

CHAPTER 1 - GENERAL INFORMATION

Section 1 - GENERAL

110. PURPOSE OF THE NAVY AND MARINE CORPS AWARDS MANUAL

1. To provide guidance and regulations concerning awards available to individuals and units in the naval service.

2. Guidance and regulations concerning Department of Defense (DoD) awards and those issued by other services are governed by other directives. The manual for Defense and Joint awards is the DoD Manual 1348.33-M of September 1996 (NOTAL) controlled by Office of the Assistant Secretary of Defense, Force Management Policy (ASD FMP).

3. Commands publishing specific award instructions must comply with the guidance established herein.

111. POLICY CONSIDERATIONS

1. Awards are important symbols of public recognition for rewarding extraordinary heroism, exceptionally meritorious service, or outstanding achievement and other acts or services which are above and beyond that normally expected and which distinguish an individual or unit among those performing similar acts or services.

2. Awards are intended to recognize exceptional performance and valor. The value of an award is that it is given in cases only where it is clearly deserved.

3. Awards recognizing specific acts should be bestowed as soon as possible after achievement. Due consideration must be given to security requirements, the time required to properly investigate the event, validation of facts, and processing. Only recommendations involving the most sensitive operations should be forwarded as classified documents. Classified awards slow the process considerably and, in most cases, valid documentation can be drafted without classification. A classified award contains an unclassified citation and follows the same procedures as an unclassified award with the exception of handling criteria.

4. Recognition of sustained superior performance is

accorded an individual at the termination of the period during which that person demonstrated that performance, such as at the end of the assigned tour of duty. Several factors must be adhered to:

a. A routine end of tour (EOT) award is not an integral part of the awards system. A copy of all personal awards received during the tour period must be submitted with the EOT award to the awarding authority. This requirement is not mandatory when using an Electronic Award Submission System; however, the awarding authority may request the other award prior to final action.

b. An impact award is for a short duration (up to 3 months) and specific achievement; this award cannot support an EOT award and a copy of it must be enclosed with the EOT award.

c. Sailor of the Year, and similar awards, denote a specific competitive achievement; this award can support an EOT award and a copy of it must be enclosed with the EOT award. Only one award of this nature can be earned in any given year.

d. Mid-tour awards are not appropriate; commands should retain the nomination for inclusion in the EOT award. A tour is normally designated by a set of orders to leave the command, not by a change of position within the command. This should not hinder a command from awarding an EOT award and/or an additional award for members who extend at arduous duty stations or operational commands.

e. Commanders cannot approve awards for any member who is considered personal staff; these awards must go to the immediate superior in command for approval.

f. Departing commanders cannot forward awards for members of the staff who are not also departing; the commander may recommend an award that is retained by the command for use as an EOT award upon departure of the individual.

h. Members with dual responsibilities, i.e. 'double-hatted', are normally viewed for an EOT award following completion of all duties, not each individually.

5. DoD has personal awards equivalent to Navy. When Department of the Navy (DON) members serve in a DoD agency, activity, or a joint, unified or specified command, recognition by a DoD award, in lieu of the DON award, is appropriate. The only exception is for DON personnel retiring or transferring to the Fleet Reserve while attached with another service or joint command; it is preferred that Navy or Marine Corps award the service decoration if recognition is deemed appropriate. An individual cannot receive both awards, i.e. DoD, DON and/or other service, for the same act of service.

a. Per the Manual of Military Decorations and Awards, DoD 1348.33-M (NOTAL), the Secretary of the Navy (SECNAV) has been designated an "Executive Agent of a Joint function" and as such has been delegated authority to award the Joint Service Commendation Medal (JC) and the Joint Service Achievement Medal (JA) to qualifying personnel.

b. To simplify matters, recommendations for the JC and JA medals forwarded to SECNAV shall be in the same format as DON awards; DON eligibility criteria is the same as that required of the DoD equivalent. Use OPNAV 1650/3 and submit recommendations through your normal chain of command to SECNAV. To qualify for a joint decoration, the individual must be serving in a valid, verifiable joint duty billet per manpower documentation.

