



DEPARTMENT OF THE NAVY  
OFFICE OF THE SUPERINTENDENT  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1650.5D  
28/Pers Off  
26 May 2020

USNA INSTRUCTION 1650.5D

From: Superintendent, U.S. Naval Academy

Subj: MILITARY AWARDS GUIDANCE

Ref: (a) SECNAVINST 1650.1J  
(b) SECNAV M-1650.1  
(c) SECNAV M-5210.1  
(d) SECNAV M-5216.5 CH-1

Encl: (1) Sample Personal Award Recommendation – OPNAV 1650/3 (Rev 12-18)  
(2) Opening and Closing Statements  
(3) Sample Legion of Merit Citation  
(4) Sample Meritorious Service Medal Citation  
(5) Sample Navy and Marine Corps Commendation Medal Citation  
(6) Sample Navy and Marine Corps Achievement Medal Citation  
(7) Sample Flag Letter of Commendation  
(8) Sample Military Outstanding Volunteer Service Medal Letter

1. Purpose. To provide policy and procedures for submitting, boarding, and presenting awards for military personnel at the U.S. Naval Academy (USNA) and to promulgate format standards per references (a) through (d) and enclosures (1) through (8).

2. Cancellation. USNAINST 1650.5C

3. Background. The awards system contributes to USNA's mission by providing deserving individuals with the recognition they have earned. Personnel preparing and approving awards shall follow the guidelines contained in references (a) and (b) without exception.

4. Policy. Award recommendations should reflect exceptional acts or service which conspicuously exceed expected performance of duty, and should not be considered automatic or follow a precedent based on awards made to 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, such as at the end of a tour of duty. Awards recognizing specific acts should be presented 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. It is imperative that all awards be submitted per the timelines prescribed in this instruction.

5. Action

a. Approval Authority.

(1) The Superintendent is authorized to approve the Legion of Merit (LM) and lesser personal awards to Navy and Marine Corps personnel as well as U.S. Armed Services personnel permanently assigned to USNA.

(2) Nominations for the Meritorious Service Medal (MM) and above for members of the Superintendent's immediate staff (e.g., Executive Assistant, Aide, or Flag Secretary) shall be forwarded to Director, Navy Staff for appropriate action.

(3) All personal award recommendations for foreign officers must be approved by the Secretary of the Navy via the Chief of Naval Operations.

(4) Commanding Officer, Naval Academy Preparatory School and the Commandant of Midshipmen are authorized to approve Navy and Marine Corps Commendation Medals (NC) and lesser awards.

b. Awards Board. The Superintendent has established the Naval Academy Awards Board to ensure consistent standards are applied in the awards process for all military personnel at USNA. This board is not meant to replace subordinate review boards or administrative procedures. Principals may designate a representative to sit on the Board (consistent membership, not rotating duty). Since the board will consider award nominations for active duty O-6, the designated representative should be O-6 or civilian equivalent. The board will meet bi-monthly or as convened by the President, and will consider awards for the following 2 months. The board will be comprised of:

(1) President: Chief of Staff

(2) Recorder: Military Personnel Officer (non-voting member)

(3) Members: Academic Dean and Provost  
Commandant of Midshipmen  
Dean of Admissions  
Senior Marine Corps Officer  
Deputy for Information Technology Services  
Command Master Chief (only votes on enlisted awards)

6. Timeline. Awards for Navy, Marine Corps, and other U.S. Armed Services personnel must be submitted to the Personnel Office (PERSO) immediately following the respective Awards Board meeting or immediately following the action being recognized. Awards for foreign officers must be submitted 6 months prior to the desired presentation date to allow for sufficient processing time.

## 7. Submission Requirements

a. Personal Award Recommendation (OPNAV 1650/3 (Rev 12-18)). A completed and signed OPNAV 1650/3, a sample of which is provided in enclosure (1), must be submitted for all Navy and Marine Corps Achievement Medals (NA) and above. General information for preparation and copies of the OPNAV 1650/3 can be obtained from the Navy Department Awards Web Services (NDAWS) website at <https://awards.navy.mil>. A printed copy of the awardee's personal awards history, which can be downloaded from the NDAWS website, must accompany the award package. Prepare the Summary of Action (SOA) using block 35 of the OPNAV 1650/3. Each award recommendation will be evaluated on the merits of its justification. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended. The SOA is required for MM and above, as well as all Marine Corps awardees and foreign officer awardees. The SOA is optional for NC and NA for Navy personnel, but may be submitted to support a proposed award.

b. Citation. A proposed citation, condensed from the SOA, must accompany the recommendation. The approved format is indicated in reference (b) and enclosure (2) and samples are provided in enclosures (3) through (8). Although a citation is laudatory and formalized, it must be factual and contain no classified information.

