DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 1650.1B CH-1
N1

27 SEP 2012

NAVSUPPACT NAPLES INSTRUCTION 1650.1B CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NAVSUPPACT NAPLES MILITARY AWARDS PROGRAM

Encl: (1) Revised Enclosure (6)
(2) Revised Enclosure (8)
(3) Revised Enclosure (9)

1. Purpose. To transmit new enclosures (6), (8) and (9), which updates the U.S. Naval Support Activity, Naples Military Awards Program.

2. Action

a. Remove enclosure (6) of the basic instruction and replace with enclosure (1) of this change transmittal.

b. Remove enclosure (8) of the basic instruction and replace with enclosure (2) of this change transmittal.

c. Remove enclosure (9) of the basic instruction and replace with enclosure (3) of this change transmittal.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

27 SEP 2012

SAMPLE LETTER OF COMMENDATION CITATION

TAKES PLEASURE IN COMMENDING

MASTER-AT-ARM THIRD CLASS (Warfare if Designator applicable)
SEAMAN N. JONES
UNITED STATES NAVY

For service as set forth in the following CITATION:

"For commendable performance of duty as (TITLE/POSITION), while assigned to U.S.Naval Support Activity, Naples, Italy from_____to_____. Petty Officer Jones consistently performed his/her demanding duties in an exemplary and highly professional manner.

(Total lines in the citation must be 18-22 lines, CG Times 9 Font)

Petty Officer Jones' exceptional ability, personal initiative, and loyal devotion to duty reflected credit upon him/herself and the United States Naval Service."

I. M. SAILOR
Captain, United States Navy

TOP MARGIN SET AT 1.5"
RIGHT, LEFT AND BOTTOM MARGINS SET AT 1"
18-22 COMPLETE LINES/MAX 22 LINES
BODY SHOULD BE PREPARED IN TIMES NEW ROMAN FONT, IN ITALIC AT 12 PITCH WITH FULL JUSTIFICATION

SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

MASTER-AT-ARMS THIRD CLASS (SURFACE WARFARE/AVIATION WARFARE) JOHN P. JONES UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS (TITLE) WHILE ASSIGNED TO U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FROM _____ TO _____. PETTY OFFICER JONES CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. (DESCRIBE ACTION). (DESCRIBE RESULTS OF ACTION AND HOW IT IMPROVED THE COMMAND). (DISPLAYING/EXHIBITING/DEMOSTRATING/THROUGH (ADDITIONAL TRAIT) HE/SHE (DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE ADDITIONAL ACTION/RESULTS).

(A MAXIMUM OF TEN LINES AND A MINIMUM OF EIGHT LINES FOR ENTIRE CITATION)

PETTY OFFICER JONES' MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
I. M. SAILOR
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

NOTE: AWARDEE'S INFORMATION AND CITATION TEXT ARE TYPED IN CG TIMES FONT, 9 PT, ALL UPPER CASE, BOLD, ONE INCH LEFT AND RIGHT MARGIN, WITH TOP SET AT 4.1 INCH AND BOTTOM SET AT 0.3 INCH FULL JUSTIFICATION, AND SINGLE SPACED. ENTER ACTUAL DATES FOR AN AWARD THAT IS FOR A SPECIFIC ACCOMPLISHMENT OF LESS THAN A MONTH. I.E. 3 MARCH TO 30 MARCH 2007

SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

CHIEF BUILDER (SEABEE COMBAT WARFARE) JOHN P. JONES
UNITED STATES NAVY

MERITORIOUS SERVICE AS (TITLE) WHILE ASSIGNED TO, U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FROM _____ TO _____. CHIEF JONES PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HE/SHE(DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE RESULTS OF ACTIONS AND HOW IT IMPROVED THE COMMAND). (DISPLAYING/EXHIBITING/DEMONSTRATING) (ADDITIONAL TRAIT). HE/SHE (DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE ADDITIONAL ACTION/RESULTS).

