



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 1650.1A
BUMED-M09B1
21 Sep 2015

BUMED INSTRUCTION 1650.1A

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE MILITARY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H

Encl: (1) Guidelines for Completing OPNAV 1650/3 (Rev.7-04) Personal Award Recommendation Form
(2) Standard Opening and Closing Statements
(3) Sample Citations
(4) Format for Flag Letter of Commendation
(5) Acronym Listing

1. Purpose. To provide information and regulations on awards for military members assigned to the Bureau of Medicine and Surgery (BUMED) Headquarters and its subordinate activities. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 1650.1.

3. Scope. Applies to all BUMED codes and all Budget Submitting Office (BSO) 18 activities.

4. Background

a. One of the most effective means of enhancing morale in a military organization is the prompt recognition of exceptional performance.

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 to the policies and standards prescribed in reference (a).

5. Policy. Per reference (a), all officers and enlisted personnel will be afforded full recognition for sustained exceptional performance of duty and/or specific accomplishments above and beyond what is normally expected of their rank. Supervisors will recognize eligible staff by submitting appropriate award recommendations to ensure they are nominated for recognition either for a specific outstanding achievement or for sustained superior performance.

a. Recommendations for military decorations, submitted at the conclusion of normal tours of duty for meritorious or distinguished service, should cite specific achievements not previously

recognized by an award. They must cite performance of duty which is above and beyond what is normally reflected in fitness reports, enlisted evaluations, meritorious masts, letters of recommendation, or other public recognition. Recommendations should not be automatic or follow a precedent based on awards given to previous incumbents. Supervisors will recognize eligible staff by submitting appropriate award recommendations.

b. Awards will be approved by cognizant authority as established by reference (a):

(1) Bronze Star and higher. Per reference (a), awards for Bronze Star, Navy and Marine Corps Medal, Distinguished Flying Cross, Purple Heart, and Air Medal (Strike/Flight) are awarded by Secretary of the Navy (SECNAV) and Chief of Naval Operations (CNO) or Commandant of the Marine Corps under delegated authority from SECNAV in the name of the President.

(2) Legion of Merit (LM). Chief, BUMED, via BUMED Awards Board.

(3) Meritorious Service Medal (MM). Navy Medicine regional commander at flag officer rank; where no flag is in command, Chief, BUMED via BUMED Awards Board.

(4) Navy and Marine Corps Commendation Medal (NC). Commanding officers (CO) at the rank of Captain (O-6) or above. A CO (O-6) in command cannot award a NC to a Captain (O-6) attached to the command, it must be routed to the next higher level in the chain of command for approval.

(5) Navy and Marine Corps Achievement Medal (NA). Commanders and COs eligible to wear the Command at Sea or Command Ashore device by virtue of current billet and prospective COs of new construction.

(6) Unit Awards. Per reference (a), unit awards must be approved by CNO or higher authority. Unit award recommendations will be forwarded to Chief, BUMED via the chain of command and reviewed by the BUMED Awards Board. Unit awards must be submitted no later than 60 days after the end of the meritorious service period. Unit awards not submitted within the required timelines must submit a letter stating the extenuating circumstances for late submission, and request special consideration from higher authority.

c. Commands that are intermediate commands and not the final awarding authority must forward awards to higher authority within 30 days of receipt. Recommendations will not be terminated at any level below the final decision-making authority.

d. Personal award recommendations requiring processing through the BUMED Awards Board must be received in the Director for Administration (BUMED-M09B1) office 60 days prior to the terminal leave or transfer date.

e. If timelines cannot be met, the regional commander, CO, or BUMED Chief of Staff (COS) must submit a memorandum to the Director, BUMED-M09B1 stating the extenuating circumstances and request special consideration.

