



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRINST 1650.10

N11

16 JUN 09

CNATRA INSTRUCTION 1650.10

Subj: PERSONAL AWARDS PROGRAM WITHIN NAVAL AIR TRAINING COMMAND

Ref: (a) SECNAVINST 1650.1H
(b) Navy Department Awards Web Services (NDAWS) Website
(c) SECNAVINST 3590.4A
(d) COMNAVAIRPACINST 1650.9G

Encl: (1) Military Decorations and Awards
(2) Do's and Don'ts for Award Recommendations
(3) Level of Award Guidance
(4) Sample Flag Letter of Commendation

1. Purpose. To issue procedures for Naval Air Training Command (NATRACOM) personal awards per references (a) through (d). This instruction governs only personal military decorations, and letters of commendation. Annual aviation awards, civilian awards, Navy League awards, MILCAP, or other miscellaneous awards are governed by separate directives and those awards are submitted to various other codes. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. CNATRINST 1650.9A

3. Background. One of the most effective means to enhance morale in a military organization is timely acknowledgment of exceptional performance. Positive recognition, in any form, boosts morale and fosters unit integrity and cohesiveness. Within NATRACOM the two documented means of recognizing exceptional performance include a personal award (military decoration) or a Flag Letter of Commendation. Personal awards are defined as the Navy and Marine Corps Achievement Medal and above. It should be noted that awards to military personnel are governed by federal statute. Although this directive does not prohibit the procurement of plaques, medals, trophies, badges, and similar devices with appropriated funds, certain specific conditions must be met for this type of expenditure to be proper. To further specify the use of such funds as prescribed by reference (c), appropriated funds may be used to purchase

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plaques, medals, trophies, badges and similar devices for awarding to members of the armed services for excellence in accomplishment or competition (excluding sports and welfare activities). Plaques may be presented as honorary awards for significant accomplishments. The end of tour of duty, retirement, reenlistment, promotion, or assignment to another activity alone is not sufficient justification for appropriated funding, unless superior professional performance is being recognized, concurrently. Badges or buttons are also authorized in recognition for special services, good conduct, and retirement/discharge under honorable conditions.

4. Policy. It is the policy of the Chief of Naval Air Training (CNATRA) that the awards system be used to provide an incentive for greater effort and improved morale. Award recommendations should reflect exceptional acts or service which conspicuously exceeded normal performance of duty, and in no instance should they be considered automatic or follow a precedent based on awards made to previous incumbents.

Recognition of sustained superior performance should be accorded an individual at the completion of the period during which he or she demonstrated that performance. Awards recognizing specific acts should be bestowed as soon as possible after the act occurred, with due consideration given to the time required to properly investigate the event, validate the facts, and process the award. Consideration should be given to the presentation of a "Letter of Commendation" to individuals who have performed in a noteworthy manner, but not of significant importance to merit the more formal award or decoration.

a. Level of Award. Any award level should be weighed principally on its merits. However, award level is generally equated to responsibility, which normally increases with rank or grade. While seniority is relevant, there are some officers and enlisted personnel who perform the duties of more senior personnel and whose service should be recognized accordingly. Enclosure (1) is a matrix reflecting an "approximate norm" by rank for awards. Nomination for an award higher than indicated in enclosure (1) requires concrete justification for the upgrade to be provided in Block 35 (Summary of Action).

b. End of Tour (Transfer). Recognition of sustained exceptional performance for individuals who have accomplished several specific achievements, not previously recognized by an award, should be considered for an end of tour award. Dates of

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any mid-tour awards must be exempted and typed in Block 25 of the Personal Award Recommendation OPNAV 1650/3. Type: "Exclude date to date" (dates of the mid-tour award) and any accomplishments used for a mid-tour award may not be repeated in Block 35. Additionally, a copy of any mid-tour award citation must be provided with the end of tour award recommendation.

c. Retirement or Fleet Reserve. The Department of the Navy (DON) does not have a retirement award, nor is it appropriate to recommend an award for the entire career of a service member. If an individual is recommended for an award upon retirement or transfer to the Fleet Reserve, it shall recognize service during the last tour of duty only. The service member will receive a retirement certificate from the President acknowledging the entire career. However, it is appropriate to include a statement in the citation reflecting the member's total number of years of service. The statement for NATRACOM personnel is as follows: "This tour was the culmination of two/three decades or 20/30 years of dedicated service to the nation. His/her efforts and myriad sacrifices ensured that truth, justice, and the American way of life were preserved."