(A MAXIMUM OF TEN LINES AND A MINIMUM OF EIGHT LINES FOR ENTIRE CITATION)

CHIEF JONES' DISTINCTIVE ACCOMPLISHMENTS, UNRELENTING PERSEVERANCE, AND STEADFAST DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
I. M. SAILOR
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

NOTE: AWARDEES INFORMATION AND CITATION TEXT ARE TYPED IN CG TIMES FONT, 9 PT, ALL UPPER CASE, BOLD, ONE INCH LEFT AND RIGHT MARGIN, WITH TOP SET AT 4.1 INCH AND BOTTOM SET AT 0.3 INCH FULL JUSTIFICATION, AND SINGLE SPACED. A MAXIMUM OF TEN LINES TEXT IS ALLOWED.

DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 1650.1B
N1

22 MAY 2012

NAVSUPPACT NAPLES INSTRUCTION 1650.1B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NAVSUPPACT NAPLES MILITARY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1 (Series)
(b) CNICINST 1650.1 (Series)
(c) COMNAVREGEURAFSWAINST 1650.1 (Series)
(d) OPNAV 1650/3 (Form Instruction Guide 07/04 (Rev 1))

Encl: (1) Level of Awards Consideration Guidance Matrix
(2) Awards Submission Timelines
(3) Awards Checklist
(4) Sample Late Letter
(5) Sample Letter of Appreciation
(6) Sample Letter of Commendation Citation
(7) Sample Flag Letter of Commendation Citation
(8) Sample Navy and Marine Corps Achievement Medal Citation
(9) Sample Navy and Marine Corps Commendation Medal Citation (Non-Combat) Citation
(10) Sample Meritorious Service Medal Citation
(11) Personal Award Recommendation (OPNAV 1650/3)

1. Purpose. To establish procedures for timely and accurate submission of personal award recommendations to Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT) Naples.

2. Cancellation. NAVSUPPACT NAPLES INST 1650.1A.

3. Background

a. One of the most effective means of enhancing morale is public recognition of the outstanding and professional performance of individuals in the command. Personal awards are the principal means of recognition for heroism or valor, exceptionally meritorious service, outstanding achievement or

other acts/services which are above and beyond what is normally expected, and which distinguish an individual among those performing similar acts or service. An individual's performance of duties over an extended period of time is not necessarily the basis for military awards. The individual must also have brought distinction upon himself and the command by accomplishments, acts, or services.

b. Awards are intended to recognize Sailors who demonstrate exceptional valor, heroism, meritorious service or achievement. An award should be recommended in cases where the circumstances clearly merit special recognition of actions or services.

c. Duplication of awards. Only one award will be made for the same act, achievement, or meritorious service for any individual. However, an award for individual valor, heroism, or specific achievement within a longer period of meritorious service will not be considered duplication, provided the Summary of Action and citation for the meritorious service award do not cite any of the action for which the heroic specific achievement award was given.

4. Awards Board Membership. The Awards Board will consist of the Executive Officer, Command Master Chief, Administrative Officer and Department Heads. The Awards Board is responsible for ensuring consistency in the approval of awards recommendations from all departments.

5. Policy. All officers and enlisted personnel should be afforded appropriate recognition for sustained exceptional performance or for specific outstanding accomplishments above and beyond those normally expected of their rank or rate. **Every effort should be made to present an award recommendation prior to the member's detachment.** Supervisory personnel should ensure deserving personnel are nominated in a timely manner and in accordance with publish submission timelines.

6. Awards. Any award level should be weighed principally on its own merits. However, award level is generally equated to the level of responsibility which normally increases with rank or grade. While the seniority issue is relevant, there are some

officers and enlisted personnel who perform the duties of more senior personnel and whose service should be recognized accordingly. Enclosures (1) through (3) is provided as a guideline on the submission of personal award recommendations.

a. Letter of Appreciation (LOA). Provides appreciation from the Commanding Officer to individuals for service and performance of duty in support of a specific event. Command LOAs will not be forwarded to the Awards Board for processing. Enclosure (5) is provided as a sample format for a Command Letter of Appreciation.