6. Command military award programs. A command should not create a competition and issue personal military medals to the winners that are not sanctioned by higher authority. Examples of competitions that are not sanctioned by higher authority are Officer of the Quarter/Year, Junior Officer of the Quarter/Year, Medical Corps Officer of the Quarter/Year, Medical Service Corps Officer of the Quarter/Year, Nurse Corps Officer of the Quarter/Year, Dental Corps Officer of the Quarter/Year, Instructor of the Quarter/Year, etc. The Sailor of the Quarter/Year program is a recognized award program created and sanctioned by higher authority. I encourage the use of Letters of Appreciation, Letters of Commendation, liberty passes, plaques, thank you notes, etc., as other ways to award members.

7. Responsibilities

a. Navy Medicine Echelon 3 Commanders and COs, and COs of subordinate commands will:

(1) Appoint an officer to act as chair of their command awards board. Identify awards coordinator to act as the primary point of contact for the BUMED Awards Program Manager.

(2) Establish an awards board with precepts and board membership guidelines following guidance set forth in reference (a) to process, review, and make award recommendations on all military award packages.

(3) Endorse all award submissions on personnel assigned to their command.

(4) Not approve awards for any member considered personal staff; these awards must be routed the next higher level in the chain of command for approval.

(5) Ensure all internal and external award nominations submitted for processing, NA and higher are entered into the Navy Department Awards Web Service (NDAWS) database. This will include missing awards for members of subordinate activities in the Navy Medicine Region's area of responsibility. Provide a quarterly report to BUMED Awards Program Manager with regards to the NDAWS submissions received from your subordinate activities for their command approved awards. Report should show if subordinate commands are up to date and in compliance with submitting their awards for entry and if not, what corrective action is being taken to bring them into compliance.

b. BUMED Executive Director, COS, and Directors will:

(1) Appoint their executive assistant to serve as the primary liaison with the BUMED Awards Program Manager.

(2) Endorse all award submissions on personnel assigned to their code.

c. Command Awards Board chairs and executive assistants will act as point of contact for tracking awards, ensuring awards are forwarded in a timely manner and, upon request, provide additional information to BUMED Awards Board.

d. The Executive Director, BUMED will establish a BUMED Awards Board as outlined below. The board must have representation from each medical department corps i.e., one Medical Corps officer, one Dental Corps officer, one Medical Service Corps officer, one Nurse Corps officer, and one hospital corpsman (HM). The board membership will be as follows:

(1) Chair: COS

(2) Vice-Chair: Director, BUMED-M09B1 serves as a regular member of the board and acts as Chair in absence of COS.

(3) Members

(a) Each BUMED Director will provide three representatives, one for each of their Deputy Director

(b) A Reserve officer

(c) BUMED Headquarters Command Master Chief

(4) Ad Hoc Members: OPNAV N0931, Special Assistant Medical Inspector General (BUMED-M00IG), and Navy Medicine echelon 3 representatives are invited to participate as ad hoc members whenever they have awards for consideration.

(5) BUMED Awards Program Manager serves as recorder and is a non-voting member.

8. BUMED Awards Board Guidelines

a. The BUMED Awards Board will meet the first and third Wednesday of each month. Additional meetings may be called by the chair as needed for special situations. Submissions will close on Thursday of the week prior to each board.

b. A quorum of five voting members is required to convene the awards board. All board members are required to send a representative in their absence or submit recommendations to the BUMED Awards Program Manager.

c. The board will review all recommendations for awards to ensure that the recommended award is commensurate with the individual's performance and scope of responsibility. Board recommendations will be as follows:

(1) Awards deemed substantiated will be forwarded to Chief, BUMED for approval and signature.

(2) Awards determined to have an inadequate write-up will be returned one time to the appropriate code or command for review and rewrite. The awards program manager or a BUMED Awards Board member will be appointed to follow-up with the code or command to clarify the board's position and answer questions as needed. Award packages must be returned to the awards program manager no later than 6 working days from the date the code or command received notification of rewrite. The award will be re-boarded at the next awards board meeting and final recommendations will be forwarded with appropriate comments to Chief, BUMED.

