



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

CNATRINST 1650.10A
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1 Apr 13
CH 1 INCORPORATED
25 Apr 2014

CNATRA INSTRUCTION 1650.10A

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) Level of Award Guidance
(2) CNATRA Safety Pro
(3) Sample Flag Letter of Commendation
(4) Do's and Don'ts for Award Recommendations

1. Purpose. To publish policy and procedures for all Naval Air Training Command (NATRACOM) personal awards per references (a) through (d). This instruction governs only personal military decorations and Letters of Commendation (LOC). Annual aviation awards, civilian awards, Navy League awards, Military Cash Award Program, or other miscellaneous awards are governed by separate directives and those awards are submitted to various other codes. This instruction has been updated and administratively revised; therefore it should be reviewed in its entirety.

2. Cancellation. CNATRINST 1650.10

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 the NATRACOM, the two documented means of recognizing exceptional performance include a personal award (military decoration) or a Flag Letter of Commendation (FLOC). Personal awards are defined as the Navy and Marine Corps Achievement Medal (NA) and above. Badges or buttons are also authorized in recognition for special services, good conduct, and retirement/discharge under honorable conditions. It should be noted that awards to military personnel are governed by federal statute.

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a. 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 the expenditure to be proper. To further specify the use of such funds prescribed by reference (c), appropriated funds may be used to purchase 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). 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. Plaques may be presented as honorary awards for significant accomplishments. Accomplishments and competition recognized under the terms of reference (c) regarding awards will be officially established and announced and generally be of a continuing nature.

b. Awards may be made on a one-time basis in those instances where the accomplishment (1) is unique, (2) clearly contributes to increased effectiveness or efficiency, 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."

c. The end of tour, retirement, reenlistment, promotion, or assignment to another activity alone is not sufficient justification for appropriated funding, unless superior professional performance is being recognized concurrently.

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 the award should 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

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the event, validate the facts, and process the award. Consideration should be given to the presentation of a LOC 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 OPNAV 1650/3, Personal Award Recommendation, Block 35, and Summary of Action (SOA).

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 any mid-tour awards must be typed in Block 25, Action Date/Meritorious Period, of the OPNAV 1650/3. A copy of any mid-tour award citation must be provided with the end of tour award recommendation. Additionally, any accomplishments cited in the mid-tour award may not be repeated in Block 35.

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 Certificate of Appreciation from the President acknowledging their entire career. 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 culminates 20 years of dedicated service to the nation, during which, his/her myriad sacrifices ensured the preservation of truth, justice, and freedom." The ending date on awards for personnel leaving naval service is the last day of duty prior to the beginning of any period of terminal leave or permissive temporary duty for house hunting.

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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.

6. Award Preparation and Routing Procedures

a. Commander, Naval Air Force Pacific (CNAP)/ Commander, Naval Air Forces (CNAF) is the delegated awarding authority for the Legion of Merit (LM) (pay grade O-6 only), LM recommendations for Flag Officers and/or the ranks of O-5 and below must be forwarded to Commander, U.S. Pacific Fleet (COMPACFLT) for approval. Awards for CNAP approval must be received by CNATRA, at a minimum, 90 days prior to desired delivery date. Awards requiring COMPACFLT, Chief of Naval Reserve (CNAFR), Chief of Naval Operations (CNO) or Secretary of the Navy (SECNAV) approval must be received by CNATRA no later than 150 days prior.

b. CNATRA is delegated the awarding authority for Meritorious Service Medals (MM) and below, except for personal staff and Chief of Staff awards, which have to be approved by CNAP. All awards for CNATRA approval must be received, at a minimum, 60 days prior to desired delivery date.

NOTE: Award recommendations not received within the required timeframe must be accompanied by a "letter of explanation" from the originator or last endorser explaining why it was not sent in a timelier manner. If the award recommendation is from the Chief of Naval Air Training staff, then you must explain to the Chief of Staff why the award was not sent to Admin in a timely manner.

c. Use the OPNAV 1650/3 (Rev. 7-04) only. The 1650/3 and a detailed instruction guide, may be downloaded from the NDAWS website. Acronyms may be used, but must be spelled out first. Type only in the shaded areas. Only the first 500 characters of Block 35 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). Citations exceeding the maximum number of lines allowed for that award will be returned for editing.