5. Action. Training Air Wing (TRAWING) Commanders, Commanding Officers, and Officers in Charge of NATRACOM activities will implement an awards program that judiciously uses the awards system and ensures that deserving personnel receive proper recognition for outstanding performance in a timely manner. Where funding is required, centralized control will be established to ensure items requisitioned are used only for approved occasions. Records will be maintained detailing number purchased, and indicating receipts, date and purpose of award. Accomplishments and competition recognized under the terms of reference (c) regarding awards, i.e., plaques will be officially established and announced and generally be of a continuing nature. Awards may be made on a one-time basis in those instances where the accomplishment (1) is unique, (2) clearly contributes to increased effectiveness, and (3) is not covered by implementing instructions. Procurement requests for subject items must contain a certification signed by requesting activity head or comptroller that states, "The expenditure of appropriated funds for this purchase is authorized under applicable laws and regulations."

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6. Award Preparation and Routing Procedures

a. Commander, Naval Air Force, U.S. Pacific Fleet (CNAP)/ Commander, Naval Air Forces (CNAF) is the delegated awarding authority for Legion of Merit (paygrade O-6 only) and below. Flag Officers and/or the ranks of O-5 and below must be forwarded to Commander, Pacific Fleet (COMPACFLT) for approval.

b. CNATRA is delegated the awarding authority for Meritorious Service Medals and below, except for personal staff and Chief of Staff awards, which have to be approved by CNAP. Forward awards to CNATRA within the following time lines: Per reference (d), awards for CNAP approval, Legion of Merit and below, must be received, at a minimum, 90 days prior to desired delivery date. Awards requiring Commander, Pacific Fleet, Chief of Naval Reserve, Chief of Naval Operations (CNO) or Secretary of the Navy (SECNAV) approval must reach CNAF 120 days prior to member's departure.

c. Use the Personal Award Recommendation OPNAV 1650/3 (Rev. 7-04) only. The 1650/3 and a detailed instruction guide, may be downloaded from the NDAWS website. Type only in the shaded areas. Only the first 500 characters of the Summary of Action will be accepted into the database (the rest will be truncated), but it is recommended to use as much space as possible to justify the award recommendation. Formats for citations are shown in reference (a).

d. CNATRA Letters of Commendation. Use an OPNAV Form 1650/3, front side only; a write-up in Block 35 is not necessary. Include a double-spaced proposed citation with no more than 18 lines of text as shown in enclosure (2). Letters of Commendation for "Safety Pro of the Month" are submitted to the CNATRA Safety Department (Code 00X), which, are then forwarded to CNAP/CNAF Code N45 for awarding. Award recommendation must be received at CNATRA 90 days prior to presentation date.

e. Navy and Marine Corps Achievement Medals. Approved only for subordinate commands reporting directly to CNATRA without a Commanding Officer. Prepare an OPNAV Form 1650/3 (front only) with a double-spaced proposed citation. Use Courier New font, 10 pitch with margins at 1 inch. Only 7 1/2 lines are allowed. Citations exceeding 7 1/2 lines will be returned for editing. Award recommendations must be received at CNATRA 90 days prior to presentation date.

f. Navy and Marine Corps Commendation Medals. Approved only for subordinate commands reporting directly to CNATRA without a Commanding Officer. Prepare an OPNAV Form 1650/3 (front and back) with proposed citation. Block 35, Summary of Action should not exceed more than one page. Use Courier New font, 10 pitch with margins at 1 inch. Only 7 1/2 lines are allowed. Citations exceeding 7 1/2 lines will be returned for editing. Award recommendations must be received at CNATRA 90 days prior to presentation date.

g. Air Medals. Individual Air Medals, whether for meritorious or heroic achievement, may be awarded by CNATRA. Submit an OPNAV Form 1650/3 (front and back) and proposed citation typed in Courier New 12 with no more than 23 lines of text. Citations exceeding 23 lines will be returned for editing. Award recommendations must be received at CNATRA 90 days prior to presentation date.

