



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 1650.2G

11

JAN 28 2009

NAS OCEANA INSTRUCTION 1650.2G

Subj: POLICY AND PROCEDURES CONCERNING AWARD RECOMMENDATIONS FOR
MILITARY PERSONNEL

Ref: (a) SECNAVINST 1650.1G
(b) COMPACFLT/COMLANTFLTINST 1650.10
(c) COMNAVREGMIDLANTINST 1650.7
(d) CNO WASHINGTON DC 182152Z Jul 96 (NAVADMIN 173/96)
(e) CNO WASHINGTON DC 130340Z Oct 00 (NAVADMIN 265/00)
(f) CNO WASHINGTON DC 191502Z Aug 02 (NAVADMIN 251/02)

Encl: (1) Sample Naval Air Station (NAS) Oceana Letter of
Appreciation (LOA)
(2) Sample NAS Oceana Retirement LOA
(3) Sample NAS Oceana Family Member Retirement LOA
(4) Sample NAS Oceana Letter of Commendation (LOC)
(5) Sample Commander, Navy Region, Mid-Atlantic
(COMNAVREG MIDLANT) LOC
(6) Sample Navy and Marine Corps Achievement Medal (NA)
(7) Sample Navy and Marine Corps Commendation Medal (NC)
(8) Sample Meritorious Service Medal (MM)
(9) Sample Military Outstanding Volunteer Service Medal
(MOVSM)
(10) Instructions for completing Personal Award
Recommendation (OPNAV 1650/3)
(11) Preparation of Summaries of Action (SOA)
(12) Preparation of Proposed Citations
(13) Fleet Home Town News Release Form (NAVSO 5724/1)

1. Purpose. To promulgate procedures and reiterate established policy regarding submission of personal awards.

2. Cancellation. NASOCEANAINST 1650.2F. Because of numerous changes, paragraph markings have been omitted.

3. Background. The most effective means of enhancing crew morale is the prompt recognition of exceptional performance. Equally important is the need to preserve the character and integrity of awards. This can be done only if originators of award recommendations adhere strictly to established policy and standards when evaluating performance and recommending awards.

4. Policy

a. All echelons in the chain of command shall direct a vigorous and positive awards policy and administration. This shall be accomplished by implementation of this directive and the criteria and policies of references (a) through (f).

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b. A poorly written recommendation or one improperly prepared and transmitted may delay action by higher authority, cause a lesser award to be approved or result in disapproval, even though the individual might be fully deserving of the recommended award. When preparing award recommendations, strive to reflect the same dedication and energy that the prospective awardee gave.

c. Recognition of sustained superior performance shall normally be accorded an individual at the termination of the period during which that performance was demonstrated, such as at the end of a tour of duty or retirement. Such recommendations shall reflect meritorious or distinguished service that conspicuously exceeds normal performance of duty, and in no instance be considered routine, automatic or follow a precedent based on awards to previous incumbents.

d. As a general rule, only one award shall be made for the same act, achievement or period of meritorious service. However, an award or decoration for heroism or specific achievement (i.e., NA performed within a period of meritorious service) shall not be considered duplication. A copy of the overlapping award shall accompany the recommendation.

e. Premature publicity shall not be made regarding award recommendations. Once an award recommendation has been initiated, that fact shall not be publicized to any individual, other than strictly on a need to know basis. Premature publicity regarding award recommendations will only degrade morale, if for some reason the recommended award is downgraded or disapproved.

5. Award Submissions

a. Award recommendations shall be submitted as soon as possible following the act, achievement or service. Award recommendations shall be submitted no later than the time frames outlined in enclosures (1) through (9). In the case of a member's retirement or separation, periods of approved leave and permissive travel must be taken into consideration.

b. Smooth award recommendations submitted for signature after the established minimum submission time frames shall be accompanied by a written explanation from the department head to the commanding officer, outlining the reason for late submission. Early planning at the originator's level is required to ensure award recommendations are forwarded in a timely manner.

c. A Personal Award Recommendation (OPNAV 1650/3) shall be completed for personal awards, per enclosure (10). Accurate information is imperative.

d. SOAs are not required for Flag level or command awarded LOAs, LOCs, NAs or NCs. SOAs with complete justification are required for all other personal awards. Additionally, proposed citations shall be

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provided for all personal awards. Refer to enclosures (11) and (12) for detail completion.

e. Legion of Merits shall be submitted to the awarding authority at least 120 days prior to the planned presentation date. Recommendations shall be prepared per reference (a) and forwarded to the Chief of Naval Operations via COMNAVREG MIDLANT and Commander, U.S. Atlantic Fleet (COMLANTFLT).

f. Use Microsoft Word for all awards recommendations, Personal Award Recommendations (OPNAV 1650/3) and SOAs.

6. Awards Board: An Awards Board, chaired by the Executive Officer with Dam Neck Annex and Air Detachment Norfolk Officers-in-Charge, Air Operations and Administrative Officers and Command Master Chief as members, will be held the third Monday of each month. The Awards Board will review submissions and make recommendations to the Commanding Officer.

7. Awards Quarters. Awards quarters shall normally be conducted as follows:

a. Enlisted Personnel. Department or division awards quarters shall be held as needed to facilitate prompt presentation of awards in the presence of an individual's immediate peer group and afford the immediate chain of command the opportunity to become directly involved in the recognition process. The Commanding Officer may be requested to present an award at department quarters.

