



**NAVY REGION SOUTHWEST RESERVE  
COMPONENT COMMAND  
(NAVREG SW RCC)**

**AWARDS CLERK**

**DESK GUIDE**

**DECEMBER 2012**

# TABLE OF CONTENTS

|  |    |
|--|----|
| NAVREG SW RCC POINTS OF CONTACT FOR AWARDS.....                        | 1  |
| AWARDS PROCESS .....   | 1  |
| OPNAV 1650/3 PERSONAL AWARD RECOMMENDATIONS.....                       | 1  |
| AWARDING AUTHORITY.....  | 2  |
| ACTIONS OF THE AWARDING AUTHORITY .....                                | 2  |
| COMMAND INSPECTION .....   | 2  |
| NAVY DEPARTMENT AWARDS WEB SERVICES (NDAWS).....                       | 3  |
| NDAWS ENTRY SUBMISSION SAMPLE.....                                     | 4  |
| LETTER OF COMMENDATION (LOC) SAMPLE.....                               | 6  |
| FLAG LETTER OF COMMENDATION (FLOC).....                                | 7  |
| FLAG LETTER OF COMMENDATION (FLOC) SAMPLE.....                         | 8  |
| MERITORIOUS OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM).....           | 9  |
| MERITORIOUS OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM)<br>SAMPLE..... | 10 |
| NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NA).....                      | 14 |
| NAVY AND MARINE CORPS ACHIEVEMENT MEDAL SAMPLE.....                    | 15 |
| NAVY AND MARINE CORPS COMMENDATION MEDAL (NC).....                     | 18 |
| NAVY AND MARINE CORPS COMMENDATION MEDAL SAMPLE .....                  | 19 |
| MERITORIOUS SERVICE MEDAL (MM) .....                                   | 22 |
| MERITORIOUS SERVICE MEDAL SAMPLE.....                                  | 23 |
| LEGION OF MERIT (LOM) .....  | 26 |
| LEGION OF MERIT SAMPLE.....  | 27 |
| COMMON DISCREPANCIES .....   | 30 |
| RATING LONG TITLES .....   | 31 |

# NAVREG SW RCC POINTS OF CONTACT FOR AWARDS

1. See the most updated NAVREG SW RCC Staff Phone Listing located on the NAVREG SW RCC's Website on the "Private Side" of Navy Reserve Homeport <https://navyreserve.navy.mil>

COM: 619-532-XXXX  
DSN: 522-XXXX

## AWARDS PROCESS

1. Send encrypted E-Mail with the Summary of Action (SOA) and Citation in MS Word format and signed OPNAV 1650/3, front only in PDF format to NRSWRCC\_N01A@navy.mil

**NOTE:** **DO NOT** fax SOA or Citation. **DO NOT** mail award recommendation(s) after E-Mailing. NAVOPSPTCEN should maintain the original signed 1650/3 in command award files.

2. The NAVREG SW RCC Awards Board will meet **every Monday of each week**.

## OPNAV 1650/3 PERSONAL AWARD RECOMMENDATIONS

1. Ensure the most recent 1650/3 (Rev. 07-04) is being utilized. Ensure all blocks are filled out correctly per SECNAVINST 1650.1H Navy and Marine Corps Awards Manual, Appendix A Chapter 2, pages 37 and 38; and that all pertinent signatures have been obtained (i.e., Unit CO and/or NAVOPSPTCEN CO).

2. Type "N/A" in non-applicable blocks.

3. **Type the Summary of Action (SOA) in Block 35.** Common errors are not spelling out the acronyms the first time they are used (example: Commanding Officer (CO)). **Use NAVOPSPTCEN vice NOSC where applicable.**

**NOTE:** The SOA automatically defaults to the correct format required. SOAs are required for all awards NC or higher.

# AWARDING AUTHORITY

Reference: SECNAVINST 1650.1H, Appendix A to Chapter 1

|  |   |
|--|---|
| LEGION OF MERIT                        | OCNR  |
| MERITORIOUS SERVICE MEDAL              | COMNAVRESFORCOM   |
| NAVY & MARINE CORPS COMMENDATION MEDAL | NAVREG SW RCC<br>NAVOPSPTCEN*<br>*Only when O-6 is in command |
| NAVY & MARINE CORPS ACHIEVEMENT MEDAL  | NAVOPSPTCEN   |

## ACTIONS OF THE AWARDING AUTHORITY

1. Issue citation, medal (if first award), and appurtenance, if applicable, (see SECNAVINST 1650.1 Series, Section 2, Paragraphs 1 through 3).
2. Maintain a Command record of approved awards (LOAs, LOCs, NA, NC, MM, etc.), filed by Calendar Year that includes a copy of the signed OPNAV 1650/3 and citation, supporting documents, and related correspondence.

**NOTE: Department of the Navy Records Management Manual (SECNAV M-5210.1) SSIC 1650, page III-1-34 paragraph 3b,** states, "Case files and other records of awards of Navy and Marine Corps Commendation Medals, Navy and Marine Corps Achievement Medals, and Purple Heart Medals maintained by CNO, CMC, Fleet Commanders in Chief, Type Commanders, and Unit Commanding Officers. Retire to Washington National Records Center (WNRC) when two years old."

## COMMAND INSPECTION

1. NAVREGSWRCCINST 5040.1S (CH-2), Military Awards/Recognition, section B5, is inspected by NAVREG SW RCC Command Services during Command Inspection.
  - a. For program functionality, use of a system to track progress of submitted awards ensures locally generated and awarded NAs/NCs are efficiently processed and ultimately forwarded appropriately.
  - b. Ensure completed OPNAV 1650/3's are on file and required signatures are obtained. Ensure citations are properly completed.
  - c. Ensure awards file (locally awarded NAs and/or NCs) contains required documents (a copy of the signed OPNAV 1650/3 and citation, supporting documents, and related correspondence), and ensure file is annotated to ensure the files are not destroyed/disposed of during the annual records disposition process.

# NAVY DEPARTMENT AWARDS WEB SERVICES ( NDAWS )

Navy Department Awards Web Service (NDAWS): <https://awards.navy.mil>

**Block 19 OPNAV 1650/3 format:** From NDAWS Personal Awards Query, obtain 1650 format to cut and paste into block 19 of OPNAV 1650/3.

**Missing awards from record:** Reference the following link:  
[https://private.navyreserve.navy.mil/RCC\\_Southwest/N01/Awards/Processing%20of%20Awards%20NDAWS%20submissions.pdf](https://private.navyreserve.navy.mil/RCC_Southwest/N01/Awards/Processing%20of%20Awards%20NDAWS%20submissions.pdf)

NOTE: Login into NR SharePoint before you access the file

## **NDAWS entry submissions:**

Note: Assigned NAVREG SW RCC Command Services staff member will input awards into NDAWS in order received.

1. Submit the completely filled in OPNAV 1650/3 in MS Word format, and also submit the signed version of the 1650/3 and the signed citation in PDF format.
2. Ensure all NDAWS submissions contain the following on the citation: member's full Social Security Number in the upper right hand corner, and type "PRIVACY SENSITIVE" centered on top of the citation as well.
3. Type the Awarding Authorities UIC under SSN on citation when 1650/3 MS Word format is not available.
4. Submit awards for entry into NDAWS via encrypted email to:  
NRSWRCC\_N01A@navy.mil

# NDAWS ENTRY SUBMISSION SAMPLE

Ensure the member's full social security number and privacy sensitive statement are typed on the citation and send to navregswrcc\_commandservices@navy.mil.

"PRIVACY SENSITIVE"

123-45-6789

[Awarding Authority UIC]



## DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE

## NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF THE THIRD AWARD)

TO

LOGISTICS SPECIALIST THIRD CLASS (AVIATION WARFARE) SAILOR M. SWAB  
UNITED STATES NAVY

## **LETTER OF COMMENDATION (LOC)**

1. LOCs will be signed by NAVOPSPTCEN Commanding Officers.
2. OPNAV 1650/3 and SOA are not required.
3. For the citation, use MS Word format with a maximum of 22 lines, Courier New Font, using 11 pitch, and full justification, bold. Make sure the margins are set to the following: top 2", left and right 1", and bottom 0.5". Portions of the opening and closing sentences of the citation should be verbatim (see red highlights on the [LOC sample](#)).
4. Ensure correct [rating long title](#) is used with warfare designation(s) if applicable.
5. Ensure overlapping awards that fall within the action period of citation are provided with the submitted award. Awards Board will not vote until the overlap is resolved.



# LETTER OF COMMENDATION (LOC) SAMPLE

The Commander of Navy Region Southwest Reserve Component Command takes pleasure in presenting a LETTER OF COMMENDATION to

PERSONNEL SPECIALIST FIRST CLASS  
DANIEL P. SAILOR  
UNITED STATES NAVY

for services as set forth in the following

CITATION:

For professional achievement in the exceptional performance of your duties while serving as the Manpower Leading Petty Officer (LPO) for Navy Region Southwest Reserve Component Command (NAVREG SW RCC), San Diego, California from 1 July 2012 through 30 September 2012, you have been selected as NAVREG SW RCC's "Sailor of the Quarter" for Fourth Quarter of Fiscal Year 2012. As Manpower LPO and subject matter expert, you have been continually called upon across the Region for your knowledge. Your dedication and enthusiasm to share your wisdom and to train 20 Navy Operational Support Centers is unparalleled. Your keen attention to detail has dramatically improved NAVREG SW RCC's score card report. Your review and release of 294 Personnel Move Requests ensured the smooth transfer of personnel into best qualified billets. Furthermore, you audited and released 156 Navy Standard Integrated Personnel System pay transactions with zero discrepancies and you effectively and efficiently submitted and tracked the status of 145 Mobilizations throughout SW Region and processed 35 Navy Enlisted Classification requests. Your timely and accurate weekly input to the Admiral's Brief provided direct support to the Southwest Region Commander. Your extraordinary professional ability, self-motivation, initiative, and loyal dedication to duty reflected credit upon you and were in keeping with the highest traditions of the United States Naval Service. Congratulations on a job "WELL DONE!"

