



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 1650.13D  
N01A  
2 Sep 2025

COMNAVRESFORCOM INSTRUCTION 1650.13D

From: Commander, Navy Reserve Forces Command

Subj: MILITARY PERSONAL AWARDS GUIDANCE

Ref: (a) SECNAVM-1650.1  
(b) SECNAVINST 1650.1J  
(c) NDAWS User Guide February 2025

Encl: (1) Award Levels  
(2) Award Submission Timelines  
(3) Late Letter Template  
(4) Awards Submission Checklist  
(5) Award Citation Templates

1. Purpose. To provide guidance and procedures per references (a) through (c) and utilizing enclosures (1) through (5), concerning awards for military personnel assigned to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and subordinate commands. This instruction has been revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 1650.13C

3. Applicability. This instruction applies to all service members assigned to COMNAVRESFORCOM and subordinate commands.

4. Responsibilities

a. COMNAVRESFORCOM Chief of Staff (COS)

(1) Appoint the awards board. The board will be composed of the members listed in paragraphs 4a(2) through 4a(3) with the COS as the tie-breaking vote.

(2) Deputy chiefs of staff.

(3) Special assistants N00J, N01E, N002, Command Master Chief (CMD CM), and N00P.

(4) Add members to the board based on newly created positions.

(5) Ensure at least 15 voting members are convened prior to commencement of voting. If an awards board member cannot complete the electronic voting or attend the awards board in-person or via Teams, a military or civilian designee may stand in their place. The designee must

be an officer in the pay grade of O-5 or above, the departmental senior enlisted leader, or a civilian in the grade of GS-13 or above.

b. COMNAVRESFORCOM Command Services

- (1) Track all incoming personal award recommendations.
- (2) Review award recommendations for timeliness and proper format.
- (3) Review and prepare award recommendations for the awards board.
- (4) Populate an online voting platform with awardees and the recommended awards to be considered at the next awards board no later than 1 week prior to the awards board.
- (5) Distribute an electronic ballot, including award citations and the OPNAV 1650/3 Personal Award Recommendation to all board members when online voting is activated.
- (6) Process awards promptly to ensure presentation by the ceremony date.
- (7) After approval by the COMNAVRESFORCOM awards board and receipt of signature by the final awarding authority, update Navy Department Awards Web Service (NDAWS) records when applicable.

c. Deputy COS and Special Assistants

- (1) Nominate Sailors for awards utilizing enclosure (1).
- (2) Submit awards to command services utilizing enclosure (2) timelines.
- (3) Submit late letters as appropriate per enclosure (3).
- (4) Ensure documents listed in enclosure (4) are included.

d. Echelon IV Commanders

- (1) Prepare award recommendations for active duty, Training and Administration of the Reserve, and Selected Reserve personnel per reference (a) and enclosures (1) through (5).
- (2) Maintain a permanent file of all personal awards with required documentation.
- (3) Utilizing the latest version of the OPNAV 1650/3, ensure all award recommendations are complete and accurate. Incomplete award recommendations will be returned to the last endorsing command.
- (4) Submit all awards for COMNAVRESFORCOM consideration via Microsoft Teams to the 'CNRFC CMD SVC' channel using the timelines outlined in enclosure (2).

(5) Name each award citation and OPNAV 1650/3 as [LAST NAME] [AWARD TYPE] CIT or 1650. Late award submissions must be accompanied by enclosure (3), which must contain a detailed explanation and be signed by the commanding officer (CO) or chief staff officer (CSO).

e. Board members will review award recommendations, considering the guidelines for award levels and the circumstances of the nominee, and assess whether the acts meet the requirements for the recommended award as outlined in relevant directives.

5. Electronic Voting Guidelines

a. Complete award packages submitted to command services by the deadline will be sent to the board members electronically, along with the ballot sheet, citation, and OPNAV 1650/3. Late submissions will be excluded from the current month's board. Electronic votes must be submitted no later than 1600 on the Friday before the board, following the guidelines in paragraphs 5a(1) through 5a(4).

(1) Recommend Approve (as written)

(2) Recommend Downgrade

(3) Recommend Disapprove

(4) Request Discussion

b. At least 12 members must participate in electronic voting. If online voting results in an 80 percent majority and there is a request for discussion, the award will be discussed but not voted on in person. If the online vote results in a 75 percent majority with no request for discussion, the result will stand, and the award will not be discussed or voted on in person.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N01A 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 automatically expire 10 years after effective date unless reissued or canceled prior to the 10- year anniversary date, or an extension is granted.