b. Letter of Commendation (LOC). Provides recognition for outstanding performance beyond that which can be suitably recognized in evaluations or fitness reports (all paygrades). LOCs will not be forwarded to the Awards Board for processing. Enclosure (6) is provided as a sample format for an LOC.

c. Flag Letter of Commendation (FLOC). Per reference (c), enclosure (7) is provided as a sample format for a FLOC.

d. Navy and Marine Corps Achievement Medal (NAM). Enclosure (8) is provided as a sample format for a NAM. Per reference (a), enclosure (11) must be submitted with the citation. A Summary of Action (SOA) is not required for a NAM.

e. Navy and Marine Corps Commendation Medal (NCM). Enclosure (9) is provided as a sample format for a NCM. Per reference (a), enclosure (11) must be submitted with the citation and must include a Summary of Action (SOA).

f. Meritorious Service Medal (MSM). Enclosure (10) is provided as sample format for a MSM. Per reference (a), enclosure (11) must be submitted with the citation and must include a Summary of Action (SOA).

g. Military Outstanding Volunteer Service Medal (MOVSM)

(1) In accordance with reference (a), MOVSM may be awarded to members that perform outstanding volunteer community service of a sustained, direct, and consequential nature. While

no specific log of individual service is required or encouraged, a service member should normally perform a sustained, direct hands-on community service over a 3-year period. Members assigned to deployed units may include deployed time in a 3-year period. An individual's service must:

(a) be in the civilian community, including 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.

(2) MOVSM's will be forwarded to the Awards Board for processing. Additional guidance on this award can be found in chapter 4, pages 4-41, of reference (a).

7. Categories:

a. End-of-Tour (EOT) Awards. EOT Awards recognize the sustained superior performance of individuals who have accomplished several specific achievements that have not been previously recognized by an award. They should be initiated based on the timelines established in enclosure (2). Dates of any mid-tour awards received by the member must be typed in Block 19 of enclosure (11). A copy of the mid-tour award citation must be provided with the end of tour award recommendation. Additionally, any accomplishments used for a mid-tour award may not be repeated for the end of tour award, to include selection as Sailor of the Year (SOY) or Sailor of the Quarter (SOQ).

b. Retirement, Fleet Reserve, or Separation. Awards to personnel completing a naval career should continue to receive special attention. This does not mean, however, that an award should be given in every case of retirement or separation. The important aspect is that the criteria are consistent and that the individual's service, during the last tour of duty, should have been particularly dedicated and productive. 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. The last line of the citation on any retirement award recommendation should read as follows: **"HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALLMARK WHICH HIGHLIGHTS THE CULMINATION OF XX YEARS OF HONORABLE AND DEDICATED SERVICE."**

c. Specific Achievement. Award recommendations in this category should emphasize truly outstanding performance for a specific achievement even if it occurs over a relatively short period of time, usually up to 120 days.

8. Timeliness. Award recommendation submission is a reflection on leadership, pride, and professionalism. Late submission of award recommendations are a disservice to awardees. Specific award timelines are established in enclosure (3).

9. Preparation and Submission of Award Recommendations. A hard copy award recommendation will be submitted in accordance with the checklist provided in enclosure (3) and shall comply with the formats provided in this instruction. A letter signed by the Department Head is required for any late submissions in accordance with enclosure (4). Enclosures (5) through (10) provide command specific guidelines for citations. Sheets of standard size paper may be used. A separate OPNAV 1650/3 must be used for each award being recommended above the level of FLOC. Short-fused processing of awards will not normally be authorized. Exceptions may be afforded under special circumstances, (i.e., short notice PCS, high-profile heroic actions, etc).

a. An award may be submitted by any commissioned officer senior to the individual being recommended who has knowledge of an act, achievement or service which may warrant such award. A recommendation initiated by an officer other than the individual's Commanding Officer must be forwarded to the Commanding Officer for the endorsement.

b. Personal award recommendations will be routed to the NAVSUPPACT Naples Administrative Office for review, routing and approval via the Chain of Command.

c. When submitting multiple personnel for the same award recommendation, it is imperative that information be obtained and submitted for all personnel. Command NAM's require an OPNAV 1650/3 for each individual and block 24 must be completed.

d. Confirm previous awards in Block 19 of 1650/3 are documented on the Navy Department Awards Web Services (NDAWS). If not, provide copies of any missing awards. A 1650/3 must be provided with all previous command information for NDAWS to be updated.

