



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

CNETINST 1650.1K  
Code 004

(R)

26 MAR 2001

### CNET INSTRUCTION 1650.1K

Subj: POLICY AND PROCEDURES FOR THE AWARDS PROGRAM WITHIN THE  
NAVAL EDUCATION AND TRAINING COMMAND

Ref: (a) SECNAVINST 1650.1F  
(b) SECNAV Washington DC 231906Z Sep 94  
(c) CNO Washington DC 130340Z Oct 00 (NAVADMIN 265/00)  
(d) SECNAV (NDBDM) memo of 24 Oct 95  
(e) CNO Washington DC 301203Z Sep 97 (NAVADMIN 234/97)

(R)

1. Purpose. To define the policies and procedures for administering the awards program and emphasize the need for a judicious application within the Naval Education and Training Command (NAVEDTRACOM).
2. Cancellation. CNETINST 1650.1J
3. Background. The awards system contributes to the Navy mission while providing deserving individuals with the recognition they have earned. General guidance as to the criteria for the various medals, decorations, and delegated awarding authority is contained in reference (a).
4. Policy. The awards system should be used to provide an incentive for greater effort and improved morale. Award recommendations should reflect exceptional acts or service which conspicuously exceed expected performance of duty, and should not be considered automatic or follow a precedent based on awards made to previous incumbents. Recognition of sustained superior performance should be accorded an individual at the completion of the period during which he or she demonstrated that performance, such as at the end of a tour of duty. Awards recognizing specific acts should be bestowed as soon as possible after the act occurred, with due consideration given to the time required to properly investigate the event, validate the facts, and process the award. It is imperative that all awards are submitted in accordance with timelines prescribed herein, ensuring proper recognition is bestowed on the awardee prior to detachment. Consideration should be given to the presentation of Letters of Commendation to personnel who have performed in a noteworthy manner, but not of sufficient importance to merit a military decoration.
5. Action. The Chief of Naval Education and Training (CNET) is authorized to approve the Meritorious Service Medal (MM) and lesser personal awards. Reference (b) authorizes Rear Admirals to approve the Navy and Marine Corps Commendation Medal (NC).

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- R) Appendix B to Chapter 1 of reference (a) authorizes commanding officers to award the Navy and Marine Corps Achievement Medal (NA), and reference (c) allows commanding officers unlimited approval authority of the NA. In addition to the policies contained in reference (a), the following procedures for award recommendations shall be used by NAVEDTRACOM activities:

a. Legion of Merit (LM) and Above

(1) When submitting an LM or above award recommendation, the original and three copies of the OPNAV 1650/3, summary of action, and proposed citation are required. The proposed citation shall be 18-22 double-spaced lines of text, not less than Courier 10 or equivalent in size, in portrait style. The opening and closing sentences shall be in accordance with sample citations contained in Appendix C to Chapter 2 of reference (a).

(2) A minimum of 150 days should be allowed for routine administrative processing of award recommendations.

(3) Award recommendations from subordinate commands are to be forwarded via the chain of command to the approving authority.

(4) All recommendation forms shall be complete, accurate, and thoroughly reviewed prior to submission. All award recommendations received at CNET that are incomplete/incorrect shall remain unprocessed and will be returned to the subordinate command for correction. For end of tour awards ensure the ending date in OPNAV 1650/3 block 12 matches with block 15, or, in the case of separation or retirement, block 14.

(5) If the nominee is retiring and has approved separation leave, include this information in block 15 (i.e., retirement date 15 December but separation leave commences 1 November). Also include the retirement ceremony date if different than the separation commencement date.

(6) Only one award will be made for the same act, achievement, or period of meritorious service. Per reference (a), an award of a decoration for heroism or specific achievement performed within a period of meritorious service is not considered duplication. However, the proposed citation and the summary of action for the meritorious service should not mention the heroic service or the specific achievement previously recognized. A copy of the heroic service or specific achievement citation issued within a period of meritorious service shall be forwarded along with the award recommendation.

b. Meritorious Service Medal (MM)

(1) When submitting an MM award recommendation, the original and three copies of the OPNAV 1650/3, summary of action,

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and proposed citation and a floppy disk (3.5) containing the proposed citation are required. The proposed citation shall be 18-22 double-spaced lines of text, in portrait style. The opening and closing sentences shall be in accordance with sample citations contained in Appendix C to Chapter 2 of reference (a).

(2) A minimum of 90 days should be allowed for routine administrative processing of award recommendations.

(3) Award recommendations from subordinate commands are to be forwarded via the chain of command to the approving authority.

(4) All recommendation forms shall be complete, accurate, and thoroughly reviewed prior to submission. All award recommendations received at CNET that are incomplete/incorrect shall remain unprocessed and will be returned to the subordinate command for correction. For end of tour awards ensure the ending date in OPNAV 1650/3 block 12 matches with block 15, or, in the case of separation or retirement, block 14.

(5) If the nominee is retiring and has approved separation leave, include this information in block 15 (i.e., retirement date 15 December but separation leave commences 1 November). Also include the retirement ceremony date if different than the separation commencement date.

(6) Only one award will be made for the same act, achievement, or period of meritorious service. Per reference (a), an award of a decoration for heroism or specific achievement performed within a period of meritorious service is not considered duplication. However, the proposed citation and the summary of action for the meritorious service should not mention the heroic service or the specific achievement previously recognized. A copy of the heroic service or specific achievement citation issued within a period of meritorious service shall be forwarded along with the award recommendation.

c. Navy and Marine Corps Commendation/Achievement Medal (NC/NA):

(1) When submitting NC/NA award recommendations, the original and three copies of the OPNAV 1650/3, summary of action, and proposed citation, and a floppy disk (3.5) containing the proposed citation are required. The proposed citation shall be 10-12 double-spaced lines of upper case text, not less than Courier 10 or equivalent in size, one-inch borders, in portrait style. The opening and closing sentences shall be in accordance with sample citations contained in Appendix C to Chapter 2 of reference (a).