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d. CNATRA Safety Pro. See enclosure (2) for complete details on the submission of Safety Pro Awards.

e. CNATRA Letters of Commendation. Submit an OPNAV 1650/3 (front only), a scanned copy of the ink-signed 1650/3 (front only), and a proposed citation. The citation shall be prepared in upper and lower case type, without the use of acronyms. The citation is limited to 18 typewritten lines, Courier New font, 12 pitch, with the following margins: left 0.7 inches, right 0.5 inches, top 2 inches, and bottom 1 inch. A sample FLOC citation, enclosure (3), has been provided to assist with its preparation.

f. Navy and Marine Corps Achievement Medals. Approved only for subordinate commands reporting directly to CNATRA without a Commanding Officer. Submit an OPNAV 1650/3 (front only), a scanned copy of the ink-signed 1650/3 (front only), and a proposed citation. The citation shall be prepared in all uppercase letters, landscape, Courier New font, 10 pitch, 1 inch margins, not to exceed 7 1/2 lines.

g. Navy and Marine Corps Commendation Medals (NC). Approved only for subordinate commands reporting directly to CNATRA without a Commanding Officer or commands who Commanding Officers do not hold the rank of Captain or above. Submit an OPNAV 1650/3 (front and back), a scanned copy of the ink-signed 1650/3 (front only), and a proposed citation. The citation shall be prepared in all uppercase letters, landscape, Courier New font, 10 pitch, 1 inch margins, not to exceed 7 1/2 lines.

h. Air Medals. Individual Air Medals (AF), whether for meritorious or heroic achievement, may be awarded by CNATRA. Submit an OPNAV 1650/3 (front and back), a scanned copy of the ink-signed 1650/3 (front only), and a proposed citation. The citation shall be prepared in sentence case, without the use of acronyms. The citation is limited to 23 typewritten lines, Courier New font, 12 pitch, with the following margins: left 0.7 inches, right 0.5 inches, top 2 inches, and bottom 1 inch.

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i. Meritorious Service Medals. Submit an OPNAV 1650/3 (front and back), a scanned copy of the ink-signed 1650/3 (front only), and a proposed citation. The citation shall be prepared in sentence case, without the use of acronyms. The citation is limited to 23 typewritten lines, Courier New font, 12 pitch, with the following margins: left 0.7 inches, right 0.5 inches, top 2 inches, and bottom 1 inch.

j. Legion of Merit. Submit an OPNAV 1650/3 (front and back), a scanned copy of the ink-signed 1650/3 (front only), and a proposed citation. The citation shall be prepared in sentence case, without the use of acronyms. The citation is limited to 23 typewritten lines, Courier New font, 12 pitch, with the following margins: left 0.7 inches, right 0.5 inches, top 2 inches, and bottom 1 inch.

k. Unit Awards. Unit awards must originate from the Immediate Superior in Command (ISIC) of the command being recommended. For example, recommendations for a squadron award must originate from their wing. Submit Unit Awards using the OPNAV 1650/14, Unit Award Recommendation, available from the NDAWS website. Reference (a), Chapter 3, contains complete instructions for submitting a Unit Award. Unit Awards, once approved, are issued to individuals via their Commanding Officer. Additionally, approved Unit Awards are listed on the NDAWS website at (<https://www.awards.navy.mil>) under the Unit Awards tab. Inquiries as to the final status of a Unit Award should be directed to the command's award clerk or call CNO Awards at COMM: 202-685-1770 or DSN: 325-1770.

l. Permanently Assigned Other Service Personnel (Air Force, Army, Coast Guard). Forward award recommendations for MMs and below to CNATRA for appropriate action. LMs and above shall be forwarded to CNAP for appropriate action. Commanding Officers/Commodores may award NC and below, commensurate with their awarding authority. Other service Commanding Officers (i.e., Coast Guard, Air Force) are not authorized to approve DON awards. All DON awards must be forwarded and approved by the TRAWING Commander, or above, when another service Commanding Officer is attached.

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m. Foreign Military Personnel. CNATRA is the approval authority for LOCs for foreign military personnel. All other DON awards for foreign military personnel are approved by SECNAV. Submit an OPNAV 1650/3 (front and back), a scanned copy of the ink-signed 1650/3 (front only), and a proposed citation. See reference (a), Chapter 6, for guidance on submitting awards for foreign military personnel.