J. F. HUGHES  
CAPT, U.S. NAVY  
COMMANDER, NAVY REGION SOUTHWEST  
RESERVE COMPONENT COMMAND



# **FLAG LETTER OF COMMENDATION (FLOC)**

1. FLOCs for Sailor of the Quarter/Bluejacket of the Quarter will not be signed by COMNAVRESFOR, but can be submitted for other outstanding achievements.
2. OPNAV 1650/3 should read COMNAVRESFOR (UIC: 3447B) in block 2, "To" block, with NAVREG SW RCC in block 31, "Via" block.
3. SOA is not required.
4. The citation should be typed in all caps using MS Word format (landscape) with a maximum of 7 1/2 lines, Courier New, bold, 11 pitch, and full justification. Make sure the margins are set to the following: top 3.8", left and right 1", and bottom 0.5". Portions of the opening and closing sentences of the citation should be verbatim (see red highlights on [FLOC sample](#)).
5. Ensure correct rating long title is used with warfare designation(s) if applicable.
6. Ensure 60 days lead-time for end of tour awards (retirements, separations, and transfers).
7. Ensure overlapping awards that fall within the action period of citation are provided with the submitted award. Awards Board will not vote until the overlap is resolved.

# FLAG LETTER OF COMMENDATION (FLOC) SAMPLE

YEOMAN SECOND CLASS (SURFACE WARFARE)  
JOHN H. SAILOR  
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS ADMINISTRATIVE SUPERVISOR, NAVY OPERATIONAL SUPPORT CENTER SAN DIEGO, CALIFORNIA.

(TWO TO THREE COMPLETE SENTENCES DETAILING SIGNIFICANT, QUANTIFIABLE ACCOMPLISHMENTS.)

PETTY OFFICER \_\_\_\_\_'S EXCEPTIONAL ABILITY, UNCOMMON 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.

GIVEN THIS        DAY OF

\_\_\_\_\_  
B. P. CUTCHEN  
Rear Admiral, U.S. NAVY  
Commander, Navy Reserve Forces Command

# **MERITORIOUS OUTSTANDING VOLUNTEER** **SERVICE MEDAL (MOVSM)**

1. MOVSM awards will not be signed by NAVREG SW RCC or COMNAVRESFOR for NAVOPSPTCENS (unless for CO).
2. SOAs are not required.
3. No citation or certificate will be issued with the MOVSM.
4. To be awarded, member's service must contribute to the civilian community, including military family community, in a significant nature and produce tangible results, reflecting favorably on the Department of Defense and Military Service, and in a sustained and direct nature.
5. Use MS Word format with margins 1" on the top, left, and right; and 0.5" on the bottom, using 11 pitch in Courier New font.
6. Use reference SECNAVINST 1650.1H 4-42, paragraph 19c for guidance. Although there is no specific time period to qualify, DON views the sustained time period to be three years. Approval authorities shall ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time, not a single act of achievement. COMNAVRESFOR N01A also provides a file on MOVSM guidance on their "Private Side" of Navy Reserve Homeport <https://navyreserve.navy.mil>
7. Reference SECNAVINST 1650.1H, page 4-43, paragraph 19c, subparagraph (4) for qualifying service. Volunteering with the following types of organizations are examples of qualifying service: youth programs (such as Boy/Girl Scouts, YMCA or YWCA), sports programs (such as Little League and Special Olympics), education programs (such as volunteer teachers and literacy programs), local beautification projects (such as Adopt-a-Park or Adopt-a-Highway), etc.
8. Use reference SECNAVINST 1650.1H, page 4-43, paragraph 19c, subparagraph (5) for guidance. Recommendations may be submitted by anyone senior to the individual being recommended to the individual's Commanding Officer. The Commanding Officer shall certify that the eligibility requirements have been met, and that the member's service has been honorable throughout the award period.
9. Award will be done in letter format. Please see attached sample pages 9-12.

# MERITORIOUS OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM) SAMPLE



**DEPARTMENT OF THE NAVY**  
NAVY REGION SOUTHWEST RESERVE COMPONENT COMMAND  
937 NORTH HARBOR DRIVE BUILDING 1 BOX 52  
SAN DIEGO, CALIFORNIA 92132-5108

IN REPLY REFER TO:

1650  
Ser N00/

From: Commander, Navy Region Southwest Reserve Component Command  
To: YNC John D. Sailor, USN

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM)

Ref: (a) SECNAVINST 1650.1H

1. In accordance with reference (a), you are authorized to wear the MOVSM for outstanding public service as an active volunteer from August 2007 through September 2012.
2. At your previous command with Navy Operational Support Center Alameda, California, you served your community at the Alameda Veteran's Parades, numerous Navy League events and San Francisco's Fleet Week events from August 2007 to February 2009.
3. Since being assigned with Navy Reserve Component Command Southwest, you have served the San Diego Senior Community Center, and Lakeside Union School District and Loma Portal Elementary Schools' "Everyone-a-Reader" programs. You are commended for dedicating and committing time to the support and improvement of our communities. Through your leadership and volunteer efforts, you not only participated, but spearheaded coordinating a group of peers to volunteer time monthly to the San Diego Senior Community Center's "Serving Seniors" program. Your efforts were greatly appreciated as you graciously served meals to senior citizens, to include disabled and military veterans of San Diego County who live at or below the federal poverty line. You also helped serve and honor veterans during Serving Senior's "Honoring Our Veterans" celebration. Additionally, you volunteered to teach elementary level children with difficulties in reading at Loma Portal Elementary School's "Everyone-a-Reader" program. You previously supported the Lakeside Union School District helping children succeed in school, make good choices and stay drug free in the Campaign Drug Free Program. Over the past five years your commitment and dedication helped various organizations give back to the community.
4. Your spirit of volunteerism motivated those around you to take an interest in their community and to help their fellow man. You have

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM)

continued a strong Navy tradition of service displaying to our Sailors a strong devotion to helping others. Your industrious enthusiasm is indicative of the long tradition of Navy personnel being eager and productive contributors to their communities. We point with great pride to the accomplishments of individuals like yourself who consistently place service to your country as a paramount duty, whether at home or abroad. Your tireless efforts and selfless dedication reflect great credit upon you and earn you the recognition of being awarded the Military Outstanding Volunteer Service Medal.

5. BRAVO ZULU for a job well done!

J. F. HUGHES

**PERSONAL AWARD RECOMMENDATION**

FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

|  |  |  |  |   |   |
|--|--|--|--|---|---|
| 1. FROM: DEPARTMENT HEAD<br>ADDRESS: NAVREG SW RCC 937 N HARBOR DRIVE<br>BOX 52 SAN DIEGO, CA 92132  |  | 1a. UIC / RUC<br>68350   | 2. TO (Awarding Authority) : COMMANDER<br>ADDRESS: NAVREG SW RCC 937 N HARBOR DRIVE<br>BOX 52 SAN DIEGO, CA 92132  |   | 2a. UIC / RUC<br>68350                                |
| 3. COMMAND POC:<br>NAME: AWARD POC NAME<br>EMAIL: AWARD POC EMAIL  |  |  | 4. PHONE:<br>(DSN): 522-1833<br>(COM): 619-532-1833  |   | 5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 05 AUG 2015 |
| 6. SSN<br>123-45-6789  |  | 7. DESIG/NEC/MOS<br>N/A  |  | 8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):<br>N/A   |   |
| 9. NAME (LAST, FIRST, MIDDLE, SUFFIX)<br>SAILOR, JOHN, D.  |  |  | 10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input checked="" type="checkbox"/> SPECIFIC ACHIEVEMENT |   |   |
| 11. COMPONENT USN  |  |  | 12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)<br>N/A   |   |   |
| 13. PAYGRADE AND RATING E-7 YNC  |  |  |  |   |   |
| 14. WARFARE QUALIFICATION<br>N/A   |  | 15. UNIT AT TIME OF ACTION/SERVICE<br>NAVOPSPTCEN                      |  | 16. DUTY ASSIGNMENT<br>LOGISTICS DEPARTMENT HEAD  |   |
| 17. UIC/RUC<br>12345   | 18. CAMPAIGN<br>NA Not Applicable                                  | 18a. OPERATION : N/A   |  | 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD<br>RECOGNIZED (exclude Combat Action Ribbon)<br>MM (Mar05-Feb08) NA (Feb04-Jul04) NC (Jun00-Jul03) |   |
| 20. RECOMMENDED AWARD<br>MOVSM   |  |  | 22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED<br>N/A  |   |   |
| 21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA  |  |  |  |   |   |
| 23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)<br>1  |  | 24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:<br>N/A          |  |   |   |
| 25. ACTION DATE/MERITORIOUS PERIOD: 01-Aug-2007 - 15-Sep-2012  |  |  | 26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:<br>N/A   |   |   |
| 27. GEOGRAPHIC AREA OF ACTION/SERVICE<br>US CONUS, Alaska, Territories, Canada   |  |  | 28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:<br>N/A  |   |   |
| 29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input type="checkbox"/> KNOWN TO ME <input checked="" type="checkbox"/> A MATTER OF RECORD  |  |  |  |   |   |
| 30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR<br>C. O. NOSC, CDR, USN, EXECUTIVE OFFICER   |  |  |  | 30b. SIGNATURE  |   |
| 30c. DATE  |  |  |  |   |   |
| 31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)  |  |  |  |   |   |
| VIA  | COMMAND (To be completed by originator) (Include Telephone Number) | RECOMMENDED AWARD  | COMBAT "V"   | SIGNATURE, GRADE  | DATE FWD  |
| 1  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |   |
| 2  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |   |
| 3  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |   |
| 32. TO BE COMPLETED BY AWARDING AUTHORITY  |  |  |  |   |   |
| DISPOSITION OF BASIC RECOMMENDATION  |  | COMBAT "V"   | EXTRAORDINARY HEROISM RECOMMENDED  | SIGNATURE, GRADE, TITLE   | DATE APPROVED   |
| MOVSM  |  | <input type="checkbox"/> YES<br><input checked="" type="checkbox"/> NO | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | J. F. HUGHES, CAPT, USN,<br>COMMANDER   |   |
| 33. CNO / CMC AWARDS BRANCH USE ONLY<br>SERIAL NO: DATE RECEIVED:  |  |  |  |   |   |
| 34. NDBDM USE ONLY<br>FROM: SECNAV (NDBDM) DATE:<br>TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)<br>1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE<br>2. Reviewed and recorded. |  |  |  |   |   |
| By direction _____   |  |  |  |   |   |

### INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

|    |                                 |    |                                    |    |  |
|----|---------------------------------|----|------------------------------------|----|--|
| MH | Medal of Honor                  | NM | Navy and Marine Corps Medal        | JC | Joint Service Commendation Medal               |
| NX | Navy Cross                      | BS | Bronze Star Medal                  | NC | Navy & Marine Corps Commendation Medal         |
| DM | Distinguished Service Medal     | BV | Bronze Star w/ V Medal             | CV | Navy & Marine Corps Commendation Medal<br>w/ V |
| SS | Silver Star                     | PH | Purple Heart Medal                 | JA | Joint Service Achievement Medal                |
| LM | Legion of Merit                 | MM | Meritorious Service Medal          | NA | Navy & Marine Corps Achievement Medal          |
| LV | Legion of Merit w/ V            | AS | Air Medal (Strike/Flight)          | NV | Navy & Marine Corps Achievement Medal<br>w/ V  |
| DX | Distinguished Flying Cross      | AF | Air Medal (Individual Action)      | CR | Combat Action Ribbon                           |
| DV | Distinguished Flying Cross w/ V | AH | Air Medal (Individual Action w/ V) | XX | Letter of Commendation                         |

#### **35. Summary of Action (not required for Command approved NAMs)**

Not required.

SAMPLE



# NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NA)

**NOTE: NAVOPSPTCEN has the authority to award the Navy and Marine Corps Achievement Medal.**

1. Award should be submitted and locally boarded and processed with sufficient time to finalize prior to detachment or retirement date.
2. Block 1, "From" block of the OPNAV 1650/3 should read originator address, as applicable. Block 2, "To" block of the OPNAV 1650/3 should read applicable NAVOPSPTCEN address.
3. SOA is not required.
4. The citation should be typed in all caps using MS Word format (landscape) with a maximum of 7 1/2 lines, Courier New, bold, 10 pitch, and full justification. Make sure the margins are set to the following: top 3.8", bottom 0.2", left and right 1". Portions of the opening and closing sentences of the citation should be verbatim (see below and red highlights on the [NA sample](#)).
5. Ensure correct [rating long title](#) is used with warfare designation(s) if applicable.
6. Ensure overlapping awards that fall within the action period of citation are provided with the submitted award. Awards Board will not vote until the overlap is resolved.
7. Please utilize the following standard sentences at **THE END OF ALL NA CITATIONS:**

## **Navy and Marine Corps Achievement Medal (Retirement):**

Petty Officer \_\_\_\_\_'s exceptional performance of duties highlights the culmination of \_\_\_\_ years of honorable and dedicated service and upheld the highest traditions of the United States Naval Service.

## **Navy and Marine Corps Achievement Medal (Non-Retirement):**

Petty Officer \_\_\_\_\_'s exceptional professionalism, unrelenting perseverance, and loyal devotion to duty reflected credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.

# NAVY AND MARINE CORPS ACHIEVEMENT MEDAL SAMPLE

(GOLD STAR IN LIEU OF SECOND AWARD)

YEOMAN THIRD CLASS (SURFACE WARFARE)

JOE M. SAILOR

UNITED STATES NAVY

**PROFESSIONAL ACHIEVEMENT AS SUPPLY DEPARTMENT ASSISTANT LEADING PETTY OFFICER FOR COMMANDER, NAVY REGION SOUTHWEST RESERVE COMPONENT COMMAND, SAN DIEGO, CALIFORNIA FROM SEPTEMBER 2009 TO MAY 2012. PETTY OFFICER SAILOR WAS A QUINTESSENTIAL PLAYER IN THE SUCCESSFUL COMPLETION OF THE COMMANDER NAVY RESERVE FORCE SUPPLY INSPECTION AND THE PROCUREMENT PERFORMANCE MANAGEMENT ASSESSMENT PROGRAM. HIS WORK ETHIC AND PROFESSIONALISM WERE INSTRUMENTAL IN THE SUPPLY DEPARTMENT RECEIVING A SCORE OF OUTSTANDING FOR BOTH INSPECTIONS. PETTY OFFICER SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.**

12TH

MAY 2012

FOR THE

I. M. CO, LCDR, USN  
COMMANDER, NAVY OPERATIONAL  
SUPPORT CENTER \_\_\_\_\_

Notes: Gold Star or Combat "V" may be added if applicable above "To" line.  
It is necessary to ensure that the citation body not exceed 7 ½ single spaced lines, Courier New, bold, 10-pitch is required. This is a combat or a non-combat award.

**PERSONAL AWARD RECOMMENDATION**  
FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

|  |  |  |  |   |  |
|--|--|--|--|---|--|
| 1. FROM: DEPARTMENT HEAD<br>ADDRESS: NAVREG SW RCC 937 N HARBOR DRIVE<br>BOX 52 SAN DIEGO, CA 92132  |  | 1a. UIC / RUC<br>12345   | 2. TO (Awarding Authority) : COMMANDER<br>ADDRESS: NAVREG SW RCC 937 N HARBOR DRIVE<br>BOX 52 SAN DIEGO, CA 92132  |   | 2a. UIC / RUC<br>68350   |
| 3. COMMAND POC:<br>NAME: AWARD POC NAME<br>EMAIL: AWARD POC EMAIL  |  |  | 4. PHONE:<br>(DSN): 522-1833<br>(COM): 619-532-1833  |   | 5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 05 AUG 2015<br>5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: N/A |
| 6. SSN<br>123-45-6789  |  | 7. DESIG/NEC/MOS<br>N/A  |  | 8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):<br>12-MAY-2012 |  |
| 9. NAME (LAST, FIRST, MIDDLE, SUFFIX)<br>SAILOR, JOE, M.   |  |  | 10. <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT |   |  |
| 11. COMPONENT USN  |  |  | 12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)<br>123 NAVY PIER<br>SAN DIEGO, CA 92133  |   |  |
| 13. PAYGRADE AND RATING E-4 YN3  |  |  | 14. WARFARE QUALIFICATION<br>SW  |   | 15. UNIT AT TIME OF ACTION/SERVICE<br>NAVOPSPTCEN  |
| 16. DUTY ASSIGNMENT<br>LOGISTICS ASSISTANT   |  | 17. UIC/RUC<br>12345   |  | 18. CAMPAIGN<br>NA Not Applicable                             |  |
| 18a. OPERATION : N/A   |  | 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD<br>RECOGNIZED (exclude Combat Action Ribbon)<br>MM (Mar03-Feb06) NA (Feb02-Jul02) NC (Jun98-Jul01)  |  |   |  |
| 20. RECOMMENDED AWARD<br>NA  |  | 21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA POSTHUMOUS |  |   |  |
| 22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED<br>N/A  |  | 23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)<br>2  |  |   |  |
| 24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:<br>N/A  |  | 25. ACTION DATE/MERITORIOUS PERIOD: 01-Sep-2009 - 12-May-2012  |  |   |  |
| 26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:<br>N/A   |  | 27. GEOGRAPHIC AREA OF ACTION/SERVICE<br>US CONUS, Alaska, Territories, Canada   |  |   |  |
| 28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:<br>N/A  |  | 29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD  |  |   |  |
| 30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR<br>D. H. NOSC, CDR, USN, DEPARTMENT HEAD   |  | 30b. SIGNATURE   |  | 30c. DATE   |  |
| 31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)  |  |  |  |   |  |
| VIA  | COMMAND<br>(To be completed by originator)<br>(Include Telephone Number) | RECOMMENDED<br>AWARD   | COMBAT<br>"V"  | SIGNATURE, GRADE  | DATE<br>FWD  |
| 1  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |  |
| 2  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |  |
| 3  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |  |
| 32. TO BE COMPLETED BY AWARDING AUTHORITY  |  |  |  |   |  |
| DISPOSITION OF BASIC RECOMMENDATION  |  | COMBAT<br>"V"  | EXTRAORDINARY<br>HEROISM<br>RECOMMENDED  | SIGNATURE, GRADE, TITLE                                       | DATE<br>APPROVED   |
| NA   |  | <input type="checkbox"/> YES<br><input checked="" type="checkbox"/> NO   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | I. M. CO, CAPT, USN,<br>COMMANDER                             |  |
| 33. CNO / CMC AWARDS BRANCH USE ONLY<br>SERIAL NO: _____ DATE RECEIVED: _____  |  |  |  |   |  |
| 34. NDBDM USE ONLY<br>FROM: SECNAV (NDBDM) DATE: _____<br>TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)<br>1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE<br>2. Reviewed and recorded. _____<br>By direction |  |  |  |   |  |

### INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

|    |                                 |    |                                    |    |  |
|----|---------------------------------|----|------------------------------------|----|--|
| MH | Medal of Honor                  | NM | Navy and Marine Corps Medal        | JC | Joint Service Commendation Medal               |
| NX | Navy Cross                      | BS | Bronze Star Medal                  | NC | Navy & Marine Corps Commendation Medal         |
| DM | Distinguished Service Medal     | BV | Bronze Star w/ V Medal             | CV | Navy & Marine Corps Commendation Medal<br>w/ V |
| SS | Silver Star                     | PH | Purple Heart Medal                 | JA | Joint Service Achievement Medal                |
| LM | Legion of Merit                 | MM | Meritorious Service Medal          | NA | Navy & Marine Corps Achievement Medal          |
| LV | Legion of Merit w/ V            | AS | Air Medal (Strike/Flight)          | NV | Navy & Marine Corps Achievement Medal<br>w/ V  |
| DX | Distinguished Flying Cross      | AF | Air Medal (Individual Action)      | CR | Combat Action Ribbon                           |
| DV | Distinguished Flying Cross w/ V | AH | Air Medal (Individual Action w/ V) | XX | Letter of Commendation                         |

#### **35. Summary of Action (not required for Command approved NAMs)**

Not required.

