NAVSUPPACT NAPLES INSTRUCTION 1650.1C CHANGE TRANSMITTAL 1

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

Subj: MILITARY PERSONNEL AWARDS PROGRAM

Encl: (1) Revised enclosure (5)
(2) Revised enclosure (6)

1. Purpose. To transmit new enclosures (1) and (2), which remove "Petty Officer Jones consistently performed his/her demanding duties in an exemplary and highly professional manner" from citation.

2. Action. Remove enclosures (5) and (6) of the basic instruction and replace with enclosures (1) and (2) of this change transmittal.

D. W. CARPENTER

Releasability and distribution:
NAVSUPPACT NAPLES INST 5216.4BB
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_nl/administrative_services/instructions.html
SAMPLE COMMANDING OFFICER LETTER OF COMMENDATION

takes pleasure in commending

YEOMAN 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 __________ .

(Total lines in the citation must be 18-22 lines, Times New Roman 12 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”  
BOTTOM MARGIN SET AT 0.56”  
RIGHT AND LEFT MARGINS SET AT 1”  
18-22 COMPLETE LINES/MAX 22 LINES  
BODY SHOULD BE PREPARED IN BOLD, TIMES NEW ROMAN FONT, IN ITALIC AT 12 PITCH  
WITH FULL JUSTIFICATION

Enclosure (1)
SAMPLE FLAG LETTER OF COMMENDATION CITATION

FLAG LETTER OF COMMENDATION

takes pleasure in commending

YEOMAN THIRD CLASS (Warfare Designator if applicable)
SEAMAN N. JONES
UNITED STATES NAVY

for service as set forth in the following
CITATION:

“For superior performance of duty as (TITLE/POSITION), while assigned to U.S. Naval Support Activity Naples, Italy from ______ to ______.

Describe action – Citation should be 18 to 22 lines/Max 22 lines.

Additionally, his/her hard work and efforts contributed to the overall success of Naval Support Activity, Naples and Navy Region Europe, Africa, Southwest Asia. 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

Enclosure (2)
NAVSUPPACT NAPLES INSTRUCTION 1650.1C

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

Subj: MILITARY PERSONNEL AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) CNICINST 1650.1C
(c) COMNAVREGURAFLSPINST 1650.1B

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

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

2. Cancellation. NAVSUPPACT NAPLES INST 1650.1B.

3. Background. One of the most effective means of enhancing morale is the formal recognition of the outstanding and professional performance of individuals in the command. Personal awards are the principle means of visible recognition for heroic or meritorious achievement of service. An individual's superior performance of duties in position, grade, or rate over an extended period of time is not the only basis for military awards. The individual must also have brought distinction upon himself or the command by specific accomplishments, acts or services.

4. Awards Board Membership. The awards board consists of the Administrative Officer (AO), Department Heads (DH), Command Master Chief and Department Leading Chief Petty Officers. The awards board is responsible for ensuring consistency in the approval of award 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. DHs will submit award recommendations. Supervisory personnel should ensure deserving personnel are nominated in a timely manner. Use the guidelines listed below when determining the appropriateness of a personal award.

6. **Awards.** Award level is generally equated to the level of responsibility which normally increases with rank or grade. While seniority is relevant, some officers and enlisted personnel perform the duties of more senior personnel and should be recognized accordingly. Enclosure (1) provides a guideline on the submission of personal award recommendations.

   a. **Letter of Appreciation (LOA).** Provides appreciation from the CO 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 (4) provides a sample format for a Command LOA.

   b. **CO Letter of Commendation (LOC).** Provides recognition for outstanding performance beyond that which can be suitably recognized in evaluations or fitness reports (all paygrades). CO LOCs will not be forwarded to the awards board for processing. Enclosure (5) provides a sample format for a CO LOC.

   c. **Flag Letter of Commendation (FLOC).** Per reference (c), enclosure (6) provides a sample format of a FLOC.

   d. **Navy and Marine Corps Achievement Medal (NAM).** Enclosure (7) provides a sample format NAM. Enclosure (9) must be submitted with citation without Summary of Action (SOA).

   e. **Navy and Marine Corps Commendation Medal (NCM).** Enclosure (8) provides a sample format a NCM. Enclosure (9) must be submitted with citation including SOA.

