



DEPARTMENT OF THE NAVY  
COMMANDER NAVY INSTALLATIONS COMMAND  
716 SICARD STREET SE SUITE 1000  
WASHINGTON NAVY YARD DC 20374-5140

CNICINST 1650.1D  
N00  
4 May 2018

CNIC INSTRUCTION 1650.1D

Subj: POLICY AND PROCEDURES CONCERNING PERSONAL AWARDS

Ref: (a) SECNAVINST 1650.1H

Encl: (1) General Award Guidance  
(2) Instructions for Completing OPNAV Form 1650/3

1. Purpose. To issue policy and procedures for processing personal awards by commands within the Commander, Navy Installations Command (CNIC) area of responsibility. Every effort will be made to present personal awards to the member while the member is still assigned to the command.

2. Cancellation. CNICINST 1650.1C.

3. Background

a. Awards are important symbols of recognition and a means of publicly recognizing extraordinary, exceptionally meritorious or outstanding acts of achievement which are above and beyond what is normally expected, and which distinguish the individual or unit among those performing similar acts or service.

b. It is extremely important to preserve the character and meaning of awards. This can only be done if the originators of award recommendations adhere strictly to the policies and standards prescribed in this instruction, as well as reference (a). It is essential that the initial award submission is thoroughly prepared and documented so that personnel are awarded recognition appropriate for their level of performance.

4. Policy. CNIC's goal is to provide Sailors with prompt recognition. Enclosures (1) and (2) provide guidelines to be used in determining the appropriate level of award. The appropriate format of each award can be found at <https://g2.cnic.navy.mil/tscnichq/FTP/FOT/Forms/AllItems.aspx>.

a. Approval Authority. CNIC is the final approval authority for the following awards:

(1) Legion of Merits (excluding personal staff and Flag Officers).

(2) Region Commander's personal staff as outlined in reference (a).

(3) Meritorious Service Medal (MM) and below for Headquarters staff not covered in paragraph 4a(1).

b. Award Submission/Processing Timeliness. Award packages must be submitted in a timely manner. Specifically, end of tour awards should be submitted in a sufficient time frame to ensure that the award is presented to the Service Member prior to departure from the command. To ensure timely processing and presentation, awards for a Specific Achievement should be submitted no later than 30 days after the date of the action. Award submissions that require extensive rework will be returned to the command/HQ N-Code for rewrite. Award packages that are submitted late must be accompanied with a cover letter that details the reason for the late submission. The cover letter must be signed by the HQ N-Code or Region Commander. Awards that are not submitted within the guidelines listed below may not be processed within the time frame requested by the command/HQ N-Code that is submitting the award. To allow adequate time for processing, awards recommendations must be submitted to CNIC Flag Secretary within the time frames listed below:

(1) Flag Letters of Commendation (FLOC), Navy and Marine Corps Achievement Medals (NA), Navy and Marine Corps Commendation Medals (NC) and Military Outstanding Volunteer Service Medal (MOVSM) – A minimum of 30 days prior to intended presentation date.

(2) Meritorious Service Medal and Legion of Merit (LM) – A minimum of 60 days prior to intended presentation date.

c. Requests for Non-Standard Level of Award. Enclosure (1) outlines general award guidance and the levels of awards normally approved by CNIC. If the award is outside of the general award guidance, then a full Summary of Action (SOA) is required to support the award submission. If the award falls within the guidance of enclosure (1), then the only thing required to support the award would be a one-line sentence similar to first line of the citation. If an award is submitted without a full SOA, and is poorly written, the award will be returned to the originator for rewrite or more justification.

d. Award Submission Process. Awards must be submitted in Department of the Navy (DON) Tracker to the CNIC Awards Front Office Inbox.

e. For CNIC HQ: Awards presentations will be conducted at quarterly All Hands Calls, or as appropriate. The CNIC Flag Secretary will send out a DON Tracker Tasker for any personnel detaching prior to the next All Hands Ceremony. The individuals Projected Rotation Date (PRD) should be used to determine transfer status unless notification from their detailee is received that changes the potential PRD.

f. The CNIC Chief of Staff is overall responsible for the awards program and will ensure the integrity and consistency of the awards program.

g. An awards board will be utilized for any award submitted to CNIC for adjudication. The awards board will be conducted electronically and will consist of at least four (rotating) representatives from the HQ N-Code/SA Directorates (O-5 and above). Other representatives may include the Force Equal Opportunity Advisor, a Human Resources representative, specific subject matter experts and the Awards Board Coordinator.

h. The Awards Board will review each award and vote for or against the recommended award and provide substantive feedback for a vote against any award. A minimum of four votes are required to move the award forward.

i. The Command Military Awards Coordinator will follow the guidance outlined in enclosure (1).