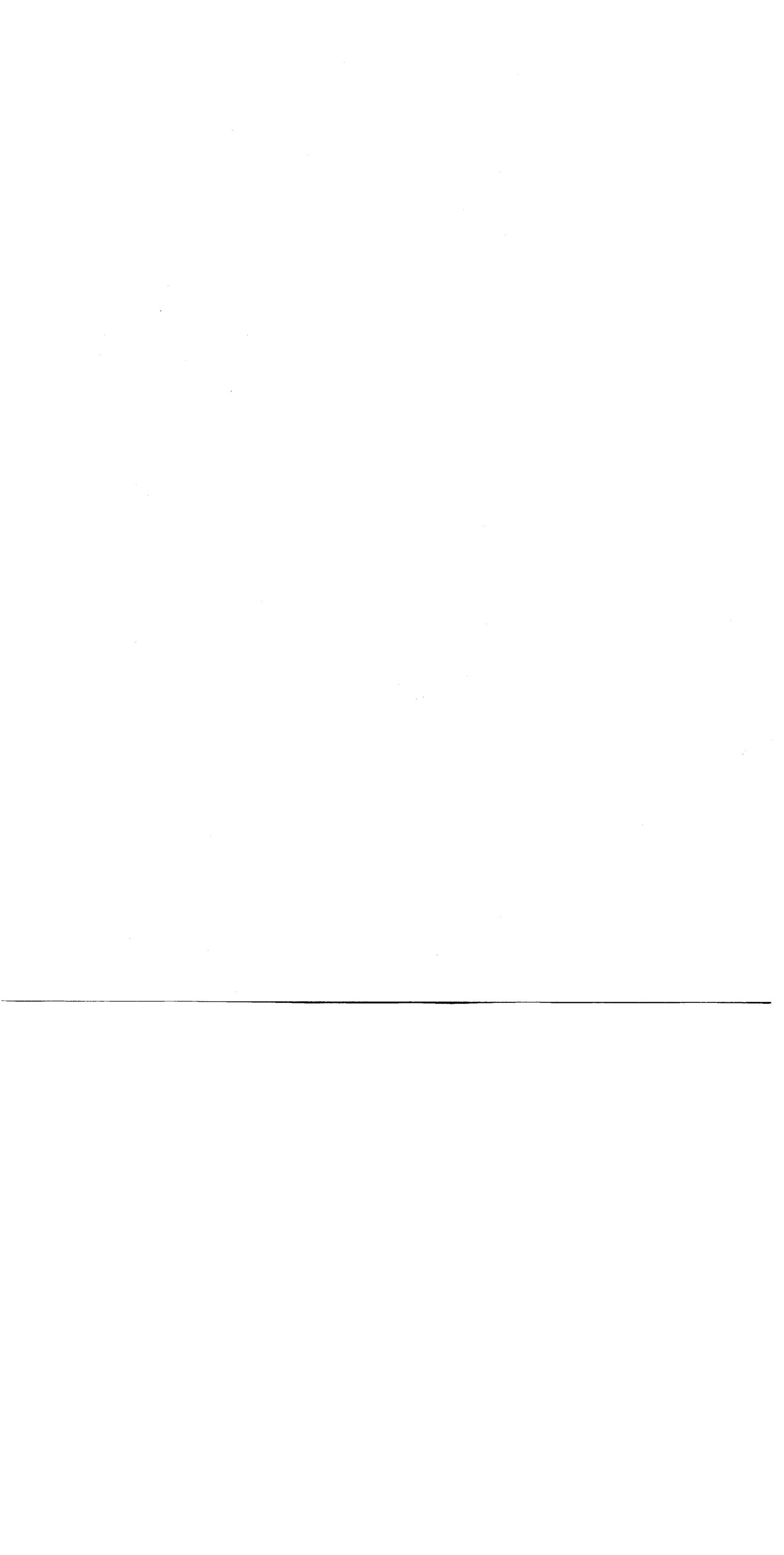
b. Officer Personnel. Approved awards shall be delivered to the Administrative Officer, who shall make appropriate ceremonial arrangements.

8. Family Notification. Department heads shall ensure individuals receiving awards are offered the opportunity to complete a Fleet Home Town News Release Form (enclosure (13)), which is the essential medium for advising family members of such achievements. Ensure enclosure (13) is promptly completed and a signed copy of the citation is attached and forwarded to the Public Affairs Officer (Code 12). Additionally, forward awardee's parents' names and address to the Administrative Office for command notification. If an individual does not desire their family to be notified, ensure all completed forms are marked "NOT FOR RELEASE" prior to forwarding. Fleet Home Town News Release Forms are available at the Public Affairs Office.



J. A. LEAVER

Distribution:
NASOCEANAINST 5216.1W
List I



JAN 28 2003

1650
(Dept Code)

From: Commanding Officer, Naval Air Station Oceana
To: (Rate First Name Middle Initial Last Name, Officer Corps
Designation, USN/R, SSN/Officer Designator)

Subj: LETTER OF APPRECIATION

1. Please accept my sincere appreciation for ...
2. ...Congratulations on a job exceptionally "Well Done!"

COMMANDING OFFICER (CURRENT CO)

Copy to:
Service Record (for enlisted personnel only)

Enclosure (1)

JAN 28 2003

NOTES:

1. Awarding Authority: NAS Oceana.
2. Minimum submission time frame: 10 days following the act.
3. Prepare in Courier New font, exactly spaced, 12 point, with 1 inch margins, not exceeding 3 paragraphs and 1 typewritten page.
4. Ensure letter reads coherently, is spell checked and submitted in smooth format on command letterhead accompanied by a disk.

JAN 28 2003

1650

(Dept Code)

(Date of Ceremony)

From: Commanding Officer, Naval Air Station Oceana
To: (Rate First Name Middle Initial Last Name, Officer Corps
Designation, USN/R, SSN/Officer Designator)

Subj: LETTER OF APPRECIATION

1. On occasion of your (retirement/transfer to the Fleet Reserve), it is with great pleasure that I express sincere appreciation on behalf of the President of the United States, Secretary of the Navy, Chief of Naval Operations and this command for the many years of dedicated service you have given your country.

2. You have served honorably and well in many commands during your (#) years of military service which began at (place). Since completion of basic training, your career has included the following duty stations: (Use long titles, i.e., Fleet Logistic Support Squadron FORTY vice VRC-40. To ensure letter does not exceed one page, use city and state/country for a shore duty or overseas command only (i.e., Naval Air Station, Jacksonville, FL). Do not include homeports of sea duty commands. List commands only once, separating each with a semicolon. Do not include NAS Oceana in this paragraph, as it is mentioned in paragraph (3).

3. Your last tour has been in the (Name of department), Naval Air Station Oceana, where you served with distinction as (job title(s)), exhibiting superb administrative and supervisory abilities. The keen interest you displayed in your subordinates is indicative of your leadership and reflects your outstanding performance and total dedication to duty and the U.S. Navy. It is only through the service of members such as yourself that the U.S. Navy is able to maintain a high level of readiness to meet its responsibilities in today's complex world.

4. Your service to your country has been recognized by the decorations you have received: (List official title of awards in order of precedence (i.e., Navy and Marine Corps Achievement Medal (Second Award), National Defense Service Medal and Expert Pistol Shot Medal).

5. You can be justifiably proud of your many years of outstanding service. I join all of your shipmates and friends in wishing you "Fair Winds and Following Seas" as you go ashore after a distinguished and honorable military career.

COMMANDING OFFICER (CURRENT CO)

Enclosure (2)

JAN 28 2003

NOTES:

1. Awarding Authority: NAS Oceana.
2. Minimum submission time frame: 10 days prior to planned presentation date.
3. Prepare in Courier New font, exactly spaced, 11 or 12 point (12 point preferred), with 1 inch margins, not exceeding 1 typewritten page.
4. Ensure letter is spell checked.
5. Submit in smooth format on command letterhead accompanied by a disk.