SAMPLE

# NAVY AND MARINE CORPS COMMENDATION MEDAL (NC)

**NOTE: NAVOPSPTCEN with an O-6 in command has the authority to award the Navy and Marine Corps Commendation Medal. All other NAVOPSPTCENS will forward their awards as applicable.**

1. Ensure 60 days lead-time for RCC SW processing of end of tour awards (retirements, separations, and transfers).
2. Block 1, "From" block of the OPNAV 1650/3 should read applicable NAVOPSPTCEN address. Block 2, "To" block of the OPNAV 1650/3 should read COMMANDER, NAVREG SW RCC, 937 N HARBOR DRIVE, BOX 52, SAN DIEGO CA 92132 (UIC: 68350).
3. SOA shall be typed in block 35 of the 1650/3 with quantitative, solid bullets justifying the award. Please limit the SOA to one page if at all possible. RCC SW does chop Summaries of Action for NCs.
4. The citation should be typed in all caps using MS Word format (landscape) with a maximum of 7 1/2 lines, Courier New, bold, 10 pitch, and full justification. Make sure the margins are set to the following: top 3.8", bottom 0.2", left and right 1". Portions of the opening and closing sentences of the citation should be verbatim (see below and red highlights on the [NC sample](#)).
5. Ensure correct [rating long title](#) is used with warfare designation(s) if applicable.
6. Ensure overlapping awards that fall within the action period of citation are provided with the submitted award. Awards Board will not vote until the overlap is resolved.
7. Please utilize the following standard sentences at **THE END OF ALL NC CITATIONS:**

## **Navy and Marine Corps Commendation Medal (Retirement):**

Petty Officer \_\_\_\_\_'s exceptional performance of duties highlights the culmination of \_\_\_\_\_ years of honorable and dedicated service and upheld the highest traditions of the United States Naval Service.

## **Navy and Marine Corps Commendation Medal (Non-Retirement):**

By his noteworthy accomplishments, perseverance, and devotion to duty, Petty Officer \_\_\_\_\_ reflected credit upon him/herself and upheld the highest traditions of the United States Naval Service.

# NAVY AND MARINE CORPS COMMENDATION MEDAL SAMPLE

(GOLD STAR IN LIEU OF SECOND AWARD)

CHIEF HOSPITAL CORPSMAN (SURFACE WARFARE/AVIATION WARFARE)

JOHN D. SAILOR

UNITED STATES NAVY

**MERITORIOUS SERVICE WHILE SERVING AS TRANSPLANTATION TECHNICIAN AT NAVAL HOSPITAL, SAN DIEGO, CALIFORNIA FROM JANUARY 2008 TO MAY 2012. CHIEF SAILOR DESIGNED A TRANSPORTATION NETWORK FOR THE COLLECTION OF HUMAN TISSUE AND ORGANS, TRAINED TRANSPLANT TECHNICIANS, AND DEVELOPED A MACHINE TO PRODUCE ALLOGRAFT MATERIAL OF A UNIFORM SIZE AND HIGH QUALITY. HIS INNOVATIVE ACTIONS IN NUMEROUS AREAS CONTRIBUTED TO THE ENHANCEMENT OF MILITARY HEALTH CARE DELIVERY AND PATIENT CARE. BY HIS NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, CHIEF SAILOR REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.**

1ST MAY 2012

FOR THE  
J. F. HUGHES, CAPT, USN  
COMMANDER, NAVY REGION SOUTHWEST  
RESERVE COMPONENT COMMAND

Notes: Gold Star or Combat "V" may be added if applicable above "To" line.  
It is necessary to ensure that the citation body not exceed 7 ½ single spaced lines, Courier New, bold, 10-pitch is required. This is a non-combat award; on combat awards, replace "meritorious service" with "heroic achievement".

**PERSONAL AWARD RECOMMENDATION**  
FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

|  |  |  |  |   |   |
|--|--|--|--|---|---|
| 1. FROM: NAVOPSPTCEN<br>ADDRESS:   |  | 1a. UIC / RUC<br>12345   | 2. TO (Awarding Authority) : COMMANDER<br>ADDRESS: NAVREG SW RCC 937 NORTH HARBOR DRIVE<br>BOX 52 SAN DIEGO, CA 92132  |   | 2a. UIC / RUC<br>68350  |
| 3. COMMAND POC:<br>NAME: AWARD POC NAME<br>EMAIL: AWARD POC EMAIL  |  |  | 4. PHONE:<br>(DSN): 522-1833<br>(COM): 619-532-1833  |   | 5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 05AUG2015<br>5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: 20 |
| 6. SSN<br>123-45-6789  |  | 7. DESIG/NEC/MOS<br>1317   |  | 8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):<br>01-MAY-2012 |   |
| 9. NAME (LAST, FIRST, MIDDLE, SUFFIX)<br>SAILOR, JOHN, D.  |  |  | 10. <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT |   |   |
| 11. COMPONENT USN  |  |  | 12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)<br>123 NAVY PIER<br>SAN DIEGO, CA 92133  |   |   |
| 13. PAYGRADE AND RATING E-7 YNC  |  |  | 14. WARFARE QUALIFICATION<br>SW/AW   |   | 15. UNIT AT TIME OF ACTION/SERVICE<br>NAVOPSPTCEN   |
| 16. DUTY ASSIGNMENT<br>MEDICAL DEPARTMENT HEAD   |  | 17. UIC/RUC<br>62128   |  | 18. CAMPAIGN<br>NA Not Applicable                             |   |
| 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD<br>RECOGNIZED (exclude Combat Action Ribbon)<br>MM (Mar05-Feb08) NA (Feb04-Jul04) NC (Jun00-Jul03)  |  | 18a. OPERATION : N/A   |  | 20. RECOMMENDED AWARD<br>NC                                   |   |
| 21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA  |  |  | 22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED<br>N/A  |   |   |
| 23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)<br>2  |  | 24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:<br>N/A          |  |   |   |
| 25. ACTION DATE/MERITORIOUS PERIOD: 01-Jan-2008 - 01-May-2012  |  |  | 26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:<br>N/A   |   |   |
| 27. GEOGRAPHIC AREA OF ACTION/SERVICE<br>US CONUS, Alaska, Territories, Canada   |  |  | 28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:<br>N/A  |   |   |
| 29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD  |  |  |  |   |   |
| 30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR<br>C. O. NOSC, CDR, USN, COMMANDING OFFICER  |  |  | 30b. SIGNATURE   |   | 30c. DATE   |
| 31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)  |  |  |  |   |   |
| VIA  | COMMAND<br>(To be completed by originator)<br>(Include Telephone Number) | RECOMMENDED<br>AWARD   | COMBAT<br>"V"  | SIGNATURE, GRADE  | DATE<br>FWD   |
| 1  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |   |
| 2  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |   |
| 3  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |   |
| 32. TO BE COMPLETED BY AWARDING AUTHORITY  |  |  |  |   |   |
| DISPOSITION OF BASIC RECOMMENDATION  |  | COMBAT<br>"V"  | EXTRAORDINARY<br>HEROISM<br>RECOMMENDED  | SIGNATURE, GRADE, TITLE                                       | DATE<br>APPROVED  |
| NC   |  | <input type="checkbox"/> YES<br><input checked="" type="checkbox"/> NO | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | I. M. BOSS, CAPT, USN,<br>COMMANDER                           |   |
| 33. CNO / CMC AWARDS BRANCH USE ONLY<br>SERIAL NO: _____ DATE RECEIVED: _____  |  |  |  |   |   |
| 34. NDBDM USE ONLY<br>FROM: SECNAV (NDBDM) DATE: _____<br>TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)<br>1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE<br>2. Reviewed and recorded. _____<br>By direction _____ |  |  |  |   |   |



## INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

|    |                                 |    |                                    |    |   |
|----|---------------------------------|----|------------------------------------|----|---|
| MH | Medal of Honor                  | NM | Navy and Marine Corps Medal        | JC | Joint Service Commendation Medal            |
| NX | Navy Cross                      | BS | Bronze Star Medal                  | NC | Navy & Marine Corps Commendation Medal      |
| DM | Distinguished Service Medal     | BV | Bronze Star w/ V Medal             | CV | Navy & Marine Corps Commendation Medal w/ V |
| SS | Silver Star                     | PH | Purple Heart Medal                 | JA | Joint Service Achievement Medal             |
| LM | Legion of Merit                 | MM | Meritorious Service Medal          | NA | Navy & Marine Corps Achievement Medal       |
| LV | Legion of Merit w/ V            | AS | Air Medal (Strike/Flight)          | NV | Navy & Marine Corps Achievement Medal w/ V  |
| DX | Distinguished Flying Cross      | AF | Air Medal (Individual Action)      | CR | Combat Action Ribbon                        |
| DV | Distinguished Flying Cross w/ V | AH | Air Medal (Individual Action w/ V) | XX | Letter of Commendation                      |

### 35. Summary of Action (not required for Command approved NAMs)

Chief Sailor's exceptional performance during his tour at Navy Region Southwest Reserve Component Command (NAVREG SW RCC) from January 2008 to May 2012 has been nothing less than extraordinary. His superb professional competence, expert knowledge of Reserve Program management, and unequalled success as a leader and manager solidified his stellar reputation in the top echelons of the Navy Reserve. As the Operations Officer, Training Officer, Medical Department Head, Command Services Officer, and Legal Officer, he expertly led 37 Regional staff members and 20 Navy Operational Support Centers (NAVOPSPTCENs) in the support of over 12,000 Selective Reservists (SELRES) in 446 diverse Units. His strong commitment to excellence and "360 Degree" readiness posture for personnel provided the impetus for his Command's reputation as the premiere NAVREG SW RCC in Fleet mission support, force alignment, integration and overall readiness. His leadership resulted in the flawless mobilization of 3,166 Sailors in support of operations around the world. His most significant accomplishments included the following:

He developed and executed the Balanced Scorecard program that vaulted readiness to new heights. Using his superb technical skills and knowledge of process-improvement, he leveraged the power of software and web-based data sources to create a powerful, streamlined tool that provided accurate, near-real-time readiness metrics for NAVOPSPTCEN COs, while dramatically reducing the workload and error rate for the staff members charged with populating the data. This proactive readiness tool tracked over 50 key metrics and resulted in the following tangible improvements in the first two years of implementation:

- \* Fully Medical Ready (FMR) status increased dramatically for all 20 NAVOPSPTCENs, with the region average increasing from approximately 60 percent to a sustained 89 percent, the highest in the force. Individual Medical Readiness (IMR) increased from 88 percent to 92 percent.
- \* Civilian Employment Information (CEI) completion rate increased from 20 percent to 99.6 percent.
- \* Government Travel Charge Card (GTCC) 90-day delinquency rate decreased by 45 percent; Travel Advance delinquencies decreased 80 percent.
- \* Vacant billets within the Region decreased by 24 percent from 1690 to 1290 while the Unexecuted Orders delinquency rate decreased by 75 percent.
- \* Affiliation Bonus discrepancies decreased from 267 to an average of less than five.