6. The fact that a unit receives a unit award in no way limits the awarding of personal decorations to individuals of that unit for the same period and/or achievements.

7. As a general rule, only one award will be made for the same act, achievement, or period of meritorious service. It is inappropriate to duplicate awards, however, an award for heroism or specific achievement within the period of meritorious service is not considered duplication. Neither the summary of action nor the citation issued for the meritorious service should mention the heroic service or the specific achievement previously recognized.

8. The Navy 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, it should only recognize service at the last duty station or not previously recognized. In addition, a retirement/career statement in the citation is also not appropriate.

112. AUTHORITY TO ESTABLISH AWARDS. Awards may be established by laws passed by Congress, by Executive Order, or by directives issued by the Secretary of Defense (SECDEF) and SECNAV. All Navy recommendations for the establishment of a new award must be addressed via the chain of command to SECNAV and contain full justification for the new award, proposed criteria, eligible personnel and a design for the award.

113. AUTHORITY TO APPROVE AWARDS

1. The Medal of Honor is approved and awarded by the President in the name of Congress.

2. The Defense Distinguished Service Medal and Defense Superior Service Medal are approved and awarded by SECDEF in the name of the President.

3. The Navy Cross, Distinguished Service Medal, and Silver Star Medal are approved and awarded by SECNAV in the name of the President.

4. The Legion of Merit, Distinguished Flying Cross, Navy and Marine Corps Medal, Bronze Star Medal, Purple Heart, and Air Medal (Strike/Flight) are awarded by SECNAV and Chief of Naval Operations (CNO) or Commandant of the Marine Corps (CMC) under delegated authority from SECNAV in the name of the President.

5. The Defense Meritorious Service Medal has been delegated to numerous DoD activities, refer to DoD 1348.33-M (NOTAL) for details.

6. The Meritorious Service Medal and Air Medal (Individual for Non-Combat Action) are approved and awarded by several commands (see Appendix B to Chapter 1 regarding CNO/CMC delegation authority) in the name of the President.

Note: The Air Medal (Strike/Flight and Individual for Combat Action) can only be approved by delegated authority after determination by SECNAV of the area of operations.

7. The Joint Service Commendation Medal and Joint Service Achievement Medal may be approved and awarded by SECNAV in the name of SECDEF.

8. The Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal are approved and awarded by SECNAV in his own name (see Appendix B to Chapter 1 regarding delegation authority).

9. Qualifying operations for the Combat Action Ribbon are approved by SECNAV.

114. DELEGATION OF AUTHORITY. SECNAV has delegated authority to approve the Legion of Merit and below in certain situations. Appendix B to Chapter 1 provides a listing of those delegations; delegation of authority not specified requires direction in writing from SECNAV, CNO, or CMC.

115. PERSONNEL ELIGIBLE

1. Awards to U.S. Navy and Marine Corps Personnel

a. The terms "naval service" and "serving in any capacity with the U.S. Navy," as used in this instruction include service in the U.S. Marine Corps, all Reserve components, and U.S. Coast Guard, when the Coast Guard or units thereof operate under the control of Navy.

b. Anyone that meets the eligibility criteria for an award may be recommended for it by any commissioned officer senior to the individual being recommended. If a senior officer is not assigned, the senior enlisted member may forward documentation for award consideration to the first officer in the chain of command for review.

c. U.S. Naval Academy midshipmen are eligible for those awards for which they may qualify.

d. Naval Reserve Officer Training Corps (NROTC) midshipmen are eligible for awards for which they may qualify when serving on active duty, but not for periods spent as full-time college students.

e. Naval personnel are eligible to receive non-combat awards, Meritorious Service Medal (MM) and below, tendered by other U.S. Armed Forces and the Coast Guard if permanently assigned to the other service. Following concurrence of the CNO or CMC, naval personnel may receive combat awards and awards above the MM. Concurrence will not be granted to accept awards from other U.S. Armed Forces for acts that have already been recognized by a DON award.