(1) Citations for the LM, MM, and Flag Letter of Commendation (FLOC) shall be prepared in upper and lower case type in portrait mode and without the use of acronyms. No bold, italics or underline text. The font shall be Courier New, size 12, using full justification. The citation is limited to 23 typewritten lines, with the following margins: left margin 0.7 inch, right margin 0.5 inch, top margin 2 inch, bottom margin 1 inch.

(2) Combination Citation/Certificates for the NC and NA shall be prepared in all upper case type in landscape mode and without the use of acronyms. No bold, italics or underline text. The font shall be Times New Roman, size 10, using full justification. The citation is limited to 8 typewritten lines, with 1 inch margins.

(3) Service members may be nominated for the Military Outstanding Volunteer Service Medal (MOVSM) using the OPNAV 1650/3 and an official letter shall be drafted per reference (b) and enclosure (8).

c. A hard copy, prepared in Microsoft Word, of the personal award recommendation will be submitted to the PERSO by the originating office via the chain of command. Electronic submissions are to be forwarded to the PERSO via e-mail. Awards will not be forwarded for signature until both hard copy and electronic submissions have been received by the PERSO.

d. The originator of the award recommendation will coordinate a suitable ceremony for the receiving member. The PERSO will supply the originator with the member's completed award.

e. The Command Master Chief will review all enlisted awards submitted to the Superintendent regardless of award.

8. NDAWS Updates. The PERSO is a designated NDAWS administrator. For all awards signed by the Superintendent, the PERSO will make the appropriate entry into the NDAWS database and forward a copy to NAVPERSCOM (PERS-312) for submission into the member's Electronic Service Record. Additionally, the PERSO will update the NDAWS database upon request by personnel assigned to USNA who have awards missing from the NDAWS database. The member must bring a copy of the signed citation to the PERSO.

#### 9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the U.S. Naval Academy Records Manager or the DON/AA DRMD program office.

10. Review and Effective Date. The Personnel Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

11. Forms. OPNAV 1650/3 can be obtained from the Navy Department Awards Web Services (NDAWS) website at <https://awards.navy.mil>.

  
S. S. BUCK

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA website, <https://www.usna.edu/AdminSupport/Inst/>

PERSONAL AWARD RECOMMENDATION

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

FOR OFFICIAL USE ONLY  
Privacy Act Statement on Page 3

1. FROM: <b>PERSONNEL OFFICER, USNA</b> ADDRESS: <b>121 BLAKE ROAD, ANNAPOLIS, MD 21402-1300</b>		1a. UIC / RUC <b>00161</b>	2. TO (Awarding Authority): <b>SUPERINTENDENT, USNA</b> ADDRESS: <b>121 BLAKE ROAD, ANNAPOLIS, MD 21402-5000</b>		2a. UIC / RUC <b>00161</b>
3. COMMAND POC: NAME: <b>YN2(SW/AW) D. N. HARRIS</b> EMAIL: <b>harrisd@usna.edu</b>		4. PHONE: (DSN): <b>281-1552</b> (COM): <b>(410) 293-1552</b>		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): <b>1-Nov-2019</b>	
6. SSN <b>123-45-6789</b>		7. DESIG/NEC/MOS <b>1234</b>		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): <b>30-Oct-2019</b>	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) <b>DOE, JANE, S</b>			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT <b>USN</b>			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) <b>1234 STREET NAME, CITY, ST 12345</b>		
13. PAYGRADE AND RATING <b>O-3 LT</b>		14. WARFARE QUALIFICATION <b>SWO</b>		15. UNIT AT TIME OF ACTION/SERVICE <b>USNA, ANNAPOLIS, MD</b>	
16. DUTY ASSIGNMENT <b>INSTRUCTOR</b>		17. UIC/RUC <b>00161</b>		18. CAMPAIGN <b>NA Not Applicable</b>	
19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) <b>NC Mar14-Jun17</b> <b>NC Jun18-Jun19</b>		20. RECOMMENDED AWARD <b>NC Navy &amp; Marine Corps Commendation Medal</b>		21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA	
22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED <b>NONE</b>		23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) <b>3</b>		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: <b>N/A</b>	
25. ACTION DATE/MERITORIOUS PERIOD <b>01-Jan-2001 01-Jan-2005</b>		26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: <b>N/A</b>		27. GEOGRAPHIC AREA OF ACTION/SERVICE <b>DC Nat'l Cap Region</b>	
28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: <b>N/A</b>		29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD			
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR <b>M. P. OFFICER, CDR, USN, PERSONNEL OFFICER</b>		30b. SIGNATURE		30c. DATE	
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	SIGNATURE, GRADE	DATE FWD	
1					
2					
3					
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE		DATE APPROVED
<b>NC</b>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>I. M. SUPE, VADM, USN, SUPERINTENDENT</b>		
33. NDAWS SERIAL NO:		DNS-35 RECEIVED DATE:		NDBDM RECEIVED DATE:	