In addition to the transformative changes he instituted with the Scorecard program, he expertly ran the Operations and Training Departments managing a \$37 million annual AT/ADT/IDTT budget in direct support of world-wide operations. As the Operations Officer, he oversaw NAVREG SW RCC's seamless transition to the Defense Travel System (DTS) for Reserve Sailors. In the interim period before DTS was implemented, he led an effort that placed 12 qualified Sailors on ADT orders into various PSDs to assist in processing travel claims in the region during periods of peak travel. He also managed over 6500 Government Travel Credit Card (GTCC) accounts maintaining an astonishingly low delinquency rate of less than 4.5 percent. He planned, coordinated, and executed five highly successful Commanding Officer and Senior Enlisted Advisor conferences. Each event was held in a different venue, each presenting unique logistics and planning challenges. All five events were lauded as "best ever" by the attendees and received universally high praise for effectiveness, efficiency, value, and organization.

As the Regional Medical Department Head, he instituted process improvements and implemented policies that resulted in the significant readiness improvements already mentioned. His leadership reduced processing time of Medical Retention Review (MRR) and Line Of Duty (LOD) packages, identified best practices among NAVOPSPTCEN Medical Departments, and ensured the Command Inspection Program was being used effectively to evaluate NAVOPSPTCEN Health Services programs.

As the Command Security Manager, he completely revitalized the Security Program, which was graded "In Compliance" and received "just keep up the good work" comments during the 2010 Command Inspection. Using the same tools that made the Scorecard a success, he automated a process for tracking key security metrics making it significantly easier for NAVOPSPTCEN leadership to focus scarce time and resources identifying and engaging Reserve Sailors requiring Security Investigations. Under his leadership, the percentage of Reserve Sailors in the region without a Security Investigation plummeted from 19.5 percent to 9.5 percent, a number that will likely fall even further as the process improvements continue to bear fruit. He oversaw the transition from Joint Personnel Adjudication System (JPAS) to Electronic Questionnaires for Investigations Processing (E-QIP) as the primary method for requesting Security Investigations, a change that required significant training and coordination throughout the region.

As the Command Services Officer and Legal Officer, he had a tremendous and positive impact on the Command and the region. Providing world-class customer service, he ensured the timely and accurate processing of hundreds of pieces of correspondence and directives. He completely rewrote the Command Inspection Guide to bring it into alignment with current directives.

In September 2010 Chief Sailor completed a two-year Masters Degree program from the Naval Postgraduate School in Monterey, CA, receiving an Executive MBA with a GPA of 3.86.

Chief Sailor is an exceptional Sailor! His proactive and engaged leadership style, combined with his innovative processes were the driving force in the dramatic increase in the readiness posture of the over 12,000 personnel in this Region. His inspirational leadership made NAVREG SW RCC synonymous with exceptional competence, focused readiness, efficient management, and relentless pursuit of excellence. As a visionary, he made a lasting impact in this Region and the Navy Reserve Force. His significant efforts earned my strongest possible recommendation for the Navy and Marine Corps Commendation Medal as he completes this tremendous tour.

# **MERITORIOUS SERVICE MEDAL (MM)**

1. Ensure 90 days lead-time for end of tour awards (retirements, separations, and transfers) for RESFOR processing of MMs via RCC SW.
2. Block 1, "From" block of the OPNAV 1650/3 should read COMMANDER, NAVREG SW RCC, 937 N HARBOR DRIVE, BOX 52, SAN DIEGO CA 92132 (UIC: 68350) and Block 2 "To" block of the OPNAV 1650/3 should read COMNAVRESFORCOM, 1915 FORRESTAL DRIVE, NORFOLK VA 23551-4815 (UIC: 3447B).
3. SOA shall be included on block 35 of the 1650/3 with quantitative, solid bullets justifying the award. The SOA should cover the current duty assignment; however, it may cover past duty assignment as long as the member has not been previously recognized for the same action. Do not exceed 4 years in the SOA and citation. Please limit the SOA to one page if at all possible. RESFOR does chop Summaries of Action for MMs.
4. For the citation, MS Word format shall be prepared in upper and lower case type, **without the use of acronyms**. The font used shall be Courier New, size 11. The citation is **limited to 23 typewritten lines**, with the following margins: left and right 1", top 2", bottom 0.5". Portions of the opening and closing sentences of the citation should be verbatim (see below and red highlights on [MM sample](#)).
5. Ensure overlapping awards that fall within the action period of citation are provided with the submitted award. Awards Board will not vote until the overlap is resolved.
6. Please utilize the following standard sentences at **THE END OF ALL MM CITATIONS:**

## **Meritorious Service Medal (Retirement):**

Commander \_\_\_\_\_'s exceptional professional ability, personal initiative and total dedication to duty **highlights the culmination of \_\_\_ years of honorable and dedicated service and has reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.**

## **Meritorious Service Medal (Non-Retirement):**

Commander \_\_\_\_\_'s exceptional professionalism, personal initiative, and loyal devotion to duty **reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.**

# MERITORIOUS SERVICE MEDAL SAMPLE

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

COMMANDER JANE D. SAILOR  
UNITED STATES NAVY

for service as set forth in the following

## CITATION:

For outstanding meritorious (service or achievement) while serving as Commanding Officer for Navy Operational Support Center Lemoore, California from August 2010 to August 2012. Commander Sailor impressively elevated Lemoore's level of customer service while dramatically increasing overall mobilization readiness. Her dynamic leadership resulted in Lemoore being awarded the 2009 Gold Anchor Retention Excellence Award and saw advancement increase by 27 percent. Her personal innovation, keen foresight and action enabled the flawless mobilization of 86 Selected Reservists and four Full-Time Support personnel in support of OPERATIONS ENDURING/IRAQI FREEDOM, NOBLE EAGLE, Haiti Relief efforts, and Navy/Joint exercises worldwide. Her expert orchestration of Commander, Navy Air Reserve Forces; Commander, Navy Region Southwest Reserve Component Command; and Commander, Strike Fighter Wing Pacific resources was pivotal in standing up Strike Fighter Squadron ONE TWO TWO's new Squadron Augment Unit onboard Naval Air Station Lemoore. In addition, she authorized, disbursed and accounted for over 800 sets of Annual Training and Inactive Duty Training orders, executing over \$1.25 million in support of the Fleet. She displayed outstanding leadership and unparalleled resourcefulness while guiding Lemoore through a critical period of ever increasing operational support. Commander Sailor's exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon her and were in keeping with the highest traditions of the United States Naval Service.

For the President,

B. P. CUTCHEN  
Rear Admiral, U.S. Navy  
Commander, Navy Reserve Forces Command

Notes: 23 lines maximum.