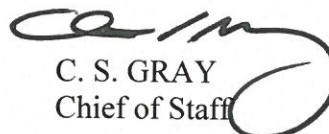
1. N-Codes/Special Assistants (SA):

(1) Ensuring their personnel are informed of scheduled awards ceremonies.

(2) Ensuring awardees are present or Flag Admin is informed of an awardees absence.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC(N00B) will review this instruction annually around the anniversary of its issuance 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 be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if this instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
C. S. GRAY  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via CNIC G2, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

### GENERAL AWARD GUIDANCE

The following guidelines should be used when determining the level of all awards:

1. Legion of Merit. An end of tour LM will normally be limited to the personnel listed below.
  - a. Heads of N-Codes.
  - b. Retiring Captains.
  - c. Region Chief of Staff.
2. Meritorious Service Medal. Region Commanders (O-7) in command may award MMs to those individuals/subordinate units under their cognizance. MM may be submitted for individuals who are in positions of superior responsibility and demonstrate sustained meritorious service, dedication and superior professional achievement over the course of their tour. As a result, the MM will normally be limited to personnel listed below.
  - a. Captains.
  - b. Commanders.
  - c. Command Master Chiefs/Senior Enlisted Leaders.
3. Navy and Marine Corps Commendation Medal. Captains (O-6) in command may award NCs to those individuals/subordinate units under their cognizance. First Class Petty Officers generally receive the NA, rarely the NC. For First Class Petty Officers to receive a NC, they must be in positions of great responsibility that demonstrate superior, professional achievement over the course of their tour. Such achievement must be beyond that normally expected of an individual. NCs will normally be limited to personnel listed below.
  - a. Lieutenant Commanders.
  - b. Lieutenants.
  - c. Chief Warrant Officers.
  - d. Chief Petty Officers.
4. Navy and Marine Corpse Achievement Medal. Captains (O-6) and Commanders (O-5) in command can award NAs to those individuals under their cognizance. The single differentiating

factor that will be used in determining whether an individual warrants recognition by the NC or NA will be the degree of responsibility that individual has held throughout his/her tour. All Service Members E4 and below will be eligible for receipt of the NA as recognition for their sustained superior/superlative performance. An SOA is not required for NAs.

5. Flag Letter of Commendation. FLOCs can be submitted by the respective chains of command for CNIC staff. Those individuals whose performance does not warrant recognition by the awarding of the NA, but contributions deserve greater recognition that can be rendered than a Letter of Appreciation, i.e., Junior Sailor of the Quarter and Senior Sailor of the Quarter. OPNAV Form 1650/3 is not required for FLOCs. FLOCs will be submitted with a cover letter that includes the recipient's rank/rate and full name, and phone number and email address for the point of contact. The cover letter must be signed by the N-Code. FLOCs that read the same for a group of individuals, for the same event (i.e., Air Show, Fleet Week, etc.) will be submitted via one cover letter with the required information names of the recipients, alphabetized by last name.

6. Specific Achievement Award. Most commonly, the NA or FLOC is awarded to individuals whose specific achievement warrant prompt recognition that could not otherwise be rendered or annotated in the individual's next evaluation or fitness report. Furthermore, Specific Achievement Awards must be received by CNIC no later than 30 days after the Specific Achievement period. Specific Achievement period duration is no more than 12 months. NC or NA award recommendations for specific achievements should be carefully screened, per the guidance contained in reference (a). Such achievements are relatively rare, and to maintain valid standards for personal recognition, meritorious achievement recognition will only be considered upon completion of an individual's tour. Careful consideration should be given before submitting a Specific Achievement Award. Additionally, submitting a second (or third, fourth, etc.) award as an end of tour award during one tour assignment will not normally be accepted and will require extraordinary justification.

7. Military Outstanding Volunteer Service Medal. Per reference (a), any CO or Commander who has authority to award the NA may award the MOVSM.

