



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 1650.2E
N15
29 January 2004

COMSC INSTRUCTION 1650.2E

Subj: GUIDELINES FOR SUBMISSION OF PERSONAL AWARD RECOMMENDATIONS

Ref: (a) SECNAVINST 1650.1G
(b) SECNAVNOTE 1650 of 12 Apr 94
(c) CNO Washington DC 191502Z Aug 02 (NAVADMIN 251/02)
(d) SECNAV ltr 1650 Ser NDBDM/0767 of 13 Nov 02

Encl: (1) Sample Opening/Closing Citation Sentences
(2) Sample Flag Letter of Commendation
(3) Flow Chart of Awards Process

1. Purpose. To promulgate revised policy for Commander, Military Sealift Command (MSC) procedures for submission of personal award recommendations.

2. Cancellation. COMSCINST 1650.2D.

3. Background. Awards are presented to recognize exceptional performance. They are not simply an entitlement for the successful completion of a tour. To present the same EOT award to two Sailors, one of whom was an exceptional performer and the other a good, solid (but not exceptional) performer, denigrates the award, is not fair to the exceptional Sailor, and is not consistent with the intent of our Navy's award system. Furthermore, there are several award and incentive tools that are rarely used, e.g., Flag Letters of Commendation (FLOCs), meritorious mast and/or special evaluations. These tools should also remain viable options to recognize sustained superior performance.

4. Policy

a. If award recommendations are properly prepared, as outlined in reference (a), and if originators adhere to the guidance noted below, this will significantly avoid delays and reduce the number of awards from being downgraded and/or returned.

b. Commanding Officer's Navy and Marine Corps Achievement Medals (NAs). CO's NAs are awarded by commanding officers for a specific achievement/action or performance above and beyond the norm, which must be clearly substantiated by the content of the citation. An example would be: passing a major inspection with above standard results, installation of new equipment ahead of schedule, or other performance above the normal scope of duties. Temporary assignment to another department or division alone is not justification unless the individual's performance supports the award criteria.

c. Specific Achievement/Mid-tour Awards. Individuals who have performed several specific achievements during their tour should normally be afforded appropriate recognition upon completion of their tour; however, end of tour awards are not automatic. Sustained superior performance is required throughout the member's entire tour to support consideration. **PREVIOUSLY AWARDED ACCOMPLISHMENTS IN A MID-TOUR AWARD MAY NOT BE CITED IN AN END OF TOUR SUMMARY OF ACTION, THUS MID-TOUR AWARDS MAY PRECLUDE AN END OF TOUR AWARD.**

d. Reference (a) authorizes all CO's designated to wear the command-at-sea or command ashore insignia the authority to award an unlimited number of Navy and Marine Corps Achievement Medals for end of tour (EOT) or special achievement.

e. Awards are based upon scope of responsibility and level of accomplishment, both of which may, not necessarily, be linked to rank and position. Of course, there are exceptions for heroic actions, significant (Navy or Fleet wide), one-of-a-kind achievements, or inherently dangerous or hazardous billets. Employing too liberal an awards policy will again denigrate the value of any award. The standards set by awarding authorities should be established with integrity and governed by individual performance, Navy award trends and command conscience, with due consideration given to motive and emotion.

f. Amplifying information regarding level of award to recommend will be applied to all awards received at MSC HQ.

(1) Individuals in major command ashore or equivalent staff billet whose performance is exceptional receives the Legion of Merit (LM); others receive the Meritorious Service Medal (MM). If scope of responsibility for some non-major command individuals can be justified as exceptional and comparable to an individual in major command assignment or the member is retiring, the LM may be recommended, but justification must be compelling and documented with significant and quantifiable facts.

(2) Individuals in command ashore or equivalent staff billet whose performance is exceptional receives the Meritorious Service Medal (MM); others receive Navy and Marine Corps Commendation Medal (NC). If scope of responsibility can be justified as comparable to individuals in command assignment or the member is retiring, the MM may be recommended. To illustrate scope of responsibility delineations: OIC of AFS receives the MM; his/her AOIC usually receives the NC. CO of squadron receives a MM for a combined XO fleet up to CO tour.

(3) Navy and Marine Corps Achievement/Commendation Medals are awarded to individuals per reference (a).

(4) All awards given at retirement are now eligible to encompass not only performance for the last job held but also include the career and longevity as a whole. There is no retirement award in the Navy; however, every board recognizes the significance of an award to be presented at the end of an individual's final assignment and is generally more lenient in their voting on these recommendations.

(5) Per reference (d), retirement award recommendations can include a statement reflecting number of years service. A 20-year career is considered par when considering retirement, whereas, more than 22 years is a positive influence on an award's board. Commanders, Lieutenant Commanders, Lieutenant (LDOs)/Chief Warrant Officer (W3 and above), and senior enlisted members may be recommended for MM or NC for retirement. Captains may be recommended for LM or MM.