h. Meritorious Service Medals. Prepare an OPNAV Form 1650/3 (front and back) with a double-spaced proposed citation. Block 35, Summary of Action should not exceed more than one page and proposed citation typed in Courier New 12 with no more than 23 lines of text. Citations exceeding 23 lines will be returned for editing. Award recommendations must be received at CNATRA 90 days prior to presentation date.

i. Legion of Merit. CNAP/CNAF may approve the Legion of Merit only for Captains, paygrade O-6. Flag Officers and/or the ranks of O-5 and below must be forwarded to COMPACFLT for approval. Submit an electronically signed OPNAV Form 1650/3 (front and back), a scanned copy of the ink-signed 1650/3 (front only) and a double-spaced proposed citation with no more than 23 lines of text. Award recommendations must be received at CNATRA 150 days prior to presentation date.

NOTE: All awards not received in the approved time frame shall be accompanied by a "letter of explanation" explaining why it was not sent in a more timely manner from the Commanding Officer and/or Commodore when the award is received by CNATRA.

j. Unit Awards. Unit awards must originate from the Immediate Superior in Command (ISIC) of the command being recommended. Submit Unit Awards using the OPNAV 1650/14, available from the NDAWS website, and double-spaced citation.

Unit Awards are issued to individuals via their Commanding Officer. Additionally, approved commands are listed in the NDAWS database, therefore, inquiries as to the final status of a Unit Award should be directed to the command's personnel office or call CNO Awards at DSN: 325-1767.

k. Permanently Assigned Other Service Personnel (U.S. Air Force, Army, Coast Guard). Forward award recommendations for Meritorious Service Medals and below to CNATRA for appropriate action. Legion of Merit Awards and above shall be forwarded to Commander, Naval Air Forces, U.S. Pacific Fleet (CNAP) for appropriate action. Commanding Officers/Commodores may award Navy and Marine Corps Commendation Medal and below, commensurate with their awarding authority. Other Service Commanding Officers i.e., Coast Guard or Air Force are not authorized to approve DON awards. All DON awards have to be forwarded and approved by the TRAWING Commander or above, when another service Commanding Officer is attached.

l. Foreign Nationals/Foreign Military Personnel. Forward OPNAV Form 1650/3, front and back, a proposed citation and a PDF signed copy of the 1650/3 front side only via the chain of command to SECNAV.

7. Awards for Approval By COMPACFLT or Above. These include Legion of Merit for Flag Officers and/or ranks of O-5 and below, Navy and Marine Corps Medal, Foreign Military, and Unit awards. All submissions must be submitted electronically. The following three separate files are required for each award:

a. The first file is the "electronic" copy that is uploaded into NDAWS. It must be the front and back side of the 1650/3 in "Word" format, showing the originator's typed electronic signature in Block 30b as follows: /s/T. J. SMITH and typed date in Block 30c. This Word file must be named in the following manner: AWARD SUBMISSION-LAST NAME (TWO-DIGIT AWARD CODE) indicating type of award. Example: AWARD SUBMISSION-JONES (LM). Unit awards would be: AWARD SUBMISSION-HSC21 (NU). Citations may NOT be included in this file.

b. The second file must be the OPNAV 1650/3 (front side only) scanned showing the approver's and all endorsers' written signatures and date. This file will have to be re-scanned at each level of approval to add the new endorsers' signatures.

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c. The third file is the proposed citation, it must be in "Word" format. Scanned versions of this document will not be accepted. Files must be saved using the following naming procedure: LNAME (LAST NAME) FINITIAL (FIRST INITIAL) and TWO-DIGIT AWARD CODE. Example: JONES L NA. Unit Awards would be HSC21 NU.

8. NDAWS and Service Record Entries. CNATRA and TRAWINGS are authorized to make award entries into the NDAWS system. Approved Awards for Marine Corps personnel assigned to Navy units are forwarded to Commandant of the Marine Corps (MMMA), do not send them to CNATRA or COMNAVAIRFOR.

a. Awards That May Be Entered Into NDAWS. Only personal decorations (NA and above) will be entered into the NDAWS Program. Unit awards, Service medals, campaign medals, Letters of Commendation, and Page 13s, etc., are not entered into NDAWS. For enlisted personnel use the Transaction Online Processing System (TOPS) for those service record entries. For officers, mail the award to Navy Personnel Command (PERS-312D) for submission into the officers record.

b. Missing Personal Decorations For Entry Into NDAWS. Submit a copy of the OPNAV 1650/3 and/or a copy of the citation to either the TRAWING or CNATRA for entry into NDAWS. Both the OPNAV 1650/3 and citation must have the member's full nine-digit SSN. The citation must also include the statement: "Privacy Sensitive." NOTE: If an award is submitted for a member that contains either the same beginning or end date (month) contained on any of their other awards, the NDAWS database will recognize it as a "duplicate" and not accept it. It is the responsibility of the commands to check these details prior to submission.

