



DEPARTMENT OF THE NAVY

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NAVBASESANDIEGOINST 1650.5C
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FEB 21 2012

NAVBASE SAN DIEGO INSTRUCTION 1650.5C CHANGE TRANSMITTAL 1

Subj: POLICY AND PROCEDURES GOVERNING SUBMISSION AND PROCESSING
OF MILITARY PERSONNEL AWARDS

Encl: (1) Revised page 2

1. Purpose. To revise the Legion of Merit due date from 120 days to 150 days.
2. Action. Update page 2 of the basic instruction and insert enclosure (1) (revised page 2).


F. W. SMITH, JR.

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FEB 21 2011

5. Policy

a. Award Submission

(1) It is necessary to allow sufficient lead-time for the processing of awards. Department Heads should be aware of an individual's upcoming retirement, transfer, or separation date. The following lead times will be adhered to in submitting/processing award recommendations to NBSD and CNRSW. If lead times are unable to be adhered to, a letter to the CO stating the reason for the late award submission will be submitted with the proposed award.

(a) Legion of Merit Medal (LM) - 150 days.

(b) Meritorious Service Medal (MM) - 120 days.

(c) Navy and Marine Commendation Medal (NC) - 60 days.

(d) Navy and Marine Corps Achievement Medal (NA) - 60 days.

(e) CNRSW Flag Letter of Commendation (FLOC) - 90 days.

(f) CO's Letter of Commendation/Letter of Appreciation - 30 days.

(2) If awarding for a special event or action (SPOT award), nominations are to be submitted promptly without delay, not to exceed 15 days after event or action. CNRSW approved awards, such as FLOCS, have to be received within 30 days after event. Again, a written explanation must accompany late award submissions that do not meet the timeline specified above.

b. Personal Award Recommendations. Personal Award submission requires completion of a Personal Award Recommendation (OPNAV 1650/3). Enclosure (2) is an example of an OPNAV 1650/3 and provides guidance for completion. It is the responsibility of the submitting department to ensure the 1650/3 is completed accurately and signed by the Department Head.

(1) Summary of Action (SOA). A SOA is only required for NC's and above, and determines whether or not the nominee is deserving of the level of award for which he or she is being nominated. The justification shall be factual and specific in bullet format, no acronyms. Be specific and state concrete