2. Awards to Other Service (Army, Air Force, and Coast Guard) Personnel

a. SECNAV/CNO/CMC are approval authority for naval decorations for members of other services for all combat awards and any non-combat award above the MM. For non-combat awards, the award authority has been delegated as follows:

(1) MM and below commensurate with the commander's designated award authority.

(2) Legion of Merit (LM) remains at the CNO/CMC level; concurrence from the other Service Chief will be attained prior to approval by CNO/CMC.

(3) All combat awards remain strictly under the authority of the parent service, including the Combat Distinguishing Device and Air Medals for combat service.

(4) This delegated authority extends only to personnel permanently assigned to Navy or Marine Corps units; temporary personnel (TAD, TEMDU, etc.) can only receive a recommendation forwarded to their parent service for action.

b. Limitations

(1) Other U.S. Armed Forces personnel are eligible to receive from the DON any of the military decorations listed here except the Medal of Honor and the Combat Action Ribbon.

(2) Other U.S. Armed Forces personnel will not be awarded a meritorious naval award unless they are actually attached to a unit of the naval service. When

attached to a command of their parent service, armed forces personnel who perform meritorious service for the DON should be recommended to their commanding officer for an Army, Air Force or Coast Guard award. This does not preclude the awarding of a naval decoration for single acts of heroism.

(3) Naval decorations will not be awarded for service that has already been recognized by another service.

3. Military Awards to U.S. Public Health Service Officers

a. Authorization. 42 U.S.C. 213(b).

b. Policy. Effective 2 August 1990, a commissioned officer of the U.S. Public Health Service (USPHS) assigned or attached for full-time duty to DoD or any of its components are eligible for military awards and decorations on the same basis as officers of the military services.

c. No military ribbon, medal or decoration shall be awarded to an officer of the USPHS without approval of the Secretary of Health and Human Services (HHS) or designee.

d. SECNAV is the sole approval authority for naval decorations to members of the USPHS. Recommendations shall be forwarded using OPNAV 1650/3 via the chain of command. DoD shall secure HHS concurrence prior to final award approval.

4. U.S. awards to foreign personnel. See Chapter 6.

5. Foreign awards to U.S. personnel. See Chapter 7.

6. Military awards to civilians

a. Civilians are not normally awarded military decorations. In most cases, non-military decorations are available for specific services rendered by civilians and they are considered more appropriate than military decorations. Liaison with the local civilian personnel director is recommended when considering civilian awards.

b. Laws, executive orders and other directives state that certain decorations shall be awarded to any person, who, while serving in any capacity with the naval service qualifies for the award. By such criteria, the following are decorations for which civilians could qualify: Navy Cross, Distinguished Service Medal, Silver Star, Distinguished Flying Cross, Navy and Marine Corps Medal, Bronze Star Medal, Air Medal and Navy and Marine Corps Commendation Medal. The Distinguished Service Medal is awarded only with the approval of the President.

c. Military awards to civilians are rare; should a case warrant a military award, the recommendation will be forwarded to SECNAV, Navy Department Board of Decorations and Medals (NDBDM) via CNO or CMC, as appropriate. A military award should only be considered if a civilian award is clearly not appropriate.

d. Policy regulations concerning civilian awards are SECNAVINST 5061.12C (NOTAL) and MCO 12451.2C (NOTAL).

116. REQUIREMENT FOR HONORABLE SERVICE

1. Title 10 U.S. Code, Section 6249 provides that no medal, cross, bar, or associated emblem or insignia may be awarded or presented to any individual if the service after the distinguishing act or period has not been honorable.

2. Any award for a distinguished act, achievement or service may be revoked before presentation by the approval authority, or after presentation by SECNAV, if facts, subsequently determined, would have prevented the original approval of the award, or if the awardee's service after the distinguishing act, achievement or service has not been honorable.