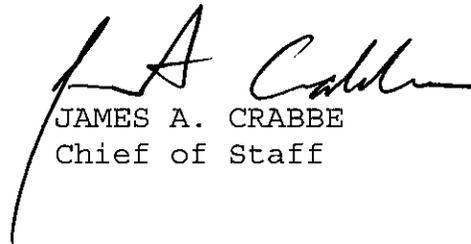
c. Missing Personal Decorations for Entry into Personal Service Record/CD ROM. The award shows in NDAWS, but not in your PSR or Electronic Training Jacket, fax your missing award to (901) 874-2000, ATTN: PERS 312D. Ensure your SSN is at the top right-hand corner and write "IN NDAWS NOT IN PSR" at the top. Also include a phone number where you can be reached. If you have questions regarding this scenario, call (901) 874-4871/DSN 882, PERS-312D.

9. Maintenance of Records. Each delegated awarding authority shall maintain a permanent record of all personal decorations

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processed, including the OPNAV 1650/3, a signed copy of the citation, supporting documents, and any related correspondence. Case files of Meritorious Service Medals and Air Medals are to be retained by the command for three years and then retired to the Washington National Records Center (WNRC). Case files of other records of awards of Navy and Marine Corps Commendation Medals, Achievement Medals and Purple Hearts are to be retained by the command for two years then retired to the WNRC. Guidance for how to transfer awards/records to the WNRC are in SECNAV M-5210.1. The following NRC address is for records purposes only, (do not use for other mail or correspondence):

Washington National Records Center
4205 Suitland Road,
Suitland, MD 20746



JAMES A. CRABBE
Chief of Staff

Distribution:
CNATRAINST 5215.1S

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MILITARY DECORATIONS AND AWARDS

Ref: (a) SECNAVINST 1650.1H

1. Background. Reference (a) outlines the basic guidelines for personal awards for Navy personnel. Award recommendations are submitted via the chain of command by the Commander, Commanding Officer, or Officer in Charge who had jurisdiction over the individual at the time the act or service was performed and who has the authority to recommend the award. Submit award recommendations 90 days for MSM (MM) or below and 150 days for Legion of Merits (LM) prior to the awarding date to allow for routine administrative processing of the Personal Award Recommendation (OPNAV 1650/3). Specific attention should be given to the "Do's and Don'ts" contained in enclosure (2). It is the policy of CNATRA that personal awards are appropriately presented prior to detachment from the command.

2. Submission. To expedite the processing of award recommendations, email the Original OPNAV 1650/3 "word" format, a scanned copy of the signed 1650/3 (front page only) and the proposed citation. All NATRACOM personal award recommendations will be forwarded via the chain of command. In addition to validating the award recommendation, each endorsee is responsible for ensuring proper administrative procedures and numbers of copies are adhered to.

3. Awarding Authority. Per reference (a), Commanders and Commanding Officers eligible to wear the command ashore device have been delegated authority to approve the Navy and Marine Corps Achievement Medals (O-5), Navy and Marine Corps Commendation Medals (O-6) for Navy and Marine Corps personnel within their command. Awards for sustained performance will be submitted via chain of command to appropriate awarding authority. Medals and citation certificates can be requisitioned through the Navy Supply System. All other personal award recommendations will be forwarded via the chain of command to the designated awarding authority.

4. Final Adjudication. After final adjudication by CNATRA, award recommendations will be processed and forwarded as appropriate.

5. Point of Contact. CNATRA Administrative Officer (N11), commercial (361) 961-2186/DSN 861-2186.

Enclosure (1)

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DO'S AND DON'Ts FOR AWARD RECOMMENDATIONS

DO MAINTAIN THE INTEGRITY OF THE PERSONAL AWARDS PROGRAM BY ONLY RECOMMENDING THOSE PERSONNEL WITHIN YOUR COMMAND WHOSE PERFORMANCE STANDS OUT AMONG ALL OTHERS.