INSTRUCTIONS

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

MH Medal of Honor	NM Navy & Marine Corps Medal	NC Navy & Marine Corps Commendation Medal
NX Navy Cross	BS Bronze Star Medal	CV Navy & Marine Corps Commendation Medal w/V
DM Distinguished Service Medal	BV Bronze Star Medal w/V	C1 Navy & Marine Corps Commendation Medal w/C C2
S1 Distinguished Service Medal w/C	PH Purple Heart Medal	Navy & Marine Corps Commendation Medal w/R NA
SS Silver Star Medal	MM Meritorious Service Medal	Navy & Marine Corps Achievement Medal
LM Legion of Merit	M2 Meritorious Service Medal w/R	N1 Navy & Marine Corps Achievement Medal w/C N2
L1 Legion of Merit w/C	AS Air Medal (Strike/Flight)	Navy & Marine Corps Achievement Medal w/R CR
L2 Legion of Merit w/R	AF Air Medal (Individual Action)	Combat Action Ribbon
DX Distinguished Flying Cross	AH Air Medal (Individual Action w/V)	OV Military Outstanding Volunteer Service Medal
DV Distinguished Flying Cross w/V	A1 Air Medal (Individual Action w/C)	XX Letter of Commendation
D1 Distinguished Flying Cross w/C		ZZ No Award

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

Commander Jane Doe has clearly distinguished herself through exceptionally meritorious achievement and sustained superior performance as Permanent Military Professor, United States Naval Academy from January 2001 to January 2005. Her superior professionalism coupled with her insightful, creative leadership had a lasting, positive impact in the Seamanship and Navigation Department while setting the highest standards for personal professionalism, productivity, and mission readiness. The organization she directed daily is large and diverse. She masterfully led, managed and organized the Sailors and civilian personnel who operate, maintain, and repair the Naval Academy's largest and most expensive training assets: the 18 Yard Patrol and 80+ Sail Training and Service craft. She consistently organized a steady-strain effort for the entire repair organization to ensure the functionality and success of the military and civilian talent. Her exceptional leadership of Waterfront Readiness operations coupled with her maritime experience resulted in superior results that, in spite of frequent under-funding, ensured the USNA mission was met, specifically, the at-sea, hands-on, experiential leadership portion of that mission, safely and consistently. Specific accomplishments include:

- Led a diverse staff of 180 military personnel and 37 civilian employees, providing safe professional development and training to 4,500 midshipmen, utilizing a combination of modern training facilities along with a fleet of more than 100 craft. She fostered an environment that encouraged all Sailors to qualify as instructors, Master Training Specialists, and Craftmasters. Her superior leadership produced multiple Sailors of the Quarter, three Chief Petty Officer selections, and three commissioning program selectees, along with achieving 34 enlisted advancements and a 90 percent retention rate.