3. If the awardee's honorable service is questioned after presentation of the award, forward the entire case to NDBDM via CNO/CMC as appropriate for a determination and final disposition.

117. MISCELLANEOUS LAWS PERTAINING TO AWARDS

1. Protection of Awards. Title 18 U.S. Code, Section 704 prohibits, and imposes a suitable penalty for the

unauthorized wear, manufacture or sale of any decoration, medal or ribbon which has been or may be authorized by the Armed Forces of the United States except under regulations made under law.

2. Medal of Honor Roll. Applicable provisions of law relating to the Medal of Honor Roll are as follows:

a. Title 38 U.S. Code, Section 560. Eligibility.

(1) There shall be in the Department of the Army, Department of the Navy, Department of the Air Force and Department of Transportation, respectively, a roll designated as the "Army, Navy, Air Force, and Coast Guard Medal of Honor Roll" hereafter referred to as the "Medal of Honor Roll."

(2) Upon written application to the Secretary concerned, the Secretary shall enter and record on such roll the name of each surviving person who has served on active duty in the Armed Forces of the United States, who has been awarded a Medal of Honor for conspicuously distinguishing himself/herself by gallantry and intrepidity at the risk of his/her life above and beyond the call of duty while so serving.

(3) Applications for entry on such roll shall be made in the form and under regulations prescribed by the Secretary concerned and shall indicate whether or not the applicant desires to receive the special pension provided by section 562 of this title. Proper application forms and instructions shall be furnished by the Secretary concerned, without charge upon the request of any person claiming these benefits.

b. Title 38 U.S. Code, Section 561. Certificate.

(1) The Secretary concerned shall determine whether or not each applicant is entitled to have his or her name entered on the Medal of Honor Roll. If the official award of the Medal of Honor to the applicant, or the official notice to him/her thereof, shows the Medal of Honor was awarded to the applicant for an act described in section 560 of this title, such award or notice shall be sufficient to entitle the applicant to have his/her name entered on such roll without further investigation;

otherwise all official correspondence, orders, reports, recommendations, requests and other evidence on file in any public office or department shall be considered.

(2) Each person whose name is entered on the Medal of Honor Roll shall be furnished an enrollment certificate of service and of the act of heroism, gallantry, bravery, or intrepidity for which the Medal of Honor was awarded, and if he/she has executed the right to receive the special pension provided by section 562 of this title.

(3) The Secretary concerned shall deliver a certified copy of each certificate to the Secretary of Veteran Affairs issued by him under subsection (b) in which the right of the person named in the certificate to the special pension provided by section 562 of this title is set forth. Such copy shall authorize the Administrator to pay such special pension to the person named in this certificate.

c. Title 38 U.S. Code, Section 562. Special pension provision.

(1) Upon receipt of a copy of the certificate received under subsection (c) of section 561, of this title, the Secretary of Veterans Affairs shall pay each person whose name has been entered on the Medal of Honor Roll a special pension at the rate of \$400 per month, beginning on the date of application therefore under section 560 of this title.

(2) The receipt of special pension shall not deprive any person of any other pension or other benefit, right or privilege to which he/she is or may hereafter be entitled under any existing or subsequent law. Special pension shall be paid in addition to all other payments under laws of the United States.

(3) Special pension shall not be subject to any attachment, execution, levy, tax, lien or detention under any process whatever.

(4) If any person has been awarded more than one Medal of Honor, he/she shall not receive more than one special pension.

3. Appointment to Service Academies of Children of Medal of Honor Winners. Title 10 U.S. Code, Sections 4342, 6954, and 9342 authorizes the appointment of children of a person who has been awarded the Medal of Honor as cadets at the U.S. Military Academy, U.S. Air Force Academy or as midshipmen at the U.S. Naval Academy, without regard to quota requirements. Applications for admittance to the Naval Academy under this provision should be sent to the Dean of Admissions, U.S. Naval Academy, regardless of the branch of service in which the parent served. Applications should include the full name and date of birth of the applicant, and the full name and grade or rate of the person awarded the Medal of Honor.