   f. **Meritorious Service Medal (MSM).** Format for an MSM is located in reference (c). Enclosure (9) must be submitted with citation including SOA.
g. Military Outstanding Volunteer Service Medal (MOVSM)

(1) The MOVSM may be awarded to members who perform outstanding volunteer community service of a sustained, direct, and consequential nature. The Department of the Navy views the sustained time period to be three years to qualify for the MOVSM, the recommending department must ensure the service merits special recognition. Examples include:

(a) Service to the civilian community, including the military family community;

(b) Service significant in nature and producing tangible results;

(c) Service that reflects favorably on the Military Service and the Department of Defense; and

(d) Service of a sustained and direct nature.

(2) MOVSMs will be forwarded to the awards board for processing. Additional guidance on this award can be found in chapter 4, page 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). A copy of any 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).

b. Retirement, Fleet Reserve or Separation. Awards to personnel completing a Naval career should 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 event occurring 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 result in a disservice to awardees. Specific award timelines are established in enclosure (2). Late submissions require DH explanations to the XO.

9. Preparation and Submission of Award Recommendations. The only acceptable means of submitting award recommendations is to route the hard copy award recommendation in accordance with the checklist provided in enclosure (3), utilizing the formats provided in this instruction. Enclosures (4) through (8) give command specific guidelines for citations. Block by block instructions for filling out OPNAV 1650/3 are contained at the Navy Department Awards Web Services (NDAWS). When additional space is required, 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 a FLOC.

   a. An award may be submitted by any commissioned officer, senior to the individual being recommended, having knowledge of any act, achievement or service which may warrant such award. A recommendation originated by other than the CO of the individual concerned must be forwarded to the CO for the endorsement.

   b. The primary means for submitting personal award recommendations for review and approval is via the NAVSUPPACT Naples Administration department.

   c. When submitting multiple personnel for the same award recommendation it is imperative that information be obtained and submitted for all personnel; i.e. for command NAM's, ensure an OPNAV 1650/3 is filled out for each individual and block 24 is properly filled out as well.

   d. Confirm previous awards on block 19 of OPNAV Form 1650/3 are documented on NDAWS. If not, provide copies of any missing awards.
10. **Presentation.** The Administrative Department will present any awards approved by the CO and signed by the proper awarding authority in the first award quarters after receipt.

D. W. CARPENTER

**Distribution:**
NAVSUPPACT NAPLES INST 5216.4BB
Lists: I and II
Electronic via NAVSUPPACT Naples Web Site
https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm
LEVEL OF AWARD CONSIDERATION GUIDANCE MATRIX

<table>
<thead>
<tr>
<th>CO's Letter of Commendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General End-of-Tour for E3 and below.</td>
</tr>
<tr>
<td>Spot Award or Specific Achievement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flag Letter of Commendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General End-of-Tour for E4/E5 and below.</td>
</tr>
<tr>
<td>Spot Award or Specific Achievement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Navy &amp; Marine Corps Achievement Medal</th>
</tr>
</thead>
<tbody>
<tr>
<td>General End-of-Tour for E5/E6 ranked in top of peer group</td>
</tr>
<tr>
<td>Spot Award or Specific Achievement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Navy and Marine Corps Commendation Medal</th>
</tr>
</thead>
<tbody>
<tr>
<td>General End-of-Tour for Officers/CPO</td>
</tr>
</tbody>
</table>

NOTE:

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

2. The responsible Department Head will brief the awards board on the merit and justification for each award submission up for review.