(6) If an individual receives a mid-tour award, the level of award for EOT will be significantly impacted since the mid-tour action or achievement cannot be applied to the EOT award.

(7) Except as listed below, block-by-block completion of the OPNAV 1650/3 shall comply with reference (a):

- Block 3:** Unique names that are spelled different should indicate confirmation that spelling is correct.
- Block 11:** Correct number of award recommendation.
- Block 13:** Correct geographic area.
- Block 15-16:** Indicate members transfer/retirement date or an accurate forwarding command or home address.
- Block 22:** Indicate who is approving authority at Area Command on the date it was signed (//S//) indicates the award was signed hard copy.
- Block 23:** Will not be filled in since Area Commanders should be submitting the 1650.

Block 25: A summary of action (SOA) is required for awards submitted to MSC and higher for approval. The length is limited to the space provided. Emphasis should be on specific accomplishments/achievements of the individual that are clearly above and beyond normal duties. An opening and closing statement is no longer required but desired on awards greater than a Navy & Marine Corps Commendation Medal. Bullet format is the recommended method of providing the justification. Each bullet should lead off with a verb, i.e., "authored, created, instituted, led, improved, initiated, etc.." **Using statistics or percentages to show significant improvement over a previous period or inspection is highly recommended;** include in the bullet the resulting action/impact. Avoid over using superlatives and general statements. If you are submitting an award not routinely awarded to an individual in their current position, spend more effort to justify the recommendation. It should be obvious to the reader that the justification provided supports the award recommended. For example: "Created and instituted a plan of action to install new ADP equipment onboard USS SHIP. Her efforts enabled flawless installation, two weeks ahead of schedule, and under budget."

NOTE: If SOA is longer than one page, a continuation page should be indicated at bottom of form by centering and stating "(See Continuation Page)." The continuation page should be on plain bond paper with page number(s) and should NOT have borders as if to look like the Original SOA of Form 1650.

g. Letter of Commendation/Appreciation: MSC Commanders/Commanding Officers/Officers in Charge.

5. Preparation procedures. Award recommendations will be prepared and submitted for approval as addressed in the following subparagraphs. Awards must be submitted to MSC HQ and the appropriate Area Commander via email. Awards submitted to MSC for approval should be submitted as follows:

To	kimberly.dunn@navy.mil
Cc	clifford.collins@navy.mil , james.kaplan@navy.mil , arnesha.ames@navy.mil
Subj	CMD/AWARD RECOMMENDED/INDIVIDUAL'S NAME/CMD UIC (Paper copies are no longer required)

a. Processing Time. The processing times listed are those needed by COMSC HQ in order to ensure that the award is staffed with sufficient time for presentation.

<u>Award</u>	<u>Via</u>	<u>Process Time</u>	<u>Approving Authority</u>
LM	MSC	60 days	MSC
MM	AREA CDRs	60 days	MSC
Flag LOC	AREA CDRs	20 days	MSC

NOTE: Originating commands must factor endorsee's processing time required by award endorsee's.

b. MSC Letters of Commendation (LOC). The proposed citation shall be written clearly illustrating the individual's superior performance. The LOCs, although not personal decoration, do often carry with them material benefits. Since the opening and closing sentences are standard, the main ideal of an LOC should focus on two or three major accomplishments, which usually provide readers/audiences with a sense of the real accomplishments. Submit proposed citation electronically via the Area Commander, if applicable. A sample citation is provided in enclosure (2).

6. Action

a. All commands shall strictly adhere to the guidelines provided by this instruction.

b. Area Commanders are to provide award program training to their respective MSC offices to ensure program compliance.

c. MSC Commanders/Commanding Officers are to ensure that a copy of the signed and dated citation for locally approved Navy and Marine Corps Achievement Medals, along with a copy of the 1650/3 **is forwarded directly to CNO-N09B13** for review to adherence of regulations, entry into the AIMS database system and forwarding for service record/microfiche entry.

d. The management of the Awards Program will be an "Item of Interest" during MSC IG reviews of command's self-assessments.

7. Award Status. COMSC N15 will provide a status report every other week to all MSC Area Commands. This report will list award recommendations that have been received by MSC, the submitted award, the approved award, and the current status. The purpose of this status report is to enable area commands to track receipt and provide current status of award recommendations.

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8. Forms. OPNAV 1650/3 (1-94), Personal Award Recommendation, is available on the MSC Intranet/Publications/Forms. NAVSO 1650/12, Navy and Marine Corps Achievement Medal Certificate, and NAVSO 1650/11, Navy and Marine Corps Commendation Medal Certificate are available on Navy Forms On-line at <http://forms.daps.dla.mil/>. Addressees may request assistance for obtaining these forms by forwarding a request to cheryl.m.miller@navy.mil.

