citation: A proposed citation, which is a condensation of OPNAV 1650/3, Block 25, must accompany the recommendation. The citation must be factual and contain no classified information. Enclosure (4) contains specific instructions for completing a citation. Plus a sample citation.

4. Submission Procedures

- a. Routing – Submit a complete Personal Award Recommendation package as follows:
 - 1) Officer to Executive Officer: The XO will evaluate the basis of the recommendation. The XO may forward the recommendation unchanged, forward the recommendation but downgrade the award, or deny the recommendation.
 - 2) XO to Admin: The Administrative Department will evaluate the recommendation for proper format and make any necessary corrections. If unable to make the necessary corrections, Admin will return any incomplete recommendation for correction.
 - 3) Admin to Awards Board: The Awards Board will evaluate the basis of the recommendation and make the final command determination. The Awards Board may forward the recommendation unchanged, forward the recommendation but upgrade the award, forward the recommendation but downgrade the award, send the recommendation back to the originator for re-write, or deny the recommendation.
 - 4) Awards Board to Admin: The Administrative Department will ensure proper format and forward the recommendation to the appropriate approval authority.
- b. Admin to Approval Authority
 - 1) The approval authorities are as follows:
 - (a) NAM: Commander, Engineering Field Activity, Atlantic Division
 - (b) NCM: Commander, Engineering Field Activity, Atlantic Division
 - (c) MSM: Commander, Engineering Field Activity, Atlantic Division
 - (d) LOM: CNO
- c. Timing – The lead-time requirements are as follows:
 - 1) End-of-Tour Awards
 - (a) Officer to Executive Officer: The Executive Officer shall receive the award recommendation by May 1.
 - (b) Executive Officer to Admin: The Administrative Department shall receive the recommendation by June 1.
 - (c) Admin to Awards Board: The Awards Board shall receive the award recommendation prior to the June drill. The Awards Board will normally

convene during the June drill weekend and make the final command determination on all award recommendations.

- (d) Awards Board to Admin: Admin shall receive the award recommendations from the Awards Board by July 1.
 - (e) Admin to Approval Authority: Admin shall forward the award recommendations to the appropriate approval authorities during the July drill weekend.
- 2) Meritorious Awards: Meritorious award recommendations must follow the same routing procedures as end-of-tour awards, but may be submitted at any time. The officer submitting the meritorious award recommendation must indicate the nature of the recommended award in order to expedite processing.

Enclosure (1): OPNAV 1650/3 Personal Award Recommendation

The form for award recommendations is found on the next 2 pages.

PERSONAL AWARD RECOMMENDATION

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

FROM: Commanding Officer, OICC Atlantic ADDRESS: 1510 Gilbert St., Norfolk, VA 23511-2699		TO: (Awarding Authority) Commander, EFA Atlantic UIC: 62470			
COMMAND POC:		PHONE #	14. EXP. OF ACTIVE DUTY: N/A		
1. SOCIAL SECURITY NUMBER:		2. DESIG/NEC/MOS	IF RETIREMENT/SEPARATION, NUMBER OF YEARS: N/A		
3. NAME (Last, first, MI)		15. EST. DETACHMENT DATE: <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc.) USNR-R		16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS:			
5. GRADE/RATE:	17. UNIT AT TIME OF ACTION/SERVICE		18. DUTY ASSIGNMENT:		
6. WARFARE DESIGNATOR:	7. UIC/RUIC:	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon)			
8. RECOMMENDED AWARD (See instruction #3 on back)	9. SPECIFIC ACHIEVEMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO				
10. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERI- TORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD RECOMMENDED MEDAL:		20. PERSONAL AWARDS RECOMMENDED – NOT YET APPROVED: NONE			
12. ACTION DATE/MERITORIOUS PERIOD:		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE			
13. GEOGRAPHIC AREA OF ACTION/SERVICE:					
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 OF ORIGINATOR:		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" <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE, GRADE	DATE FWD
1	CHIEF OF STAFF ENGINEERING FIELD ACTIVITY, ATLANTIC		<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" <input type="checkbox"/> YES <input type="checkbox"/> NO	EXTRAORDINARY HEROISM RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE, GRADE, TITLE		DATE APPROVED
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (N09B33) CMC (CODE MHM)				DATE:	
1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA					
2. Reviewed and recorded					
By direction _____					

- 1. Before completing this form see SECNAVIST 1650.1F
- 2. The Summary of Action (item 24) 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 8, 19, 20, 23, and 24.

