



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

NAVSUPPACTNAPLESINST 1650.1D
N1
28 JAN 2019

NAVSUPPACT NAPLES INSTRUCTION 1650.1D

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) COMNAVREGEURAFSWAINST 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 Navy and Marine Corps Achievement Medal Citation
(7) Sample Navy and Marine Corps Commendation Medal Citation
(8) Sample Military Outstanding Volunteer Service Medal
(9) Personal Award Recommendation (OPNAV 1650/3)
(10) Sample Award Submission Late Letter

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. NAVSUPPACTNAPLESINST 1650.1C
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), and the Command Master Chief. The awards board is responsible for ensuring consistency in the approval of award recommendations from all departments. Individuals categorized as per enclosure (1) will not require an awards board.
5. Policy. All officers and enlisted personnel should be afforded appropriate recognition for sustained exceptional performance or for specific outstanding accomplishments above and

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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). Format for a FLOC is located in reference (c).

d. Navy and Marine Corps Achievement Medal (NAM). Enclosure (6) provides a sample NAM format. Enclosure (9) must be submitted with citation; a Summary of Action (SOA) is not required.

e. Navy and Marine Corps Commendation Medal (NCM). Enclosure (7) 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, and the recommending department must ensure the service merits special recognition. To be eligible, an individual's service must:

- (a) Be to the civilian community, including the military family community;
- (b) Be significant in nature and producing tangible results;
- (c) Reflects favorably on the Military Service and the Department of Defense; and

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(d) Be 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 of reference (a). Enclosure (9) must be submitted with citation including SOA.

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 previous award may not be repeated for the end of tour award, to include selection as Sailor of the Year (SOY). A FLOC is not appropriate for an EOT award.

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. Enclosure (10) provides the format for an award submission late letter.

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

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instruction. Enclosures (4) through (7) give command specific guidelines for citations. 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 and for MOVSM recommendations.

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.

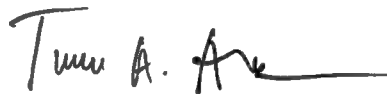
c. When submitting multiple personnel for the same award recommendation it is imperative that information be obtained and submitted for all personnel (i.e. for command NAM's, ensure an OPNAV 1650/3 is filled out for each individual and block 24 is properly filled out as well).

d. Confirm previous awards on block 19 of OPNAV Form 1650/3 are documented on the Navy Department Awards Web Service (NDAWS) website. 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.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

12. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I and II

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurfswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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LEVEL OF AWARD CONSIDERATION GUIDANCE MATRIX

CO's Letter of Commendation

- General End-of-Tour for E3 and below.
- Spot Award or Specific Achievement

Flag Letter of Commendation

- General End-of-Tour for E4
- Spot Award or Specific Achievement

Navy and Marine Corps Achievement Medal

- General End-of-Tour for:
 - O1-O3
 - E6
 - E5, EP in their competitive summary group
 - Top 1 or 2 E4 in their competitive summary group
- Spot Award or Specific Achievement

Navy and Marine Corps Commendation Medal

- General End-of-Tour for:
 - O5
 - O4
 - O3, EP in their competitive summary group
 - E9 and E8
 - E7, EP in their competitive summary group
 - E6, Top 10% EP in their competitive summary group

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.
4. Awards not meeting the above criteria for consideration must have a letter of justification of why the member is to be awarded, and shall be reviewed at the awards board for consideration for approval, downgrade, or disapproval.

AWARD SUBMISSION TIMELINES

TYPE OF AWARD

SUBMISSION TIMELINE TO ADMIN

Letter of Appreciation

NLT 7 days after the specific occurrence or 30 days prior to the awards ceremony before member's scheduled departure

Command Letter of Commendation

NLT 7 days after the specific occurrence or 30 days prior to the awards ceremony before member's scheduled departure

Flag Letter of Commendation

NLT 7 days after the specific occurrence or 60 days prior to the awards ceremony before member's scheduled departure

Navy and Marine Corps
Achievement Medal

NLT 7 days after the specific occurrence or 30 days prior to the awards ceremony before member's scheduled departure

Navy and Marine Corps
Commendation Medal

NLT 7 days after the specific occurrence or 30 days prior to the awards ceremony before member's scheduled departure

