DEPARTMENT OF THE NAVY
COMMANDER, CARRIER AIR WING RESERVE 20
NAVAL AIR STATION ATLANTA
MARIETTA, GA 30060-5099

COMCVWR-20INST 1650.3D
N116:coa
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COMCARAIRWINGRES TWO ZERO INSTRUCTION 1650.3D

Subj: AWARDS AND RECOGNITION PROGRAM

Ref: (a) SECNAVINST 1650.1F
(b) COMNAVRESFORINST 1650.1F
(c) COMNAVAIRESFOR ltr 1650 Ser N11/1239 of 18 Jun 97

Encl: (1) Personal Award Recommendation (OPNAV 1650/3 Rev 1-94) and Proposed Citation Guidelines
(2) CVWR-20 Letter of Commendation Guidelines
(3) Navy and Marine Corps Achievement Medal Guidelines
(4) Navy and Marine Corps Commendation Medal Guidelines
(5) Meritorious Service Medal Guidelines

1. Purpose. To provide information and guidance on methods of rewarding deserving active duty and selected reserve personnel for superior performance and to establish an Awards and Recognition Program for CVWR-20 per references (a) and (b).

2. Cancellation. COMCVWR-20INST 1650.3C

3. Discussion. Official recognition of individual achievement/outstanding performance generates and reinforces motivation and complements the private recognition conferred in enlisted performance evaluations and officer fitness reports. Recognition has long been acknowledged to be a powerful force in job satisfaction and retention. This instruction, Article III of reference (a), and reference (b) give specific procedures to maintain the integrity of the Navy awards program.

4. Philosophy. Judicious use of awards for deserving personnel is paramount. Strive to personalize recognition given to members of a group with similar accomplishments. Generic recommendations used to include everyone involved will not be accepted. To that end, the following is required from you:

a. Ensure your awards drafters receive a copy of this instruction and **use it.** It is meant to reduce processing time at all levels by providing uniform guidance in format and a checklist of common errors to avoid.
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b. Proofread. Do not confine yourself or your designated proofreader to the citation alone. Double and triple check all the **details.** Spell check and grammar check thoroughly.

c. Write the award that is due. Do not deliberately upgrade a recommendation, assuming the staff will automatically choose the next lower award and rewrite it for you. (NOTE: Any major rewrites (i.e., literacy overhauls) will be accomplished by the initiating squadron.)

d. Personal award recommendations should not be discussed with the intended recipient. This will save you and the intended recipient unnecessary embarrassment if the award is downgraded or disapproved. The staff will not address award recommendations with the individual concerned.

5. Policy Consideration. Awards are intended to recognize truly exceptional performance and valor. The value of an award is that it is given only in cases where it is clearly deserved. Recognizing specific acts should be done as soon as possible with consideration to the time required to investigate the event and process the award.

a. Recognition of sustained superior performance should normally occur at termination of the period during which the person demonstrated that performance, such as at the end of assigned tour of duty.

b. Only one award will made for the same act, achievement, or period of meritorious service. There are circumstances where deserving personnel should be recommended for mid tour awards as well as an end of tour award. Decorations for heroism or specific achievement performed within a period of meritorious service are not considered duplication. The citation issued for the meritorious service or end of tour should not mention the heroic service, mid tour or the specific achievement previously recognized. If an award has already been approved during the action period of a recommendation, you must include a copy of that award along with the submission of the new award recommendation.

6. Delegation of Authority. The Secretary of the Navy (SECNAV) has delegated the authority to approve the Navy and Marine Corps Commendation Medal (NCM) and Navy and Marine Corps Achievement Medal (NAM) as follows:

a. Naval Reserve Commanders in the grade of Rear Admiral (lower half) and above (to include those frocked) are authorized to award an unlimited number of NCMs and below.

b. Commanders/Commanding Officers eligible to wear the Command at Sea of Command Ashore device are authorized to award NAMs under a quota system per calendar year.

7. Quota Limitations. Quota limitations for Active Duty personnel are determined by the number of billets authorized in Unit Manpower Personnel Authorization Document (OPNAV 1000/2). Quotas for SELRES are based on the total number of personnel assigned to an activity (including In Assignment Processing and Cross Assigned Out personnel) and not the number of authorized billets. The maximum limit of quotas must be computed separately for Active Duty officer/enlisted and SELRES officer/enlisted.

a. Units with 100 billets or less (Active Duty/SELRES and Officer/Enlisted computed separately) are authorized eight NAMs per calendar year per group.

b. Units between 101 and 650 billets are authorized four NAMs per fifty billets or fraction thereof.

c. Units with greater that 650 are authorized four NAMs per fifty-billets for the first 650 billets and four NAMs per 75 billets above 650 billets.

d. Award recommendations in excess of the command's maximum limit and end of tour NAMs depicting sustained outstanding performance must be submitted to COMNAVAIRESFOR.

