



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

IN REPLY REFER TO
BUMEDINST 1650.1B
BUMED-N01B11
27 Feb 2024

BUMED INSTRUCTION 1650.1B

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE MILITARY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) SECNAV M-1650.1
(c) CNO WASHINGTON DC 281601Z Apr 22 (NAVADMIN 108/22)

Encl: (1) Recommended Navy Awards Standard Opening and Closing Sentences
(2) Guidelines for Completing OPNAV 1650/3 Personal Award Recommendation Form

1. Purpose. To provide information and guidance on policies for awarding military decorations, medals, and ribbons. This instruction complies with Department of the Navy (DON) military awards policy. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 1650.1A.

3. Scope and Applicability. This instruction applies to all budget submitting office (BSO) 18 commands, units, and operational activities providing guidance on submitting award recommendations.

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. Roles and Responsibilities

a. Director, Headquarters Operations (BUMED-N01B) and BUMED Maritime Headquarters (BUMED-N03) and Maritime Operations (BUMED-N04) Directors will:

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

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

b. Command Awards Board Members, Management Assistants to BUMED-N03 and BUMED-N04, and Medical Forces Award Coordinators 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 Program Manager (BUMED-N01B11) and Command Awards Board.

c. BUMED Awards Board. The BUMED Awards Board will be established by BUMED-N01B using the listed criteria:

(1) Criteria:

(a) O-6 or GS-15 equivalent.

(b) The Awards Board must have at a minimum one “Post-Command” member.

(c) Members need to be a recipient of the level of award being reviewed or considered.

(d) No record of disciplinary action.

(2) Awards Board Members:

(a) Chair: Director, Headquarters Operations (BUMED-N01B).

(b) Vice-Chair: Deputy Director, Headquarters Operations (BUMED-N01B1).

(c) Each single digit code Director will provide a representative from their code to include the Corps Chief's Office.

(d) A Reserve officer.

(e) BUMED Headquarters Command Senior Enlisted Leader.

(f) BUMED Diversity Officer

(g) An Officer from each of the corps.

(h) Ad Hoc Member: BUMED Force Master Chief or designated appointee.

(i) BUMED-N01B11 serves as recorder and is a non-voting member.

(j) BUMED-N03 and BUMED-N04 will be invited as voting members for all Legion of Merit (LOM) award nominations.

d. The BUMED Awards Program Manager will:

(1) Ensure all internal and external completed awards submitted to BUMED for processing are entered into the Bureau of Personnel (BUPERS) Online (BOL) Navy Department Awards Web Service (NDAWS) database as applicable; applies to BUMED headquarters and medical forces awards approved at the echelon 2 level or higher.

(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).

e. Navy Medicine (NAVMED) Echelon 3 Commanders and Commanding Officers (CO) will:

(1) 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.

(2) Appoint an officer to act as chair of their command awards board. Identify awards coordinator to act as the primary point of contact for BUMED-N01B11 and appoint awards board members.

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

(4) Route awards to the next higher level in the chain of command for any member considered immediate staff.

(5) Ensure all internal and external award nominations are submitted for processing, as applicable, into the BOL NDAWS database. This will include missing awards for members of subordinate commands and activities in NAVMED. Provide a quarterly report to BUMED-N01B11 with regards to the BOL NDAWS submissions received from subordinate activities for their command approved awards. Report should indicate 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.

6. Policy. Per reference (a), all award recommendations are discretionary but when recommended will be afforded full recognition for sustained exceptional performance of duty and specific accomplishments above and beyond what is normally expected of their rank or

position. Supervisors will recognize eligible staff by submitting appropriate award recommendations to ensure recognition for qualifying acts of non-combat heroism, for exceptionally meritorious achievement or service, and for arduous or otherwise special service.

a. A nomination for a personal military decoration (PMD) may be officially originated for headquarters personnel by the single code director or equivalent to the awardee at the time of the distinguishing act or the period of meritorious service.

b. A nomination for a PMD may be originated for personnel from a medical forces command or separate activity by medical forces commanders or activity heads. In cases of subordinate echelon submissions requiring adjudication at higher echelons, the medical forces commander or activity head must originate or endorse award recommendations per the chain of command structure from the most subordinate level of the recommended nominee. All external awards received for Chief, BUMED endorsement or final disposition should be boarded prior to submission and must include command awards board minutes and results as part of award submissions.