Meritorious Service Medals
and above

100 days prior to the awards ceremony before member's scheduled departure

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AWARDS CHECKLIST

- POC - Name with phone number (All awards)
- All Evaluations received at command (NAM and higher)
- Late Letter (If needed)
- Cover Letter (FLOC, NSA Admin will provide)
- LOAs, CO LOCs, MOVSMs, NAMs, and NCMs due > 30 days prior to the awards ceremony before member's scheduled departure
 - MSMs due > 100 days prior to the awards ceremony before member's scheduled departure
- Citation (All awards)
- Signed OPNAV 1650/3 **(REV 7-04)** (MOVSM, NAM and higher)
- OPNAV 1650/3 **(REV 7-04)** Summary of Action (MOVSM, NCMs, MSMs, LOMs)
- Electronic Microsoft Word copy of documents sent via email or placed in the Share Drive (All awards)
- Ethnicity/Gender Information annotated on the routing sheet (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 after the Department Head meeting, 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.

NAVSUPPACTNAPLESINST 1650.1D

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SAMPLE LETTER OF APPRECIATION

1650

N00

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

To: YNSA Seaman E. Jones, USN

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

Enclosure (4)

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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

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SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

MASTER-AT-ARMS THIRD CLASS (SURFACE WARFARE) SEAMAN N. JONES
UNITED STATES NAVY

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

(A MAXIMUM 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: AWARDER'S INFORMATION IS TYPED IN COURIER NEW FONT 12 PT, ALL UPPER CASE BOLD. CITATION TEXT IS TYPED IN
COURIER NEW FONT 10 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)

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SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

CHIEF YEOMAN (SURFACE WARFARE) DAVE JONES
UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS (TITLE), U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FROM
TO (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 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
L.M.SAILOR
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

NOTE: AWARDER'S INFORMATION IS TYPED IN COURIER NEW FONT 12 PT, ALL UPPER CASE BOLD. CITATION TEXT IS TYPED IN
COURIER NEW FONT 10 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)

NAVSUPPACTNAPLESINST 1650.1D
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SAMPLE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

1650
N00

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
To: **ABH2(AW/SW) Seaman N. Jones, USN**

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVINST 1650.1H

1. Per reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service from **Mmmm YYYY** to **Mmmm YYYY** (three years later).

2. It is my distinct pleasure to commend you for your dedication of over **###** hours to the local community during the past three years. Your extraordinary volunteer efforts had a direct and positive impact as you volunteered with **LIST OF ORGANIZATIONS SERVICE MEMBER VOLUNTEERED WITH**. You also participated in **LIST OF LOCAL ITALIAN/AMERICAN EVENTS SERVICE MEMBER VOLUNTEERED FOR**. Your efforts have a positive impact on Italian/American relationships as a Navy Ambassador in the community.

3. Your extensive involvement in the community's outreach programs significantly improved the quality of life for both Sailors and civilians. Your extensive involvement in extracurricular activities is indicative of the importance you place on helping others and being a positive influence in the community.

4. Your dedication and outstanding efforts to the community during off-duty hours is an inspiration to all. You are most deserving of the recognition received with the awarding of the Military Outstanding Volunteer Service Medal. Congratulations on a JOB WELL DONE!

I. M. SAILOR

Enclosure (8)

PERSONAL AWARD RECOMMENDATION
FOR OFFICIAL USE ONLY

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):	
6. SSN		7. DESIG/NEC/MOS		5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)		10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION LEAVE <input type="checkbox"/> SPECIFIC ACHIEVEMENT		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):	
11. COMPONENT (USN, USNR, USMC, USMCR)		12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)			
13. PAYGRADE AND RATING					
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. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> 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 <input type="checkbox"/> KNOWN TO ME <input type="checkbox"/> 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			<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		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	I. M. SAILOR, RANK, USN, CO		
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: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE 2. Reviewed and recorded. By direction _____					

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)

NAVSUPACTNAPLESINST 1650.1D
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SAMPLE AWARD SUBMISSION LATE LETTER

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

Subj: AWARD SUBMISSION LATE LETTER

Encl: (1) Award ICO YNSN Sailor

1. Enclosure (1) is being submitted due to _____.
2. For further questions, I may be reached at DSN: ____-____, COMM: ____-__-____, or email:
_____@_____.

I. M. OFFICER

Enclosure (10)