JAN 28 2003

1650
(Dept code)
(Date of ceremony)

From: Commanding Officer, Naval Air Station Oceana
To: (Mr./Mrs.) (Name of family member)

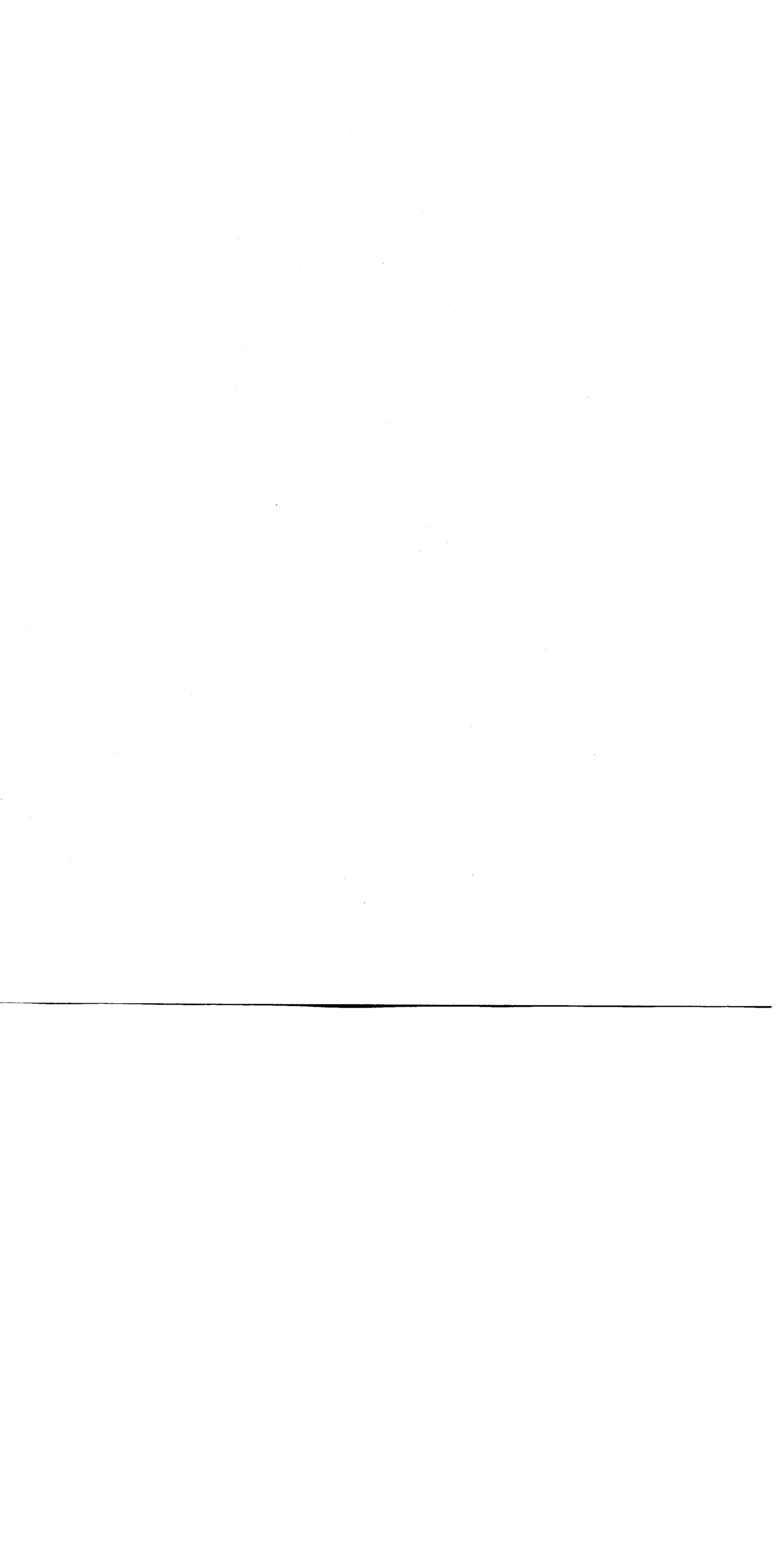
Subj: LETTER OF APPRECIATION (Civilian Spouse)

1. On this occasion your (husband/wife), (rank/name of retiree), will transfer to the Fleet Reserve after # years of honorable and dedicated service. The hardships and sacrifices of a Navy lifestyle are very demanding. Today, (he/she) receives recognition for (his/her) professional accomplishments and you should feel gratified that you have been a significant part of those achievements. The contributions and personal sacrifices you have made are recognized and very much appreciated.

2. Although you have never been required to render a salute or wear the uniform, the support you have given your (husband/wife) can be termed, "service to your country." Because of your support and understanding, (he/she) has completed an honorable and faithful career in keeping with the highest standards and traditions of the naval service. On behalf of the personnel of Naval Air Station Oceana and the Department of the Navy, we thank you and express our grateful appreciation. Those of us on active duty wish both you and your (husband/wife) the best of what the future has to offer as you leave the active duty ranks.

COMMANDING OFFICER (CURRENT CO)

Enclosure (3)



JAN 28 2003

1650
(Dept code)
(Date of ceremony)

From: Commanding Officer, Naval Air Station Oceana
To: (Mr./Mrs.) (Name of family member)

Subj: LETTER OF APPRECIATION (Military Spouse)

1. On this occasion your (husband/wife), (rank/name of retiree), will transfer to the Fleet Reserve after # years of honorable and dedicated service. The hardships and sacrifices of a Navy lifestyle are very demanding. Today, (he/she) receives recognition for (his/her) professional accomplishments and you should feel gratified that you have been a significant part of those achievements. The contributions and personal sacrifices you have made are recognized and very much appreciated.

