DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 1650.5C
N00

NAVBASESANDIEGO INSTRUCTION 1650.5C

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

Ref (a) COMNAVREGSWINST 1650.1J

Encl: (1) NBSD Awards Board Memorandum
(2) OPNAV 1650/3 (Rev 7-04)
(3) Legion of Merit (LM)
(4) Meritorious Service Medal (MM)
(5) Navy and Marine Corps Commendation Medal (NC)
(6) Navy and Marine Corps Achievement Medal (NA)
(7) Flag Letter of Commendation (FLOC)
(8) Commanding Officer's Letter of Commendation (LOC)

1. Purpose. To provide guidelines for the submission, approval, and processing of military personnel awards by the Commanding Officer (CO), Naval Base San Diego (NBSD) and those awards being forwarded to Commander, Navy Region Southwest (CNRSW) for consideration or entry in the Navy Department Awards Web Service (NDAWS) as outlined in reference (a).

2. Cancellation. NAVBASESANDIEGOINST 1650.5B.

3. Background. One of the most effective means of enhancing morale in a military organization is the prompt recognition of exceptional performance. Recognition may take many forms, ranging from verbal praise to awarding a personal decoration or letter of commendation. All appropriate forms of recognition are important to the maintenance of healthy morale.

4. Awards Boards. The NBSD Virtual Awards Board consists of the Command Master Chief (CMC), Chairman, and the departmental Leading Chief Petty Officers throughout the command. A unanimous vote from board members determines the final recommendation to be submitted, utilizing enclosure (1), to the CO via the Executive Officer (XO) for awarding or endorsement to CNRSW. In case of a tie, the CMC will make a final recommendation to the CO via the XO. The CO's final endorsement/approval overrides the Board's recommendation.

5. Policy

a. Award Submission

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

(a) Legion of Merit Medal (LM) - 120 days.

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

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

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

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

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

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

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

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

accomplishments. Award recommendations submitted at the end of the member's tour are for sustained superior performance. Justification should include several significant impact-oriented achievements to clearly support the nomination. Since personnel cannot be recognized for the same action more than once, department heads are to ensure the meritorious period does not include specific action recognized by a previous award, i.e., CO awarded NA. Block 12 of the OPNAV 1650/3 will include the dates up to the previous award. Exclude those dates included on the previous award and resume the following day through the departure date.

(2) Proposed Citation. Personal award citations will need to accompany the OPNAV 1650/3. Enclosures (3) through (8) provide examples to follow for the different types of awards. Do not deviate from templates or it may result in the award being sent back for corrections and holding up the processing time.

(3) The original OPNAV 1650/3 and citation will be forwarded to Admin for processing once the award has been routed through department chain of command with copies of all previous awards, copy of PRIMS, and last eval. Additionally, electronic copies of OPNAV 1650/3 and award citation must be sent to CNIC_NBSD_DISTRO_Admin@navy.mil.

c. Presentation of Awards. All awards shall be presented at Command Awards Ceremonies to properly recognize the awardee prior to their departure from the command.

R. L. WILLIAMSON

Distribution:
https://cnicgateway.cnic.navy.mil/sites/SWNBSD/N00/

Command Master Chief
Naval Base San Diego

Mar 9, 2011

MEMORANDUM

From: Command Master Chief, Naval Base San Diego
To: Commanding Officer, Naval Base San Diego
Via: Executive Officer, Naval Base San Diego

Subj: VIRTUAL AWARDS BOARD RESULTS/RECOMMENDATION 09 March 2011

Ref: (a) NAVBASESANDIEGOINST 1650.5B

1. Board Members:
CMDCM Mendus and Department Leading Chief Petty Officers

2. An Virtual Awards Board was held, between 04-08 March 11 for the following personnel:

Rate	Name	Department	Award
MA1	Doe	FP	NAM (SEP)

a. **MA1 (SW)John Doe,** Navy Achievement Medal, for professional achievement as Patrolman and Force Protection Training Team Member.
Previous awards at this command: N/A
PFA: N/A
Last Evaluation: N/A
Board recommendation: Approval of NAM.
Comments: Separation Award.