MH - Medal of Honor	NM - Navy & Marine Corps Medal	JC - Joint Service Commendation Medal
NX - Navy Cross	BS - Bronze Star	NC - Navy Commendation Medal
DM - Distinguished Service Medal	BV - Bronze Star with V	CV - Navy Commendation Medal with V
SS - Silver Star	PH - Purple Heart Medal	JA - Joint Service Achievement Medal
LM - Legion of Merit	MM - Meritorious Service Medal	NA - Navy Achievement Medal
LV - Legion of Merit with V	AS - Air Medal - Strike/Flight	NV - Navy Achievement Medal with V
DX - Distinguished Flying Cross	AF - Air Medal - Individual Action	CR - Combat Action Ribbon
DV - Distinguished Flying Cross with V	AH - Air Medal - Individual Action with V	

25. SUMMARY OF ACTION (*not required for Command approved NAMS*)

SUBJ: AWARDS**Enclosure (2): Block-by-Block Instructions for Filling out OPNAV 1650/3**

In general: The form must be completed in all CAPS, no bolds or italics, and with Courier New font size of 9 point. If no information is required for a block, type “NONE”.

From: Include command long and short titles of the originator listed in Block 22.

To: Proper awarding authority (See section b under paragraph 4, “Submission Procedures”)

1. Social Security Number: The Social Security Number of the person who is being recommended for the award.
2. Designator/NEC/MOS: Designator is for the officer designator, such as 5105, etc. NEC is Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros) in this block.
3. Type the person’s LAST name first (ALL CAPITAL LETTERS), followed by a comma, then type the first name, middle initial, and any suffixes, i.e., Jr., Sr., II, III, etc. If no middle name, use NMN.
4. Component: The most likely component designation is USNR-R.
5. Grade/Rate: For the person being recommended, use the authorized abbreviation, i.e., CAPT, CDR, LCDR, LT, LTJG, ENS, CWO4, YNCM, YNC(AW), or DPSA. Do not use E7, E5, etc.
6. Warfare Designator: For officers, put their primary warfare designator. Type “NONE” if the officer does not possess a warfare designator. For enlisted personnel, list all warfare designators.
7. UIC/RUC: This is the Unit Identification Code to which the person was/is assigned during the period of recommended award.
8. Recommended Award: Name of award, such as NA (Navy Achievement Medal), NC (Navy Commendation Medal), etc. Use the two letter code indicated on page 2 of the 1650:, e.g., the proper abbreviation for Navy Achievement Medal is “NA”, not “NAM”. Use MOVSM for Military Outstanding Volunteer Service Medal nominations.
9. Specific Achievement: Mark “YES” for a mid-tour award, “NO” for an end-of-tour award. Specific achievement is only for 3 months or less and must be for one project/accomplishment. SOA must demonstrate this.

Note: If specific achievement is marked on the 1650 for a Navy NA/NC/MM, then the citation must read “Meritorious Achievement”.
10. Blank Boxes: Self-explanatory. The majority of peacetime awards will be “Meritorious”.
11. Number of Award of Recommended Medal: If the person being recommended has never received the recommended medal, type in “FIRST”. If this will be the second or more, so indicate as “SECOND”, “THIRD”, etc.