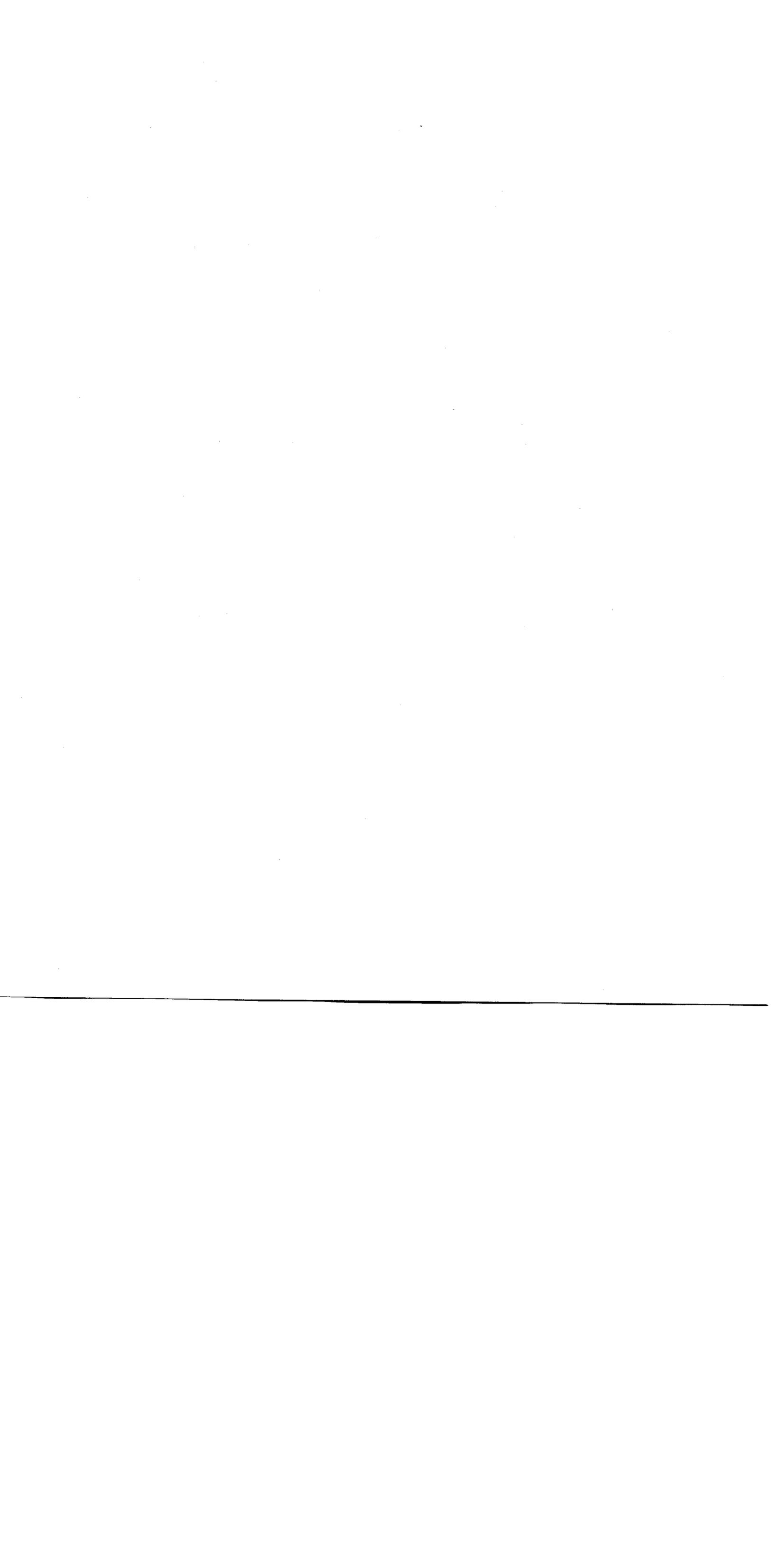
2. By you being a service member in the United States Navy, you are worthy of double honor. Because of your support and understanding, (he/she) has completed an honorable and faithful career in keeping with the highest standards and traditions of the naval service. On behalf of the personnel of Naval Air Station Oceana and Department of the Navy, we again express our grateful appreciation. Those of us on active duty wish both you and your (husband/wife) the best of what the future has to offer as (he/she) leaves the active duty ranks.

COMMANDING OFFICER (CURRENT CO)

JAN 28 2003

NOTES:

1. Awarding Authority: NAS Oceana.
2. Minimum submission time frame: 10 days prior to planned presentation date.
3. Prepare in Courier New font, exactly spaced, 12 point, with 1 inch margins and not exceed 1 typewritten page.
4. Ensure letter is spell checked.
5. Submit in smooth format on command letterhead accompanied by a disk.



JAN 28 2003

The Commanding Officer, Naval Air Station Oceana takes pleasure in
COMMENDING

**RATE/RANK (AW/SW)
FIRST MIDDLE LAST NAME
OFFICER CORPS DESIGNATION
UNITED STATES NAVY/NAVAL RESERVE**

for services as set forth in the following

CITATION:

For outstanding performance of duty as (job title), (department), Naval Air Station Oceana from (date) to (date). (Optional sentence): (Rank/Name) performed his/her demanding duties in an exemplary and highly professional manner).

(insert text here)

(Rank/Name)'s outstanding performance and loyal devotion to duty reflected great credit upon himself/herself, Naval Air Station Oceana and were in keeping with the highest traditions of the United States Naval Service.

COMMANDING OFFICER (CURRENT CO)
Captain, U.S. Navy
Commanding Officer
Naval Air Station Oceana

Enclosure (4)

JAN 28 2009

NOTES:

1. Awarding Authority: NAS Oceana.
2. Minimum submission time frame: 10 days following the specific act/10 days prior to planned presentation date if end of tour.
3. Prepare in Bookman Old Style font, exactly spaced, 12 point, 2.8 inch top margin, 1 inch justified margin and not exceed 22 typewritten page. Citation shall be worded in third person.
4. The only authorized abbreviations are "U.S." and "USS."
5. Ensure letter reads coherently, is spell checked and submitted in smooth format accompanied by a disk.

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LETTER OF COMMENDATION

Commander, Navy Region, Mid-Atlantic takes great pleasure in commending

**RATE/RANK (AW/SW)
FIRST, MIDDLE, LAST NAME
UNITED STATES NAVY/NAVAL RESERVE**

for services as set forth in the following

CITATION:

For outstanding performance of duty as (job title), (department), Naval Air Station Oceana from (month/year) to (month/year). (Optional sentence): (Name) performed his/her demanding duties in an exemplary and highly professional manner.

(insert text here)

(Rank/Name)'s outstanding performance and loyal devotion to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

COMNAVREG MIDLANT (CURRENT COMMANDER)
Rear Admiral, U.S. Navy

Enclosure (5)

JAN 28 2003

NOTES:

1. Awarding authority: COMNAVREG MIDLANT.
2. Minimum submission time frame: 5 days after specific act/do not submit for end of tour.
3. Complete front portion of Personal Award Recommendation (OPNAV 1650/3), per enclosure (11).
4. Prepare a proposed citation worded in third person, past tense language, Courier New font, exactly spaced, 12 point, with 1 inch justified margin. Citation shall not exceed 22 typewritten lines.
5. Ensure proposed citation reads coherently and is spell checked.
6. Forward smooth printed version of entire award recommendation, ready for signature; include disk containing OPNAV 1650/3 and proposed citation.
7. A separate disk is required for each award recommendation. Ensure a label containing the following information is attached to the disk:
 - Commanding Officer
NAS Oceana (Code _____)
 - Awardee's Name/SSN
 - Recommended award

JAN 23 2003

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

1. Recommendations shall be submitted per reference (a). The Personal Award Recommendation (OPNAV 1650/3) and citation shall be accurately prepared. Verify all information. Brief justification comments, in brief sheet or memorandum format shall accompany the recommendation.

a. The Commanding Officer may make an award to officer and enlisted personnel of the Navy and Marine Corps.

b. NAs may be for specific achievements or end of tour.

c. The Administrative Office shall:

(1) Provide certificates, medals or stars with each approved award.