(3) Awards determined to be at an unsubstantiated award level will be forwarded with appropriate comments and recommendation to Chief, BUMED.

d. The BUMED Awards Program Manager will:

(1) Ensure all internal and external award nominations submitted to BUMED for processing, NAs and higher are entered into the NDAWS database.

(2) Act as subject matter expert for development and implementation of BUMED awards including all aspects of awards processing, editing, reviewing, typing of final award recommendations, and routing to Chief, BUMED.

(3) Maintain award records and files per reference (a).

9. Award Level. Reference (a) is the principal guidance for writing awards. This instruction provides rules, eligibility, and recommended level for award. These guidelines are outlined below:

a. Flag Letter of Commendation (FLOC). Should be recommended for special actions that require obvious additional effort at a command level, for completion of a specific project in a superior manner, or for sustained superior job performance that should be recognized but does not meet the criteria for a NA.

b. Military Outstanding Volunteer Service Medal (MOVSM). Per reference (a), MOVSMs should be recommended for outstanding volunteer community service of a sustained, direct, and consequential nature.

c. NA. Recommended for "professional achievement" in the performance of one's duty. Individuals recommended should have had a significant impact on their division or directorate and greatly improved the area in which they worked. They are credited with bringing the directorate to a higher state of readiness for its assigned mission, although their sphere of responsibility was small.

d. NC. Recommended for heroic or meritorious achievement or service at the command level. The member had a tremendous positive impact on the command as a whole, from either a division or directorate level. This impact resulted in significant monetary savings, initiative, creativity, or change in command policy. To award for an act of heroism, the act should be worthy of special recognition, but not to the degree required for the Bronze Star Medal when combat is involved or the Navy and Marine Corps Medal when combat is not involved.

e. MM. Recommended for personnel who have performed in a manner above that normally expected and have had a definite contribution to the naval Service. Often these accomplishments have resulted in significant savings to the Navy while dramatically increasing effectiveness of the command and/or service to the medical department. Recipients have been an asset to their command's mission, their corps, and/or the Navy Medical Department.

f. LM. To justify this decoration, the service rendered must have significant impact on all BUMED activities, or on the U.S. Navy as a whole. Individuals generally hold positions equivalent to CO, executive officer of a major shore command, or as a program manager for a major program within the U.S. Navy.

g. Awards higher than LM. Guidance can be found in reference (a) for any awards higher than LM. Chief, BUMED can approve up to a LM. Higher awards will be endorsed and forwarded to Office of the Chief of Naval Operations (OPNAV).

10. Procedures for Submitting an Award Recommendation

a. Personal Award Recommendations

(1) All personal award recommendations must include a completed OPNAV 1650/3, Personal Awards Recommendation. Enclosure (1) provides guidelines for completing the OPNAV 1650/3.

(2) Enclosure (2) provides standard opening and closing statements for NA, NC, MM, and LM. Enclosure (3) provides sample citations for NA, NC, MM, and LM. Enclosure (4) provides format for FLOC. Enclosure (5) provides a list of acronyms.

(3) Awards higher than a NA must include summary of action (SOA). This provides additional supporting evidence justifying the recommendation. Specific guidelines for the SOA are:

(a) A brief SOA, containing four or five strong bullets and an opening and closing paragraph is required for a NC. A detailed SOA, no longer than two pages in length, is required for an MM or LM.

(b) Bullets for SOA should be clear and concise describing the outstanding contribution/performance and leadership. Each bullet should contain a minimum of two sentences. The first sentence should introduce the subject of the bullet. The second sentence should describe what the subject did and how it relates to the mission of the department and command. Describe in plain language the scope/impact of the individual's duties and achievements, was it command-wide, Navy Medicine-wide, or Navy-wide.

b. Unit Awards. Recommendations for the Presidential Unit Citation (PU), Navy Unit Commendation, and Meritorious Unit Commendation (MU) are submitted to Chief, BUMED via the awards board. Commands cannot submit themselves for unit awards; they must originate from higher authority. Unit award recommendations must meet the eligibility requirements stated in reference (a). Additionally, unit award recommendations must include the following:

(1) OPNAV 1650/14, Unit Award Recommendation Form.