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12. Action Date/Meritorious Period: The start and stop dates of the period covered for the recommended award, e.g., 28JUL97-30AUG00.
13. Geographic Area of Action/Service: Use general terms, such as CONUS, WESTPAC, EUROPE, etc., not EFALANT or NR OICC LANT
14. Exp. of Active Duty: For officers, this is usually “INDEFINITE”, unless the officer is retiring or otherwise leaving the Naval Service. For enlisted personnel, type in their EAOS date (expiration of active obligated service).
15. Est. Detachment Date: The date the person is scheduled to depart the command, and whether the person is departing for retirement, transfer, or terminal leave. Include the exact date if known (e.g 30 SEP 03).
16. New Duty Station: Type in the short title of the new duty station and the full mailing address, including zip code. If the person is retiring or leaving the service, type in their next full HOME address, including zip code.
17. Unit at Time of Action/Service: The unit to which the individual being recommended was assigned during the period covered by the proposed award; e.g., NR OICC LANT / EFA LANT.
18. Duty Assignment: Type in a one or two word general description of what the person was doing during the period the award is recommended, e.g., Commanding Officer, Operations Officer, Command Master Chief, etc. Should mirror the first line in the citation.
19. Previous Personal Decorations and Period Recognized: A PERSONAL decoration includes the Navy Achievement Medal and higher. Good Conduct Medals, MUCs or NUCs or other similar service awards are not considered personal decorations. Medals should be designated by two letters and block 19 should be filled out in chronological order according to the following example: NA APR92 – MAY94. All previous personal decorations listed must have the full meritorious periods included (month/year). The only source for data to complete this block is: the Navy Department Board of Decorations and Medals at (202) 685-1770. Make the call prior to submitting an award package. Please have the members SSN# on hand.
20. Personal Awards Recommended – Not Yet Approved: Normally “NONE”. Usually used for combat situations.
21. Other Personnel being Recommended for the Same Action: Normally “NONE”. May be relevant for lifesaving events/actions when a group is recommended for the same action.
22. Certifying Facts. Check one box or the other. Do not check both. Name, Grade, Title of Originator: Self-explanatory.
23. Forwarding Endorsements: As required by the chain of command. For MSM and above, the recommendation must be endorsed by the chain of command.
24. Leave blank.

25. Summary of Action: This block must be submitted for every award recommendation. Specific information and accomplishments are essential to the narrative summary. Ensure that the dates in Block 12 exactly match with the dates in this Block, as well as with the proposed citation. See enclosure (4) for specific requirements.

Enclosure (3): Block 25, Summary of Action

For NCM and above, do NOT fill in block 25. Use a separate “Word” document for the Summary of Action. This must be submitted for every recommendation.

For LOM and MSM, Summary of Action shall follow these guidelines:

- PORTRAIT page set-up
- Typed in AERIAL font, 12 pitch
- 1” margins left and right
- Begin first and last paragraph with recipient’s rank completely spelled out followed by their name
- List of specific achievements will be in “bullet” sequence.

For NCM, Summary of Action shall meet same guidelines as for LOM and MSM except it shall not exceed one page.

For NAMs, type the Summary of Action within block 25 on the 1650. Use AERIAL font, 12 pitch.

The next two pages are examples of a Summary of Action.

Summary of Action Example 1

During the period of August 1998 to June 2000, Lieutenant Commander XYZ consistently demonstrated outstanding leadership and professionalism as the Resident Officer in Charge of Construction (ROICC) at the Portsmouth Naval Shipyard (PNS). PNS is responsible for the overhaul of nuclear submarines. The ROICC is responsible for all the service and construction contracts at PNS. Since the vast majority of Public Works has been contracted out, Lieutenant Commander XYZ was responsible for executing more than 90% of the facilities-related work at PNS. His exceptional performance is responsible for the unprecedented success of the PW/ROICC Team as PNS. Specific accomplishments include:

- Deftly orchestrated the execution of \$57M worth of construction and services. The majority of the construction performed was renovations of historic buildings over 100 years old. His leadership ensured on-time project completion despite numerous unexpected obstacles due to the age of the facility.
- Unprecedented, high-quality improvements to QOL facilities directly contributed to winning the coveted Admiral Zumwalt four-star award for excellence and approval of \$1 million of OSD Marsh Panel funding for barracks QOL projects.
- Increased use of 8A contractors to 16% of total contracts awarded in FY99, thus far exceeding all goals and expectations.
- Directly contributed to the Shipyard's unprecedented successes in outleasing energy conservation, consolidation, demolition, and cost reduction initiatives, all of which were major factors in the selection of PNS as CINCLANTFLT's top installation excellence award nominee for FY99.
- Expertly managed exceptionally diverse contract types, including third-party financed Demand Side Management (DSM), Energy Savings Performance Contracts (ESPC), privatized gas line installation, Remedial Action Contracts, and large Task Order Contracts. Savings under the DSM and ESPC projects alone are projected to be \$2.2 million per year for the next ten years.