**PERSONAL AWARD RECOMMENDATION**  
FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

|  |  |  |  |   |  |
|--|--|--|--|---|--|
| 1. FROM: <b>COMMANDER NAVREG SW RCC</b><br>ADDRESS: <b>NAVREG SW RCC 937 N HARBOR DRIVE<br/>BOX 52 SAN DIEGO, CA 92132</b>   |  | 1a. UIC / RUC<br><b>68350</b>  | 2. TO (Awarding Authority) : <b>COMNAVRESFORCOM</b><br>ADDRESS: <b>1915 FORRESTAL DRIVE<br/>NORFOLK, VA 23551-4615</b>   |   | 2a. UIC / RUC<br><b>3447B</b>                                |
| 3. COMMAND POC:<br>NAME: AWARD POC NAME<br>EMAIL: <b>AWARD POC EMAIL</b>   |  |  | 4. PHONE:<br>(DSN): <b>522-1833</b><br>(COM): <b>619-532-1833</b>  |   | 5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): <b>05 AUG 2015</b> |
| 6. SSN<br><b>123-45-6789</b>   |  | 7. DESIG/NEC/MOS<br><b>1317</b>  |  | 8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):<br><b>01-AUG-2012</b>  |  |
| 9. NAME (LAST, FIRST, MIDDLE, SUFFIX)<br>SAILOR, JANE, D.  |  |  | 10. <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT |   |  |
| 11. COMPONENT <b>USN</b>   |  |  | 12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)<br><b>123 NAVY PIER<br/>SAN DIEGO, CA 92133</b>  |   |  |
| 13. PAYGRADE AND RATING <b>O-5 CDR</b>   |  |  |  |   |  |
| 14. WARFARE QUALIFICATION<br><b>N/A</b>  |  | 15. UNIT AT TIME OF ACTION/SERVICE<br><b>NAVOPSPTCEN</b>               |  | 16. DUTY ASSIGNMENT<br><b>COMMANDING OFFICER</b>  |  |
| 17. UIC/RUC<br><b>62128</b>  | 18. CAMPAIGN<br>NA Not Applicable  | 18a. OPERATION : <b>N/A</b>  |  | 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)<br><b>MM (Mar05-Feb08) NA (Feb04-Jul04) NC (Jun00-Jul03)</b> |  |
| 20. RECOMMENDED AWARD<br><b>MM</b>   |  |  |  |   |  |
| 21.<br><input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA   |  |  | 22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED<br><b>N/A</b>   |   |  |
| 23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)<br><b>2</b>   |  | 24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:<br><b>N/A</b>   |  |   |  |
| 25. ACTION DATE/MERITORIOUS PERIOD: <b>01-Aug-2010 – 01-Aug-2012</b>   |  |  | 26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:<br><b>N/A</b>  |   |  |
| 27. GEOGRAPHIC AREA OF ACTION/SERVICE<br><b>US CONUS, Alaska, Territories, Canada</b>  |  |  | 28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:<br><b>N/A</b>   |   |  |
| 29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE  |  |  | <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD  |   |  |
| 30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR<br><b>J. F. HUGHES, CAPT, USN COMMANDER</b>  |  |  | 30b. SIGNATURE   |   | 30c. DATE  |
| 31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)  |  |  |  |   |  |
| VIA  | COMMAND<br>(To be completed by originator)<br>(Include Telephone Number) | RECOMMENDED AWARD  | COMBAT "V"   | SIGNATURE, GRADE  | DATE FWD   |
| 1  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |  |
| 2  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |  |
| 3  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |  |
| 32. TO BE COMPLETED BY AWARDING AUTHORITY  |  |  |  |   |  |
| DISPOSITION OF BASIC RECOMMENDATION  |  | COMBAT "V"   | EXTRAORDINARY HEROISM RECOMMENDED  | SIGNATURE, GRADE, TITLE   | DATE APPROVED  |
| <b>MM</b>  |  | <input type="checkbox"/> YES<br><input checked="" type="checkbox"/> NO | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | <b>I. M. BOSS, RADM, CNRFC</b>  |  |
| 33. CNO / CMC AWARDS BRANCH USE ONLY<br>SERIAL NO: _____ DATE RECEIVED: _____  |  |  |  |   |  |
| 34. NDBDM USE ONLY<br>FROM: SECNAV (NDBDM) DATE: _____<br>TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)<br>1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE<br>2. Reviewed and recorded. |  |  |  |   |  |
| By direction _____   |  |  |  |   |  |

## INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

|    |                                 |    |                                    |    |  |
|----|---------------------------------|----|------------------------------------|----|--|
| MH | Medal of Honor                  | NM | Navy and Marine Corps Medal        | JC | Joint Service Commendation Medal               |
| NX | Navy Cross                      | BS | Bronze Star Medal                  | NC | Navy & Marine Corps Commendation Medal         |
| DM | Distinguished Service Medal     | BV | Bronze Star w/ V Medal             | CV | Navy & Marine Corps Commendation Medal<br>w/ V |
| SS | Silver Star                     | PH | Purple Heart Medal                 | JA | Joint Service Achievement Medal                |
| LM | Legion of Merit                 | MM | Meritorious Service Medal          | NA | Navy & Marine Corps Achievement Medal          |
| LV | Legion of Merit w/ V            | AS | Air Medal (Strike/Flight)          | NV | Navy & Marine Corps Achievement Medal<br>w/ V  |
| DX | Distinguished Flying Cross      | AF | Air Medal (Individual Action)      | CR | Combat Action Ribbon                           |
| DV | Distinguished Flying Cross w/ V | AH | Air Medal (Individual Action w/ V) | XX | Letter of Commendation                         |

### 35. Summary of Action (not required for Command approved NAMs)

Commander Sailor distinguished herself as an extraordinary and talented leader while serving as Commanding Officer (CO), Navy Operational Support Center (NAVOPSPTCEN) Lemoore, California from August 2010 to August 2012. She was directly responsible for managing 20 Full-Time Support (FTS) staff and 450 Selected Reserve (SELRES) personnel in 14 units that supported Active Component Navy and Joint Commands in Lemoore, Japan and Korea. As CO, she demonstrated sustained superior performance and reached unsurpassed levels of organizational management. A spirited leader, she was a mentor to her command, an example and inspiration to her peers, and a trusted advisor to all. Her focused guidance significantly enhanced the personal and professional lives of each and every SELRES and FTS Staff member in her command.

- Adept Team Builder. From day one, her vision was straightforward and simple, build NAVOPSPTCEN Lemoore, to be the best in the country in terms of meeting the mission by providing properly trained, ready and fully integrated SELRES to the Fleet. She accomplished this by focusing her staff on developing and displaying the highest standards of character, positive attitude, professional knowledge, communication, mutual trust, and a proactive stance to managing change. Taking a team approach in working with and in support of the 14 Unit CO's and Officers-in-Charge, and bringing the required resources to bear, she successfully met the high goals she set for both herself and her staff. Her leadership style, communication skills and quality of performance have allowed her to achieve this level of success with little oversight.

- Mission Accomplishment. NAVOPSPTCEN Lemoore mobilized 86 Navy SELRES and four FTS personnel in support of OPERATIONS ENDURING FREEDOM, IRAQI FREEDOM, NOBLE EAGLE, Haiti Relief efforts, and Navy/Joint exercises. Every mobilized Sailor was personally attended to by her during checkout and greeted upon return. Her command maintained a 100 percent monthly contact rate with deployed Sailors families. Authorized, disbursed and accounted for over 800 sets of orders executing over \$1.25 million in support to the Fleet. Purposeful stewardship of resources has been outstanding.

- STRIKE FIGHTER SQUADRON ONE TWO TWO Squadron Augment Unit (SAU). Her orchestration of Commander, Naval Air Reserve Forces; Commander, Navy Reserve Forces Command; Navy Region Southwest Reserve Component Command (NAVREG SW RCC); and Commander, Strike Fighter Wing Pacific resources was successful in bringing a second SAU onboard Naval Air Station Lemoore. With the SAU still in its fledgling stages and lacking its own FTS staff, she utilized her own staff and resources to provide necessary administrative support without compromising Reserve Center operations and without any additional funding or manpower.

- Adept at Command Self-Assessment. In preparation for the 2009 Commander, NAVREG SW RCC Triennial Assessment, she led her command in a comprehensive self-assessment. Her command received many laudatory comments from the evaluators during assessment with all programs found to be "In Compliance". Supply and Administrative Departments received accolades as the "Best in the Region". Her command, as a whole, was recognized as the most efficiently run NAVOPSPTCEN in the Region from a monetary perspective.

- Precise Manpower Management. Throughout her tour NAVOPSPTCEN Lemoore has experienced a reduction in staff personnel by over 37 percent with multiple gapped billets. For half of her tour she operated without an Executive Officer assigned and with only one of three Chiefs onboard. Despite significant shortfalls in manning throughout her command tour, she continued to realize the highest levels of mission accomplishment. Through exceptional leadership, smart billet placement and attention to detail, her staff attained an impressive 50 percent reduction in the number of personnel in Assignment Processing. In addition, achieved a new affiliate gain rate of 7 days vice the national average of 11, and a pay rate of 2 days vice the national average of 19 days.

- Leader in Process Improvement. Within weeks of arriving she developed a new unit readiness scorecard fostering a healthy competitive environment for leadership. When NAVREG SW RCC introduced their Region "Scorecard" NAVOPSPTCEN Lemoore was recognized as "NAVOPSPTCEN of the Month" for 3 months in Fiscal Year 2009. Implemented a medical and dental appointment system and an aggressive accountability process that increased medical readiness from 89 percent to greater than 93 percent and sustained this level of readiness throughout command tour. Her efforts surpassed CNRFC averages and placed NAVOPSPTCEN Lemoore in the forefront as one of the most medically prepared Centers in the country. Within a year, other process improvement initiatives led to greater than a 64 percent reduction in unadjudicated drills and a 78 percent reduction in enlisted exam no-shows. Adroit oversight of the Management Internal Control Program led to her NAVOPSPTCEN being recognized as "the model to emulate." Her expertise in process control resulted in each department creating and maintaining flowcharts for each of their major operations to accompany their written Standard Operating Procedures. Physical Fitness Assessments no shows have been reduced by over 92 percent. She developed dynamic Government Travel Credit Cards local policies that reduced the average number of delinquent accounts by more than 93 percent.

- Inspirational. Her energetic and positive leadership proved to be inspirational to each Sailor's creativity and enthusiasm. She administered and maintained an extremely successful "Sponsor Program" effectively managing each new Sailor's Indoctrination and enhancing their first impression of the command, which directly resulted in NAVOPSPTCEN Lemoore receiving the 2009 Gold Anchor Retention Excellence Award and 59 percent of her FTS Sailors enrolled in off-duty education. She instituted a Customer Service of the year award for E-6 and below, fostering a "can do" total support atmosphere.

Commander Sailor has performed superbly as CO of NAVOPSPTCEN Lemoore. She has proven to be innovative, visionary, bold, and extraordinarily adept in furthering the Navy Reserve mission in support of global commitments. She leaves behind a legacy of commitment to excellence and a command that is uniquely positioned to continue providing outstanding service to the Navy and the local community. Her significant contributions, exemplary performance, dedicated service, and steadfast devotion to duty are most worthy of the special recognition accorded by the Meritorious Service Medal. Her superlative leadership and performance are most deserving of the Meritorious Service Medal upon detachment.

# LEGION OF MERIT (LOM)

1. Please allow 120 days for OCNR processing of LOMs via RCC SW and RESFOR.

2. Block 1, "From" block of the OPNAV 1650/3 should read COMMANDER, NAVREG SW RCC, 937 N HARBOR DRIVE, BOX 52, SAN DIEGO CA 92132 (UIC: 68350). Block 2, "To" block of the OPNAV 1650/3 should read Office Of The Chief Of Navy Reserve 2000 NAVY PENTAGON, WASHINGTON DC 20370 (UIC: 47454) with COMNAVRESFORCOM in block 31, "Via" block.

3. SOA shall be included on block 35 of the 1650/3. The SOA should cover the current duty assignment; however, it may cover past duty assignment as long as the member was not previously recognized for the same action. Do not exceed 4 years in the SOA and citation. Please limit the SOA to one page if at all possible. OCNR does chop Summaries of Action for LOMs.