(2) A narrative justification in bullet format containing sufficient data to enable reviewing and approving authorities to consider them adequately. The narrative should be specific and direct in establishing why the unit has earned this distinction and exactly what sets this unit apart from its peers.

(3) A complete list of all units recommended for participation, including staff when appropriate, with dates of attachment to the unit recommended for citation. Previous unit awards that have been approved or recommended for any units on the list should be noted. If there have been no previous unit awards for the period of the recommendation, a statement to this effect should be included, note that these will be endorsed and forwarded to OPNAV.

(4) An estimate of the total number of personnel who would be eligible to participate in the award should be broken down by total number of officers, enlisted, and civilians. Unit awards with other Services listed must provide a by-name list of the other Service personnel with rank and member's last four of their social security number. If foreign nationals are included then a Naval Criminal Investigative Service concurrence letter is required along with approval from U.S. Embassy that is located in the same country as the foreign national.

(5) For PU recommendations only, include an unclassified summary of the recommendation in narrative form, no more than three pages in length, and provide a concise summarization of the justification for the award, including figures on friendly and enemy casualties, numbers of personal awards issued as a result of the action, and a description of damage incurred by both sides.

(6) A proposed citation in upper and lower case, not longer than 27 lines. Acronyms may be used if spelled out the first time. The font shall be Courier New, size 12. Margins shall be top 2.5, bottom 1.0, left .7, and right .5.

(7) Recommendations that nominate civilians for participation must include a by-name list of nominated civilians with appropriate justification and a statement that those civilians are U.S. citizens and employees of the Department of the Navy.

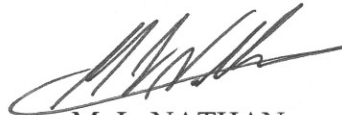
11. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

12. Reports. The report required in paragraph 7a(5) is exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, paragraph 7k.

13. Forms

a. OPNAV 1650/3 (Rev. 7-04), Personal Awards Recommendation form is available for download at: <http://Awards.navy.mil>; local reproduction is authorized.

b. OPNAV 1650/14, Unit Award Recommendation form is available in fillable PDF format on the Navy Department Awards Web site at: <http://Awards.navy.mil>.



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Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/default.aspx>.