8. Forms Control. OPNAV 1650/3 Personal Award Recommendation can be located at <https://forms.documentservices.dla.mil/order/>.



L. A. FROST

Releasability and distribution:

COMNAVRESFORCOMINST 1650.13D  
2 Sep 2025

This instruction is cleared for public release and is available electronically only via  
COMNAVRESFORCOM Web site, <https://www.public.navy.mil/nrh/Pages/instructions.aspx>

Award Levels

Reference (a) does not equate award level to rank and rate, except for limits applied to the Strike Flight Air Medal, Navy and Marine Corps Medal, and Combat Action Ribbon. The rank and grade of the intended award recipient will not be a factor in the nomination or approval of any Department of the Navy (DON) military decoration, medal, or ribbon. No rank and grade limitation will be established within the DON on any award except by specific written authorization from the Secretary of The Navy. Any recommendation should be weighed principally on its merit and is generally equated to the level of responsibility, which normally increases with rank or grade. Therefore, a larger number of higher-level awards would be expected to gravitate to more senior officers and enlisted personnel assigned to positions of greater responsibility. While the seniority issue is relevant, there are many junior officers and enlisted personnel who perform the duties of more senior personnel and whose service should be recognized accordingly.

AWARD	END OF TOUR	LEVEL OF RESPONSIBILITY
Legion of Merit (LM)	Historically, the LM has been awarded for performance comparable to that required for the Distinguished Service Medal, but in a duty of lesser though considerable responsibility.	Region Readiness and Mobilization Command (REDCOM) Commanding Officer (CO) Deputy Chief of Staff Exceptionally performing Navy Reserve Center (NRC) COs
Meritorious Service Medal (MSM)	Awarded to any member of the Armed Forces who distinguishes himself or herself by outstanding meritorious achievement or service.	REDCOM Chief Staff Officer NRC COs Major Staff Department Heads (DH) or Division Directors REDCOM/NRC CMDCMs
Navy and Marine Corps Commendation Medal (NC)	Awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes him or herself by heroic or meritorious achievement of service.	NRC Executive Officer NRC Senior Enlisted Leader Staff Program Manager REDCOM DHs
Navy and Marine Corps Achievement Medal (NA)	May be authorized for specific achievement (i.e. as an impact award) or for sustained merit service.	

Award Submission Timelines

COMNAVRESFORCOM Staff and Subordinate Command Submissions	
LM and Above	120 days prior to the desired presentation date.  Note: COMNAVRESFORCOM will forward recommendations to Office of Chief of Navy Reserve (OCNR) 60 days prior to the desired presentation date. Late submissions to OCNR will require a late letter. Regarding higher awarding authorities, add 30 days to the submission timeline for each echelon above OCNR.
MM	60 days prior to the desired presentation date.
NC and NA	45 days prior to the desired presentation date.
Civilian Awards	45 days prior to the desired presentation date.
Flag Letter of Commendation and Military Outstanding Volunteer Service Medal	45 days prior to the desired presentation date.

COMNAVRESFORCOM 1650.13D  
2 Sep 2025

LATE LETTER TEMPLATE

(LETTERHEAD)

1650  
Ser N00/XX  
Date

MEMORANDUM

From: Commander, Navy Reserve Forces Command (N1)  
To: Commander, Navy Reserve Forces Command (N01A)

Subj: LATE AWARD SUBMISSION

Ref: (a) COMNAVRESFORCOMINST 1650.13D

Encl: (1) OPNAV 1650/3 (Rev. Aug 2024)  
(2) Citation

1. Per reference (a), enclosures (1) through (2) are late submissions due to [insert reason].
2. The point of contact is [insert name], who may be reached at [(123) 456-7890] or [email@us.navy.mil].