4. For the citation, use MS Word format in upper and lower case type, **without the use of acronyms**. The font used shall be Courier New, size 11. The citation is **limited to 23 typewritten lines** with the following margins: left and right 1", top 2", and bottom 0.5". Portions of the opening and closing sentences of the citation should be verbatim (see below and red highlights on [LOM sample](#)).

5. Please utilize the following standard sentences at **THE END OF ALL LOM SUMMARY OF ACTIONS (SOAs)**:

**This award also acknowledges the superlative achievement and overall performance of his/her \_\_\_ years of Navy Service. His/Her meritorious efforts have earned my strongest possible recommendation for the LEGION OF MERIT.**

6. Please utilize the following standard sentences at **THE END OF ALL LOM CITATIONS**:

## **Legion of Merit (Retirement):**

Captain \_\_\_\_\_'s dynamic direction, keen judgment, and inspiring devotion to duty **highlights the culmination of \_\_\_ years of honorable and dedicated service and has reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.**

## **Legion of Merit (Non-Retirement):**

**By his dynamic direction, keen judgment, and loyal devotion to duty, Captain \_\_\_\_\_ reflected credit upon him/herself and upheld the highest traditions of the United States Naval Service.**

# LEGION OF MERIT SAMPLE

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

CAPTAIN JOE P. SAILOR  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptional meritorious conduct in the performance of outstanding service as Commander, Navy Region Southwest Reserve Component Command from July 2010 through July 2012. Commanding the nation's most diverse Region of over 12,000 Selected Reservists, 446 units, and 20 Navy Operational Support Centers, Captain Sailor's unparalleled leadership resulted in the flawless mobilization of 1,157 sailors. These warriors and their families were prepared for the entire mobilization cycle with a "360 Degree" readiness posture. Cornerstones of his vision were the successful execution of 32 Pre-Deployment Readiness Conferences and 10 Returning Warrior Workshops, high visibility programs replicated nationwide and across services. His proactive Scorecard program vaulted the Region's readiness to unprecedented levels, increasing the Full Medical Readiness rate by 23 percent and decreasing vacant billets by 24 percent. He also adjudicated a 1.2 million dollar major fraud conspiracy case that implicated over 153 Navy personnel and resulted in 18 Captain's Masts, six Administrative Separations Boards and six Courts-Martial. Finally, his Medical Hold Unit reduced doctor-to-patient ratio for demobilizing injured Sailors from 1,200:1 to 60:1, resolving over 120 cases. Captain Sailor's dynamic direction, keen judgment, and inspiring devotion to duty highlights the culmination of 26 years of honorable and dedicated service and has reflected great credit upon him and were in keeping with the highest traditions of the United States Naval Service.

For the President,

R. R. BRAUN  
Vice Admiral, United States Navy



**PERSONAL AWARD RECOMMENDATION**  
FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

|  |  |  |  |   |   |
|--|--|--|--|---|---|
| 1. FROM: <b>COMMANDER NAVREG SW RCC</b><br>ADDRESS: NAVREG SW RCC 937 N HARBOR DRIVE<br>BOX 52 SAN DIEGO, CA 92132   |  | 1a. UIC / RUC<br><b>68350</b>  | 2. TO (Awarding Authority) : <b>OFFICE OF THE CHIEF OF NAVY RESERVE</b><br>ADDRESS: 2000 NAVY PENTAGON WASHINGTON, DC 20370  |   | 2a. UIC / RUC<br><b>47454</b>   |
| 3. COMMAND POC:<br>NAME: AWARD POC NAME<br>EMAIL: AWARD POC EMAIL  |  |  | 4. PHONE:<br>(DSN): 522-1833<br>(COM): 619-532-1833  |   | 5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): <b>05 Aug 2013</b><br>5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: <b>26</b> |
| 6. SSN<br><b>123-45-6789</b>   |  | 7. DESIG/NEC/MOS<br><b>1317</b>  |  | 8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):<br><b>01-JUL-2012</b>  |   |
| 9. NAME (LAST, FIRST, MIDDLE, SUFFIX)<br><b>SAILOR, JOE, P.</b>  |  |  | 10. <input checked="" type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT |   |   |
| 11. COMPONENT <b>USN</b>   |  |  | 12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)<br><b>123 NAVY PIER<br/>SAN DIEGO, CA 92133</b>  |   |   |
| 13. PAYGRADE AND RATING <b>O-6 CAPT</b>  |  |  |  |   |   |
| 14. WARFARE QUALIFICATION<br><b>N/A</b>  |  | 15. UNIT AT TIME OF ACTION/SERVICE<br><b>NAVOPSPTCEN</b>               |  | 16. DUTY ASSIGNMENT<br><b>COMMANDING OFFICER</b>  |   |
| 17. UIC/RUC<br><b>62128</b>  | 18. CAMPAIGN<br><b>NA Not Applicable</b>                                 | 18a. OPERATION : <b>N/A</b>  |  | 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)<br><b>LM (DEC03-MAY05) LM (JUL05-MAY07) LM (JUN07-JUN08)</b> |   |
| 20. RECOMMENDED AWARD<br><b>LM</b>   |  |  |  |   |   |
| 21.<br><input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA   |  |  | 22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED<br><b>N/A</b>   |   |   |
| 23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)<br><b>4</b>   |  | 24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:<br><b>N/A</b>   |  |   |   |
| 25. ACTION DATE/MERITORIOUS PERIOD: <b>01-Jul-2010 - 01Jul-2012</b>  |  |  | 26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:<br><b>N/A</b>  |   |   |
| 27. GEOGRAPHIC AREA OF ACTION/SERVICE<br><b>US CONUS, Alaska, Territories, Canada</b>  |  |  | 28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:<br><b>N/A</b>   |   |   |
| 29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD  |  |  |  |   |   |
| 30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR<br><b>J. F. HUGHES, CO, CAPT, USN</b>  |  |  | 30b. SIGNATURE   |   | 30c. DATE   |
| 31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)  |  |  |  |   |   |
| VIA  | COMMAND<br>(To be completed by originator)<br>(Include Telephone Number) | RECOMMENDED AWARD  | COMBAT "V"   | SIGNATURE, GRADE  | DATE FWD  |
| 1  | <b>COMNAVRESFORCOM<br/>(757) 445-8500</b>                                | <b>LM</b>  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  | <b>I. M. BOSS, RADM, USN</b>  |   |
| 2  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |   |
| 3  |  |  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO  |   |   |
| 32. TO BE COMPLETED BY AWARDING AUTHORITY  |  |  |  |   |   |
| DISPOSITION OF BASIC RECOMMENDATION  |  | COMBAT "V"   | EXTRAORDINARY HEROISM RECOMMENDED  | SIGNATURE, GRADE, TITLE   | DATE APPROVED   |
| <b>LM</b>  |  | <input type="checkbox"/> YES<br><input checked="" type="checkbox"/> NO | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  | <b>T. H. EMAN, VADM, OCNR</b>   |   |
| 33. CNO / CMC AWARDS BRANCH USE ONLY<br>SERIAL NO: _____ DATE RECEIVED: _____  |  |  |  |   |   |
| 34. NDBDM USE ONLY<br>FROM: SECNAV (NDBDM) DATE: _____<br>TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)<br>1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE<br>2. Reviewed and recorded. |  |  |  |   |   |
| By direction _____   |  |  |  |   |   |

**INSTRUCTIONS**

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

|    |                                 |    |                                    |    |   |
|----|---------------------------------|----|------------------------------------|----|---|
| MH | Medal of Honor                  | NM | Navy and Marine Corps Medal        | JC | Joint Service Commendation Medal            |
| NX | Navy Cross                      | BS | Bronze Star Medal                  | NC | Navy & Marine Corps Commendation Medal      |
| DM | Distinguished Service Medal     | BV | Bronze Star w/ V Medal             | CV | Navy & Marine Corps Commendation Medal w/ V |
| SS | Silver Star                     | PH | Purple Heart Medal                 | JA | Joint Service Achievement Medal             |
| LM | Legion of Merit                 | MM | Meritorious Service Medal          | NA | Navy & Marine Corps Achievement Medal       |
| LV | Legion of Merit w/ V            | AS | Air Medal (Strike/Flight)          | NV | Navy & Marine Corps Achievement Medal w/ V  |
| DX | Distinguished Flying Cross      | AF | Air Medal (Individual Action)      | CR | Combat Action Ribbon                        |
| DV | Distinguished Flying Cross w/ V | AH | Air Medal (Individual Action w/ V) | XX | Letter of Commendation                      |

**35. Summary of Action (not required for Command approved NAMs)**

Captain Sailor's exceptional meritorious performance during his tour as Commander of Navy Region Southwest Reserve Component Command (NAVREG SW RCC) from July 2010 to July 2012 has been nothing less than extraordinary. His superb professional competence, expert knowledge of Reserve Program management, and unequalled success as a leader and manager solidified his stellar reputation in the top echelons of the Navy Reserve. He expertly led 67 Regional staff members and 20 Navy Operational Support Centers (NAVOPSPTCENS) in the support of over 12,000 Selective Reservists (SELRES) in 446 diverse units. His strong commitment to excellence and "360 Degree" readiness posture for personnel provided the impetus for his Command's reputation as the premiere Reserve Component Command (RCC) in fleet mission support, force alignment, integration and overall readiness. His most significant accomplishments included:

- Readiness Vaulted to new heights! With personnel and family readiness as his number one priority, he instituted the "Balanced Scorecard" program that required all 20 NAVOPSPTCENS' Commanding Officers to be intimately involved with and held accountable for the readiness of all personnel. The Scorecard was such a successful, proactive readiness tool that it has been adopted by other RCCs. The following tangible improvements resulted in only 18 months:

- \* Civilian Employment Information (CEI) rate increased from 51 percent to 99 percent, number one among all RCCs.
- \* Government Travel Charge Card 90 days delinquency rate decreased by 45 percent. Travel Advance delinquencies decreased from 98 to only 6.
- \* Vacant billets within the Region decreased by 24 percent from 1690 to 1290. The Unexecuted Orders delinquency rate decreased by 75 percent.
- \* Affiliation Bonus discrepancies decreased from 267 to an average of less than 5.
- \* 100 percent compliance for uniform ordering was executed in minimal time for the Navy Working (NWU), Navy Service, and Physical Training uniforms.
- \* Created an annual "NAVOPSPTCEN of the Year" award based on the Scorecard, resulting in a more focused effort by all NAVOPSPTCENS and a healthy competition that reaped considerable results and sustained engagement.

