



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 1650.1C  
N00C  
21 Nov 2012

CNIC INSTRUCTION 1650.1C

Subj: POLICY AND PROCEDURES CONCERNING PERSONAL AND UNIT  
AWARDS

Ref: (a) SECNAVINST 1650.1H  
(b) CNICINST 5216.1C  
(c) CNICINST 12451.1A  
(d) CNICINST 12451.2B  
(e) SECNAV M-5210.1

Encl: (1) General Award Guidance

1. Purpose. To provide guidance and procedures for the submission, boarding, and presentation of personal and unit awards for personnel, excluding contractor support personnel, assigned to Commander, Navy Installations Command (CNIC) Headquarters.

2. Cancellation. CNICINST 1650.1B dated 5 July 2012.

3. Background

a. One of the most effective means of enhancing morale in a military organization is the prompt and just recognition of exceptional performance. Written recognition can take many forms ranging from a Commander's Letter of Appreciation to the award of a personal military decoration. A robust awards program that recognizes individual accomplishment at the appropriate level is strongly endorsed.

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

4. Policy

a. Enclosure (1) provides guidelines to be used in the determination of the appropriate level of award including the

time requirements needed to process them. A CNIC approved award requires 60 days and Chief of Naval Operations (CNO) N09B approved awards require 90 days processing time.

b. Submission of awards will be entered via the HQWeb Taskers Management System (Taskers). Awards submissions should be entered into Taskers in accordance with reference (b).

c. For CNIC HQ:

(1) An Awards Ceremony will be conducted at least quarterly (and may also include an All Hands Call).

(2) CNIC has the authority to approve an unlimited number of awards for Military Outstanding Volunteer Service Medal (MOVSM), Navy and Marine Corps Achievement Medal (NA), Navy and Marine Corps Commendation Medal (NC), Meritorious Service Medal (MM), and the Legion of Merit (LM) to O-6s and below.

d. The CNO is the awarding approval for members of the CNIC personal staff.

e. Civilian incentive awards and Civilian of the Quarter/Year awards (COQ/COY) will be submitted and processed in accordance with references (c) and (d).

## 5. Responsibilities

a. The Chief of Staff (COS) is responsible for ensuring the integrity and consistency of the award program.

b. The CNIC Awards Coordinator is responsible for ensuring all awards are drafted correctly and uploaded to the Navy Department Awards Web Service (NDAWS) upon completion.

c. N-Codes/Special Assistants (SAs) are responsible for:

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

(2) Ensuring awardees are present or Command & Staff (N00C) is informed of an awardees absence.

## 6. Action

a. The COS shall:

(1) Appoint an awards board that will be comprised of the following: At least three (rotating) representatives from the N-Code/SA Directorates (O-5 and above). Other representatives may include the Force Equal Opportunity Advisor, a Human Resources representative (for review of civilian awards), specific Subject Matter Experts and the Awards Board Coordinator.

(2) Schedule an Awards Ceremony/All Hands Call at least quarterly to coincide with the Commander's schedule.

(3) Ensure all aspects of the Awards Ceremony/All Hands Call is coordinated through N00C/Admin Office.

(4) Release a WARNORD using the sample "All Hands - Awards Ceremony WARNORD" available on the Gateway 2.0 (G2) Headquarters (HQ) Awards Program teamsite at <https://g2.cnic.navy.mil/TSCNICHQ/N00/Awards/default.aspx> to announce scheduled Awards Ceremony/All Hands Call and required actions in accordance with the "Awards and Recognition Ceremony Plan of Action & Milestones (POA&M)" also available on the G2 HQ Awards Program teamsite.

b. N00C shall:

(1) Convene a virtual Awards Board as required to ensure each award is evaluated on its merit and documented facts. The Awards Board will also evaluate civilian Honorary Awards in accordance with reference (c), and COQ/COY in accordance with reference (d). The Awards Board will forward recommendations to the COS.

(2) Draft a WARNORD using the sample "All Hands - Awards Ceremony WARNORD" available on the Gateway 2.0 (G2) Headquarters (HQ) Awards Program teamsite for front office release.

(3) Be the point of contact for all inquiries related to the CNIC awards program.

(4) Coordinate and organize the CNIC HQ awards and recognition ceremony as directed by the COS using the Awards and Recognition Ceremony POA&M available on the G2 HQ Awards Program teamsite.

(5) Submit a weekly report to the COS providing status of awards processing using the sample "Template for Weekly Awards Report" available on the G2 HQ Awards Program teamsite.

c. The Awards Coordinator will:

(1) Review each award recommendation, ensuring conformity with reference (a) as well as correctness of personal information submitted on the OPNAV 1650/3, Personal Award Recommendation form, or unit award information submitted on the OPNAV 1650/14, Unit Award Recommendation form.

(2) Evaluate the narrative in the summary of action and the draft citation for appropriateness with respect to the recommended award.

(3) Submit the award to the CNIC Awards Board for review and approval.

(4) Prepare the Executive Summary report for the Awards Board Chairperson along with a copy of the NDAWS report of previous awards.

(5) Forward the smooth citation and OPNAV 1650/3 to the CNIC Commander for signature after board approval.

(6) Upload approved, signed awards into NDAWS and forward to requestor.