I. M. SAILOR

Enclosure (3)

AWARDS SUBMISSION CHECKLIST



Citation & OPNAV 1650/3 (Rev. Aug 24)

Most Recent EVAL/FITREP


FLTMPS Admin Data

BOL NDAWS Print Out

Copy of all awards received during tour

Copy of awards not in NDAWS

PRIMS Print Out



**NOTE:** SUBMIT 8- OR 23-LINE CITATION AND OPNAV 1650/3 TO  
COMMAND SERVICES VIA ETMS2 CNRFC N01A INTERNAL  
AWARDS FOR CNRFC STAFF OR MICROSOFT TEAMS VIA CNRFC  
CMD SVC FOR ECHELON IV/V COMMANDS. SUBMISSIONS



NAVY AND MARINE CORPS ACHIEVEMENT MEDAL TEMPLATE

(GOLD STAR IN LIEU OF THE FOURTH AWARD)

YEOMAN FIRST CLASS (AVIATION WARFARE) JOE N. SAILOR  
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF [HIS/HER] DUTIES WHILE SERVING FROM [MONTH YEAR] TO [MONTH YEAR]. [BODY OF THE CITATION IDENTIFIES THE RECIPIENT BY NAME, DESCRIBES THE SPECIFIC DUTY HELD, HIS OR HER ACCOMPLISHMENTS, AND THE OUTSTANDING PERSONAL ATTRIBUTES DISPLAYED]. [THE SMALLEST UNIT WILL BE IDENTIFIED IN A CITATION]. [FOR AN AWARD PRESENTED AT THE TIME OF RETIREMENT, ADD PRIOR TO THE CLOSING SENTENCE A STATEMENT REFLECTING THE SERVICE MEMBER'S TOTAL NUMBER OF YEARS OF SERVICE. FOR EXAMPLE, "PETTY OFFICER SAILOR'S SUPERIOR PERFORMANCE OF DUTIES CULMINATED HIS OR HER 20 YEARS OF HONORABLE AND DEDICATED MILITARY SERVICE]. [BY HIS OR HER] NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEDICATION TO DUTY, [PETTY OFFICER SAILOR] REFLECTED CREDIT UPON [HIMSELF OR HERSELF] AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

2ND

SEPTEMBER 2025

FOR THE

L. A. FROST

REAR ADMIRAL, UNITED STATES NAVY

COMMANDER, NAVY RESERVE FORCES COMMAND

Use the guidelines for preparation of a Navy and Marine Corps Achievement Medal, per SECNAVM-1650.1:

- Times New Roman Font, all uppercase type.
- Size 10 font for subsequent award; size 14 font for grade or rank, name; size 10 font for the citation paragraph.
- No more than 8 typewritten lines
- For restricted or staff corps officers, on the first line after their rank and name is their staff corps in all uppercase.
- Landscape orientation: left and right: 1.0 inch; top: 4.3 inches; bottom: 0.2 inches.
- No jargon, acronyms, or abbreviations and no bold, italic, or underline text emphasis.
- There are only two formats for the closing sentence. Choose either one or the other, but do not mix the wording of both together.
- Begin with the individual's name: Petty Officer Sailor's, attribute, and dedication to duty reflected credit upon him or her and were in keeping with the highest traditions of the United States Naval Service.
- Begin with the three attributes: By her or his attribute, attribute, and dedication to duty, Petty Officer Sailor reflected credit upon herself or himself and upheld the highest traditions of the United States Naval Service.

NAVY AND MARINE CORPS COMMENDATION MEDAL TEMPLATE

(GOLD STAR IN LIEU OF THE SECOND AWARD)

CHIEF YEOMAN (SURFACE WARFARE) JOE N. SAILOR  
UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS [JOB TITLE], [COMMAND], FROM [MONTH YEAR] TO [MONTH YEAR]. [BODY OF THE CITATION IDENTIFIES THE RECIPIENT BY NAME, DESCRIBES THE SPECIFIC DUTY HELD, HIS OR HER ACCOMPLISHMENTS, AND THE OUTSTANDING PERSONAL ATTRIBUTES DISPLAYED]. [FOR AN AWARD PRESENTED AT THE TIME OF RETIREMENT, ADD PRIOR TO THE CLOSING SENTENCE A STATEMENT REFLECTING THE SERVICE MEMBER'S TOTAL NUMBER OF YEARS OF SERVICE. FOR EXAMPLE, "CHIEF SAILOR'S SUPERIOR PERFORMANCE OF DUTIES CULMINATED HIS OR HER 24 YEARS OF HONORABLE AND DEDICATED MILITARY SERVICE]. [CHIEF SAILOR'S] EXCEPTIONAL PROFESSIONALISM, PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED CREDIT ON [HER OR HIM] AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