DON'T RECOMMEND AWARDS BASED ON BILLET, POSITION FIELD, OR BECAUSE THE PREVIOUS INDIVIDUAL IN THE POSITION RECEIVED AN AWARD.

DO RECOMMEND THE INDIVIDUAL FOR THE APPROPRIATE AWARD LEVEL BASED ON LEVEL OF RESPONSIBILITY AND AUTHORITY EXERCISED.

DON'T RECOMMEND AN INDIVIDUAL FOR A HIGHER AWARD THAN DESERVED BELIEVING THE SYSTEM WILL DOWNGRADE THE AWARD TO THE CORRECT LEVEL.

DO KEEP THE SUMMARY OF ACTION TO A SINGLE PAGE IF AT ALL POSSIBLE AND NEVER MORE THAN TWO PAGES USING THE BULLET FORMAT.

DON'T SUBMIT SUMMARY OF ACTIONS THAT STRING TOGETHER ADJECTIVES THAT LEAVE PERSONNEL WONDERING WHAT THE INDIVIDUAL DID - BE SPECIFIC AND CONCISE.

DO ENSURE THE PERSONAL AWARD RECOMMENDATION (OPNAV 1650/3) IS COMPLETED PROPERLY AND NEATLY.

DON'T SIGN OUT AWARD RECOMMENDATIONS THAT ARE INCOMPLETE, POORLY WRITTEN, CONTAIN SPELLING, GRAMMATICAL OR TYPING ERRORS - THESE SHOW NEGATIVELY ON COMMAND.

DO SUBMIT DRAFT CITATIONS THAT CONCISELY DESCRIBE WHAT THE INDIVIDUAL DID TO EARN THE AWARD. THE CITATION WILL HANG ON THE MEMBER'S WALL AND BE READ BY OTHERS WHO SHOULD BE ABLE TO UNDERSTAND WHAT THE MEMBER DID WITHOUT BENEFIT OF AN INTERPRETER.

DON'T SUBMIT DRAFT CITATIONS WHICH CONTAIN ABBREVIATIONS, ACRONYMS, TECHNICAL SHORTHAND AND ARE POORLY WRITTEN, ASSUMING THE AWARING AUTHORITY WILL REWRITE IT. THE AWARD WILL BE RETURNED TO THE COMMAND AND WILL WASTE TIME AND MANHOURS DELAYING THE TIME THE MEMBER RECEIVES HIS/HER AWARD.

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DO INDICATE WHEN AN INDIVIDUAL IS RETIRING BY WRITING IN RETIREMENT/TRANSFER TO FLEET RESERVE IN BLOCK 5 OF THE 1650/3 (EXPIRATION OF ACTIVE DUTY) OF THE PERSONAL AWARD RECOMMENDATION FORM AND INCLUDE THE NUMBER OF YEARS ACTIVE SERVICE COMPLETED in BLOCK 5a. ALSO, INCLUDE A STATEMENT AT THE END OF THE SUMMARY OF ACTION CALLING ATTENTION TO THE FACT THAT THE MEMBER IS RETIRING. USE THE FOLLOWING AS THE NEXT TO THE LAST LINE OF THE CITATION FOR A RETIREMENT AWARD. "THIS TOUR WAS THE CULMINATION OF TWO/THREE DECADES OF DEDICATED SERVICE TO THE NATION. HIS EFFORT AND MYRIAD SACRIFICES ENSURED THAT TRUTH, JUSTICE, AND THE AMERICAN WAY OF LIFE WERE PRESERVED."

DON'T SUBMIT AWARD RECOMMENDATION BASED STRICTLY ON RETIREMENT. MEMBER'S PERFORMANCE DURING FINAL TOUR MUST SUPPORT A PERSONAL AWARD - THE FACT THAT THE MEMBER IS RETIRING MAY JUSTIFY A HIGHER AWARD.

DO USE THE COMMANDING OFFICER'S DELEGATED AUTHORITY TO RECOGNIZE SPECIFIC ACHIEVEMENTS, AT ANY TIME IT OCCURS.