GUIDELINES FOR COMPLETING THE OPNAV 1650/3 (REV. 7-04)
PERSONAL AWARD RECOMMENDATION FORM

BLOCK	DESCRIPTION			
1.	Within BUMED: This should be the Directors, e.g., "Director, Total Force." Outside BUMED: This should be the commanding officer or officer in charge.			
1a.	Type in UIC of Originating Command			
2.	<table border="0"> <tr> <td data-bbox="337 621 889 890"> Chief, Bureau of Medicine and Surgery 7700 Arlington Boulevard Falls Church, VA 22042 Chief BUMED, Personal Staff, LMs for "Flags," and MU Unit Awards Chief of Naval Operations 2000 Navy Pentagon Washington, DC 20350-2000 </td> <td data-bbox="889 621 1438 890"> <u>DMs and Unit Awards higher than MU</u> Secretary of the Navy 1000 Navy Pentagon Washington, DC 20350-1000 </td> </tr> </table>	Chief, Bureau of Medicine and Surgery 7700 Arlington Boulevard Falls Church, VA 22042 Chief BUMED, Personal Staff, LMs for "Flags," and MU Unit Awards Chief of Naval Operations 2000 Navy Pentagon Washington, DC 20350-2000	<u>DMs and Unit Awards higher than MU</u> Secretary of the Navy 1000 Navy Pentagon Washington, DC 20350-1000	
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2a.	BUMED UIC is 00018.			
3.	Writer of the Award.			
4.	Telephone number of the writer.			
5.	Self-explanatory.			
5a.	Self-explanatory.			
6.	Self-explanatory.			
7.	<table border="0"> <tr> <td data-bbox="337 1142 678 1369"> <u>DESIG:</u> Is the officer designator, such as 2200, 2300, 2900 etc. </td> <td data-bbox="678 1142 1068 1369"> <u>NEC:</u> Is the Navy Enlisted Classification code (NEC). The primary NEC should be used. If the person has no code, then enter 0000 (four zeros) in this block. </td> <td data-bbox="1068 1142 1438 1369"> <u>MOS:</u> This is the USMC Military Occupational Standard. </td> </tr> </table>	<u>DESIG:</u> Is the officer designator, such as 2200, 2300, 2900 etc.	<u>NEC:</u> Is the Navy Enlisted Classification code (NEC). The primary NEC should be used. If the person has no code, then enter 0000 (four zeros) in this block.	<u>MOS:</u> This is the USMC Military Occupational Standard.
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8.	Enter detachment date, terminal leave date, or ceremony date.			
9.	Type the person's LAST name first (ALL CAPITAL LETTERS), followed by a comma, then type first name, middle initial, and any suffixes (e.g., Jr., Sr., II, III, etc.). If no middle name type NMN.			
10.	Check the appropriate box.			
11.	Self-explanatory.			
12.	(You MUST type in the COMPLETE mailing address including command, street address, city, State, and zip code of the member's new duty station. If retirement, type in the COMPLETE home mailing address including zip code).			
13.	For the person being recommended use the authorized abbreviation (e.g., CAPT/O6, CDR/O5, LCDR/O4, HMCM/E9, HMCS/E8, etc.).			
14.	AW, FMF, SW, use only authorized. If no warfare designator write "N/A."			
15.	Enter the Unit to which the individual being recommended was assigned during the period covered by the proposed award.			

BLOCK	DESCRIPTION
16.	Type in a one or two word general description of what the person was doing during the period the award is recommended, (e.g., commanding officer, deputy, flight instructor, department head, etc.)
17.	The unit to which the individual being recommended was assigned during the period covered by the proposed award.
18.	Type in Campaign (if applicable) N/A if not.
18a.	Type in Operation (if applicable) N/A if not.
19.	A PERSONAL decoration is one that is listed in SECNAVINST 1650.1G, chapter (e.g., NAs, NCs, MMs, etc.) Good Conduct Medals are not considered personal decorations. Navy Unit Commendation, MU , and similar unit awards will not be listed. Ensure the period covered for each personal award is included. If the previous award period overlaps with the current meritorious period, a copy of the previous award must accompany the package for review by the Awards Board.
20.	Type in type of award e.g., NA, NC, MM, etc.
21.	Self-explanatory. The majority of peacetime awards will be "meritorious."
22.	Self-explanatory.
23.	If the person being recommended has never received the recommended award, then type in "1." If the award will be second or third in kind, then so indicate, e.g., "2," "3," etc.
24.	Self-explanatory.
25.	Enter the start and stop dates of period covered for the recommended award. For Retirement end with the expiration of terminal leave date.
26.	(For O-6 & Above) Type in name of predecessor.
27.	Geographic area of action/service (codes are provided on the drop down menu)
28.	Self-explanatory.
29.	Self-explanatory.
30a.	Within BUMED: This should be the Directors name e.g., John E. Doe, RADM, SHCE, USN, Director, Healthcare Operations Outside BUMED: This should be the commanding officer or officer in charge's name, e.g., John E. Doe, CAPT, MSC, USN, commanding officer or officer in charge (whichever is applicable).
31a.	Within BUMED: Leave Blank. Outside BUMED: As required by the Chain of Command.
32.	Leave Blank (Only for Awarding Authority).