

**BLOCK BY BLOCK INSTRUCTIONS FOR FILLING OUT
OPNAV 1650/3 Personal Award Recommendation**

FROM: Include command long and short titles of the originator listed in block 22 w/complete address, and a point of contact (POC) and DSN telephone number.

TO: Proper awarding authority (see appendix B, chapter 1) w/complete address and UIC.

1. SOCIAL SECURITY NUMBER: Social Security Number of the person who is being recommended for an award.

2. DESIG/NEC/MOS:

a. DESIG is for officer designator, such as 1110, 1705, etc.

b. NEC is Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros).

c. MOS: This is the USMC Military Occupational Specialty.

3. NAME. Type the person's LAST name first (ALL CAPITAL LETTERS), followed by a comma (,), then type first name, middle initial and any suffixes, i.e., Jr., Sr., II, III etc.

4. COMPONENT: As shown on the form, either USN, USNR, USNR (TAR), USNR-R, USMC, or USMCR.

5. GRADE/RATE: For the person being recommended use the authorized abbreviation, i.e., CAPT, CDR, LCDR, LT, LTJG, ENS, CW04, YNCM, YNC, or DPSA. (Do not use O2, E7, E5 etc.)

6. WARFARE DESIGNATOR: Use primary warfare designator, e.g., SW, AW, etc. If multiple, only the first one will be recognized.

7. UIC/RUIC: This is the Unit Identification Code (UIC) to which the person was/is assigned during the period of recommended award.

8. RECOMMENDED AWARD: Name of award, such as LEGION OF MERIT - LM, MERITORIOUS SERVICE MEDAL - MM, NAVY AND MARINE CORPS COMMENDATION MEDAL - NC, etc, use 2 letter code shown on back of form.

9. SPECIFIC ACHIEVEMENT. Mark yes if award is for specific achievement. If award is a tour award mark no.

10. SELF-EXPLANATORY. The majority of peacetime awards will be "meritorious".

11. NUMBER OF AWARD OF THIS MEDAL: If the person being recommended has never received the recommended award, type in "FIRST". If this will be "second" or "third" in kind, then so indicate, e.g., "SECOND", "THIRD", etc.
12. ACTION DATE/MERITORIOUS PERIOD: This block requests the complete start/stop dates of period covered for recommended award.
13. GEOGRAPHIC AREA OF ACTION/SERVICE: e.g. CONUS, WESTPAC, MED, EUROPE, CARIBBEAN, etc.
14. EXP. OF ACTIVE DUTY: For officers, this is usually "INDEFINITE," unless the officer is retiring or otherwise leaving the Naval Service, in which case, type in retirement date, or last day of active duty. For enlisted personnel, type in EAOS (expiration of active obligated service).
15. EST. DETACHMENT DATE: The date the person is scheduled to depart the command, whether departing for PCS or terminal leave. Include exact date if known. Mark appropriate box - retirement etc. If ceremony is scheduled on a different date, type it in parenthesis, i.e., (ceremony 17 May 2001).
16. NEW DUTY STATION: Type in the SNDL-authorized short title of the new duty station and full mailing address, including ZIP code. If the individual is retiring or leaving the service, type in full HOME address, including ZIP code. (This is of utmost importance.)
17. UNIT AT TIME OF ACTION/SERVICE: The unit to which the individual being recommended was assigned during the period covered by the proposed award.
18. DUTY ASSIGNMENT: Type in a brief general description of the person's title during the period the award is recommended for, e.g., Commanding Officer, OPS Officer, Flight Instructor, Flag Writer, Command Master Chief, Clerk, etc.
19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED: (This block causes much confusion.) A PERSONAL decoration is one that is listed in Chapter 2. Service (Good Conduct Medal) and Unit (NUC/MUC) decorations will not be listed. Ensure the period covered for each personal award is included. Attach a copy of any award(s) which overlap the period of the recommended award.
20. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED: Normally, "NONE." Usually used for combat situations.

21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: Normally, "NONE." For life-saving actions when a group is recommended for the same action, list other personnel. Forward awards together.

22. NAME, GRADE, TITLE OF ORIGINATOR: For example, John P. Jones, RADM, Director of Naval Intelligence. The originator must sign and date the form as well as check one of the two boxes above signature block.

23. FORWARDING ENDORSEMENTS: As required by the chain of command.

24. To be completed by the Awarding Authority. This must be completed by the command making final disposition. Use two-letter code for approved award and check appropriate boxes. All awarding authorities must sign and date the approval. (Signature should correspond to the "To: (Awarding Authority) Block" above.

25. SUMMARY OF ACTION: This must be submitted for every award recommendation EXCEPT Command-approved NA's for Navy only. All NA awards require a bullet summary for Marine Corps. Specific information/accomplishments are essential to the narrative summary. Ensure that the dates in Block 11 match exactly with the dates in Block 25, as well the proposed citation. A one-page summary of action will suffice in most cases.

FOR NONCOMBAT AWARDS

- Brevity is encouraged.
- Outline or bullet format limited to one page is sufficient in majority of cases.
- Emphasis should be on specific accomplishments of individual that set that person apart from his/her peers.

COMBAT AWARDS

- Must be fully justified.
- Eyewitness statement (at least two if practicable).
- For Medal of Honor also include a summary of the recommendation in the following format:

Name: _____
 Rate or rank at time of action: _____

Organization: _____
Next of kin: _____
Person who assisted: _____

Conditions Under Which Act Performed

Location: _____
Date: _____
Terrain: _____
Weather: _____
Enemy condition: _____
Friendly condition: _____

Narrative Description of Gallant Conduct

FOR LIFE SAVING/ATTEMPTED LIFE SAVING AWARDS

- If practicable, include statements of at least two eyewitnesses. Such statements should furnish accounts of the incident, including opinions as to whether the person for whom the award is sought imperiled his/her life. Police reports and newspaper accounts can also be submitted.
- The precise locality of the rescue or attempted rescue, or heroic action.
- The date, time of day, nature of weather, including force of the wind, condition and temperature of the water if applicable, and amount and source of light if at night.
- The names of all persons rendering assistance and the nature of the assistance.
- A freehand sketch of the scene, including distances, location of assistance, and heights of piers or vessels from which rescue efforts were started, as applicable.
- A statement as to the swimming qualifications of the rescuer if applicable. (See art. 6610120, MILPERS Manual for Navy personnel; and NAVMC 2779 for Marine Corps personnel.)
- An account of the cooperation or lack thereof on the part of the person being rescued.

- A rescue from burning should be described in great detail, including the aid received by the rescuer, the extent of the burns, and a description of the outer clothing of the rescuer.
- It is emphasized that recommendations should include the above, but should not necessarily be limited to that information.

IN ALL CASES AN UNCLASSIFIED PROPOSED CITATION WILL BE SUBMITTED