7. Award Submission. All award submissions must be submitted via SharePoint to CNATRA Admin. Prior to submitting any awards, please review them for correctness and accuracy. Enclosure (4) also provides a list of do's and don'ts that can be used as a tool when preparing these awards. After a complete review has been completed; the following three separate files, at a minimum, are required to be submitted for consideration:

a. The first file is the "electronic" copy that is uploaded into NDAWS. It must be the front and back side of the OPNAV 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-RANK LAST NAME (TWO-DIGIT AWARD CODE) indicating type of award. Example: AWARD SUBMISSION-CAPT JONES (LM). Unit awards would be: AWARD SUBMISSION-HSC21 (NU). Citations MAY NOT be included in this file. These files should be saved in "Word 97-2003" format vice "Word 2007 or 2010" format to facilitate uploading to NDAWS.

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. This scanned file MUST be named in the following manner: RANK LAST NAME (TWO-DIGIT AWARD CODE) indicating type of award SIGNED 1650. Example: CAPT JONES (LM) SIGNED 1650. Unit awards would be: HSC21 (NU) SIGNED 1650.

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: RANK LAST NAME and TWO-DIGIT AWARD CODE. Example: LT JONES (NA). Unit Awards would be HSC21 (NU).

8. NDAWS and Electronic Service Record Entries. CNATRA is the NDAWS Systems Administrator for CNATRA issued awards. TRAWINGS are authorized to make award entries into the NDAWS system for their staff and subordinate commands that are not authorized NDAWS access. Requests for changes or additions to designated NDAWS System Administrators should be directed to the CNO Awards Office via email (navyawards@navy.mil) or phone DSN 325-1767. When the awarding authority enters the award in NDAWS they will also forward a copy of the citation (and certificate if the award is a MM or higher) to Navy Personnel Command (PERS-312) for submission into official records. The citation/certificate must have the member's full nine-digit SSN and "Privacy Sensitive" written at the top right corner of the copy. 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 awards/decorations (NA and above) will be entered into the NDAWS program. Unit awards, Service medals, campaign medals, and Page 13s, etc., are not entered into NDAWS.

b. Award Missing From A Search Conducted Via NDAWS. Submit a copy of the OPNAV 1650/3 and/or a copy of the signed citation/certificate to either TRAWING or CNATRA. The citation/certificate must have the member's full nine-digit SSN, the awarding authority Unit Identification Code (UIC), and "Privacy Sensitive" written at the top right corner of the copy. Once NDAWS has been updated, awards should reflect in the other electronic systems (PSR/ESR/EJT) in approximately 1-2 weeks.

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.

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c. Award Shows on PSR, But Copy of Certificate/Citation Missing From OMPF/WERR/CD ROM. Mail a legible, clean copy of the signed citation/certificate, with SSN, the awarding authority's UIC, and "Privacy Sensitive" printed in the upper right hand corner to: Navy Personnel Command (PERS 312), 5720 Integrity Drive, Millington, TN 38055-3120. No cover letter is required.

d. Award In NDAWS, But Not in PSR via Bupers Online. Fax a copy of the missing award to (901) 874-2001, ATTN: PERS 312A. Ensure SSN, the awarding authority's UIC, and "Privacy Sensitive" is printed in the upper right-hand corner and write "IN NDAWS NOT IN PSR" below it. Also include a phone number where the member can be reached.

e. Award In PSR and Not in NDAWS. Submit a copy of the citation/certificate to either TRAWING or CNATRA. The citation/certificate must have the member's full nine-digit SSN, the awarding authority's UIC, and "Privacy Sensitive" written at the top right corner of the copy.

9. Maintenance of Records. Each delegated awarding authority shall maintain a permanent record of all personal decorations 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 3 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 2 years then retired to the WNRC. Guidance for how to transfer awards/records to the WNRC are in SECNAV M-5210.1.