3. The awards board will review those award submissions that meet the criteria.

Enclosure (1)
AWARD SUBMISSION TIMELINES

Letter of Appreciation
NLT 7 days after the specific occurrence or 45 days prior to member's scheduled departure

Command Letter of Commendation
NLT 7 days after the specific occurrence or 45 days prior to member's scheduled departure

Flag Letter of Commendation
NLT 7 days after the specific occurrence or 60 days prior to member's scheduled departure

Navy and Marine Corps Achievement Medal
NLT 7 days after the specific occurrence or 45 days prior to member's scheduled departure

Navy and Marine Corps Commendation Medal
NLT 7 days after the specific occurrence or 45 days prior to member's scheduled departure

Meritorious Service Medals and above
100 days prior to member's scheduled departure
AWARDS CHECKLIST

☐ POC - Name with phone number
   (All awards)

☐ Member's last two Evaluations (Enlisted only)
   (NAM and higher)

☐ Late Letter (If needed)

☐ Cover Letter (FLOC) (NSA Admin will provide)

☐ FLOCs due >60 days before transfer
   LOAs, COLOCs, MOVSMs, NAMs, and NCMs due >45 days before transfer
   MSMs due >100 days before transfer

☐ Citation
   (All awards)

☐ Signed OPNAV 1650/3 (REV 7-04)
   Front (NAM, NCM, MSMs, LOMs) (MS Word via e-mail or CD)

☐ Signed OPNAV 1650/3 (REV 7-04)
   Summary of Action (NCMs, MSMs, LOMs) (MS Word via E-mail or CD)

☐ Hard copy MS word copy of documents with CD copy
   (All awards)

☐ Ethnicity/Gender Information
   (All Awards)

NOTE: All awards at FLOC level or higher must go before the
Awards Board for recommendation 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.

Enclosure (3)
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
SAMPLE COMMANDING OFFICER LETTER OF COMMENDATION

takes pleasure in commending

YEOMAN 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, Times New Roman 12 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
SAMPLE FLAG LETTER OF COMMENDATION CITATION

FLAG LETTER OF COMMENDATION

takes pleasure in commending

YEOMAN THIRD CLASS (Warfare Designator if applicable)
SEAMAN N. JONES
UNITED STATES NAVY

for service as set forth in the following
CITATION:

“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.

Describe action – Citation should be 18 to 22 lines/Max 22 lines.

Additionally, his/her hard work and efforts contributed to the overall success of Naval Support Activity, Naples and Navy Region Europe, Africa, Southwest Asia. 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
SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

MASTER-AT-ARMS THIRD CLASS (SURFACE WARFARE/AVIATION WARFARE) SEAMAN N. 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/EVENTS/Demonstrating/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 is typed in Times New Roman font 13 pt, all upper case bold. Citation text is typed in Times New Roman 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

Enclosure (7)
SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

CHIEF YEOMAN (SURFACE WARFARE)
SEAMAN N. JONES
UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS (TITLE), 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 (DESCRIBING 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: Awardee's information is typed in times new roman font 13 pt, all upper case bold. Citation text is typed in times new roman 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.