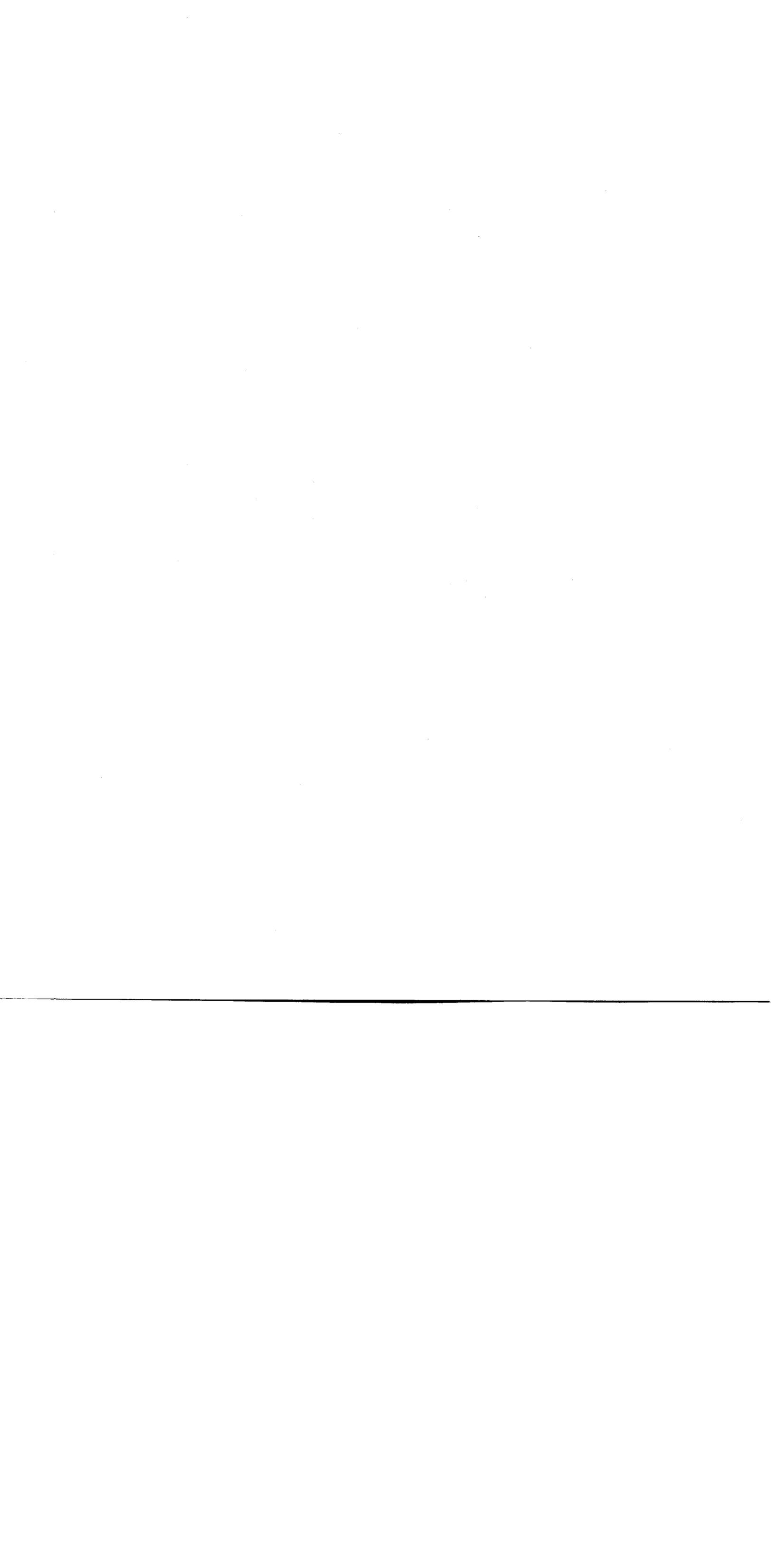
(2) Return approved enlisted awards to the cognizant department for presentation at Awards Quarters. Return officer awards to the Administrative Officer.

(3) Provide departments with a copy of each approved award to ensure appropriate service record entries are made.

d. Ensure a copy of Personal Award Recommendation (OPNAV 1650/3), with a copy of the certificate, containing the individual's Social Security Number, typed in the upper right hand corner is mailed to:

Commander
U.S. Atlantic Fleet
Attn: Awards Section
1562 Mitscher Avenue, Suite 250
Norfolk, VA 23551-2487

Enclosure (6)



JAN 28 2003

SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF SECOND AWARD)

2

RANK/RATE (AW) FIRST MIDDLE LAST NAME, OFFICER CORPS DESIGNATION, UNITED STATES NAVY

Professional achievement in the superior performance of his/her duties as (job title), (department), Naval Air Station Oceana from (month/year) to (month/year).

(insert text here)

(Rank/Name)'s outstanding performance and loyal devotion to duty reflected great credit upon himself/herself, Naval Air Station Oceana and were in keeping with the highest traditions of the United States Naval Service.

**FOR THE
COMMANDING OFFICER (CURRENT CO)
Captain, U.S. Navy
Commanding Officer
Naval Air Station Oceana**

JAN 28 2003

NOTES:

1. Awarding authority: NAS Oceana.
2. Minimum submission time frame: 30 days prior to detachment or 10 days after specific act.
3. Complete front portion of Personal Award Recommendation (OPNAV 1650/3), per enclosure (11); originator sign and date Block 22.
4. SOAs are not required.
5. Prepare a proposed citation worded in third person, past tense language, Bookman Old Style font, exactly spaced, 11 point landscape (10 point for signature block), 4.3 inch top margin, .25 inch bottom margin and 1 inch left and right margins. Citation shall not exceed 8 typewritten lines.
6. Ensure citation reads coherently and is spell checked.
7. Forward smooth printed version of award recommendation, ready for signature; include disk containing OPNAV 1650/3 and proposed citation.

JAN 28 2003

NAVY AND MARINE CORPS COMMENDATION MEDAL

1. Recommendations shall be submitted per reference (a). The Personal Award Recommendation (OPNAV 1650/3) and citation shall be accurately prepared. Verify all information. Brief justification comments, in brief sheet or memorandum format, shall accompany the recommendation.

a. The Commanding Officer may make an award to officer and enlisted personnel of the Navy and Marine Corps.

b. NCs may be for specific achievements or end of tour.

c. The Administrative Office shall:

(1) Provide certificates, medals or stars with each approved award.

(2) Return approved enlisted awards to the cognizant department for presentation at Awards Quarters. Return officer awards to the Administrative Officer.