Very Respectfully,

G. M. Mendus

Encl (1)

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY

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

1. FROM: COMBINED BACHELOR HOUSING, NBSD ADDRESS: 2450 MCHUGH ST SAN DIEGO, CA 92136	1a. UIC / RUC 00245	2. TO (Awarding Authority) : COMMANDING OFFICER ADDRESS: 3455 SENN ROAD SAN DIEGO, CA 92136-5084	2a. UIC / RUC 00245
3. COMMAND POC: NAME: YNC(SW) GREGOIRE EMAIL: glenn.gregoire@navy.mil	4. PHONE: (DSN): 526-2406 (COM): (619) 556-2406	5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 08-Aug-2014 5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: NA	
6. SSN 123-45-6789	7. DESIG/NEC/MOS N/A	8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 14-Oct-2010	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) BOATS, IMMA, K.		10. ☐ RETIREMENT ☒ TRANSFER ☐ SEPARATION ☐ SPECIFIC ACHIEVEMENT	
11. COMPONENT USN		12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) LCS PRECOM SAN DIEGO	
13. PAYGRADE AND RATING E-5 BM2			
14. WARFARE QUALIFICATION SW/AW	15. UNIT AT TIME OF ACTION/SERVICE NAVAL BASE SAN DIEGO	16. DUTY ASSIGNMENT SEA WATER TESTER	
17. UIC/RUC 00245	18. CAMPAIGN NA Not Applicable	18a. OPERATION : N/A	
20. RECOMMENDED AWARD NA Navy and Marine Corps Achievement Medal		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) NA (Aug 02-Mar 05) NA (Mar 05-Mar 09)	
21. ☐ HEROIC ☒ MERI-TORIOUS ☐ HEROIC POSTHUMOUS ☐ MERITORIOUS POSTHUMOUS ☐ MIA		22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED NONE	
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 3	24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE		
25. ACTION DATE/MERITORIOUS PERIOD 20-Nov-2009 - 14-Oct-2010		26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A	
27. GEOGRAPHIC AREA OF ACTION/SERVICE US CONUS, Alaska, Territories, Canada		28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A	
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 I. B. SAILOR, BMCM(SW), USN CBH DIVISION OFFICER	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
NA	☐ YES ☒ NO	☐ YES ☒ NO	R. L. WILLIAMSON , CAPT, USN , CO	

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

34. NDBDM USE ONLY
FROM: SECNAV (NDBDM)
TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)
1. Extraordinary heroism recommended: ☐ YES ☐ NO ☐ NOT APPLICABLE
2. Reviewed and recorded.

DATE:

By direction

Encl (2)

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, 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 Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	CV w/ V	Navy & Marine Corps Commendation Medal
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 w/ V	Navy & Marine Corps Achievement Medal
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)	XX	Letter of Commendation

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

Blocks 1a, 2, 2a, 3, 4, 11, 15, 17, 18, 18a, 21, 22, 24, 26, 27, 28, 32 - Do not change. Leave as is.

Block 1: From: Originator (Dept Head/Div Officer/Dept Chief) with address

Block 5: EAOS of member. Use DD-Mon-YYYY format: 14-Jan-2015.

Block 5a: If member is retiring or separating, put number of years of member's service.

Block 6: SSN of member. 123-45-6789

Block 7: NECs of member. Put PNEC of member (if they have one). If not, put "N/A".

Block 8: Det or Ceremony date (Earlier date). Use DD-Mon-YYYY format: 14-Jan-2015

Block 9: Name. ALL CAPS FOR LAST, FIRST, MIDDLE SUFFIX

Block 10: Check the appropriate block.

Block 12: If member is transferring to another command, input new command's address. If member is retiring/separating, input forwarding address in this block. This block cannot be left blank!

Block 13: Input member's rate and rank.

Block 16: Input member's current duty assignment.

Block 19: Input member's previous awards. These can be obtained from: https://www.awards.navy.mil and query "Personal Awards" and search by members name and SSN. Copy and paste in block 19 the members previous awards.

Block 20: Choose from the drop-down menu the appropriate award being recommended.

Block 23: Choose from the drop-down menu the appropriate award number being recommended.

Block 25: input dates of award. Use DD-Mon-YYYY format: 22-Jan- 2010 - 22-Jan-2011. NOTE: The ending date in block 25 must match the date in block 8.