Enclosure (8)
<table>
<thead>
<tr>
<th><strong>1. FROM:</strong> ADDRESS</th>
<th><strong>1a. UIC/RUC</strong></th>
<th><strong>2. TO (Awarding Authority):</strong> ADDRESS</th>
<th><strong>2a. UIC/RUC</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3. COMMAND POC:</strong> NAME: EMAIL:</td>
<td><strong>4. PHONE:</strong> (DSN) (COM):</td>
<td><strong>5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY):</strong></td>
<td><strong>5a. IF RETIREMENT/Separation, Number of Years:</strong></td>
</tr>
<tr>
<td><strong>6. SSN</strong></td>
<td><strong>7. DESIGNATION/MOS</strong></td>
<td><strong>8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):</strong></td>
<td><strong>10. □ RETIREMENT □ TRANSFER □ SEPARATION □ SPECIFIC LEAVE □ ACHIEVEMENT</strong></td>
</tr>
<tr>
<td><strong>9. NAME (LAST, FIRST, MIDDLE, SUFFIX)</strong></td>
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</tr>
<tr>
<td><strong>11. COMPONENT (USN, USNR, USMC, USMCR)</strong></td>
<td><strong>12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13. PAYGRADE AND RATING</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>14. WARFARE QUALIFICATION</strong></td>
<td><strong>15. UNIT AT TIME OF ACTION/SERVICE</strong></td>
<td><strong>16. DUTY ASSIGNMENT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>17. UIC/RUC</strong></td>
<td><strong>18. CAMPAIGN</strong></td>
<td><strong>18a. OPERATION</strong></td>
<td><strong>19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)</strong></td>
</tr>
<tr>
<td><strong>20. RECOMMENDED AWARD</strong></td>
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<tr>
<td><strong>21. □ HEROIC □ MERITORIOUS □ HEROIC POSTHUMOUS □ MERITORIOUS POSTHUMOUS □ MIA □ POSTHUMOUS</strong></td>
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</tr>
<tr>
<td><strong>22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED</strong></td>
<td><strong>23. RECOMMENDED AWARD NUMBER (EX: FIRST)</strong></td>
<td><strong>24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>25. ACTION DATE/PERIOD-</strong></td>
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<tr>
<td><strong>26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:</strong></td>
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</tr>
<tr>
<td><strong>27. GEOGRAPHIC AREA OF ACTION/SERVICE</strong></td>
<td><strong>28. RECIPIENT’S PREVIOUS COMMAND AND DUTY ASSIGNMENT</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE □ KNOWN TO ME □ A MATTER OF RECORD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR</strong></td>
<td><strong>30b. SIGNATURE</strong></td>
<td><strong>30c. DATE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIA COMMAND (To be completed by originator) (Include Telephone Number)</td>
<td>RECOMMENDED AWARD</td>
<td>COMBAT &quot;V&quot;</td>
<td>SIGNATURE, GRADE</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td><strong>2</strong></td>
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<tr>
<td>2</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td><strong>3</strong></td>
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<tr>
<td>3</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>32. TO BE COMPLETED BY AWARDING AUTHORITY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISPOSITION OF BASIC RECOMMENDATION COMBAT &quot;V&quot; EXTRAORDINARY HEROISM RECOMMENDED SIGNATURE, GRADE, TITLE DATE APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ YES □ NO □ YES □ NO □ YES □ NO</td>
<td>I. M. SAILOR, RANK, USN, CO</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>33. CNO / CMC AWARDS BRANCH USE ONLY</strong></td>
<td><strong>SERIAL NO:</strong></td>
<td><strong>DATE RECEIVED:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>34. NDBDM USE ONLY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FROM: SECNAV (NDBDM)</td>
<td>DATE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TO: CNO (N09B13) CMC (CODE MMMA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Extraordinary heroism recommended: □ YES □ NO □ NOT APPLICABLE</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Reviewed and recorded.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>By direction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OPNAV 1650/3 (Rev 7-04) S/N-0107-LF-128-0900 All Previous Editions Obsolete**

**Enclosure (9)**
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)

<table>
<thead>
<tr>
<th>MH</th>
<th>Medal of Honor</th>
<th>NM</th>
<th>Navy and Marine Corps Medal</th>
<th>JC</th>
<th>Joint Service Commendation Medal</th>
</tr>
</thead>
<tbody>
<tr>
<td>NX</td>
<td>Navy Cross</td>
<td>BS</td>
<td>Bronze Star</td>
<td>NC</td>
<td>Navy &amp; Marine Corps Commendation</td>
</tr>
<tr>
<td>DM</td>
<td>Distinguished Service Medal</td>
<td>BV</td>
<td>Bronze Star w/ V</td>
<td>CV</td>
<td>Medal w/ V</td>
</tr>
<tr>
<td>SS</td>
<td>Silver Star</td>
<td>PH</td>
<td>Purple Heart Medal</td>
<td>JA</td>
<td>Joint Service Achievement Medal</td>
</tr>
<tr>
<td>LM</td>
<td>Legion of Merit</td>
<td>MM</td>
<td>Meritorious Service Medal</td>
<td>NA</td>
<td>Navy &amp; Marine Corps Achievement</td>
</tr>
<tr>
<td>LV</td>
<td>Legion of Merit w/ V</td>
<td>AS</td>
<td>Air Medal (Strike/Flight)</td>
<td>NV</td>
<td>Medal w/ V</td>
</tr>
<tr>
<td>DX</td>
<td>Distinguished Flying Cross</td>
<td>AF</td>
<td>Air Medal (Individual Action)</td>
<td>CR</td>
<td>Combat Action Ribbon</td>
</tr>
<tr>
<td>DV</td>
<td>Distinguished Flying Cross w/ V</td>
<td>AH</td>
<td>Air Medal (Individual Action w/ V)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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