\*\*\*\*\* Summary of Actions are not required for NAM and NCM awards. \*\*\*\*\*

Privacy Act Statement for OPNAV Form 1650/ 3

AUTHORITY: SECNAVINST 1650.1 Series and SORN NM01650-1

PURPOSE: The purpose of this screening is to submit military personal decorations for individual service members, ranging from Medal of Honor to the Navy and Marine Corps Achievement Medal. To maintain records of military personal awards and unit awards and to electronically process award recommendations.

ROUTINE USE: Records are uploaded to Navy Department Awards Web Service (NDAWS) to submit the proposed award to the Approval Authority via the service member's chain-of-command. Data is uploaded to the BUPERS Master Awards File and is also shared with public and private organizations, including news media, for the purpose of granting access and/or publicizing awards and honors.

DISCLOSURE: Disclosure is voluntary; however, submitter should inform the individual that failure to provide information when requested may result in the inability or delay in submission of their personal award.

More information on the SORN may be found at the following link:

<https://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570423/nm01650-1>

Opening and Closing Statements

1. There are 3 parts to a citation.

a. Part 1. The body of the citation begins with a standard phrase describing the degree of meritorious or heroic service as specified on each award, duty assignment of the individual, and inclusive dates of service upon which the recommendation is based. 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. The following opening phrases for specific decorations are exclusive to the respective award, and not used in others:

(1) Legion of Merit. For exceptionally meritorious conduct in the performance of outstanding service as...

(2) Meritorious Service Medal. For outstanding meritorious service (or achievement) while serving as...

(3) Navy and Marine Corps Commendation Medal. MERITORIOUS SERVICE (OR ACHIEVEMENT) WHILE SERVING AS...

(4) Navy and Marine Corps Achievement Medal. PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS OR HER DUTIES...

(5) Flag Letter of Commendation. For superior performance in the execution of his/her duties while serving as...

b. Part 2. The second part of the citation identifies the recipient by name, describes specific duty assignment(s), accomplishments, and the outstanding personal attributes displayed. The description of the individual's achievement may also be included. No classified information may be included in the proposed citation.

c. Part 3. If an award is given in the name of the President, then the individual has reflected "great credit" upon himself/herself. The following closing statements will be used for Navy awardees, with underlined attributes and adjectives substituted with language appropriate for the individual awardee:

(1) Legion of Merit. By his dynamic direction, keen judgment, and loyal dedication to duty, Rank Name reflected great credit upon himself/herself and upheld the highest traditions of the United States Naval Service.

(2) Meritorious Service Medal. Rank Name's exceptional professionalism, personal initiative, and selfless dedication to duty reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.



(3) Navy and Marine Corps Commendation Medal. BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGMENT, AND DEDICATION TO DUTY, RANK NAME REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(4) Navy and Marine Corps Achievement Medal. RANK NAME'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

(5) Flag Letter of Commendation. Rank Name's exceptional professional ability, initiative, and dedication to duty reflected credit upon him/her and were in keeping with the highest traditions of the United States Naval Service.

(6) Instead of the underlined text, attributes appropriate to the individual and the act(s) or service being recognized should be used. Examples of commonly used attributes include:

First & Second Attributes	Adjective for "dedication to duty"
bold/decisive actions	complete
exceptional professionalism	total
distinctive contributions	selfless
initiative	unwavering
dynamic direction	unswerving
superb guidance	steadfast
wise/keen judgement	loyal
determination	
perseverance	

(7) For inter-service awards, the preceding guidance applies, but the following will be used to complete the final sentence:

If the awardee is a:	Use:
Marine	"...traditions of the Marine Corps and the United States Naval Service."
Member of the Army or Air Force	"highest traditions of the United States Armed Forces."
Member of a foreign navy or marine corps	"...highest traditions of the naval service." (lowercase)
Member of a foreign army, air force, or other military branch	"...highest traditions of the armed forces." (lowercase)