Section 2 - MISCELLANEOUS

120. PRECEDENCE OF AWARDS. The precedence of U.S. military and non-military decorations, medals, ribbons and badges authorized for personnel of the Navy and Marine Corps is listed in appendix C of this chapter.

121. WEARING OF AWARDS. Active duty, retired and discharged personnel are authorized to wear awards as prescribed by the provisions of this instruction and the applicable provisions of the U.S. Navy Uniform Regulations or Marine Corps Uniform Regulations, as appropriate.

122. ATTACHMENTS TO BE WORN ON RIBBONS AND MEDALS

1. Stars. All stars will be worn with two points (rays) pointing down. The larger size (5/16 inch for naval military decorations and 3/16 inch for unit, campaign and service awards, with the exception of the Navy "E" Ribbon) is worn on the suspension ribbon of the large medal and service ribbon or ribbon bar to denote subsequent awards received. The smaller size (1/8 inch) is worn on miniature medals. For personal naval military decorations, gold stars are used for the 2nd through the 5th, 7th through 10th, 12th and so forth. Silver stars are used in lieu of multiples of five gold stars; i.e. the 6th, 11th, etc. For unit, campaign and service awards, with the exception of the Navy "E" Ribbon, bronze and silver stars are used similarly.

2. Letter Devices

a. Silver "E" (3/16 inch) is authorized for wear on the Navy "E" Ribbon for first, second and third awards. For four or more awards one wreathed "E" centered on the ribbon bar is authorized.

b. Silver "E" (1/4 inch block letter) is authorized for wear on the ribbon bar of the Expert Rifleman and Expert Pistol Shot Medals.

c. Bronze "S" (1/4 inch block letter) is authorized for wear on the Navy Rifle/Pistol Marksmanship ribbon bar for those who qualify as sharpshooter.

d. Bronze "V" (Combat Distinguishing Device). Prior to 4 April 1974, the "V" was authorized for wear on the Legion of Merit, Bronze Star Medal, Joint Service Commendation Medal, Navy Commendation Medal and Navy Achievement Medal. Between 4 April 1974 and 17 January 1991, the "V" was authorized for wear on the Distinguished Flying Cross, Bronze Star Medal, Air Medal, Joint Service Commendation Medal and Navy Commendation Medal. On 17 January 1991, the "V" was authorized for wear on the Legion of Merit, Distinguished Flying Cross, Bronze Star Medal, Air Medal, Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal. The "V" is authorized for wear on these decorations if the award is for acts or services involving direct participation in combat operations. In all cases, the Combat Distinguishing Device may only be worn if specifically authorized in the citation. Eligibility for the Combat Distinguishing Device shall be based solely on acts or services by individuals who are exposed to personal hazard due to direct hostile actions, and not upon the geographical area in which the acts or services are performed. Each case must be judged on its own merits.

3. Miscellaneous Devices

a. Fleet Marine Force (FMF) Combat Operation Insignia is a miniature bronze Marine Corps emblem and is authorized for Navy personnel who are assigned or attached to FMF units in active combat with an armed enemy beginning with World War II. The Insignia will be worn centered on the suspension ribbon and ribbon bar of World War II area

campaign medals, Korean Service Medal, Armed Forces Expeditionary Medal, Vietnam Service Medal, Southwest Asia Service Medal, Kosovo Campaign Medal and, upon approval of CMC, on future medals so designated. This authorization applies to Navy personnel attached to and operating with FMF units, and to Navy personnel attached to Navy units operating with FMF units and under FMF operational control. This is a restrictive device; attachment to operations with a Marine unit is not sufficient to establish eligibility for this insignia. The Marine unit must have been engaged in actual combat action during the period of the individual's service with the unit. Questions regarding eligibility for the FMF Insignia are addressed via the Marine Corps chain of command; CMC (MMMA) is the final authority for eligibility.