//S//
D. A. LOEWER
Vice Commander

Distribution:

COMSCINST 5215.5

List I (Case A, B, D)

SNDL 41B (MSC Area Commanders)
41C (NFAF East/West)
41D (MSC Offices)
41E (APMC)
41J (OICMILDEPTs)
41K (COMAPSRON FOUR)
41L (COMPSRONs)
41M (TAGOS Project Office)

SAMPLE OPENING/CLOSING CITATION SENTENCES

1. A proposed citation, which is a condensation of the summary of action, must accompany the recommendation. The proposed citation shall be prepared in double space and without the use of acronyms. Although a citation is laudatory and formalized, it must be factual and contain no classified information. Non-combat award citations for Meritorious Service Medals and higher are limited to 22 type-written lines and 7 1/2 lines for NC and NA awards; in no case should citations exceed one typewritten page. Use Courier New 10 or 12 for all awards. Per reference (a) the following examples are provided:

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

PROFESSIONAL ACHIEVEMENT AS (POSITION HELD) FOR (NAME OF DUTY STATION) FROM _____ TO _____.

BY HIS/HER EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE AND LOYAL DEDICATION TO DUTY, (RANK/NAME) **REFLECTED CREDIT** UPON HIMSELF/HERSELF, MILITARY SEALIFT COMMAND, AND THE UNITED STATES NAVY.

NAVY AND MARINE CORPS COMMENDATION MEDAL

MERITORIOUS SERVICE AS (POSITION HELD) FOR (NAME OF DUTY STATION) FROM _____ TO _____.

BY HIS/HER DISTINCTIVE ACCOMPLISHMENTS, UNRELENTING PERSEVERANCE, AND STEADFAST DEVOTION TO DUTY, (RANK/NAME) **REFLECTED CREDIT** UPON HIMSELF/HERSELF, MILITARY SEALIFT COMMAND, AND THE UNITED STATES NAVY.

MERITORIOUS SERVICE MEDAL

FOR OUTSTANDING MERITORIOUS (ACHIEVEMENT or SERVICE) AS (POSITION HELD) FOR (NAME OF DUTY STATION) FROM _____ TO _____.

BY HIS/HER EXCEPTIONAL PROFESSIONAL ABILITY, PERSONAL INITIATIVE, AND TOTAL DEDICATION TO DUTY, (RANK/NAME) **REFLECTED GREAT CREDIT** UPON HIMSELF/HERSELF, MILITARY SEALIFT COMMAND, AND THE UNITED STATES NAVY.

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7 April 2004

LEGION OF MERIT

FOR EXCEPTIONALLY MERITORIOUS CONDUCT IN THE PERFORMANCE OF
OUTSTANDING SERVICE AS (POSITION HELD) FOR (NAME OF DUTY STATION)
FROM _____ TO _____.

BY HIS/HER OUTSTANDING LEADERSHIP, COMMENDABLE INNOVATION, AND
INSPIRING DEDICATION TO DUTY, (RANK/NAME) **REFLECTED GREAT CREDIT**
UPON HIMSELF/HERSELF, MILITARY SEALIFT COMMAND, AND THE UNITED
STATES NAVY.

**(INCLUDE FOLLOWING STATEMENT BEFORE THE CLOSING SENTENCE OF THE
CITATION FOR ALL RETIREMENT AWARDS)**

HIS/HER SUPERLATIVE ACHIEVEMENTS HAVE CULMINATED A DISTINCTIVE
CAREER OF _____ YEARS OF LOYAL AND FAITHFUL SERVICE TO HIS/HER
COUNTRY.

SAMPLE
FLAG LETTER OF COMMENDATION

COMMANDER, MILITARY SEALIFT COMMAND TAKES PLEASURE IN COMMENDING
OPERATIONS SPECIALIST SEAMAN (SURFACE WARFARE)
JOHN B. DOE
UNITED STATES NAVY

FOR SERVICE AS SET FORTH IN THE FOLLOWING
CITATION

"FOR SUPERIOR PERFORMANCE AS TITLE IN COMMAND FROM DAY/MONTH/YEAR
TO DAY/MONTH/YEAR. **RANK/RATE LAST NAME** CONSISTENTLY DEMONSTRATED
EXEMPLARY PROFESSIONALISM IN THE PERFORMANCE OF HIS/HER DUTIES.
DESCRIBE ACTIONS. **RANK/RATE LAST NAME'S** EXCEPTIONAL PROFESSIONAL
ABILITY, INITIATIVE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT
UPON HIMSELF/HERSELF, MILITARY SEALIFT COMMAND AND THE UNITED
STATES NAVY."

**NOTE: Since award citations are generally read at ceremonies before
civilians, avoid acronyms in the citations.**

FLOW CHART OF AWARDS PROCESS