c. An originator may voluntarily withdraw a PMD or unit nomination before a final decision on it is made. However, an official PMD or unit nomination can only be disapproved or downgraded by the official who has authority to approve the nominated award. Intermediate commanders or officials may recommend a lower award, or outright disapproval, but may not refuse to endorse and forward the nomination to the awarding authority.

d. No act, accomplishment, or period of meritorious service should be recognized by more than one PMD. Meritorious periods or tours of duty (generally 12 months or more) cannot be combined to warrant higher level of award. Each tour's achievements will be determined on the acts or accomplishments during the tour of duty for recognition by a PMD.

e. A specific achievement or impact PMD awarded amid a tour of duty does not preclude consideration for a PMD covering the entire tour of duty. However, the accomplishment(s) that justified the impact PMD may not be included in the summary of action (SOA) narrative justification or the citation for the end of tour (EOT) PMD. Specific achievement or impact PMD awards can affect the EOT award level, decisions to submit these awards requires thoughtful consideration.

f. Any award level should be weighed on its merits.

g. Annual awards from external agencies, such as the American Hospital Association and others, where a limited number of nominees are allowed, must include endorsement from regional medical forces commanders.

7. Awards listed in subparagraphs 7a through 7f will be approved by cognizant authority per references (a) through (c).
- a. Bronze Star and higher. 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), via Chief of Naval Operations (CNO) and Chief, BUMED.
 - b. LOM. The LOM is awarded by DNS, via Chief, BUMED.
 - c. Meritorious Service Medal (MSM) (Non-Combat). MSM is awarded by Rear Admiral (Upper Half) (O-8) and Rear Admiral (Lower Half) (O-7) in command for grades Captain (O-6) and below except for immediate staff. Where no flag is in command, MSM is awarded by Chief, BUMED via BUMED-N01B11.
 - d. Navy and Marine Corps Commendation Medal (NC) and Below (Non-Combat)
 - (1) Rear Admiral (Lower Half) (O-7): NC and below for grade O-6 and below for all Navy and other U.S. Armed Forces service personnel in their chain of command.
 - (2) Captain (O-6) in command: NC and below for grade O-5 and below for all Navy and other U.S. Armed Forces service personnel in their chain of command.
 - e. Military Outstanding Volunteer Service Medal. Military Outstanding Volunteer Service Medals (MOVSM) should be recommended for outstanding volunteer community service of a sustained, direct, and consequential nature. Recommendation is not boarded and is processed after verification the member meets criteria and eligibility, per references (a) and (c).
 - f. Unit Awards. Per reference (a), unit awards must be approved by CNO or higher authority. Unit award recommendations will be forwarded per reference (b) to Chief, BUMED via the BUMED Awards Program Manager and the chain of command. Unit awards submitted outside of the required timeliness standards per reference (b) must submit a letter stating the extenuating circumstances for late submission and request special consideration from higher authority.
 - g. Command and program level certificates of completion can be signed at the regional flag level.
 - h. 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.
 - i. At no time will sub-delegation of awarding authority be authorized unless specified in writing by the proper delegation of awarding authority for an exception to policy.

8. Eligibility Policy. Per reference (a), the rank or grade of the intended award recipient should not be a factor in the nomination or approval of any DON military decoration, medal, or ribbon, unless an explicit rank or grade restriction exists within the award criteria published in statute or executive order. No rank or grade limitation should be established within BUMED on any award except by specific written authorization from the Chief, BUMED through concurrence from SECNAV. Detailed guidance for award eligibility is provided in reference (a).

9. Timeliness Standards of PMD Award Submissions

a. Award nominations being adjudicated by the Chief, BUMED as the final awarding authority should be submitted to BUMED-N01B11 at least 90 days prior to the desired presentation date to allow sufficient time for administrative processing.

b. For awards requiring adjudication at higher levels, LOM or higher, and in cases of retirement, nominations should be submitted to arrive in the BUMED-N01B11 at least 120 days prior to the detachment or desired presentation date, whichever is earliest of the two.

c. Award nominations received outside of timeliness standards require the award nomination package to be accompanied by a memorandum requesting special consideration to expedite the award nomination. Memorandum signed by the nominee's CO, Regional Commander, or equivalent must detail reason and circumstances for requesting consideration to expedite, in addition to corrective action taken to ensure future timeliness standards of submissions for award nominations are met. "Administrative oversight" is not an acceptable explanation.

d. Awards nominations for specific achievement impact awards should be submitted as soon as possible after the act or achievement is completed.

e. Per reference (b), a nomination must be officially originated within 3 years of the distinguishing act or period of service, and a final determination made within 2 years of origination, in no case more than 5 years after the act.