Sample – Legion of Merit Citation

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

COLONEL EMILY L. SMITH  
UNITED STATES MARINE CORPS

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Deputy Commandant of Midshipmen, United States Naval Academy from June 2001 to May 2005. Colonel Smith's visionary leadership and dedicated efforts were instrumental to the professional development of the Brigade of Midshipmen, empowering young men and women to seize opportunities and meet challenges as they prepared to be the Nation's future combat leaders. Through her positive and direct interactions, infectious enthusiasm, and irreproachable personal example, she created a command climate in which all midshipmen and staff members could fully realize their potential and achieve unprecedented levels of performance. Instilling a greater sense of pride, responsibility, and accountability into the Brigade and Commandant's staff, she dramatically improved the professional atmosphere and was the driving force behind the efficient and effective execution of day-to-day operations for the Brigade. Additionally, as Co-Chair of the Academy Effectiveness Board, she revived and oversaw an assessment process evaluating the Naval Academy's success in meeting its mission. Colonel Smith's extraordinary efforts to synergize the military, academic, and physical missions fostered cooperation across the Naval Academy, enhanced accountability, and positively influenced an entire generation of future Navy and Marine Corps officers. By her dynamic direction, visionary leadership, and steadfast devotion to duty, Colonel Smith reflected great credit upon herself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

I. M. SUPE  
Vice Admiral, U.S. Navy  
Superintendent

Sample – Meritorious Service Medal

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

COMMANDER CHRISTOPER R. WILLIAMS  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious service while serving as Mechanical Engineering Master Instructor, United States Naval Academy from September 1997 to November 2005. An accomplished and versatile educator, Commander Williams expertly taught 25 sections of 12 different courses, positively impacting the academic and professional development of over 330 midshipmen. Genuinely concerned for his students' well-being and performance, he was regularly rated as one of the best teachers at the Naval Academy. Serving as Course Director of five courses, he skillfully led continuous improvement efforts and coordinated all day-to-day logistics. As a capstone advisor for eight different projects, his student design teams developed and tested unique, useful products for both civilian and military customers. While serving as Associate Chairman of the Mechanical Engineering Department, Commander Williams facilitated the effective teaching, scholarship, and service activities for 45 faculty. He drove efforts that led to re-accreditation of the Mechanical Engineering major and first-time accreditation for the General Engineering major, as well as the creation of a new major in Nuclear Engineering. Additionally, his persistence and attention to detail as the Academy's Reserve Recall Liaison Officer ensured the important recall and mobilization of 10 reserve officers each year to serve as instructors for three year tours. Commander Williams' exceptional professionalism, personal initiative, and unwavering dedication to duty reflected great credit upon him and were in keeping with the highest traditions of the United States Naval Service.

For the President

I. M. SUPE  
Vice Admiral, U.S. Navy  
Superintendent

SAMPLE – NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

CAPTAIN JOHN S. DOE  
UNITED STATES MARINE CORPS

MERITORIOUS SERVICE WHILE SERVING AS SENIOR MATHEMATICS INSTRUCTOR, UNITED STATES NAVAL ACADEMY FROM AUGUST 2003 TO NOVEMBER 2005. DEMONSTRATING OUTSTANDING LEADERSHIP AND PEDAGOGICAL ACUMEN, CAPTAIN DOE EXPERTLY TAUGHT CORE MATHEMATICS COURSES TO OVER 100 MIDSHIPMEN, CONTRIBUTING SIGNIFICANTLY TO THE ACADEMIC AND PROFESSIONAL DEVELOPMENT OF THE BRIGADE OF MIDSHIPMEN. DEVOTED TO STUDENT SUCCESS, HE INVESTED HUNDREDS OF HOURS OUTSIDE THE CLASSROOM THROUGH EXTRA INSTRUCTION. ADDITIONALLY, HIS MENTORSHIP AS AN OFFSHORE SKIPPER IN THE OFFSHORE SAIL TRAINING SQUADRON IMPACTED DOZENS OF MIDSHIPMEN ACROSS THREE SUMMER TRAINING BLOCKS. BY HIS UNSWERVING DETERMINATION, WISE JUDGMENT, AND DEDICATION TO DUTY, CAPTAIN DOE REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

For the  
I. M. SUPE  
Vice Admiral, U.S. Navy  
Superintendent

SAMPLE – NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(SILVER STAR IN LIEU OF THE SIXTH AWARD)