Block 29: Check the appropriate box. If member is still on station, Known to Me is usually checked. If member has xferred, A Matter of Record will be checked.

Block 30a: Input the orginators name: I. A. RATER, LCDR, USN, XXXX OFFICER. Job title must match block 1.

Block 35: Summary of Action: SOA isn't required for CO's NAM's. SOA is required for NCM's and above

The President of the United States takes pleasure in presenting the LEGION OF MERIT (Gold Star in lieu of the Second) to

CAPTAIN WILLIAM L. SHATNER
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as _____, Naval Base San Diego, California from _____ to _____. Captain Shatner consistently performed his demanding duties in an exemplary and highly professional manner.

By his dynamic direction, keen judgment, and loyal devotion to duty, Captain Shatner reflected great credit upon him and upheld the highest traditions of the United States Naval Service.

For the President,

M. C. VITALE
Vice Admiral, United States Navy
Commander, Navy Installations Command

*** 32 LINES MAX
*** YELLOW HIGHLIGHTED TEXT/LINES ARE MANDATORY

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of Second award) to

COMMANDER
IMMA G. SAILOR
UNITED STATES NAVY

For service as set forth in the following

CITATION:

For outstanding meritorious service as _____, Naval Base San Diego from March 2009 to June 2011. Commander Sailor …..

By his exceptional professional ability, personal initiative, and inspiring devotion to duty, Commander Sailor reflected credit upon him and upheld the highest traditions of the United States Naval Service.

For the President,

W.D. FRENCH
Rear Admiral, United States Navy
Commander, Navy Region Southwest

*** 32 MAX LINES
*** LINES IN YELLOW ARE MANDATORY

(GOLD STAR IN LIEU OF THIRD AWARD)

MASTER-AT-ARMS FIRST CLASS JOHN D. SMITH, UNITED STATES NAVY

MERITORIOUS SERVICE AS

*** 7.5 LINES MAX AT EITHER 9 OR 10 TIMES NEW ROMAN FONT. LINES IN YELLOW ARE MANDATORY.

BY HIS UNSWERVING DETERMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, PETTY OFFICER SMITH REFLECTED CREDIT UPON HIM AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

4th February 2011

FOR THE
R. L. WILLIAMSON
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO

Encl (5)

(GOLD STAR IN LIEU OF THIRD AWARD)

MASTER-AT-ARMS FIRST CLASS JOHN D. SMITH, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT SERVICE AS

*** 7.5 LINES MAX AT EITHER 9 OR 10 TIMES NEW ROMAN FONT. LINES IN YELLOW ARE MANDATORY.

PETTY OFFICER SMITH'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

4th February 2011

FOR THE
R. L. WILLIAMSON
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO

The Commander, Navy Region Southwest takes pleasure in presenting a LETTER OF COMMENDATION to

PERSONNEL SPECIALIST THIRD CLASS
IMMA G. SAILOR
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding performance of duty as _____, Naval Base San Diego, California from March 2009 to January 2011. Petty Officer Sailor performed his demanding duties in an exemplary and highly professional manner.

Petty Officer Azofeifa's professionalism and devotion to duty reflected credit upon him and were in keeping with the highest traditions of the United States Naval Service. I take great pleasure in commending him for a job "Well Done."

W. D. FRENCH
Rear Admiral, United States Navy
Commander, Navy Region Southwest

*** 22 MAX LINES
*** YELLOW LINES ARE MANDATORY

The Commanding Officer takes pleasure in presenting
a Letter of Commendation to

MASTER-AT-ARMS SEAMAN
IMMA G. SAILOR
UNITED STATES NAVY

For outstanding service as follows:

For outstanding performance of duty while serving as Sentry, Force Protection Department, Naval Base San Diego, California from April 2009 to May 2011. Seaman Sailor performed his demanding duties in an exemplary and highly professional manner.

*** 15 MAX LINES
*** LINES IN YELLOW ARE MANDATORY

Seaman Sailor's professionalism and devotion to duty reflected credit upon him and were in keeping with the highest traditions of the United States Naval Service. I take great pleasure in commending him for a job "Well Done."

R. L. WILLIAMSON
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO