



DEPARTMENT OF THE NAVY  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1650.1G  
N1  
31 MAR 2022

NAVSUPPACT NAPLES INSTRUCTION 1650.1G

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PERSONAL MILITARY DECORATION PROGRAM

Ref: (a) SECNAV M-1650.1, Department of the Navy Military Awards Policy  
(b) CNICINST 1650.1F, Policy and Procedures Concerning Personal Award  
(c) COMNAVREGEURAFCENTINST 1650.1E, Policy and Procedures for Military Personal Awards and Decorations  
(d) DON Human Resources Implementation Guidance No. 451-02  
(e) CNICINST 12451.1A, Commander, Navy Installations Command Incentive Awards Program  
(f) NAVSUPPACTNAPLESINST 5450.1, Command Process Improvement Program

Encl: (1) Level of Award Consideration Guidance Matrix  
(2) Awards Checklist  
(3) Sample Letter of Appreciation  
(4) Sample Commanding Officer Letter of Commendation  
(5) Sample Flag Letter of Commendation Cover Letter  
(6) Sample Navy and Marine Corps Achievement Medal Citation  
(7) Sample Navy and Marine Corps Commendation Medal Citation  
(8) Sample Military Outstanding Volunteer Service Medal Citation  
(9) Sample Meritorious Service Medal Citation  
(10) OPNAV 1650/3 (Rev 03-20), Personal Award Recommendation  
(11) Sample Civilian Award Justification Form  
(12) Continuous Process Improvement Individual Excellence and Team Innovation Award Guidelines

1. Purpose. To establish procedures for submission of Personal Military Decorations (PMD) per references (a) through (f) via enclosures (1) through (12) to the Commanding Officer (CO) of U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy.

2. Cancellation. NAVSUPPACTNAPLESINST 1650.1F

3. Background. PMDs are discretionary honors presented to an individual in recognition of valor, non-combat heroism, or exceptionally meritorious achievement or service. PMDs are the most prestigious and selective awards, awarded in recognition of extraordinary, unusual, or outstanding acts of services. They should only be nominated and approved when facts and circumstances clearly merit such special recognition. To merit a PMD, an act or service must have been above and beyond normal expectancy. Superior performance of normal duties does not alone justify a PMD. Recipients of PMDs must have brought distinction upon themselves by their acts or accomplishments.

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4. Policy. Per reference (a), any commissioned officer or civilian Department Head (DH) may recommend a subordinate for a PMD to the chain of command. All recommended PMDs will align with references (a) through (c) and this instruction. Recommended PMD award level is based on merit and will follow guidelines in enclosure (1).

5. Categories

a. End-of-Tour (EOT) PMDs. EOT PMDs recognize outstanding, meritorious service at the end of a tour of duty.

b. PMDs Awarded at Retirement or Separation. PMDs awarded at retirement or separation are EOT PMDs. The last line of the body of the citation will read:

“CHIEF PETTY OFFICER SMITH’S SUPERIOR PERFORMANCE OF DUTIES  
CULMINATED HIS ## YEARS OF HONORABLE AND DEDICATED MILITARY SERVICE.”

c. Impact PMDs. Performance that exceeds that expected by virtue of grade and experience, based on a single, specific act, or accomplishment that covers a short period of time with definite beginning and end dates.

d. Continuous Process Improvement (CPI) Individual Excellence and Team Innovation Awards. These awards intend to encourage all NAVSUPPACT Naples military, Department of Defense (DoD) government employees, and local national employees, and to reward exceptional commitment and achievement in support of the CPI Program as outlined by enclosure (12).

6. Action

a. Recommending Individual

(1) All submission requirements can be found in enclosure (2). Enclosure (10) is only required for Navy and Marine Corps Achievement Medals (NA) and above. Block 19 will only be populated with the award history drawn from BUPERS Online Navy Personnel Command Document Services. Block 35 of enclosure (10) is not required for NA or Navy and Marine Corps Commendation Medals (NC) that fall within the policy issued in enclosure (1). Block 35 is required for all NC recommendations for First Class Petty Officers.

(2) If there is a PMD missing from the member’s record, submit the PMD citation with the award recommendation for the Administration Department (N1) to correct.

(3) NA and NC submissions are due to N1 seven days after the specific achievement or 60 days prior to the member’s scheduled departure. FLOC submissions are due to N1 seven days after the specific achievement or 60 days prior to the member’s scheduled departure. Meritorious Service Medals (MSM) are due to N1 100 days prior to the member’s scheduled departure.

(4) All award submission will be submitted to N1 via the recommending individual’s DH.

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b. DH

(1) Screen all submissions for appropriate award level and validity of action.

(2) Verify all requirements are met per enclosure (2).

(3) Write a justification memo to the Commanding Officer (CO) to be included in the award package if the recommended PMD is not consistent with the policy in enclosure (1).

(4) If the PMD is not submitted within the required timeline, explain the delinquency on the routing sheet. If the PMD requires expeditious routing, the DH will inform the Admin Officer.

(5) Serve as a voting member of awards boards.

c. Awards Clerk

(1) Verify all requirements in enclosure (2) are met.