10. Presentation. The Administration Department will present any awards approved by the Commanding Officer and signed by the proper awarding authority in the first award quarters after receipt.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Z
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

LEVEL OF AWARD CONSIDERATION GUIDANCE MATRIX

Flag Letter of Commendation

General End-of-Tour for E3 and below.

Navy & Marine Corps Achievement Medal

BJOY/JSOY/SOY/SSOY
General End-of-Tour for E4/E5/E6 who performs above and beyond their duties.
See Note #2

Navy and Marine Corps Commendation Medal

E6 who "Break Out" in Top of Command Competitive Ranking
Naples Area SSOY
General End-of-Tour for Officers/CPO who perform above and beyond their duties.
See Note #3

NOTE

1. This listing is not all-inclusive but is to be used as a guide only. It does not guarantee the level of award listed. As always, a member's performance in their position and command contribution will be the determining factor on the level of award received.

2. Eligibility Requirements. Generally awarded to members O-3 and below. The award may be authorized for meritorious service or achievement in a combat or non-combat situation, 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 performance evaluation, but which does not warrant a Navy and Marine Corps Commendation medal.

a. Professional achievement that merits the award must:

(1) clearly exceed that which is normally required or expected, considering the individual's grade or rate, training, and experience; and,

(2) be an important contribution of benefit to the United States and the Naval Service.

b. Leadership achievement that merits the award must:

(1) be noteworthy;

(2) be sustained so as to demonstrate a high state of development or, if for a specific achievement, be of such merit as to earn singular recognition for the act(s); and,

(3) reflect most creditably on the efforts of the individual toward the accomplishment of the unit mission.

3. Eligibility requirements. Generally awarded to individuals (including foreign military personnel) who, while serving in any capacity with the U.S. Navy or Marine Corps, distinguish themselves by heroic or meritorious achievement or service. To merit this award, the acts or services must be accomplished or performed in a manner above that normally expected, and sufficient to distinguish the individual above those performing similar services as set forth in the following:

a. Heroic Achievement or Service. Act(s) of heroism worthy of special recognition.

b. Meritorious Achievement or Service. A single achievement or period of service or special recognition.

(1) An award for meritorious service may cover an extended period of time. Such awards do not preclude an additional award for a specific act within that period, if warranted. The criteria, however, should not be the period of service involved, but rather the circumstances and conditions under which the service was performed.

(2) The performance should be well above that usually expected of an individual commensurate with his or her grade or rate, and above that degree of excellence that can be appropriately reflected in the individual's fitness report performance evaluation or personnel record.

4. Recommendations and deliberation of awards shall remain absolutely confidential and not be discussed outside the confines of the board meeting.

AWARD SUBMISSION TIMELINES

Letter of Appreciation	NLT 90 days after occurrence or 60 days prior to member's departure
Command Letter of Commendation	NLT 90 days after occurrence or 90 days prior to member's departure
Flag Letter of Commendation	NLT 90 days after occurrence or 90 days prior to members departure
Navy and Marine Corps Achievement Medal	NLT 90 days after occurrence or 90 days prior to member's departure
Navy and Marine Corps Commendation Medal	NLT 90 days after occurrence or 90 days prior to member's departure
Meritorious Service Medals and above	NLT 120-150 days prior to member's departure

AWARDS CHECKLIST

- ☐ POC - NAME WITH PHONE NUMBER
  (ALL AWARDS)

- ☐ MEMBER'S LAST TWO EVALUATIONS
  (ALL AWARDS)

- ☐ COVER LETTER (FLOC) (NSA Admin will provide. Will need PRD dates if EOTs FLOCs from Departmental Admin)