(3) Provide departments with a copy of each approved award to ensure appropriate service record entries are made.

d. Ensure a copy of Personal Award Recommendation (OPNAV 1650/3), with a copy of the certificate, containing the individual's Social Security Number, typed in the upper right hand corner is mailed to:

Commander
U.S. Atlantic Fleet
Attn: Awards Section
1562 Mitscher Avenue, Suite 250
Norfolk, VA 23551-2487

Enclosure (7)

JAN 28 2003

SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF THIRD AWARD)

RATE/RANK (AW) FIRST MIDDLE LAST NAME, OFFICER CORPS DESIGNATION, UNITED STATES NAVY

Meritorious service as [job title], (department), Naval Air Station Oceana, from [month/year] to [month/year].

(insert text here)

[Rank/Name]'s outstanding performance and loyal devotion to duty reflected great credit upon (himself/herself), Naval Air Station Oceana and upheld the highest traditions of the United States Naval Service.

FOR THE
COMMANDING OFFICER (CURRENT CO)
Captain, U.S. Navy
Commanding Officer
Naval Air Station Oceana

JAN 28 2003

NOTES:

1. Awarding authority: NAS Oceana.
2. Minimum submission time frame: 30 days prior to detachment or 10 days after specific act.
3. Complete front portion of Personal Award Recommendation (OPNAV 1650/3), per enclosure (11).
4. SOAs are not required.
5. Prepare a proposed citation worded in third person, past tense language, Bookman Old Style font, exactly spaced, 11 point landscape (10 point for signature block), 4.3 inch top margin, .25 inch bottom margin and 1 inch left and right margins. Citation shall not exceed 8 typewritten lines.
6. Ensure proposed citation read coherently, spelled checked and on one file.
7. Forward printed version of award recommendation in smooth format, ready for signature; include disk containing OPNAV 1650/3 and proposed citation.

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THE PRESIDENT OF THE UNITED STATES TAKES PLEASURE IN
PRESENTING THE **MERITORIOUS SERVICE MEDAL** TO

RATE/RATE (AW)
FIRST, MIDDLE, LAST NAME
OFFICER CORPS DESIGNATION
UNITED STATES NAVY/NAVAL RESERVE

FOR SERVICE AS SET FORTH IN THE FOLLOWING
CITATION:

FOR OUTSTANDING MERITORIOUS SERVICE FROM (MONTH/YEAR) TO
(MONTH/YEAR) AS (JOB TITLE), (DEPARTMENT), NAVAL AIR STATION
OCEANA.

(INSERT TEXT HERE)

(RANK/NAME)'S DISTINCTIVE ACCOMPLISHMENTS AND IMPRESSIVE DEVOTION
TO DUTY UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL
SERVICE.

FOR THE PRESIDENT,

Enclosure (8)

JAN 28 2003

NOTES:

1. Awarding authority: COMNAVREG MIDLANT
2. Minimum submission time frame: 70 days prior to detachment or presentation date.
3. Complete front portion of Personal Award Recommendation (OPNAV 1650/3), per enclosure (11).
4. Prepare an exactly spaced SOA. SOA shall not exceed one typewritten page and include lead in and out paragraphs and bulletized specifics.
5. Prepare a proposed citation on plain bond paper, worded in third person, past tense language, Courier New font, 12 point, exactly spaced with 1 inch justified margins. Citation shall not exceed 22 typewritten lines.
6. Ensure SOA and proposed citation read coherently, are spell checked and on one file.
7. Forward smooth printed version of award recommendation in smooth format, ready for signature; include disk containing OPNAV 1650/3, SOA and proposed citation.
8. A separate disk is required for each award recommendation. Ensure a label containing the following information is attached to the disk:
 - Commanding Officer
NAS Oceana (Code _____)
Virginia Beach, VA 23460-2191
 - Awardee's name/SSN
 - Recommended award
9. The Administrative Office shall prepare an Awards Transmittal Letter and forward with award recommendation to proper awarding authority.

JAN 28 2009

1650
(Dept Code)

From: Commanding Officer, Naval Air Station Oceana
To: AO1(AW) Joe D. Seaman, USN, SSN

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVINST 1650.1G

1. Per reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service with _____ for the period from _____ to _____.
2. You are commended for exemplary service while serving as _____ for _____. Your efforts significantly enhanced the establishment of a dialogue between the local community, the Navy community and the _____. (Additional text). Your actions were exemplary and reflected great credit upon yourself and the United States Naval Service.
3. Congratulations on a job "Well Done!"

COMMANDING OFFICER (CURRENT CO)

Copy to:
BUPERS (Pers 313C)
COMLANTFLT
COMNAVREG MIDLANT
Service Record

Enclosure (9)

JAN 28 2003

NOTES:

1. Award may be given to individuals who have provided outstanding volunteer service of a sustained, direct and consequential nature to the civilian community over a period of at least three years. It is not intended to recognize a single achievement.
2. Awarding authority: Commanding Officer, Naval Air Station Oceana.
3. Minimum submission time frame: 10 days prior to planned presentation date.
4. Complete OPNAV 1650/3, per enclosure (11).
5. Prepare a proposed letter on plain bond paper, worded in third person, past tense language, Courier New font, 12 point, exactly spaced with 1 inch margins.
6. Ensure proposed letter reads coherently and is spell checked.
7. Forward smooth printed version of entire award recommendation, ready for signature and include a disk containing: OPNAV 1650/3 and proposed letter.
8. A separate disk is required for each award recommendation. Ensure a label containing the following information is attached to the disk:

- Commanding Officer
NAS Oceana (Code _____)
Virginia Beach, VA 23460-2191
- Awardee's name/SSN
- Recommended award

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INSTRUCTIONS FOR COMPLETING
PERSONAL AWARD RECOMMENDATION (OPNAV 1650/3)

1. Personal Award Recommendation (OPNAV 1650/3) shall be prepared using Microsoft Word.
2. At the top center of the form, type:
 - Point of contact's name
 - Commercial, DSN and fax telephone numbers