(2) Assess and mark time-critical PMDs.

(3) Maintain electronic files, to include history of all recommended PMDs regardless of approval, disapproval, or recommended upgrade/downgrade.

(4) Coordinate and execute PMD presentation at regularly scheduled awards quarters.

(5) Upload all completed PMDs in BUPERS Online Navy Personnel Command Document Services after award presentation.

(6) Coordinate with the Command Pay and Personnel Administrator to maintain a list of all prospective losses for the subsequent six months to ensure PMD submission timeliness.

(7) Track the most recent end-of-tour awards for all reporting servicemembers. Maintain this data to match award levels to fleet trends.

d. Admin Officer

(1) Review all recommended PMDs for corrections and adherence to enclosure (1).

(2) Provide recommendations to the Executive Officer (XO) regarding all PMDs.

(3) Forward all PMD recommendations to the XO for awards board.

(4) Arrange awards boards and maintain records of all proceedings.

e. Command Master Chief (CMC). CMC will be a voting member of awards boards and screen all award packages for appropriate award level per enclosure (1).

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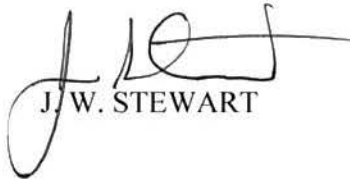
f. XO. The XO will chair awards boards consisting of the CMC and all DH. Voting members of the board are XO, CMC, and DHs only. Departmental Leading Chief Petty Officers will only be present in an advisory capacity and to present award recommendations to the board. Only awards higher than a CO's Letter of Commendation (LOC) will be boarded.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division 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 local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J.W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

LEVEL OF AWARD CONSIDERATION GUIDANCE MATRIX

CO's LOC

- EOT for E3 and below
- Impact Recognition

FLOC

- EOT for E4
- Impact Recognition

NA

- EOT for: O1-O3  
E6  
E5, above their respective Reporting Senior's Cumulative Average  
E4, fleet average equivalent
- Impact PMD

NC

- EOT for: O5  
O4  
O3, EP in their competitive summary group  
E9 and E8  
E7, EP in their competitive summary group  
E6, EP in their competitive summary group with justification

Civilian Service Achievement Medal (CSAM)

- EOT for: GS-10 and below
- Impact PMD

Civilian Service Commendation Medal (CSCM)

- EOT for: GS-11 to GS-13

NOTE:

This listing is not all-inclusive but is to be used as a guide only. As always, a member's performance impact will be the determining factor on the level of award received.

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AWARDS CHECKLIST

Front of Folder

Routing Sheet with a point of contact name and phone number. Must have recommendation from all reviewers.

Left Side of Folder

All evaluation reports received at command

FLTMPD Admin Data Page with ethnicity/gender/age annotated

Any PMDs received at the command

Letter from DH if the PMD does not align with policy in enclosure (1)

Award history printed only from BUPERS Online Navy Personnel Command Document Services

Right Side of Folder

Citation (NA and above)

OPNAV 1650/3 signed by the DH

FLOC Cover Letter (Enclosure (5), FLOC only)

E-mail

Electronic copy of OPNAV 1650/3 and citation sent to [fct.na.nsa.admin\\_office@eu.navy.mil](mailto:fct.na.nsa.admin_office@eu.navy.mil)

Enclosure (2)



NAVSUPPACTNAPLESINST 1650.1G

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SAMPLE LETTER OF APPRECIATION

1650  
N00

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy  
To: YNSA Seaman E. Jones, USN

Subj: LETTER OF APPRECIATION

1. I would like to personally extend my sincere appreciation to you for your efforts of \_\_\_\_\_.
2. (TEXT)
3. I take great pleasure in commending you for a job well done!

I. M. SAILOR

Enclosure (3)

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SAMPLE COMMANDING OFFICER LETTER OF COMMENDATION

*takes pleasure in commending*

***YEOMAN THIRD CLASS (Warfare Designator if applicable)  
SEAMAN N. JONES  
UNITED STATES NAVY***

*for service as set forth in the following*

***CITATION:***

***“For commendable performance of duty as (title/position), while assigned to U.S. Naval Support Activity, Naples, Italy, from \_\_\_\_\_ to \_\_\_\_\_.”***

***(Total lines in the citation must be 18-22 lines, Times New Roman, 12 pitch, bold, italicized)***

***Petty Officer Jones’ exceptional ability, personal initiative, and loyal devotion to duty reflected credit on him/her and the United States Naval Service.”***

***I. M. SAILOR  
Captain, United States Navy***

Top margin set at 1.5”

Bottom margin set at 0.56”

Right and left margins set at 1”

If rate and warfare device do not fit on one line, remove the warfare device.