- ☐ FLOCs due >90 days before transfer
  LOAs, COLOCs, MOVSMs, NAMs, and NCMs due >90 days before transfer
  MSMs due >120 days before transfer
  LOMs due >150 days before transfer

- ☐ LATE LETTER (If submission is outside of designated time frame)

- ☐ CITATION
  (ALL AWARDS)

- ☐ SIGNED OPNAV 1650/3 **(REV 7-04)**
  FRONT (NAM, NCM, MSMs, LOMs) (MS WORD VIA FLOPPY DISK)

- ☐ SIGNED OPNAV 1650/3 **(REV 7-04)**
  SUMMARY OF ACTION (NCMs, MSMs, LOMs) (MS WORD VIA FLOPPY DISK)

- ☐ HARD COPY MS WORD COPY OF DOCUMENTS WITH DISK COPY
  (ALL AWARDS)

- ☐ ETHNICITY/GENDER INFORMATION
  (ALL AWARDS)

NOTE: All awards except LOAs and COLOCs must go before the Awards Board for approval before being finalized. The Awards Board meets monthly or bi-weekly, depending on the amount of pending awards. The deadline for submissions of awards to the Board is noon on the Thursday prior to the board. If awards miss the Board deadline, they will be held until the next Board.

22 MAY 2012

SAMPLE LATE LETTER

4 Feb 10

MEMORANDUM

From: Title of Department Head, U.S. Naval Support Activity, Naples, Italy
To: Administration Officer, U.S. Naval Support Activity, Naples, Italy

Subj: LATE AWARD SUBMISSION ICO MA1 DOE

1. Member's original projected rotation date (PRD) was (Date). Member submitted and was selected for (Selection) or (Other reason of late submission). Orders received (DTG on orders) with an estimated date of departure of (PCS date). Service member is requesting to transfer on (date).

2. For further questions or concerns, please contact (originator information).

I. M. SAILOR

SAMPLE LETTER OF APPRECIATION

1650
N00

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
To: YNSA Seaman E. Jones

Subj: LETTER OF APPRECIATION

1. I would like to personally extend my sincere appreciation to you for your efforts of _____.

2.

TEXT

3. I take great pleasure in commending you for a job well done.

I. M. SAILOR

Centered at 1.5" (16 Pitch)

SAMPLE FLAG LETTER OF COMMENDATION CITATION

takes pleasure in commending

MASTER-AT-ARMS THIRD CLASS (Warfare Designator if applicable)
SEAMAN N. JONES
UNITED STATES NAVY

for service as set forth in the following
CITATION:

"For commendable performance of duty as (TITLE/POSITION), while assigned to U. S. Naval Support Activity, Naples, Italy from _____ to _____. Petty Officer Jones consistently performed his/her demanding duties in an exemplary and highly professional manner.

(Total lines in the citation must be 18-22 lines, CG Times 9 Font)

Petty Officer Jones' exceptional ability, personal initiative, and loyal devotion to duty reflected credit upon him/herself and the United States Naval Service."

I. M. SAILOR
Captain, United States Navy

TOP MARGIN SET AT 1.5"
RIGHT, LEFT AND BOTTOM MARGINS SET AT 1"
18-22 COMPLETE LINES/MAX 22 LINES
BODY SHOULD BE PREPARED IN TIMES NEW ROMAN FONT, IN ITALIC AT 12 PITCH WITH FULL JUSTIFICATION

SAMPLE FLAG LETTER OF COMMENDATION CITATION

Centered at 1.5" (16 Pitch)

LETTER OF COMMENDATION

Centered At 2.2"

Centered At 2.6"

takes pleasure in commending

MASTER-AT-ARMS THIRD CLASS
(Warfare Designator if applicable)
SEAMAN N. JONES
UNITED STATES NAVY

for service as set forth in the following
CITATION:

Centered at 3.9"