Lieutenant Commander XYZ's achievements significantly contributed to the success and heightened positive image of the PNS PW/ROICC team, which in turn helped the Shipyard receive numerous awards during the period, including: Navy and DOE top energy awards, CINCLANTFLT's top installation excellence award nomination, and the ADM Zumwalt four star award. His resolute determination under challenging circumstances, inspirational leadership, and invaluable contributions ensured that the Portsmouth Naval Shipyard always received the facilities, construction, maintenance, and service support necessary to complete its mission.

Summary of Action Example 2

Commander Thumb is cited for meritorious service for the period 1 October 2000 to 30 September 2001 (timeframe must agree with 1650) while serving with distinction as Operations Readiness Director for Navy Reserve Navy Command Center Component 106, Navy and Marine Corps Reserve Center, Water Pick, MD.

Commander Thumb demonstrated extraordinary leadership, initiative, and teamwork during this period with NCC 106. Significant achievements include:

Led the planning and execution of COREX 2001-1, the first unit training exercise specifically designed to thoroughly test the logistic and operational support capabilities of Site R, the Navy's alternate command center site. This is particularly significant in that the transfer of total control of the Navy Command Center from the Pentagon to this site had never heretofore been accomplished.

Was the principal author of an OPNAV Point Paper on the use of Site R in support of N32 operations, specifically its ability to support the Navy Department Duty Officer (NDDO) watch. This was accomplished on his off-duty time, and represented visionary thinking on his part which resulted in the N32 flag to completely revamp the Command Center/Site R Concept of Operations and SOP.

Represented OPNAV N32 at Exercise POSITIVE RESPONSE, a table-top planning exercise focused on a Presidential Recall and Partial Mobilization of the Reserves, and a precursor exercise to POSITIVE FORCE. Attendance at many of these planning meetings was done on his off-duty time.

Performed superbly as one of two OPNAV Crisis Action Team (CAT) Chiefs for Exercise POSITIVE FORCE, a global command headquarters exercise focused on Reserve Presidential Recall and Partial Mobilization, as well as deployment of forces overseas. As the OPNAV representative, he communicated directly with the Joint Staff and the staffs of the Commander in Chief Pacific (CINCPAC), US Transportation Command (USTRANSCOM), US Joint Forces Command (USJFCOM), Commander in Chief Pacific Fleet (CINCPACFLT), and other major commands. He prepared a daily report from OPNAV to the Joint Staff, and a daily exercise report for distribution to Navy principals on the OPNAV staff. This key role is normally filled by an experienced, post-command active duty captain.

Commander Thumb has been a visionary leader and significant contributor to meeting the operational requirements of NCC 106 in support of our OPNAV N3/N5 gaining command. In recognition of his sustained outstanding contribution and exceptional value to this unit, he has my strongest personal endorsement for award of the Navy and Marine Corps Commendation Medal.

Enclosure (4): Instructions for Preparing Citations

The format for citations varies based on the level of award.

1. For LOM and MSM:
 - “Portrait” page set-up
 - Times New Roman font, 10 pitch, **BOLD** print
 - 22 lines maximum
 - 1” margins, left and right
 - The name of the medal will be written in all CAPS as well as the recipient’s name, rank, corps and component
 - No acronyms
 - Text will not be in all CAPS

2. For NCM and NAM:
 - “Landscape” page set-up
 - Times New Roman font, 10 pitch, **BOLD** print (except the “To’ line which will be 12 pitch)
 - Do not exceed 7 lines
 - 1” margins, left and right
 - The name of the medal will be written in all CAPS as well as the recipient’s name, rank, corps and component
 - No acronyms
 - Text will be in all CAPS

3. Guidelines for all citations:
 - Subsequent Awards: For subsequent awards, type the number of the award in all caps in parenthesis, e.g., (GOLD STAR IN LIEU OF THIRD AWARD), directly under the award title. This line should be centered within margins.