8. Submission of Award Recommendations. To avoid delay ensure all award recommendations are submitted via the proper chain of command. Recommendations originated by other than the Commanding Officer of the individual concerned must be forwarded to the Commanding Officer or Officer in Charge for endorsement. Reference (a) and paragraph 8b of this instruction provides time limitations for all award recommendations.

9. Personal Award Recommendations. Personal award recommendations will be prepared on a Personal Award Recommendation form (OPNAV 1650/3) Rev 3-96 per Article 220 of reference (a) and enclosure (1). Do not print the summary of action on the back of the 1650/3. Forward it and the citation via e-mail in proper format utilizing Microsoft Word to the CVWR-20 Awards Coordinator. The summary of action should not exceed the 1650/3 format. Ensure all recommendations are complete and accurate. Incomplete awards will be returned for correction and resubmission.

a. Reference (c) stipulates that award nominations should be submitted sufficiently in advance to be received at COMNAVAIRESFOR 90 days prior to member's transfer, retirement or discharge.

b. CVWR-20 Letter of Commendation: Shall be originated on OPNAV 1650/3, using the guidelines in enclosure (2).

c. COMNAVAIRESFOR Letter of Commendation: Follow the procedures as outlined in reference (b).

d. Navy and Marine Corps Achievement Medal: Shall be originated on OPNAV 1650/3, using the guidelines in enclosure (3).

e. Navy and Marine Corps Commendation Medal: Shall be originated on OPNAV 1650/3, using the guidelines in enclosure (4).

f. Meritorious Service Medal and above: Shall be originated on OPNAV 1650/3 per chapter 3 of reference (a).

10. Action

a. CVWR-20

(1) Log and track all incoming award recommendations.

(2) Review all award recommendations for correct submission. Award recommendations not submitted per references (a), (b), (c), and this instruction will be returned to the originating command for correction.

(a) Recommend approval and forward to COMNAVAIRESFOR if applicable. Approve award as is if awarding authority.

(b) Recommend an upgrade or downgrade and forward to COMNAVAIRESFOR if applicable.

(c) Recommend no award and forward to COMNAVAIRESFOR if applicable. Disapprove award recommendation if awarding authority.

(d) Return for rewrite.

(3) Prepare all awards for which CVWR-20 is the awarding authority.

(4) Transmit approved Citation and Summary of Action via GroupWise to the Air Awards Coordinator. The OPNAV 1650/3 shall be faxed to the appropriate authority.

10. Forms and Supplies. References (a) and (b) provide all required forms and supplies that may be requisitioned through normal supply channels.

C. F. WEIDEMAN

Distribution: (COMCVWR-20INST 5216.1K)
List I(H) Case A

PERSONAL AWARD RECOMMENDATION (OPNAV 1650/3 (REV 3-96) AND PROPOSED CITATION GUIDELINES

1. OPNAV 1650/3 (front)

a. Use correct and complete chain of command as defined in enclosures (2) through (5).

b. Spell name correctly, including Jr., III, etc.

c. Verify USN or USNR.

d. Abbreviate recommended award using the two letter code provided on the back of OPNAV 1650/3 (i.e., Navy and Marine Corps Achievement Medal - NA).

e. Verify the number of the award of the medal (and ensure the number of the award - "Gold Star in lieu of...." is included in the citation).

f. Verify the action date(s) (and verify <u>again</u> on the back of the 1650/3 and verify <u>again</u> on the citation).

g. Correct and verify estimated detaching date - this will be a clue as to how much of a crisis the award may have become.

h. Complete mailing address of member's follow-on command (title alone is insufficient), or home mailing address if member is separating. Awards with N/A in block 16 will be returned to the originator without processing.

i. Include all previous personal decorations. If previous award level is the same as award recommendation, ensure blocks 11 and 19 correlate.

j. Include a copy of the citation and certificate for any personal award already received during the time period of the current recommendation, even if you do not believe it relates to the current recommendation.

k. Originator's CO or OIC signature and date. Unsigned recommendations will be returned.