*"For superior performance of duty as (TITLE/POSITION), while assigned to U. S. Naval Support Activity Naples, Italy from _____ to _____. Petty Officer Jones consistently performed his/her demanding duties in an exemplary and highly professional manner (for Sailors of the Quarter add **"resulting in his/her selection as the _____'s "Senior Sailor of the Quarter, Quarter, CY). (Displaying/Exhibiting/ Demonstrating/Through (trait).** Petty Officer Jones **(describe action),** resulting in **(describe additional action/results). (Displaying/Exhibiting/Demonstrating/Through (trait)** he/she **(describe action),** which resulted in **(describe additional action/results).** Additionally, **(Displaying/Exhibiting/Demonstrating/Through (trait),** Petty Officer Jones **(describe action),** resulting in **(describe additional action/results).** Petty Officer Jones' exceptional ability, personal initiative, and loyal dedication to duty reflected credit upon him/herself and the United States Naval Service."*

J. N. DOE
Rear Admiral, United States Navy

TOP MARGIN SET AT 1.5"
RIGHT, LEFT AND BOTTOM MARGINS ST AT 1"

18-22 COMPLETE LINES/MAX 22 LINES

THE LINE WITH THE WORDS "LETTER OF COMMENDATION" SHOULD BE PREPARED AT 16" PITCH
FILE SHOULD BE PREPARED IN TIMES NEW ROMAN FONT, ITALICS, AT 12-PITCH WITH FULL JUSTIFICATION
ONLY 3 THINGS SHOULD BE BOLDFACE: THE WORDS **"LETTER OF COMMENDATION"**, THE **RATE/RANK BLOCK** AND THE WORD **"CITATION"**

SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

LIEUTENANT
JOHN P. JONES
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS (TITLE) WHILE ASSIGNED TO U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FROM _____ TO _____. (DISPLAYING/EXHIBITING/DEMOSTRATING/THROUGH TRAIT), LIEUTENANT JONES (DESCRIBE ACTION). WHICH RESULTED IN (DESCRIBE RESULTS OF ACTION AND HOW IT IMPROVED THE COMMAND). (DISPLAYING/EXHIBITING/DEMOSTRATING/THROUGH (ADDITIONAL TRAIT) HE/SHE (DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE ADDITIONAL ACTION/RESULTS).

(A MAXIMUM OF NINE LINES AND A MINIMUM OF EIGHT LINES FOR ENTIRE CITATION)

LIEUTENANT JONES' MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
I. M. SAILOR
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

NOTE: AWARDEE'S INFORMATION AND CITATION TEXT ARE TYPED IN CG TIMES FONT, 9 PT, ALL UPPER CASE, BOLD, ONE INCH LEFT AND RIGHT MARGIN, WITH TOP SET AT 4.1 INCH AND BOTTOM SET AT 0.3 INCH FULL JUSTIFICATION, AND SINGLE SPACED. ENTER COMPLETE DATES FOR AWARD INCLUSIVE PERIOD TO INCLUDE THE DAYS. I.E. 3 MARCH 2007 TO 30 MARCH 2007

SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION

NOTE: AWARDEES INFORMATION AND CITATION TEXT ARE TYPED IN CG TIMES FONT, 9 PT, ALL UPPER CASE, BOLD, ONE INCH LEFT AND RIGHT MARGIN, WITH TOP SET AT 4.1 INCH AND BOTTOM SET AT 0.3 INCH FULL JUSTIFICATION, AND SINGLE SPACED. A MAXIMUM OF 9 LINES TEXT IS ALLOWED.

(GOLD STAR IN LIEU OF SECOND AWARD)

CHIEF BUILDER (SEABEE COMBAT WARFARE)
JOHN P. JONES
UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS (TITLE), U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FROM _____ TO _____. (DISPLAYING/EXHIBITING/DEMOSTRATING/THROUGH TRAIT), CHIEF BUILDER JONES (DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE RESULTS OF ACTIONS AND HOW IT IMPROVED THE COMMAND). (DISPLAYING/EXHIBITING/DEMOSTRATING) (ADDITIONAL TRAIT). HE/SHE (DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE ADDITIONAL ACTION/RESULTS).