 - The “TO” Line
 - In General: In all CAPS, type rank or rate (spelled out) followed by the recipient’s first name, middle initial, last name, corps, and component spelled out. This line(s) is/are centered within margins. Try to get this information all on one line, but if two lines are required, the recipient’s name should be on the first line if at all possible.
 - Staff Officers: For staff officers, type their particular corps directly under after their name, e.g., LIEUTENANT NATHAN D. ADAMS, CIVIL ENGINEERING CORPS, UNITED STATES NAVAL RESERVE.
 - Enlisted Personnel: For enlisted personnel who have qualified for one of the warfare designators, type the designator directly after the rate, e.g., PERSONNELMAN FIRST CLASS (SEABEE COMBAT WARFARE) NATHAN D. ADAMS, UNITED STATES NAVAL RESERVE.

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- The “FOR” Line
 - Opening Sentence: Use appropriate openings for each type of award as follows:
 - NAM: “For professional achievement in the superior performance of her/her duties while serving as....”
 - NCM: “For meritorious service (or achievement) while serving as....”
 - MSM: “For outstanding meritorious service (or achievement)....”
 - LOM: “For exceptionally meritorious conduct in the performance of outstanding service....”
 - Middle Sentences: The second part of the citation describes specific duty assignments, his/her specific accomplishments, and the outstanding personal attributes displayed. The description of the individual’s achievements must show clearly that they were sufficient to justify the award recommended. Do not use acronyms in the citation.
 - Last Sentence: The third part of the citation states that the outstanding attributes, mentioned or implied in the second part, “reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.”
- The Date Line: This date should match the date for which the award is approved and correspond with Block 24. Use all CAPS and numeric numbers.
- The Signature Line: Type in the words “FOR THE” directly in front of “SECRETARY OF THE NAVY”. Try to match font size as closely as possible. On the next line, type the awarding authority’s name. On the next line, type the awarding authority’s rank and component. On the next line, type the official awarding authority title. Abbreviate rank and titles only when necessary for space purposes, but do not exceed three lines. The certificate must be signed by the awarding authority. This information is required on all certificates to ensure proper documentation and acceptance by the Navy Department Board of Decorations and Medals (NDBDM).

For MSM or LOM: If an award is given in the name of the President, then the individual has reflected ‘great’ credit upon him/her.

The following pages are an example of the citation formats plus a single page citation example.

EXAMPLE OF A LM CITATION

**The President of the United States takes pleasure in presenting the LEGION OF MERIT
(Gold star in lieu of the _____ award) to**

**COMMANDER JOHN Q. ADAMS
CIVIL ENGINEER CORPS
UNITED STATES NAVAL RESERVE**

for the service as set forth in the following

CITATION:

FIRST SENTENCE:

For exceptionally meritorious conduct in the performance of outstanding service as (Billet Title), (Unit spelled out in full), from (Month Year) to (Month Year)

CLOSING SENTENCE:

Captain Smith's dynamic direction, keen judgement and inspiring devotion to duty reflected great credit upon him and upheld the highest traditions of the United States Naval Service.

[New Times Roman font, 10 pitch bold, not in all CAPs, 22 lines maximum]

EXAMPLE OF A MM CITATION

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold star in lieu of the _____ award) to

**COMMANDER JOHN Q. ADAMS
CIVIL ENGINEER CORPS
UNITED STATES NAVAL RESERVE**

for the service as set forth in the following

CITATION:

FIRST SENTENCE:

For outstanding meritorious service as (Billet Title), (Unit spelled out in full), from (Date Month Year) to (Date Month Year)

CLOSING SENTENCE:

The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Commander Doe reflected great credit upon him and upheld the highest traditions of the United States Naval Service.

[New Times Roman font, 10 pitch bold, not in all CAPs, 22 lines maximum]

EXAMPLE OF A NC CITATION

FIRST SENTENCE:

MERITORIOUS SERVICE/ACHIEVEMENTS AS (TITLE), (NAME OF RESERVE UNIT), FROM (DATE MONTH YEAR) TO (DATE MONTH YEAR). (INSERT ONE/TWO SENTENCES HERE FOR MEMBER’S ACCOMPLISHMENTS)

CLOSING SENTENCE:

BY HIS/HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER DOE REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

[New Times Roman font, 10 pitch bold, in all CAPs, 7-1/2 lines maximum]

EXAMPLE OF A NA CITATION

FIRST SENTENCE:

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (JOB TITLE), (FULL UNIT NAME), FROM (DAY/MONTH/YEAR) TO (DAY/MONTH/YEAR). (INSERT ONE/TWO SENTENCES HERE FOR MEMBER’S ACCOMPLISHMENTS)

LAST SENTENCE:

(FULL RANK/NAME)’S MANAGERIAL ABILITY, PERSONAL INITIATIVE AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF (HERSELF) AND WERE IN KEEPING WITH THE HIGHEST TRADITION OF THE UNITED STATES NAVAL SERVICE.