DON'T REQUEST AN END-OF-TOUR AWARD COVERING PERFORMANCE THAT HAS ALREADY BEEN RECOGNIZED BY A SPECIFIC ACHIEVEMENT AWARD. OVERLAP IS PERMITTED ONLY WHEN THE MEMBER'S PERFORMANCE WITHOUT CONSIDERING THE SPECIFIC ACHIEVEMENT CLEARLY SUPPORTS A SECOND PERSONAL AWARD DURING THE SAME TOUR (SUBMIT A COPY OF THE OPNAV 1650/3 FOR THE SPECIFIC ACHIEVEMENT AWARD ALONG WITH THE END-OF-TOUR AWARD RECOMMENDATION).

DON'T FORGET, THE FIRST PLACE TO RECOGNIZE SUPERIOR PERFORMANCE IS IN THE OFFICER FITREP OR ENLISTED PERFORMANCE EVALUATION.

DO SUBMIT AWARD RECOMMENDATION IN A TIMELY MANNER. END-OF-TOUR AWARDS TO BE AWARDED BY CNATRA SHOULD BE SUBMITTED 90 DAYS IN ADVANCE OF THE MEMBER'S DETACHMENT DATE AND THOSE TO BE AWARDED BY CNAF/CNO/SECNAV 150 DAYS IN ADVANCE. IF AT ALL POSSIBLE AWARDS SHOULD BE PRESENTED BY THE DETACHING COMMAND.

DON'T SUBMIT END-OF-TOUR AWARDS MORE THAN THIRTY DAYS AFTER THE MEMBER'S DETACHMENT WITHOUT SUBMITTING A WRITTEN EXPLANATION SIGNED BY THE COMMANDING OFFICER EXPLAINING WHY THE AWARD RECOMMENDATION IS LATE.

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DO BE HONEST AND FORTHRIGHT IN YOUR AWARD RECOMMENDATIONS,
SAVING PERSONAL AWARDS FOR THOSE TRULY DESERVING MEMBERS WITHIN
YOUR COMMAND.

DON'T EXPECT AWARD AUTHORITY TO DO YOUR JOB BY DOWNGRADING
OR DISAPPROVING AWARD RECOMMENDATIONS.

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Level of Award Guidance

MEDAL	END OF TOUR	RETIREMENT
*LM	O8/O7/exceptionally performing O6's such as Major Command/EAs/Major Staff Directors. Exceptions considered, but based on <u>unusually exceptional performance</u> .	O8/O7/O6/Fleet & Force Master Chiefs. Exceptions considered, but based on <u>unusually exceptional performance</u> .
MM	O6 Non-Major Command/O5 Command & Non-Command. Top-performing O4s, E9s, and E8s during an extremely demanding tour. Exceptions considered, but based on <u>unusually exceptional performance</u> .	O5/W5/W4/E9. Top-performing O4s and E8s. Exceptions considered, but based on <u>unusually exceptional performance</u> .
NC	O4/O3/W3/W2/E9-E7	O4/O3/W3/W2/E9-E7. Top-performing E6.
NA	O3-O1/E6-E5	O3/E6

* CNAP may approve Legion of Merit for pay grade O-6 only. Flag Officers and O-5 and below must be approved by COMPACFLT.

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Sample Flag Letter of Commendation

RATE/(ONLY ONE WARFARE QUALIFICATION)

ENTER FIRST, MIDDLE INITIAL, AND LAST NAME

UNITED STATES NAVY/MARINE CORPS

For outstanding performance as (PRIMARY BILLET) at (COMMAND) from (DATES OF ACTION). LIMIT TEXT TO 18 LINES. Petty Officer/LT Doe demonstrated exceptional leadership by his/her extensive involvement in every aspect of Operation Flight Program 166 integration during the F-14A/B and D01/D02 Software Upgrades to the F-14D, which significantly improved the Navy's warfighting capability. Testing included over 25 Captive Carry missile missions, the live firing of 1 Sparrow and 4 Phoenix missiles, and numerous bombing detachments to Naval Air Station, Fallon, Nevada, in support of the very successful F-14 Air-to-Ground Test Program. Additionally, his technical expertise and personal commitment to quality maintenance paved the way for several highly successful Operational Evaluations including the ALR-67, Airborne Self-Projection Jammer, Joint Tactical Information Distribution System, and the AAs-42 Infrared Search Track System. Petty Officer Doe reflected credit upon himself/herself and upheld the highest traditions of the United States Naval Service.

J. D. DOE
Rear Admiral, U.S. Navy