b. Bronze Arabic Numerals (5/16 inch) are authorized for wear on the Air Medal to denote total number of Strike/Flight awards.

c. Oak-Leaf Cluster. The oak-leaf cluster is worn on the service and suspension ribbon of all Defense, Army and Air Force decorations and the Joint Meritorious Unit Award. The larger size (13/32 inch) is worn on the suspension ribbon of the medal and the smaller size (5/16 inch) on the service ribbon or ribbon bar. The bronze oak-leaf cluster is used for the 2nd through 5th, 7th through 10th, and so forth. A silver oak-leaf cluster is used for the 6th, 11th and so forth, entitlement or award, or in lieu of five bronze oak-leaf clusters.

d. Additional attachments that have limited application are listed with the awards to which they apply.

123. MAINTENANCE OF RECORDS

1. CNO/CMC Awards Branches maintain the master list of personal military decorations awarded by all Navy and Marine Corps awarding authorities.

2. For Navy personnel:

a. Pertinent information from the submitted and properly completed OPNAV 1650/3 is entered into the Awards Information Management System (AIMS) data base and transferred on a weekly basis into the BUPERS Master Awards

File. Bureau of Personnel (BUPERS) (PERS 32) makes extractions from this file to complete the awards information section on Enlisted and Officer Service Records (ESRs/OSRs). Only personal awards, Navy and Marine Corps Achievement Medal and above, are recorded into the AIMS System. Fleet Commanders-in-Chiefs and Type Commanders are authorized to perform direct entry of approved awards into the AIMS system. Unit, campaign and service awards are entered into AIMS by unit, not by individual service members; consequently these awards are not documented on the ESR/OSR. The personal awards package is then forwarded to BUPERS (PERS 313C) for citation microfilming into individual permanent service records.

b. All awarding authorities are responsible for forwarding the original OPNAV 1650/3, completed and signed, on a periodic basis after presentation of awards. The award copy is sent to the AIMS authority in the chain of command: Type Commander, Fleet Commander in Chief, or CNO (N09B13). Staple a signed copy of the citation, with the member's social security number (SSN) typed in the upper right hand corner to the OPNAV 1650/3. CNO (N09B13) does not require cover letters, delivering endorsements, the summary of action, certificates, or advance copies.

c. Each delegated awarding authority will maintain records of awards processed to include the OPNAV 1650/3, a signed copy of the citation, supporting documents and related correspondence in accordance with the Navy and Marine Corps Records Disposition Manual (SECNAVINST 5212.5 Series).

3. For Marine Corps: AIMS was replaced by the use of the Headquarters Marine Corps Electronics Awards System. Use of the electronic awards system fulfills all record-keeping requirements; paper documentation of approved awards is not required.

4. Delegated awarding authorities shall reissue and correct all awards issued by their activities as necessary. Activities holding individual service records will make appropriate entries on personal awards, unit awards, campaign and service medals or provide said information to their appropriate servicing command. Eligibility may be established by documentary evidence in service records, such as orders to officer personnel or page five service

record entry for USN/R enlisted and page 9 for USMC/R enlisted members. In those cases where a determination cannot be made at the local level, requests for award eligibility will be submitted to BUPERS (PERS 324) or CMC (MMMA). For officer personnel, commanding officers shall furnish BUPERS (PERS 313C) a copy of the citation with the officer's social security number typed on the citation. For enlisted personnel, entry shall be made on page 4 of the service record.

124. AWARDS INQUIRIES-PRIOR SERVICE

1. Inquiries regarding prior service awards shall be initiated by the individual's commanding officer and forwarded directly to the following address:

Navy Liaison Office (N314)
Room 3475
9700 Page Avenue
St. Louis, MO 63132-5200

2. Include the following prior service data in each request and mark the letter 'For Official Use Only - Privacy Act Protected.'