POC: YN1(AW) J. D. Croteau
COMM: (757) 433-2180
DSN: 433-2180
FAX: 433-2007

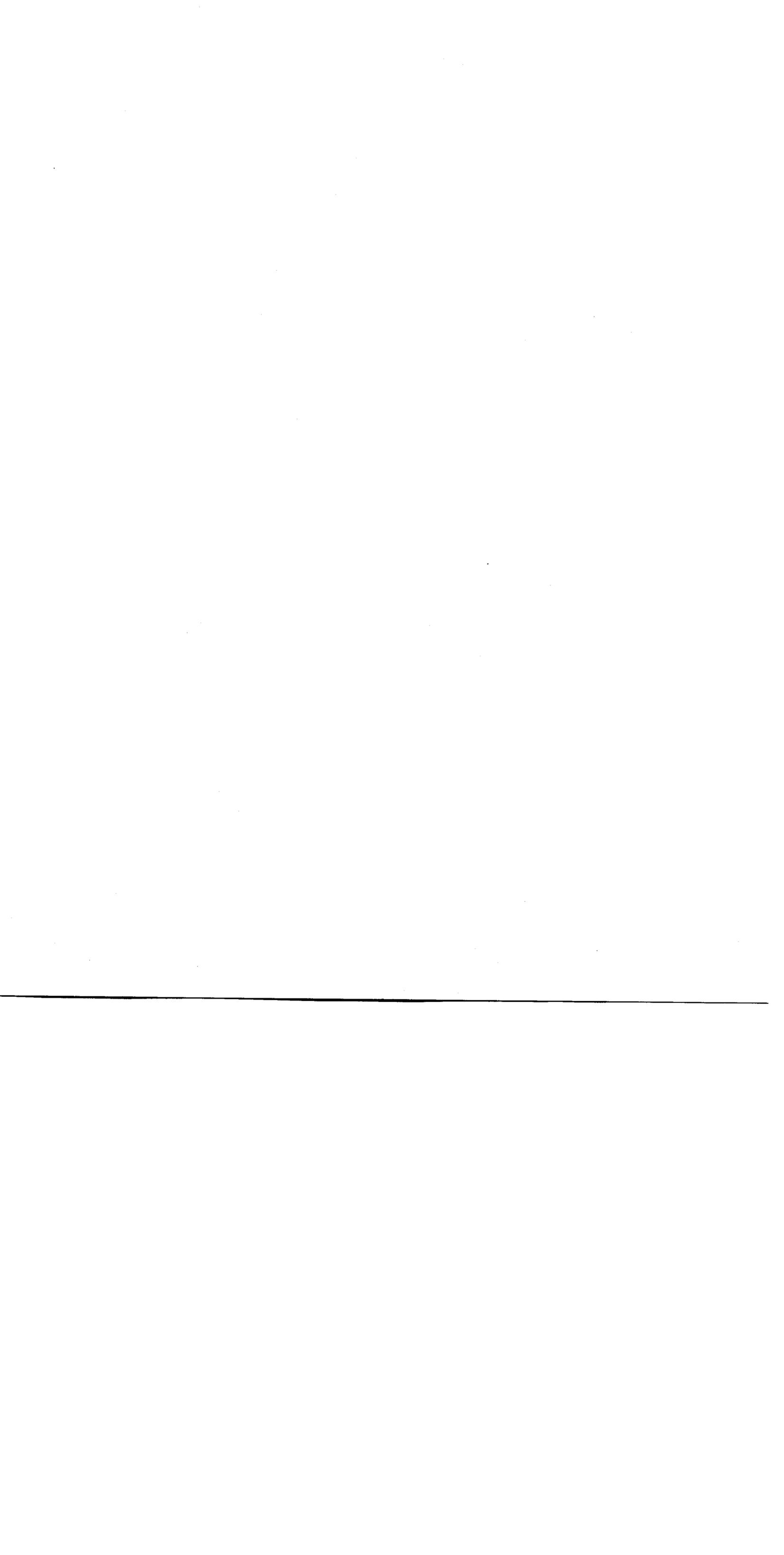
NOTE: For FLOCs and MMs (and above), type in "From" Block:
Commanding Officer
Naval Air Station Oceana
Virginia Beach, VA 23460-2191

For NAs and NCs, type in "From" Block:
(Department) Officer
Naval Air Station Oceana
Virginia Beach, VA 23460

For NAs and NCs, type in "To" Block:
Commanding Officer
Naval Air Station Oceana
Virginia Beach, VA 23460-2191

For FLOCs and MMs (and above), type in "To" Block:
(Long title of appropriate awarding authority, i.e.):
Commander, Navy Region, Mid-Atlantic
6506 Hampton Boulevard
Norfolk, VA 23508-1273

Enclosure (10)



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PREPARATION OF SUMMARIES OF ACTION

When justifying an award recommendation, avoid generalities and excessive use of superlatives. Awards are not approved on volume, but on a clear, concise description of performance. Emphasis should be on performance, responsibilities and specific achievements that set a member apart from their peers.

- An SOA is not required for LOAs, LOCs, NAs or NCs. For all other personal awards, prepare a SOA that fully justifies the award.

- Prepare a smooth, exactly spaced SOA in past tense language.

- When using numbers, spell out the words one through ten, except when numbers in the same paragraph are higher than 10. Use numerics for 11 through the thousands. When identifying millions, use numbers and spell out million (i.e., 3.5 million). When indicating dollar amounts, spell out dollars (10,000 dollars, 3.5 million dollars, one million dollars, etc.).

- Acronyms may be used in the SOA only. However, when used initially, the correct title must first be spelled out in long form, followed by the acronym in parentheses [i.e., Aircraft Intermediate Maintenance Department (AIMD)]. If a title is to be used once, do not include the acronym in parentheses. Symbols, such as @, #, %, \$, ..., etc., shall not be used.

- Begin the SOA with a lead in sentence such as: "Petty Officer Anderson demonstrated sustained superior performance as (job description from block 18), department, Naval Air Station (NAS) Oceana from (month/year from block 12) to (month/year from block 12). He/She performed..... Specific accomplishments include:

- Provide at least 5 strong bulletized specifics that identify an act or achievement and the results gained thereof. Avoid unnecessary adjectives. Be specific, i.e., initiated and supervised seven self-help Morale, Welfare and Recreation projects. Saved over 15,000 dollars in labor and materials costs that greatly enhanced quality of life for Sailors and family members.

- If Block 19 indicates a previously approved personal award during the same time frame in Block 12, state the type of award, time frame and brief summary of the award as the first bullet (i.e., awarded Navy Achievement Medal, period May to June 1986 while serving as Self-Help Project Manager, directing entire renovation of Combined Bachelor Quarters at Naval Air Station Oceana). Include a copy of the previous award in the recommendation package.

Enclosure (11)

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- Statistics, numbers and achievements stated in the SOA must agree with those addressed in the citation.

- End the SOA with a strong lead out sentence suggesting the individual's outstanding performance, dynamic achievements, distinctive accomplishments or total commitment to mission objectives and "he/she is strongly recommended for the special recognition accorded by award of the recommended award."

- Ensure the SOA does not exceed one typewritten page, reads coherently and has been spell checked.