C. HOLLINGSWORTH
Chief of Staff

Distribution:
CNATRA Website

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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/Top performing E6.	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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CNATRA SAFETY PRO

1. This section establishes procedures for commending those personnel who distinguish themselves through exceptional initiative in naval aircraft mishap prevention. Constant safety awareness and a willingness to take action to correct unsafe situations are essential for maintaining operational readiness and achieving safe mission accomplishment. CNATRA Safety Professional (Safety Pro) awards recognize outstanding personal actions in support of aviation safety. A CNATRA LOC, NA, or higher award, depending on level of achievement, will be awarded to those individuals who make outstanding contributions to aviation safety by reducing risk, preventing mishaps or injuries, saving lives, and/or preserving essential material assets.

2. This award is open to military of any rate, rank, or service, government civilians, and contractors. For contractor submissions, Contractor Site Manager, or above, approval is required prior to award approval.

3. More than one individual may be nominated for the same event. Separate OPNAV 1650/3 forms shall be submitted at the same time when more than one individual is submitted for the same event or achievement. Individuals nominated for the same event shall both be included in the same submitted picture.

4. A SOA is required for all submissions. The SOA shall include the nominee's unit, duty (i.e., Instructor Pilot, Student Pilot, Student Solo, Airframes Technician), operating base/airport and location, event date, type of aircraft involved, type of flight if applicable (i.e., contact, instrument, formation), day or night, a detailed summary of the event, the individual's actions, and the result, conclusion, or outcome. Acronyms may be used, but must be spelled out first.

5. Submit Safety Pro submissions through squadron and wing approval process per local procedures. Units shall submit the following for all submissions via SharePoint to CNATRA Admin.

a. The front and back side of the OPNAV 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. Note recommended level of award on the 1650/3 (i.e., LOC, NA)

Enclosure (2)

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b. The OPNAV 1650/3 (**front side only**) scanned showing the approver's and all endorsers' written signatures and date.

c. A digital picture suitable for Approach Magazine (individual(s) in front of aircraft, taken from the knees up, aircraft cropped as needed (entire aircraft does not need to be visible - focus on the person)).

c. Submissions for contractors shall include a Word version of an SOA and picture only, no OPNAV 1650/3 in necessary. Ensure the contractor's full name and company is included in the SOA.

d. A draft citation is NOT required.

6. CNATRA Safety will accomplish the following:

a. Generate a citation and submit the individual(s) for a CNATRA-awarded LOC, NA, or higher level award.

b. Develop and submit an Approach Magazine Bravo Zulu article.

c. Develop and release a CNATRA Safety Pro message.

d. Coordinate for a personal letter from the Admiral.

e. Other actions as appropriate.

7. Questions on submissions or process should be addressed to: CNATRA ACOS Safety at 361-961-2221, DSN 861-2221, or CNATRA Aviation Safety Officer, at 361-961-1748, DSN 861-1748.

Enclosure (2)

SAMPLE FLAG LETTER OF COMMENDATION

The Chief of Naval Air Training takes pleasure in presenting this LETTER OF COMMENDATION to:

RATE (ONLY ONE WARFARE QUALIFICATION)
FIRST, MIDDLE INITIAL, AND LAST NAME
UNITED STATES NAVY/MARINE CORPS

for service as set forth in the following

CITATION:

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
Chief of Naval Air Training

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 AWARDED 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 AND INCLUDE THE NUMBER OF YEARS ACTIVE SERVICE COMPLETED IN BLOCK 5A. ALSO, INCLUDE THE FOLLOWING STATEMENT AS THE NEXT TO THE LAST LINE OF THE CITATION FOR A RETIREMENT AWARD. "THIS TOUR CULMINATES 20 YEARS OF DEDICATED SERVICE TO THE NATION, DURING WHICH, HIS/HER MYRIAD SACRIFICES ENSURED THE PRESERVATION OF TRUTH, JUSTICE, AND FREEDOM."

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 CITATION 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 RECOMMENDATIONS IN A TIMELY MANNER. END-OF-TOUR AWARDS AWARDED BY CNATRA SHOULD BE SUBMITTED 60 DAYS IN ADVANCE, AWARDS REQUIRING CNAP SHOULD BE SUBMITTED TO CNATRA 90 DAYS IN ADVANCE, AND AWARDS REQUIRING COMPACFLT, CNAFR, CNO, OR SECNAV APPROVAL MUST BE SUBMITTED TO CNATRA 150 DAYS IN ADVANCE. IF AT ALL POSSIBLE AWARDS SHOULD BE PRESENTED BY THE DETACHING COMMAND.

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.

Enclosure (4)