- a. Full name, grade/rate at time of discharge.
- b. Service number (if service is before 1972) and social security number.
- c. Periods of service - indicate periods of active duty/reserve duty.
- d. Date of last discharge and VA Claim Number.
- e. Organization: Ship, squadron, unit, regiment, battalion, etc., during period for which inquiry is made.
- f. Date and place of birth.
- g. Address and Phone Number.

125. PUBLIC DISPLAY OF MEDALS AND RIBBONS

1. Government Agencies. Medals and ribbons for official display may be procured from the service sources

for an attractive, dignified and secure display. The Medal of Honor is strictly controlled; one set may be furnished on a no-cost basis by CNO or CMC upon request.

2. Civilian Institutions. Medals and ribbons may be purchased by museums, libraries and national headquarters of historical, numismatic and military societies, and institutions of such public nature as will assure an opportunity for the public to view the exhibits under circumstances beneficial to the DON. The Medal of Honor is strictly controlled; one set may be furnished on a cost basis by CNO or CMC upon request.

3. Display Sets. Sets of display medals and ribbons will consist of currently issued personal decorations, unit awards and those service/campaign medals for World War II and subsequent periods. Medals for service prior to World War II cannot be furnished since only minimum essential quantities are available for issue to authorized recipients. Decorations furnished for display should be engraved with the word "Display."

4. Security of Display. All displays must be placed in secure areas in locked cases.

5. Requests for Display. Requests to display medals should be addressed to the CNO (N09B13) or CMC (Code MMMA), as appropriate. The following information must be included:

- a. Manner of display and description of the security measures in the display area.
- b. Number of visitors per year.
- c. Cost of admission fee, if any.
- d. Any other pertinent decision making information.

6. Commercial Sale of Medals for Display. Except for the Medal of Honor, all other medals are available for purchase from commercial sources. CNO/CMC will enforce strict control of the Medal of Honor and will sell it only in exceptional cases.

126. THE NAVY DEPARTMENT BOARD OF DECORATIONS AND MEDALS

1. The Navy Department Board of Decorations and Medals (NDBDM) was established in 1919 by SECNAV to provide assistance in all matters of policy, procedures and administration with regard to Navy decorations and medals. NDBDM, guided by law, executive order, and SECNAV policy, shall:

a. Review and recommend appropriate action on awards submitted to SECNAV for approval.

b. Review awards issued by all delegated authorities to ensure such awards are in consonance with SECNAV policy.

c. Recommend policy and procedures for awards and related subjects to SECNAV to maintain and preserve the high standards and integrity of the Navy awards system.

d. Review correspondence and directives regarding awards prior to approval by SECNAV.

e. Maintain close liaison with the CNO, CMC and other awarding authorities on all matters pertaining to awards.

f. Maintain liaison with other military services to exchange information on award policy and procedures.

127. THE CNO AND CMC AWARDS BRANCH. The CNO Awards and Special Projects Branch (N09B13) and the CMC Awards Branch (MMMA) have the following specific responsibilities:

1. Provide advice and assistance to CNO/CMC.

2. Initiate and implement policies and regulations for the military awards program.

3. Maintain close liaison with NDBDM, the award branches of the other services, Office of the Joint Chiefs of Staff and DoD.

4. Transmit all awards approved by SECNAV, CNO or CMC.

5. Process awards to foreign nationals.

6. Obtain concurrence from other services for Navy awards to members of other military services (Combat or MM and above).

7. Process awards and gifts of more than minimal value from foreign governments to Navy and Marine Corps personnel; prepare the yearly report of such gifts to the Secretary of State.

8. Control of the Medal of Honor for display purposes.

9. Prepare notices and instructions for guidance to commands for personal awards, campaign/service medals and unit awards.

10. Provide technical guidance and assistance to delegated awarding authorities and the National Personnel Records Center in St. Louis, Missouri.

11. Maintain the master list of personal awards and ships and units that qualify for unit, campaign and service awards.

12. Maintain the Navy and Marine Corps Awards Manual.