10. How to Prepare an Award Recommendation

a. The SOA is limited to two pages. For NC medals and above, the SOA is required as the narrative justification for the award. When required, the SOA must clearly and concisely describe the awardee's actions or exceptionally meritorious accomplishments and the circumstances in which they occurred.

b. Content of the Citation. The citation is derived from the SOA. Although a citation is congratulatory of the SOA and formalized, it must be factual. All citations must be unclassified. Any statement made in a citation must be traceable to information listed in the SOA.

c. OPNAV 1650/3 Personal Award Recommendation form completed per reference (b) and enclosure (2).

d. Format Styles. The level of award dictates the style and format of the citation and or certificate, per reference (b).

(1) For the MSM and above, the citation and certificate are separate award elements.

(2) For the NC and the Navy and Marine Corps Achievement Medal, the citation and certificate are combined and will be referred to as “Combination Citation Certificate.”

(3) For the citation and or certificate, use enclosure (1) for determining the standard award opening and closing sentence per the award type.

(4) For both styles, the basic parts or elements are:

- (a) Standard introduction.
- (b) Number of the subsequent award (if applicable).
- (c) Standard opening sentence (specific to award).
- (d) Body of citation.
- (e) Standard closing sentence (specific to award).
- (f) Authorized device (if applicable).
- (g) Signature block of the awarding authority.

11. 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 Tuesday of the week prior to each board.

b. Ad Hoc members will be invited to participate whenever they have awards for consideration.

c. When possible, a quorum of any five voting members is required to convene the awards board. All board members are required to attend when board convenes barring any authorized absence. Board members are required to submit award recommendations to the BUMED-N01B11.

d. The board will review all recommendations for awards, to include external agency awards, to ensure the recommended award is commensurate with the individual's performance and scope of responsibility. Listed in subparagraph 11d(1) through 11d(3) are the BUMED Awards Board recommendations:

(1) Awards deemed substantiated will be forwarded to Chief, BUMED for adjudication.

(2) Awards determined to have an inadequate justification will be returned one time to the originator for a 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 seven 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 (if required) and final recommendations will be forwarded with appropriate comments to the Chief, BUMED.

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

12. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

13. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N01B11 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

14. Forms

a. OPNAV 1650/3 (Rev. 9-23) 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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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>

Recommended Navy Awards Standard Opening and Closing Sentences

Legion of Merit (≤ 23 lines from “For” to “Service”)



Opening: “For exceptionally meritorious conduct in the performance of outstanding service while serving as (Job Title), (Department), (Command), (City), (State) from (Month) (Year) to (Month) (Year).” (e.g., For exceptionally meritorious conduct in the performance of outstanding service as Chief Judge of the Navy-Marine Corps Trial Judiciary from July 2018 to July 2020.)

Closing: “By (his or her) dynamic direction, keen judgement, and loyal dedication to duty, (Rank Last Name) reflected great credit upon (himself or herself) and upheld the highest traditions of the United States Naval Service.”

Meritorious Service Medal (≤ 23 lines from “For” to “Service”)



Opening: “For outstanding meritorious service while serving as (Job Title), (Department), (Command), (City), (State) from (Month) (Year) to (Month) (Year).” (e.g., “For outstanding meritorious service while serving as Deputy Director of Psychological Health, Headquarters Marine Corps (Health Services) from January 2017 to January 2019.”)

Closing: “(Rank Last Name’s) exceptional professionalism, personal initiative, and loyal dedication to duty reflected great credit on (him or her) and were in keeping with the highest traditions of the United States Naval Service.

Navy and Marine Corps Commendation Medal (≤ 8 lines)



Opening: “Meritorious service (“achievement” for spot or impact) while serving as (Job Title), (Department), (Command), (City), (State) from (Month) (Year) to (Month) (Year).”

Closing: “(Rank Last Name’s) exceptional professionalism, unrelenting perseverance, and loyal dedication to duty reflected credit on (him or her) and were in keeping with the highest traditions of the United States Naval Service.

Navy and Marine Corps Achievement Medal (≤ 8 lines)



Opening: “Professional achievement in the superior performance of (his/her) duties while serving from (Month) (Year) to (Month) (Year).

Closing: “Rank Last Name’s exceptional professionalism, unrelenting perseverance, and loyal dedication to duty reflected credit on (him or her) and were in keeping with the highest traditions of the United States Naval Service.

