



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

COMNAVRESFORCOMINST 1650.13C  
N01A  
9 May 2024

COMNAVRESFORCOM INSTRUCTION 1650.13C

From: Commander, Navy Reserve Forces Command

Subj: MILITARY PERSONAL AWARDS GUIDANCE

Ref: (a) SECNAVM-1650.1  
(b) SECNAVINST 1650.1J  
(c) NDAWS User Guide April 2021

Encl: (1) Timeline for Submission of Awards  
(2) Level of Award

1. Purpose.

a. To provide additional guidance, and procedures in accordance with references (a) through (c) 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 1650.13B

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

4. Responsibilities.

a. Chief of Staff will:

(1) Appoint the COMNAVRESFORCOM awards board. The board will be composed of Deputy Chief of Staff (DCOS), Special Assistants (SAs), and departmental Master Chiefs designated by the Chief of Staff and the Command Master Chief. The awards board members are responsible for assisting COMNAVRESFORCOM in evaluating recommendations for Navy and Marine Corps Commendation Medals and above.

b. COMNAVRESFORCOM Command Services will:

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- (1) Track all incoming personal award recommendations.
- (2) Review award recommendations for proper timeliness and format.
- (3) Review and prepare award recommendations for the awards board.
- (4) Process awards in a timely manner to facilitate presentation by the desired ceremony date.
- (5) Update administrative tracker on Microsoft Teams
- (6) Update Navy Department Awards Web Service (NDAWS) records when identified as the awarding authority

c. DCOS/SA's will:

- (1) Nominate Sailors for awards per enclosure (2).
- (2) Submit awards in accordance with enclosure (1) timelines.
- (3) Be responsible for nominations of NAMS and below
- (4) Submit late letters as appropriate

d. Echelon IV Commanders will:

(1) Prepare award recommendations for Active Duty, Training and Administration of the Reserve, and Selected Reserve personnel per reference (a).

(2) Utilize award templates and guidelines via COMNAVRESFORCOM N01A Microsoft Teams page.

<https://flankspeed.sharepoint-mil.us/:f/s/CNRFCCMDSVCTeam/EkhvGcSgGsJGjEWGIb48X3YB77fs7yJuwCAUWkBbZmJTIA?e=crFhpu>

(3) Maintain a permanent file of all locally awarded personal awards and required documentation.

(4) Ensure all award recommendations are complete and accurate. Incomplete award recommendations will be returned to last endorsing command.

(5) Will enter awards in Microsoft Teams.

(6) Submit awards for COMNAVRESFORCOM or higher approval in accordance with enclosure (1). Late award submissions must be accompanied by a late letter and must contain a

detailed explanation (do not provide a generic cause, such as “administrative oversight”) and must be signed by the commanding officer (CO) or chief staff officer (other “by direction” will not be accepted). Late awards will be processed in the order received.

e. Board members will be assigned to review award recommendations, taking into consideration the guidance of recommended guidelines for levels of awards and the circumstances that relate to the member being recommended. The board will evaluate and render an opinion as to the merit of award recommendations submitted by COMNAVRESFORCOM and or subordinate commands, ensuring that the acts or services described fulfill all requirements for the award recommended as specified in pertinent directives.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual (SECNAV) 5210.1 of January 2012.

6. 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 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.



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Releasability and distribution:

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>

### Timeline for Submission of Awards

Per references (a) through (c), timely submission of awards is vital to the success of the awards program. A nomination should be submitted as soon as practicable following the distinguished act or achievement, or end of the period of meritorious service.

<b>Staff/Subordinate Command Submissions to COMNAVRESFORCOM</b>	
LM - ABOVE	<b>120 days</b> prior to the desired presentation date. <b>**COMNAVRESFORCOM</b> 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	<b>60 days</b> prior to the desired presentation date.
NC – NA	<b>45 days</b> prior to the desired presentation date.
CIVILIAN AWARDS	<b>45 days</b> prior to the desired presentation date.
XX - MOVSM	<b>45 days</b> prior to the desired presentation date.

Level of Award

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 Achievement Medal (NA) and Combat Action Ribbon. The rank and grade of the intended award recipient shall not be a factor in the nomination or approval of any DON military decoration, medal, or ribbon. No rank and grade limitation shall be established within DON on any award except by specific written authorization from SECNAV. Any recommendation should be weighed principally on its merit and is generally equated to level of responsibility, which normally increases with rank or grade. Therefore, a larger number of the 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
LM	Historically, the LM has been awarded for performance comparable to that required for the DSM, but in a duty of lesser though considerable responsibility.	REDCOM CO DCOS Exceptionally performing O6 NRC CO's
MM	Awarded to any member of the Armed Forces who distinguishes himself or herself by outstanding meritorious achievement or service.	REDCOM CSO NRC COs Major Staff Department Heads/Division Directors REDCOM/NRC CMDCM's
NC	Awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself by heroic or meritorious achievement of service.	NRC XO NRC SEL Staff Program Manager REDCOM DH's
NA	May be authorized for specific achievement (i.e. as an impact award) or for sustained merit service.	