(7) Forward hard copy of award submission to Navy Personnel Command (PERS-312) for inclusion in service member's official record.

(8) Liaison with CNO (N09B13).

(9) Maintain a master list of all recommended awards, and prepare a weekly awards report using the Template for Weekly Awards Report available on the G2 HQ Awards teamsite.

d. Members of the Awards Board shall review each award and render a vote for or against the recommended award and provide any necessary changes.

7. Forms and Reports. OPNAV 1650/3, Personal Awards Recommendation form, is available on the Navy Department Awards Web Services (NDAWS) site at:  
[https://awards.navy.mil/awards/webdoc01.nsf/\(vwDocsByID\)/DL06021](https://awards.navy.mil/awards/webdoc01.nsf/(vwDocsByID)/DL06021)

NOV 21 2012

[2120053/?OpenDocument](#). OPNAV 1650/14, Unit Award Recommendation form, is available on the NDAWS site at:

[https://awards.navy.mil/awards/webdoc01.nsf/\(vwDocsByID\)/DL060212120057/?OpenDocument](https://awards.navy.mil/awards/webdoc01.nsf/(vwDocsByID)/DL060212120057/?OpenDocument).

Completed award recommendation forms, along with any other necessary documents per the Awards Coordinator Handbook are available on the G2 HQ Awards teamsite. All documents should be submitted to the Awards Coordinator via taskers per reference (b).

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (e).



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Distribution:

Electronic only, via CNIC Gateway 2.0

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

### **GENERAL AWARD GUIDANCE**

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

(1) Legion of Merit (LM). Award recommendation for the LM or higher must reach CNIC no later than (NLT) 60 days prior to presentation to the individual. Because of the criteria prescribed in reference (a), an End-of-Tour LM will normally be limited to the following personnel:

- Installation Commanding Officers
- Major Program Directors
- Retiring Captains
- Region Chief of Staff

(2) Meritorious Service Medal (MM). Award recommendation for the MM should reach the Region Commander NLT 60 days prior to presentation to the individual. Meritorious Service Medals may be submitted by Installation Commanding Officers (COs) for those individuals under their cognizance in positions of superior responsibility that demonstrate sustained meritorious service, dedication, and superior, professional achievement over the course of their tours. Due to the requirement delineated in reference (a), to be in a position/billet of great trust and responsibility, except in extraordinary circumstances, the awarding of the MM will normally be limited to the following personnel:

- Captains
- Commanders (case-by-case-basis)
- Chief Warrant Officers (4 and 5) (case-by-case basis)
- Select Command Master Chiefs
- Retirees (Master Chiefs) (case-by-case basis)

(3) Navy and Marine Corps Commendation Medal (NC). 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 an End-of-Tour 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. Since each award recommendation is evaluated on the merits of the justification, the Summary of Action (SOA) is required and critical. Due to the requirement to be in a position of great trust and responsibility, except in extraordinary circumstances, the awarding of the NC will normally be limited to the following personnel:

- Department Heads/Commanders
- Chief Warrant Officers (2, 3, 4)
- Senior Division Officers
- Chief Petty Officers
- First Class Petty Officers (case-by-case basis)

(4) Navy and Marine Corps Achievement Medal (NA).

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-O4) shall be eligible for receipt of the NA as recognition for their sustained superior/superlative performance. An SOA is not required for NAs.

(5) Flag Letters of Commendation (FLOC) and Letters of Commendation (LOC). Flag Letters of Commendation and Letters of Commendation can be submitted by the respective chain of command and awarded by CNIC to those individuals whose performance does not warrant recognition by the awarding of the NA but whose contributions deserve greater recognition than can be rendered through the CO Letter of Commendation, i.e., Junior Sailor of the Quarter and Senior Sailor of the Quarter. Flag Letters of Commendation are not to be submitted upon completion of a TAD period in support of an Installation. OPNAV Form 1650/3 is not required for FLOCs. Flag Letters of Commendation will be submitted via a cover letter NLT 60 days prior to presentation to the individual, to include individual's full name, rate, last four of social security number, occasion of the proposed FLOC/LOC, and rate, name, and phone number of the command's point of contact. The cover letter must be signed/endorsed by

the CO/Officer in Charge (OIC). Flag Letters of Commendation and Letters of Commendation that read the same for a group of individuals, for the same event (i.e., Air Show, Fleet Week) shall be submitted via one cover letter (alphabetized by last name).

(6) A Specific Achievement Award, most commonly the NA, FLOC, or the LOC, is awarded to those individuals whose specific achievements warrant prompt recognition that could not otherwise be rendered or annotated in the individual's next evaluation or fitness report. Furthermore, Specific Action Awards must be received by CNIC NLT 30 days after the specific action period. Specific action period duration is no more than 30 days. Navy and Marine Corps Commendation or Navy and Marine Corps Achievement award recommendations for specific actions should be carefully screened, in accordance with the guidance contained in reference (a). Such actions 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 Action 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 (MOVSM). In accordance with reference (a), any CO or Commander who has authority to award the NA may award the MOVSM.

(8) Civilian Honorary Awards. Are defined and submitted in accordance with reference (c).

(9) Civilian of the Quarter/Year Awards. Are defined and submitted in accordance with reference (d).

(10) 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 shall 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.