(A MAXIMUM OF NINE LINES AND A MINIMUM OF EIGHT LINES FOR ENTIRE CITATION)

CHIEF BUILDER JONES' DISTINCTIVE ACCOMPLISHMENTS, UNRELENTING PERSEVERANCE, AND STEADFAST DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
I. M. SAILOR
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

22 MAY 2012

SAMPLE MERITORIOUS SERVICE MEDAL CITATION

The President of the United States takes pleasure in presenting the **MERITORIOUS SERVICE MEDAL** (Gold Star in Lieu of Second Award) to

LIEUTENANT COMMANDER
SEAMAN N. JONES
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious achievement as (TITLE/POSITION, DIVISION, DEPARTMENT) while assigned to U.S. Naval Support Activity, Naples, Italy from _____ to _____. **(Displaying/Exhibiting/Demonstrating/Through trait),** Chief Jones **(Describe Action)** resulting in **(describe additional action/results). (Describe additional action/results)**. The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Chief Jones reflected great credit upon him/her and upheld the highest traditions of the United States Naval Service.

For the President,

J. N. DOE
REAR ADMIRAL, UNITED STATES NAVY

RIGHT, LEFT AND BOTTOM MARGINS SET AT 1"
TOP MARGIN SET AT 2.2"

18-22 COMPLETE LINES/MAX 22 LINES

FIRST, SECOND, AND THIRD LINES SHOULD BE PREPARED AT 12 PITCH FILE SHOULD BE PREPARED IN TIMES NEW ROMAN FONT, 12 PITCH, SENTENCE CASE, AND WITH FULL JUSTIFICATION

RETIREMENT AWARDS SHOULD INCLUDE THE FOLLOWING STATEMENTS AS THE SECOND TO LAST LINE: "HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALLMARK WHICH HIGHLIGHTS THE CULMINATION OF ___ YEARS OF HONORABLE AND DEDICATED SERVICE"

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY

2 2 MAY 2012

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

1. FROM: ADDRESS:	1a. UIC / RUC	2. TO (Awarding Authority) : ADDRESS:	2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:	4. PHONE: (DSN) (COM)	5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
6. SSN	7. DESIG/NEC/MOS	8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)		10. ☐ RETIREMENT ☐ TRANSFER ☐ SEPARATION LEAVE ☐ SPECIFIC ACHIEVEMENT	
11. COMPONENT (USN, USNR, USMC, USMCR) 13. PAYGRADE AND RATING		12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)	
14. WARFARE QUALIFICATION	15. UNIT AT TIME OF ACTION/SERVICE		16. DUTY ASSIGNMENT
17. UIC/RUC	18. CAMPAIGN	18a. OPERATION	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)
20. RECOMMENDED AWARD			
21. ☐ HEROIC ☐ MERI-TORIOUS ☐ HEROIC POSTHUMOUS ☐ MERITORIOUS POSTHUMOUS ☐ MIA			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED
23. RECOMMENDED AWARD NUMBER (EX: FIRST)	24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:		
25. ACTION DATE/MERITORIOUS PERIOD -		26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:	
27. GEOGRAPHIC AREA OF ACTION/SERVICE		28. RECIPIENT'S PREVIOUS COMMAND AND DUTY ASSIGNMENT	
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE ☐ KNOWN TO ME ☐ A MATTER OF RECORD			
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR		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			☐ YES ☐ NO		
2			☐ YES ☐ NO		
3			☐ YES ☐ NO		

32. TO BE COMPLETED BY AWARDING AUTHORITY

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
	☐ YES ☐ NO	☐ YES ☐ NO	I. M. SAILOR, RANK Commanding Officer	

33. CNO / CMC AWARDS BRANCH USE ONLY
SERIAL NO: DATE RECEIVED:

34. NDBDM USE ONLY

FROM: SECNAV (NDBDM) DATE:

TO: CNO (N09B13) CMC (CODE MMMA)

1. Extraordinary heroism recommended: ☐ YES ☐ NO ☐ NOT APPLICABLE
2. Reviewed and recorded.

By direction

Enclosure (11)

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, 23, 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	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V	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)		

35. Summary of Action *(not required for Command approved NAMs)*