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PREPARATION OF PROPOSED CITATIONS

Award citations represent a continual source of pride to the recipient and their families. As such, proposed citations must be unclassified and written with careful attention to grammar, composition and spelling. The language used should be graphic and factual. Peculiar military expressions and terminology should be avoided. Originators of awards shall strive to write citations exactly as they are to be read. Specific formats for proposed personal award citations are contained in enclosures (1) through (10). The following is a checklist that may be used to ensure citations are accurately prepared:

- Is the proposed citation exactly spaced, prepared in the correct font and in Microsoft Word with correct margins?
- Does the number of the award stated in the phrase "Gold Star in lieu of Second, Third, etc. Award" agree with Block 11?
- If the individual does not have a middle name, do not include "NMN" on citation.
- Is rank/rate/warfare designation properly formatted and correctly spelled out?
- Does the officer corps designation agree with Block 2, if applicable?
- Does the branch of service agree with Block 4?
- Is the standard lead in sentence correct for the level of award being recommended?
- Do the time frames stated in the first sentence agree with Blocks 12 and 15? Use only month and year (i.e., May 2002).
- Does the primary job title stated in the first sentence agree with Block 18?
- Is the awardee's name (i.e., Petty Officer Anderson, Lieutenant Junior Grade Jones) only stated in the second and last sentence to help limit the length of the citation? Use the words he, she, his or her elsewhere in the citation.
- Does the information in the citation agree with the information contained in the SOA?
- Does all numbers, statistics and achievements stated in the citation match those in the SOA?

Enclosure (12)

JAN 28 2003

- The same policy for using numbers and symbols in the SOA applies to the proposed award citations. The ONLY EXCEPTION is that no acronyms or abbreviations shall be used in a proposed citation except "U.S." and "USS."

- If the award is being recommended on the occasion of retirement, is the following required sentence entered on the citation as the next to the last sentence? "His/Her superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks which highlight the culmination of (number of years for retirement from block 14) years of honorable and dedicated naval service."

- Is the standard lead out sentence correct for the level of award being recommended?

- Is the citation 22 typewritten lines or less or 8 typewritten lines for NAs and NCs and on one page?

- Does the citation read coherently and has it been spell checked?

JAN 28 2009

FOR RESERVIST'S USE ONLY - FILL OUT COMPLETELY - READ INSTRUCTIONS BELOW

23. Your Home Address (Number and Street)		City	State	ZIP Code
24. Name of Your Place of Employment		Address (Number and Street)		
25. Your Position or Job Title With Company	Years Employed	City	State	ZIP Code

INSTRUCTIONS

The Fleet Home Town News Center can help your family, neighbors, and friends back home recognize your achievements. Fill out this form so FHTNC can send news releases about your accomplishments to participating hometown newspapers, college alumni publications, radio and TV stations.

1. Print or type your complete name (first, MI, and last). Your social security number and signature is required. Please date the form when you sign.
2. Indicate your rank (i.e., YN3, CPL, LT).
3. Indicate the month and year you reported to your current command.
4. Indicate your projected rotation date.
5. Indicate your complete command mailing address. Include FPO address as appropriate. If this form needs to be returned to your command, this block will be the mailing label. Check with your supervisor if you don't know your command's address.
6. This block is to be completed by your unit public affairs officer or unit information officer. Include the command's homeport and a complete duty phone number where we might be able to contact you if necessary. If your unit is forward deployed, deployed, or commencing deployment, then your releases will be designated as a "Hold File," therefore, indicate "yes" beside "Hold File". If your unit is embarked, indicate what platform (i.e., HSL-41 Det B, embarked aboard USS Deyo; VF-143 embarked aboard USS George Washington).
7. Indicate your unit code as appropriate. (UIC for Navy, RUC-MCC for USMC, and OPFAC for USCG units.)
8. Check your branch of service.
9. Check for active duty status or reserve duty status.
10. Indicate the month and year you entered active duty.
11. Check appropriately.
12. Check current marital status.
13. If you are currently married, include spouse's first name and complete blocks 20 and 21 with in-law's names and addresses.
14. - 15. If you graduated from a college or university, please indicate the name of the college or university you graduated from; the type of degree received, such as BA or MA, and the year in which you graduated. If you have an additional degree or graduate degree, complete block 15 also.
16. Briefly describe your job (i.e., command master chief; ship's navigator; or platoon sergeant).
17. Indicate the date of event and then check the appropriate box. If you check the "promoted" box, the story will indicate you have been promoted to the rank in block 2. If you check "MEDAL/AWARD", please include a copy of the citation (not required for Good Conduct Medals). If "retired" or "reenlisted", state number of years.
18. - 21. List names and addresses of living parents, grandparents, in-laws or other relatives in appropriate boxes. If you are listing relative other than in-laws, in blocks 20 and 21; write the relationship in the appropriate box (i.e., grandmother, brother, uncle, foster- or step-parent). Please include full street address, city, state, and ZIP Code. (ZIP Codes are necessary for release to hometown media). If the address in block 19 is the same as block 18, mark the box in the address line in box 19. The same applies to boxes 20 and 21.
22. Indicate the name of the high school you graduated from, the year you graduated, and the city, state, and Zip Code where the high school is located.
23. - 25. FOR RESERVISTS USE ONLY. If you are a reservist please indicate your home address, city, state, and Zip Code in block 23. In block 24 indicate the name and address of your employer. In block 25 indicate your position or job title within the company, and the number of years you have been employed there. Indicate the city, state, and Zip Code of your employer.

FHTNC USE ONLY

Numbers below correspond with the number of blocks on this form. If a box is marked below, something is wrong with the corresponding block on the form. Please verify the information, make necessary changes, and return to FHTNC for processing. Our address is:

FHTNC
1877 DILLINGHAM BLVD
NORFOLK VA 23511-3097.

Phone: Comm. (804) 444-2221; DSN 564-2221. FAX: Comm. (804) 445-1092.

1	Name and signature not legible; no SSN; no signature. (SSN and signature required for processing.)	
2	Rank not indicated.	
3	Month and year reported not indicated.	
4	Projected rotation date not indicated.	
5	Command and address not fully indicated.	
6	Not signed. Duty phone number not indicated; homeport or command location not indicated.	
7	Unit code incorrect; not valid for branch of service; unit code not fully indicated.	
8	Branch of service not checked.	
9	Duty status not checked.	
10	Date entered service not indicated.	
11	Sex of submitter not indicated.	
12	Marital status not indicated.	
13	Spouse's name not indicated.	
14	Name and location of college or university not indicated; type of degree not indicated; graduation date not indicated.	
15	Name and location of college or university not indicated; type of degree not indicated; graduation date not indicated.	
16	Job title/duty assigned not indicated.	
17	No story indicated; not enough information; no course description, for school; copy of citation not attached.	
18	Missing or confusing parental information; no home tie specified; no street address indicated. Zip Code mandatory.	
19	Same address box checked with different address shown; missing or confusing parental information. Zip Code mandatory.	
20	Relationship not indicated; missing or confusing information; address not complete. Zip Code mandatory.	
21	Same address box checked with different address shown. Relationship not indicated. Zip Code mandatory.	
22	No high school name indicated; year graduated not indicated; city not indicated; state not indicated. Zip Code mandatory.	
23	No home address indicated; city not indicated; state not indicated. Zip Code mandatory.	
24	No employment indicated; employer's address not indicated.	
25	Position or job title not indicated; years employed not indicated; city not indicated; state not indicated. Zip Code mandatory.	
26	Other - see attached sheet.	