TO

CHIEF BOATSWAIN'S MATE (SURFACE WARFARE) JOHN R. CALVIN  
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES AS SAILING DEPARTMENT LEADING CHIEF PETTY OFFICER, UNITED STATES NAVAL ACADEMY FROM JUNE 2002 TO NOVEMBER 2005. DEMONSTRATING EXCEPTIONAL LEADERSHIP AND TECHNICAL EXPERTISE, CHIEF PETTY OFFICER CALVIN LED 14 SAILORS IN CORRECTIVE AND PREVENTATIVE MAINTENANCE ON 30 SAIL TRAINING CRAFT, FACILITATING THE EFFECTIVE TRAINING OF MORE THAN 3,000 MIDSHIPMEN, OFFICERS, AND VOLUNTEERS IN BASIC SEAMANSHIP AND SMALL BOAT HANDLING. ADDITIONALLY, AN EXEMPLARY MENTOR, HE IMPLEMENTED A DETAILED PROFESSIONAL TRAINING PROGRAM, INCREASING THE ADVANCEMENT RATE FOR SAILORS WITHIN HIS DEPARTMENT. CHIEF PETTY OFFICER CALVIN'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

For the  
I. M. SUPE  
Vice Admiral, U.S. Navy  
Superintendent

SAMPLE – FLAG LETTER OF COMMENDATION

The Superintendent of the United States Naval Academy takes pleasure in presenting a Letter of Commendation to

BOATSWAIN'S MATE SECOND CLASS (SURFACE WARFARE/AVIATION WARFARE)  
CHRISTOPHER G. JOHNSON  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For superior performance in the execution of his duties while serving as Yard Patrol Craft Crewmember, United States Naval Academy from August 2003 to November 2005. Petty Officer Johnson performed his demanding duties in an exemplary and highly professional manner. Demonstrating a tireless work ethic and professional expertise, he participated in 362 underway operations and trained 580 midshipmen during Naval Academy Summer Seminar and Plebe Summer labs in Basic Seamanship and Navigation. Part of a four man coxswain team, he safely and effectively completed more than 150 utility boat runs transporting midshipmen during the 2004 Plebe Summer. His dedicated efforts contributed significantly to the 2004 Board of Inspection and Survey Material Assessment, including successful anchor drop tests on Yard Patrol Crafts 694 and 695. Additionally, as Training Petty Officer, his exceptional initiative in Sailor development resulted in the completion of 45 training sessions, greatly enhancing personnel rating and professional military knowledge. Petty Officer Johnson's exceptional professional ability, initiative, and dedication to duty reflected credit upon him and were in keeping with the highest traditions of the United States Naval Service.

I. M. SUPE  
Vice Admiral, U.S. Navy  
Superintendent

SAMPLE – MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

1650  
Ser XX/XXX  
Date

From: Superintendent, U.S. Naval Academy  
To: YNC (SW/AW) John Sailor, USN

Subj: AWARD OF MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAV M-1650.1

1. Per reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service that enhanced the quality of life of Sailors, family members, and civilians living and working in the Washington, D.C., metropolitan area, from January 2002 to November 2005.

2. As a committed citizen and volunteer, you regularly contributed your time and efforts to a variety of endeavors. Whether working with the Red Cross Help and Emergency Response Shelter or participating in the Navy Memorial's Annual Blessing of the Fleet, your selfless approach to volunteerism has demonstrated its importance throughout the community.

a. In the aftermath of Hurricane Isabel, you went beyond the call of duty and assisted with the cleanup of historic Annapolis, Maryland. Your spirit of cooperation and flexibility was particularly helpful to those overcome by their losses subsequent to this catastrophic experience.

b. Your unselfish support and generosity fostered many wonderful efforts at the Red Cross Help and Emergency Response Shelter where you used your considerable culinary skills to prepare and serve Christmas breakfast for 35 families.

c. Your participation in the USS MARYLAND Adopt-A-School program was particularly commendable. Not only did you serve as a tutor, mentor, and motivator for the students, you also worked vigorously to build camaraderie throughout the student body to teach the value of teamwork and collaboration.

d. The details of your commitment to the community are all the more impressive when considering you accomplished all your primary working responsibilities with your typical drive and determination for excellence.

3. Your actions reflect very favorably on the U.S. Naval Academy and demonstrate the highest standards of the United States Navy. Well done!

I. M. SUPE

Enclosure (8)