On the Occasion of Retirement

The citation for any award given on the occasion of retirement will include the following statement as the second to last line (just before the standard closing) of the body:

Closing: “(Rank Last Name’s) superior performance of duties culminated his/her (XX) years of honorable and dedicated military service.” (“By his or her” closing goes next regardless of level of award – remember “great” credit is reserved only for MSM and higher)

MSM: “By his/her exceptional professionalism, unrelenting perseverance, and loyal dedication to duty, (Rank Last Name) reflected great credit upon himself/herself and upheld the highest traditions of the United States Naval Service.

LOM: “By (his/her) dynamic direction, keen judgement, and loyal dedication to duty, (Rank Last Name) reflected great credit upon (himself or herself) and upheld the highest traditions of the United States Naval Service.”

Guidelines for Completing OPNAV 1650/3 Personal Award Recommendation Form

BLOCK	DESCRIPTION			
1.	Leave blank.			
1a.	Command name.			
1b.	Command address.			
2a.	Approval authority name.			
2b.	Approval authority address.			
2c.	BUMED UIC is 00018, CNO UIC is 00011 for LOM, SECNAV UIC is 31698 for DSM and above.			
3.	Leave Blank			
3a.	Name of the BUMED awards coordinator or command point of contact			
3b.	Email of the BUMED awards coordinator or command point of contact			
4.	Leave blank			
4a.	DSN of the BUMED awards coordinator or medical forces point of contact			
4b.	Commercial phone number of the BUMED awards coordinator or command point of contact			
5.	Leave Blank			
5a.	Self-explanatory; If indefinite, input INDEF for officers, end date of enlistment for enlisted			
5b.	Input not-applicable (N/A) if not applicable, date is required for retirement and separation.			
6.	Enter DoD ID			
7.	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><u>DESIG:</u> Is the officer designator, such as 2200, 2300, 2900 etc.</td> <td style="width: 33%;"><u>NEC:</u> Is the Navy Enlisted Classification (NEC) code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros) in this block.</td> <td style="width: 33%;"><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 (NEC) code. The primary NEC should be used. If the person has no code, 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 for the occasion of award.			
11.	Self-explanatory (USN, USNR, etc.)			
12.	(You MUST type in the <u>COMPLETE</u> mailing address including command, street address, city, state, and zip code of the member's new duty station. If retirement, type in the <u>COMPLETE</u> home mailing address including zip code).			
13.	Leave blank.			

13a.	For the person being recommended use numerical grade, i.e., O-6, E-8, etc.
13b.	Use authorized abbreviation for their grade or rating, i.e., CAPT, HMCS, etc.
14.	AW, FMF, SW, use only authorized. If no designator write "N/A".
15.	Enter the unit to which the individual being recommended was assigned during the period covered by the proposed award.
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.	Enter the unit UIC or RUC 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 applicable
18a.	Type in operation (if applicable) N/A if not applicable
19.	A personal decoration is one that is listed in chapter 2 of SECNAVINST 1650.1J. (e.g., NAs, NCs, MSMs, LOM, etc.) Good Conduct Medals <u>are not</u> considered personal decorations. Awards query at https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage)/home.htm?OpenDocument . 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. Format for award history: NC (Mmm YY- Mmm YY), NA (Mmm YY - Mmm YY), etc. Previous awards should be listed oldest to most current.
20.	Type in type of award (e.g. NA, NC, MSM, LOM, etc.)
21.	Self-explanatory, the majority of peacetime awards will be "meritorious."
22.	Self-explanatory, input N/A if not applicable.
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, input N/A if not applicable
25.	Enter the start date (received onboard) and detachment date of period covered for the recommended award. On occasions of retirement input day prior to terminal leave date or requested ceremony date (whichever is earliest), <u>not</u> the expiration of active duty date. Ensure these dates match the dates within the citation. Dates for specific achievement awards may have a unique meritorious period.
26.	(For O-6 & Above) Type in name of predecessor, N/A if not applicable.
27.	Type in CONUS, OCONUS, WESTPACT, etc.
28.	Self-explanatory, input "N/A" if not applicable
29.	Self-explanatory, required for NC and above, less than two pages in bullet form.
30.	Originator is to indicate one or both choices.
31a.	Originator name
31b.	Originator rank and grade
31c.	Title of originator

31d.	Enter the component of the originator, USN, USNR, USMC, etc.
32.	Leave blank unless LOM and above.
33.	Awarding authority
34.	Leave blank