- During his tenure, 1,157 SELRES were mobilized to Active Duty providing direct support to the Global War on Terrorism/Overseas Contingency Operations. The "360 Degree" readiness mission guaranteed that both the members and their families were fully supported throughout the entire mobilization cycle. He implemented a standardized and successful format for Pre-Deployment Readiness Conferences with 32 executed events for a total of 10,860 attendees. For post-mobilization, CAPT Sailor expanded the Returning Warrior Workshop (RWW) program, planning and successfully conducting 10 RWWs for over 1,000 participants. The RWW program originated in RCC SW and evolved into a program fully supported, sponsored, and funded by the Navy and Yellow Ribbon Program, and it has been replicated in other services due to the significant value added to reintegration.

- Uncovered and adjudicated a \$1.2M major fraud conspiracy at one of the Region's NAVOPSPTCENS that occurred over a three-year period and implicated over 153 Navy personnel. He spearheaded a two-year coordination with the Naval Criminal Investigative Service, the Naval Audit team, and numerous military lawyers. Final adjudication of the case resulted in 18 Captain's Masts, six Administrative Separation Boards, and six Courts-Martial leaving six service members serving a minimum of nine months of prison time each. Lessons learned highlighted force-wide vulnerabilities and resulted in system and policy changes. CAPT Sailor subsequently implemented thorough Command Audit processes throughout the Region.

- His keen oversight and skillful management of all of NAVREG SW RCC's fiduciary responsibilities resulted in effective planning and efficient execution. He developed a tracking program that ensured each NAVOPSPTCEN's planned budgets aligned with operational commitments and real-time execution. The Region expertly processed \$35M for Annual Training, \$86M annually for OPTAR, \$3.5M annually for Temporary Additional Duty Travel, and AT/ADT/IDTT/ADSW orders that provided 557,045 days of operational support. The Command's Government Travel Charge Card program consisted of over 4,290 cardholders and had an astonishingly low delinquency rate of less than 4.48 percent during his tenure.

- A true advocate for creating an environment conducive to advancement and retention, his mentorship and emphasis resulted in an average of 50 percent of the NAVOPSPTCENS receiving the Retention Excellence Awards annually, a 100 percent retention rate for his staff, a 33 percent Selected Reserve advancement rate, and a seven percent Full-Time Support advancement rate.

Captain Sailor is an exceptional RCC Commander! His proactive and engaged leadership style, combined with his innovative processes were the driving force in the dramatic increase in the readiness posture of the over 12,000 personnel in his Region. His inspirational leadership was effusive and made RCC SW synonymous with exceptional competence, focused readiness, efficient management, and relentless pursuit of excellence. As a visionary, he made a lasting impact in this Region and the Navy Reserve Force. **This award also acknowledges the superlative achievement and overall performance of his/her 26 years of Navy Service.** His/Her meritorious efforts **have earned my strongest possible recommendation for the LEGION OF MERIT.**

# COMMON DISCREPANCIES

The majority of errors result from incomplete or inaccurate information. Errors commonly include the following:

**OPNAV 1650/3 NOTE: All blocks shall be filled out, if nothing applies put N/A in that block.**

- Most recent OPNAV 1650/3 is not being utilized (OPNAV 1650/3 (Rev. 07/04).
- Signatures missing from originator and/or NAVOPSPTCEN Commanding Officer.
- "To" and "Via" blocks incorrect for level of award.
- Block 5 - "Expiration Date" block is not properly filled out.
- Block 8 - Date must be provided. If the member is not transferring, retiring, or separating, type "N/A" in the box.
- Block 12 - Not providing a full address.
- Block 14 - Specify, if not warfare qualified, type "N/A".
- Block 19 - Provide dates, to include months and years. Example: Jun 00 - May 01. Not providing a faxed copy of previous awards that overlap the dates for the award being recommended. Leaving block 19 blank. Use N/A if no previous personal decorations. Note: List NA awards and higher only (not Good Conduct Medals or other service/campaign medals).
- Block 22 - If no other awards, type "N/A".
- Block 25 - Dates must match the citation and SOA.
- Block 26 - If none, type "N/A".
- Block 28 - In none, type "N/A".
- Block 30a - Originator must be senior to the person being recommended for the award. Rank/Grade of originator must be included.

## **SOAs**

- Acronyms and numbers are not being spelled out the first time.
- Using NOSC vice NAVOPSPTCEN. Use NAVOPSPTCEN on all awards.
- Weak justifications or bullets without tangible data.

## **Flag LOCs**

- Citation not provided electronically (via e-mail).
- Rating long title incorrect (see pages 22-24).
- Too short or too long (8 lines maximum).
- Opening/closing sentences not in compliance with desk guide.
- Acronyms not spelled out the first time it is used.
- Incorrect font type/size.
- Citation not fully justified.
- Weak justifications or bullets without tangible data.

## **NA/NC/MM**

- Acronyms not spelled out first time used.
- Award routed incorrectly. Route awards to Supported Command if accomplishments/achievements in support of Supported Command. Route all others through NAVOPSPTCEN chain of command.
- Citation not provided electronically (via E-Mail).
- If applicable, missing "GOLD STAR IN LIEU OF (SECOND, THIRD, etc.) AWARD".
- Rating long title incorrect.
- If applicable, missing (SURFACE WARFARE, AVIATION WARFARE).
- Not typed in all UPPER CASE (NA/NC only).
- Incorrect opening and closing sentences.
- Weak justifications or bullets without tangible data.

# RATING LONG TITLES

## AVIATION

AB -- Aviation Boatswain's Mate  
ABE -- Aviation Boatswain's Mate (Launching and Recovery)  
ABF -- Aviation Boatswain's Mate (Fuels)  
ABH -- Aviation Boatswain's Mate (Aircraft Handling)  
AC -- Air Traffic Controlman  
AD -- Aviation Machinist's Mate  
AE -- Aviation Electrician's Mate  
AG -- Aerographer's Mate  
AM -- Aviation Structural Mechanic  
AME -- Aviation Structural Mechanic (Safety Equipment)  
AN -- Undesignated Airman  
AO -- Aviation Ordnanceman  
AS -- Aviation Support Equipment Technician  
AT -- Aviation Electronics Technician  
AWR -- Naval Aircrewman (Tactical Helicopter)  
AWS -- Naval Aircrewman (Helicopter)  
AWO -- Naval Aircrewman (Operator)  
AWF -- Naval Aircrewman (Mechanical)  
AWV -- Naval Aircrewman (Avionics)  
AZ -- Aviation Maintenance Administrationman  
PR -- Aircrew Survival Equipmentman

## CONSTRUCTION

BU -- Builder  
CE -- Construction Electrician  
CM -- Construction Mechanic  
EA -- Engineering Aid  
EO -- Equipment Operator  
SW -- Steelworker  
UT -- Utilitiesman

## ADMINISTRATION, DECK, MEDICAL, TECHNICAL, AND WEAPONS SPECIALTY RATINGS

BM -- Boatswain's Mate  
CS -- Culinary Specialist  
CT -- Cryptologic Technician  
CTA -- Cryptologic Technician (Administrative)  
CTI -- Cryptologic Technician (Interpretive)  
CTM -- Cryptologic Technician (Maintenance)  
CTN -- Cryptologic Technician (Networks)  
CTR -- Cryptologic Technician (Collection)  
CTT -- Cryptologic Technician (Technical)  
CTI -- Interpretive Cryptologic Technician  
CTM -- Maintenance Cryptologic Technician  
CTR -- Collection Cryptologic Technicians  
CTT -- Technical Cryptologic Technicians  
ET -- Electronics Technician  
FC -- Fire Controlman  
FT -- Fire Control Technician  
GM -- Gunner's Mate  
HM -- Hospital Corpsman  
IS -- Intelligence Specialist  
IT -- Information System Technician

**RATING LONG TITLES CONTINUED**

LN -- Legalman  
LS -- Logistics Specialist  
MA -- Master at Arms  
MC -- Mass Communications Specialist  
MM -- Machinist Mate  
MN -- Mineman  
MT -- Missile Technician  
MU -- Musician  
NC -- Navy Counselor  
OS -- Operations Specialist  
PS -- Personnel Specialist  
QM -- Quartermaster  
RP -- Religious Program Specialist  
SB -- Special Warfare Boat Operator  
SH -- Ship's Serviceman  
SO -- Special Warfare Operator  
ST -- Sonar Technician  
STG -- Sonar Technician (Surface)  
STS -- Sonar Technician (Subsurface)  
TM -- Torpedoman's Mate  
YN -- Yeoman

**ENGINEERING AND HULL RATINGS**

DC -- Damage Controlman  
EM -- Electricians Mate  
EN -- Engineman  
EOD -- Explosive Ordnance Disposal  
GS -- Gas Turbine Systems Technician  
GSE -- Gas Turbine Systems Technician -- Electrical  
GSM -- Gas Turbine Systems Technician -- Mechanical  
HT -- Hull Technician (Advanced Technical Field)  
IC -- Interior Communications Electrician  
MM -- Machinist Mate  
MR -- Machinery Repairman  
ND -- Navy Diver  
CS(SS) -- Culinary Specialist (Submarine)  
CTA -- Cryptologic Technician -- Administration  
CTI -- Cryptologic Technician -- Interperative  
CTM -- Cryptologic Technician -- Maintenance  
CTN -- Cryptologic Technician -- Networks (New Rating)  
CTO -- Cryptologic Technician -- Communications  
CTR -- Cryptologic Technician -- Collection