2ND

SEPTEMBER 2025

FOR THE  
L. A. FROST  
REAR ADMIRAL, UNITED STATES NAVY  
COMMANDER, NAVY RESERVE FORCES COMMAND

Use the guidelines for preparation of a Navy and Marine Corps Achievement Medal, per SECNAV-M-1650.1:

- Times New Roman Font, all uppercase type
- Size 10 font for subsequent award; size 14 font for grade or rank, name; size 10 font for the citation paragraph.
- No more than 8 typewritten lines
- For restricted or staff corps officers, on the first line after their rank and name is their staff corps in all uppercase.
- Landscape orientation: left and right: 1.0 inch; top: 4.3 inches; bottom: 0.2 inches.
- No jargon, acronyms, or abbreviations and no bold, italic, or underline text emphasis.
- There are only two formats for the closing sentence. Choose either one or the other, but do not mix the wording of both together.
- Begin with the individual's name: Chief Sailor's, attribute, attribute, and dedication to duty reflected credit upon him or her and were in keeping with the highest traditions of the United States Naval Service.
- Begin with the three attributes: By her or his attribute, attribute, and dedication to duty, Chief Sailor reflected credit upon herself or himself and upheld the highest traditions of the United States Naval Service.

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the Third Award) to

CAPTAIN JOHN V. DOE III  
[RESTRICTED OR STAFF CORPS IF APPLICABLE]  
UNITED STATES NAVY

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for service as set forth in the following

CITATION:

5 Spaces

For outstanding meritorious service while serving as [Job Title], [Command] from [Month Year] to [Month Year]. [The first sentence of the body of the citation identifies the recipient by name. If the billet was not mentioned in the opening sentence, it should be included in the first sentence of the body. Also describe the specific duty held, his or her accomplishments, and the outstanding personal attributes displayed]. [For an award presented at the time of retirement, add prior to the closing sentence a statement reflecting the Service Member's total number of years of service. For example, "Captain Sailor's superior performance of duties culminated his or her 24 years of honorable and dedicated military service]. By [his or her] exceptional professionalism, personal initiative, and loyal dedication to duty, Captain Doe reflected great credit upon [himself or herself] and upheld the highest traditions of the United States Naval Service.

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left margin

For the President,

4 Lines

L. A. FROST

Rear Admiral, United States Navy  
Commander, Navy Reserve Forces  
Command

- Maximum 23 lines from "For" to "Service".
- Font is Courier New size 12
- Fully justified to distribute text evenly between horizontal margins
- Margins: top 2.0 inches; bottom 1.0 inch; left 0.7 inches, and right 0.5 inches.

The President of the United States takes pleasure in presenting the LEGION OF MERIT (Gold Star in lieu of the Third Award) to

CAPTAIN JOHN V. DOE III  
[RESTRICTED OR STAFF CORPS IF APPLICABLE]  
UNITED STATES NAVY

Left Indent 0.2"

for service as set forth in the following

CITATION:

5 Spaces

For exceptionally meritorious conduct in the performance of outstanding service as [Job Title], [Command] from [Month Year] to [Month Year]. [The first sentence of the body of the citation identifies the recipient by name. If the billet was not mentioned in the opening sentence, it should be included in the first sentence of the body. Also describe the specific duty held, his or her accomplishments, and the outstanding personal attributes displayed]. [For an award presented at the time of retirement, add prior to the closing sentence a statement reflecting the Service Member's total number of years of service. For example, "Captain Sailor's superior performance of duties culminated his or her 24 years of honorable and dedicated military service]. By [his or her] dynamic direction, keen judgement, and loyal dedication to duty, Captain Doe reflected great credit upon [himself or herself] and upheld the highest traditions of the United States Naval Service.

Set tab at  
3.45" from the  
left margin

For the President,

4 Lines

M. E. BOYLE  
Vice Admiral, United States Navy  
Director, Navy Staff

- Maximum 23 lines from "For" to "Service".
- Font is Courier New size 12
- Fully justified to distribute text evenly between horizontal margins
- Margins: top 2.0 inches; bottom 1.0 inch; left 0.7 inches, and right 0.5 inches.