[New Times Roman font, 10 pitch bold, in all CAPs, 7-1/2 lines maximum]

Sample Single Page Citation

THE 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

COMMANDER XAVIER Y. ZIMMERMAN, CIVIL ENGINEERING CORPS, UNITED STATES NAVAL RESERVE

FOR

MERITORIOUS SERVICE WHILE SERVING AS RESIDENT OFFICER IN CHARGE OF CONSTRUCTION, PORTSMOUTH NAVAL SHIPYARD, VIRGINIA FROM AUGUST 1998 TO JUNE 2000. COMMANDER ZIMMERMAN DEMONSTRATED EXCEPTIONAL LEADERSHIP IN SUCCESSFULLY COMPLETING A CRITICAL, DIFFICULT \$57 MILLION FACILITY IMPROVEMENT PROJECT. HIS EXPERT CONTRACT KNOWLEDGE AND INNOVATIVE APPROACH ALLOWED HIM TO IMPLEMENT SEVERAL NEW CONTRACT PROGRAMS, THUS SAVING PORTSMOUTH NAVAL SHIPYARD OVER \$2 MILLION PER YEAR. COMMANDER ZIMMERMAN'S INITIATIVE, PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

GIVEN THIS 18TH DAY OF JUNE 2000

FOR THE SECRETARY OF THE NAVY
WALTER M. SHORT
VICE ADMIRAL, CIVIL ENGINEERING CORPS, USN
COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND

Enclosure (5): Military Outstanding Volunteer Service Medal (MOVSM)

a. Authorization. Established by E.O. 12830 of 9 January 1993.

b. Eligibility Requirements

(1) General. The MOVSM may be awarded to members of the Armed Forces of the United States and their Reserve Components who, after December 31, 1992, perform outstanding volunteer community service of a sustained, direct and consequential nature.

(2) Specific. To be eligible, an individual's service must:

- (a) be to the civilian community, to include the military family community;
- (b) be significant in nature and produce tangible results;
- (c) reflect favorably on the Military Service and the Department of Defense; and
- (d) be of a sustained and direct nature.

c. Guidelines

(1) While there is no specific time period to qualify for the MOVSM (for example 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by the medal. (Navy views the sustained time period to be 3 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. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line for a sustained period of time is considered qualifying service. The overall level of volunteer participation and impact of an individual's community service is key to determining whether award of the MOVSM is justified.

(2) The MOVSM recognizes service provided to a community over time, therefore multiple awards of the MOVSM during a single tour of duty are not authorized. However, a sustained record of significant community service performed during successive tours may be considered by approval authorities when adjudicating recommendations for award of the MOVSM.

(3) Service recognized by award of the MOVSM shall be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission (for example: a unit project).

(4) Although not all encompassing, Appendix A (SECNAVINST 1650.1G) contains samples of organizations which would qualify.

(5) To be awarded a MOVSM service members must be recommended by anyone senior to them and submitted via their commanding officer using OPNAV 1650/3. The commanding officer shall certify that the eligibility requirements above have been met and that the service was honorable throughout the award period.

d. Awarding Authority. Authority to award the MOVSM is delegated to those officers who have authority to award the Navy and Marine Corps Achievement Medal or Joint Service Achievement Medal and above. The MOVSM may be awarded posthumously. For Navy personnel a letter of authorization will be issued by the awarding authority to include the period recognized. SECNAVINST 1650.1G Appendix A contains a sample format. For Navy personnel, copies of the approved OPNAV 1650/3 will be forwarded to the BUPERS (PERS-313C); for Marine Corps personnel copies will be forwarded to CMC (MMMA).

e. Precedent and Subsequent Award. The MOVSM will be worn immediately after the Humanitarian Service Medal. Subsequent awards will be denoted by 3/16-inch bronze stars. A 3/16-inch silver star will be worn in lieu of the sixth award. No citation or certificate will be issued.