2. OPNAV 1650/3 (back) Summary of Action (block 25).

a. Except in extraordinary circumstances, restrict comments to the space provided.

b. Emphasize key accomplishments in a manner that allows an awards board to have a genuine appreciation for what happened. Not all members of the awards board know each individual.

3. Proposed Citation

a. Names, dates, component and number of award match the 1650/3.

b. Strong write-up supported by facts in the Summary of Action.

c. Comments contain accomplishments specific to the individual nominated.

d. Write in the third person (he, she, himself) not to the individual (you, your, yourself).

e. Write in the simple past tense ('improved' not 'has improved'; 'was responsible', not 'has been responsible')

f. Use the individual's name only in the heading, second sentence, and the first sentence of the citation.

g. Spell out the rank or rate. Use "Petty Officer Smith" vice "Petty Officer Second Class Smith."

h. Follow the format guidelines for opening and closing sentences as shown in enclosures (2) through (5).

LETTER OF COMMENDATION GUIDELINES

1. Required paperwork:

a. OPNAV 1650/3, Personal Award Recommendation. The following applies when filling out OPNAV 1650/3 for CVWR-20 Letter of Commendation.

(1) Block 8 shall read "LC."

(2) Blocks 11, 14, 19, 20 and 25 are not required.

(3) Blocks 15, 16, and 21 shall be filled in if applicable.

b. CNARF Letter of Commendation proposed citation (the citation may not exceed 9 lines in A4 landscape mode).

c. CVWR-20 Letter of Commendation proposed citation (18-22 lines, 65 characters per line maximum).

d. Copy of the citation and certificate of any award (medal) presented during the same inclusive time period.

2. Opening sentence:

For superior performance of his/her duties as billet or position title for ____(Unit)____ from 1 March to 30 June 1997.

3. Closing sentence:

...management ability, personal initiative, and loyal dedication to duty reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

4. Signature block:

Leave Blank

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL GUIDELINES

1. Required paperwork:

a. OPNAV 1650/3, Personal Awards Recommendation.

b. Summary of Action (block 25 of OPNAV 1650/3). Leave blank. Provide hard copy and on diskette in Microsoft Word format with sufficient size to place on OPNAV 1650/3.

c. Proposed citation (**7 lines maximum**). Provide rough hard copy and place on diskette or send package via groupwise with the original 1650/3 mailed to CVWR-20's Awards Coordinator.

d. Copy of the citation and certificate of any award (medal) presented during the same inclusive time period.

2. Opening sentence:

For service as set forth in the following

CITATION:

Professional achievement in the superior performance of his/her duties while serving as billet or position title for (Unit) from 1 March to 30 June 1997.

3. Closing sentence:

...and loyal dedication to duty reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

NAVY AND MARINE CORPS COMMENDATION MEDAL GUIDELINES

1. Required paperwork:

a. OPNAV 1650/3, Personal Awards Recommendation.

b. Summary of Action (block 25 of OPNAV 1650/3). Leave blank. Provide hard copy and diskette in Microsoft Word format with sufficient size to place on OPNAV 1650/3.

c. Proposed citation (**7 lines maximum**). Provide rough hard copy and place on diskette or send package via groupwise with the original 1650/3 mailed to CVWR-20's Awards Coordinator.

d. Copy of the citation and certificate of any award (medal) presented during the same inclusive time period.

2. Opening Sentence:

For service as set forth in the following

CITATION:

Meritorious service while serving as billet or position title for ____(Unit)____ from 1 March to 20 June 1997.

3. Closing sentence:

...and loyal dedication to duty reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

MERITORIOUS SERVICE MEDAL GUIDELINES

1. Required paperwork:

a. OPNAV 1650/3, Personal Award Recommendation.

b. Summary of Action (back of OPNAV 1650/3). Leave blank. Provide hard copy and place on diskette in Microsoft Word format with sufficient size to place on OPNAV 1650/3.

c. Proposed citation (18-22 lines, 65 characters per line max). Provide rough hard copy and place on diskette or send package via groupwise with the original 1650/3 mailed to CVWR-20's Award Coordinator.

d. Copy of the citation and certificate of any award (medal) presented during the same inclusive time period.

2. Opening sentence:

For service as set forth in the following

CITATION:

For outstanding meritorious service as billet or position title of ____(Unit)____ from 1 March to 30 June 1997.

3. Closing the sentence:

By his/her exceptional professional ability, personal initiative and total dedication to duty, _____ reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

4. Signature block: For the President,