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(2) A minimum of 60 days should be allowed for routine administrative processing of award recommendations.

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(3) Award recommendations from subordinate commands are to be forwarded via the chain of command to the approving authority.

(4) All recommendation forms shall be complete, accurate, and thoroughly reviewed prior to submission. All award recommendations received at CNET that are incomplete/incorrect shall remain unprocessed and will be returned to the subordinate command for correction. For end of tour awards ensure the ending date in OPNAV 1650/3 block 12 matches with block 15, or, in the case of separation or retirement, block 14.

(5) If the nominee is retiring and has approved separation leave, include this information in block 15 (i.e., retirement date 15 December but separation leave commences 1 November). Also include the retirement ceremony date if different than the separation commencement date.

(6) Only one award will be made for the same act, achievement, or period of meritorious service. Per reference (a), an award of a decoration for heroism or specific achievement performed within a period of meritorious service is not considered duplication. However, the proposed citation and the summary of action for the meritorious service should not mention the heroic service or the specific achievement previously recognized. A copy of the heroic service or specific achievement citation issued within a period of meritorious service shall be forwarded along with the award recommendation.

d. Flag Letter of Commendation. The same guidelines for the above-mentioned NC/NA apply except for the following:

(1) Proposed citation shall consist of 18-22 double-spaced lines of text.

(2) No summary of action is required.

6. Summary of Action. With the exception of Letters of Commendation, the summary of action is required in all cases. This is the most important element of the award recommendation and must fully justify the award recommended. In preparing the summary of action, include substantive information on achievements that supports the level of award requested. Use a bullet format and be specific and factual in documenting the nomination.

7. Electronic Mail. Only those award recommendations that CNET is authorized to approve may be submitted via electronic mail.

R) Mail award recommendations to cnet.awards@cnet.navy.mil. The following conditions for the use of electronic mail apply:

a. No floppy disk is required.

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b. A copy of the heroic service or specific achievement citation issued within a period of meritorious service, an OPNAV 1650/3 bearing the proper signature of the recommending authority (block 22), and all other supporting documents as required by reference (a) shall remain a requirement. No award recommendation received via electronic mail will be placed into processing until all such documents have been received.

c. Those NAVEDTRACOM activities unable to produce an OPNAV 1650/3 bearing the proper signature of the recommending authority via electronic mail shall submit a single copy OPNAV 1650/3 bearing the proper signature via facsimile transmission (at DSN 922-4332 or Com (850) 452-4332) simultaneous to electronic mail transmission.

8. CNET Approval Authority. Upon receipt of an award recommendation that CNET is authorized to approve, one of the following actions will be taken:

a. Approve, prepare, and forward the award.

b. Approve or recommend a higher or lower award to the proper echelon.

c. Return the recommendation for clarification, additional justification, or correction.

d. Disapprove the award recommendation. Disapproved awards will be forwarded to Navy Department Board of Decorations and Medals (NDBDM) with a letter to the requestor and a copy to the appropriate chain of command. Although CNET retains final approval authority on MMs and below, a reclama may be submitted on awards that have been disapproved, upgraded, or downgraded. A reclama requires a rewritten award with additional justification to support the award requested.

9. Higher Authority Approval. Upon receipt of an award recommendation that must be approved by higher authority, CNET will take one of the following actions:

a. Concur in the award and forward to the awarding authority.

b. Recommend a higher or lower award and forward to the awarding authority.

c. Recommend disapproval and forward to the awarding authority.

d. Return the recommendation for clarification, additional justification, or correction.

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10. Unit Awards. The criteria for unit awards is found in Chapter 3 of reference (a). Recommendations for Presidential Unit Commendation (PUC), Navy Unit Commendation (NUC), and Meritorious Unit Commendation (MUC) must be submitted within 3 years from the date of the action or service and the award must be made within 5 years thereof. No unit or part thereof may be awarded more than one unit award, regardless of type, for the same act or service. Consideration should be given to recommending unit awards upon the completion of periods (not to exceed 2 years) during which quantifiable achievements occurred, such as command inspections, completion of major training goals, and unique events which focus wide attention on the command and to which a majority of the command contributed. Recommendations for unit awards shall be prepared in letter form and will include the following:

a. Proposed Letter of Recommendation addressed from recommended unit's immediate superior in command to the awarding authority via appropriate chain of command.

b. Narrative justification, including a complete list of all units recommended for participation and an estimate of the total number of personnel who would be eligible to participate in the award should it be approved.

c. Unclassified proposed citation not to exceed one page in length.

d. List of civilian personnel nominated to participate in the award.

e. Floppy disk (3.5) containing a copy of all previously listed documents.

11. Command-Awarded NAs. All subordinate commands, activities, and units are directed to submit documentation of command-awarded NAs directly to SECNAV (NDBDM) by the first of each month. This will consist of the following: Original OPNAV 1650/3 and signed copy of the citation with the member's social security number typed in the upper right hand corner. Send only one complete submission for each recipient; no additional copies are needed. Staple together the contents of each award package (OPNAV 1650/3 and citation) separately - not the entire monthly submission. Additionally, commands will retain signed copies of each command-awarded NA indefinitely. Do not submit documentation of command-awarded NAs or info copies to CNET.



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