8. Awards presented at the Time of Retirement. The Department of the Navy (DON) does not have a retirement award, nor is it appropriate to recommend an award for the entire career of a Service Member. If an individual is recommended for an award upon retirement or transfer to the Fleet Reserve, it will only recognize service at the current duty station, or service that has not previously been recognized. However, it is appropriate to include a statement in the citation reflecting the member's total number of years of service.

**INSTRUCTIONS FOR COMPLETING OPNAV FORM 1650/3**

Block 1: Enter the N-Code's name and title for awards submitted by CNIC N-Code's and approved by CNIC. Enter the Region Commander's name and title for awards submitted by the Region. Example would be:

CNIC N4  
716 SICARD ST SE STE 1000  
WASHINGTON NAVY YARD, DC 20374

Or

COMMANDER, NAVY REGION  
(CORRECT LOCATION)

Block 1a: Enter UIC of the command in block 1.

Block 2: (For LMs and below that are not personal staff) Enter the information for Commander, Navy Installations Command. Example would be:

CNIC  
716 SICARD ST SE STE 1000  
WASHINGTON NAVY YARD, DC 20374

(For LMs and above) Enter the information for Director, Navy Staff (DNS). Example would be:

DIRECTOR OF NAVY STAFF  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Block 2a: UIC: 00052 if CNIC or 00011 if DNS.

Block 3: NAME: AWARDS YN  
EMAIL: FIRSTNAME.LASTNAME@NAVY.MIL

Block 4: (288) 433-3200  
(202) 433-3200

Block 5: Exp Date of Active Duty: For Officers it is INDEF, unless they are retiring or separating. If this is the case, then the date should be their approved retirement date or separation date. For Enlisted this should be there hard EAOS. In either case, if retiring or separating enter the number of years of service.

Block 6: Enter the nine digit SSN.

Block 7: List up to two Navy Enlisted Classifications (NECs) for Enlisted and the designator for Officers. If an enlisted Sailor doesn't have any NEC's then list the NEC's as 0000/0000 otherwise put the NEC's they possess here.

Block 8: If the transfer date is unknown at the time of submission, then list the first day of the month. If the individual is retiring or separating, then the start date of terminal leave goes here (unless the retirement ceremony is on a different date). Additionally, if the award is requested to be presented prior to either of these dates, list the date of presentation and annotate this on the folder.

Block 9: Full name goes here. For example: SMITH, JOHN ADAMS, JR. or SMITH, JOHN ADAMS III.

Block 10: Mark the appropriate box.

Block 11: Should be USN.

Block 12: List full address and Unit Identification Code (UIC) of next command or if retiring or separating put home address. For example:

COMMANDING OFFICER  
USS NIMITZ (CVN 68)  
UNIT 100103 BOX 1, FPO AP 96620 UIC: 03368

Block 13: Self-explanatory.

Block 14: List up to two warfare devices for Enlisted and N/A for Officers.

Block 15: COMMANDER, NAVY INSTALLATIONS COMMAND OR REGION  
INFORMATION

Block 16: Primary duty assignment. This should match what is on the proposed citation.

Block 17: Enter the UIC of the individual being nominated for an award.

Block 18: N/A.

Block 19: Obtain this from Navy Department Awards Web Service (NDAWS). If additional awards are not listed in NDAWS then update as necessary.

Block 20: Proposed award.

Block 21: Mark the appropriate box.

Block 22: NONE unless another award is still pending.

Block 23: Number of award recommended.

Block 24: NONE unless individuals are nominated for the same award. If another Sailor is nominated for the same award then list their name. For example: MM2 JANE A. SMITH

Block 25: Action period. Should cover no more than a Sailors tour.

Block 26: List the rank and name of the awardee's predecessor. If none, enter N/A

Block 27: DC Nat'l Cap Region unless a specific achievement award. If a specific achievement, then select the appropriate option. For Region commands, list appropriate information.

Block 28: N/A.

Block 29: Known to me.

Block 30a: Enter the name of the endorsing commissioned officer (I. M. SAILOR, RANK, USN, TITLE)

Block 32: Leave disposition of basic recommendation blank. Place an X in no for Combat "V." Place an X in no for Extraordinary Heroism Recommended. Type M. M. JACKSON, VADM, USN, CNIC.