Enclosure (4)



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SAMPLE FLAG LETTER OF COMMENDATION COVER LETTER TEMPLATE

1650  
Ser N00/

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy  
To: Commander, Navy Region Europe, Africa, Central

Subj: FLAG LETTER OF COMMENDATION SUBMISSION

Ref: (a) COMNAVREGEURAFCENT 1650.1E

1. Per reference (a), the Sailor below is submitted for consideration.

<u>Rate/Name</u>	<u>Job Title</u>	<u>Date of Action</u>
YN2 Best M. Sailor	Admin Clerk	Jan 2010 to Jan 2011

3. Occasion for the proposed award. (Example: End of tour).

4. Justification (in brief detail).

5. Point of contact is POC(AW) Joe Navy at DSN: 314-626-0000, COMM: +39-081-568-0000, or e-mail: Joe.Navy@eu.navy.mil.

I. M. CAPTAIN

Enclosure (5)

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SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

(GOLD STAR IN LIEU OF THE SECOND AWARD)

MASTER-AT-ARMS THIRD CLASS (SURFACE WARFARE) SEAMAN N. JONES  
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES AS (TITLE) WHILE ASSIGNED TO \_\_\_\_\_  
DEPARTMENT, U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, FROM \_\_\_\_\_ TO \_\_\_\_\_.

(BODY)

PETTY OFFICER JONES' MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND DEDICATION TO DUTY REFLECTED CREDIT ON HIM/HER  
AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE  
I. M. SAILOR  
CAPTAIN, U.S. NAVY  
COMMANDING OFFICER  
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

**NOTES**

Awardee's information is typed in Times New Roman font 14 pt, all upper case, no bold, no italic.

Subsequent award, authorized device, and citation text is typed in Times New Roman font 10 pt, all upper case, no bold, no italic, one inch left and right margin, with top set at 4.1 inch and bottom set at 0.3 inch full justification, and single spaced.

Citation may not exceed eight lines.

Enter actual dates for an impact award (i.e. 3 February to 30 March 2007).

No jargon, acronyms, or abbreviations.

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SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION

(GOLD STAR IN LIEU OF THE SECOND AWARD)

CHIEF YEOMAN (SURFACE WARFARE) DAVE JONES  
UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS (TITLE), U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, FROM \_\_\_\_\_ TO \_\_\_\_\_.

(BODY)

CHIEF JONES' DISTINCTIVE ACCOMPLISHMENTS, UNRELENTING PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED CREDIT ON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE  
I. M. SAILOR  
CAPTAIN, U.S. NAVY  
COMMANDING OFFICER  
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

**NOTES**

Awardee's information is typed in Times New Roman font 14 pt, all upper case, no bold, no italic.

Subsequent award, authorized device, and citation text is typed in Times New Roman font 10 pt, all upper case, no bold, no italic, one inch left and right margin, with top set at 4.1 inch and bottom set at 0.3 inch full justification, and single spaced.

Citation may not exceed eight lines.

Enter actual dates for an impact award (i.e. 3 February to 30 March 2007).

No jargon, acronyms, or abbreviations.

NAVSUPACTNAPLESINST 1650.1G  
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SAMPLE MILITARY OUSTANDING VOLUNTEER SERVICE MEDAL

1650  
N00

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy  
To: ABH2(AW/SW) Seaman N. Jones, USN

Subj: AWARD OF THE 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 from Mmmm YYYY to Mmmm YYYY.
2. It is my distinct pleasure to commend you for your dedication of (###) hours to the local community during the past three years. Your extraordinary volunteer efforts had a direct and positive impact as you volunteered with (list of organizations service member volunteered with). You also participated in (list of local Italian/ American events service member volunteered for).
3. Your extensive involvement in the community's outreach programs significantly improved the quality of life for both Sailors and civilians. Your extensive involvement in extracurricular activities is indicative of the importance you place on helping others and being a positive influence in the community.
4. Your dedication and outstanding efforts to the community during off-duty hours is an inspiration to all. You are most deserving of the recognition received with the awarding of the Military Outstanding Volunteer Service Medal. Congratulations on a JOB WELL DONE!

I. M. SAILOR

Enclosure (8)

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SAMPLE MERITORIOUS SERVICE MEDAL CITATION

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

**COMMAND MASTER CHIEF FIRST M. LAST  
UNITED STATES NAVY**

for service as set forth in the following

**CITATION:**

For outstanding meritorious achievement as **(Job Title)**, U.S. Naval Support Activity, Naples, Italy, from (Month Year) to (Month Year).

Demonstrating/ Displaying/Exhibiting, etc. (degree of) (trait) and (trait), (Rank/Rate) (Last Name) (describe his/her actions), resulting in (describe result of action). Demonstrating/Displaying/Exhibiting, etc. (trait) and (trait), he/she (describe additional actions).

(Insert specific accomplishments)

**(Rank/rate) (Last Name)**'s exceptional professionalism, personal initiative, and loyal devotion to duty reflected great credit upon **(him/her)** and were in keeping with the highest traditions of the United States Naval Service.

For the President,

C. S. GRAY  
Rear Admiral, United States Navy  
Commander, Navy Region Europe,  
Africa, Central

Enclosure (9)



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**PERSONAL AWARD RECOMMENDATION**

FOR OFFICIAL USE ONLY

Privacy Act Statement on Page 4

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

1. FROM: RECOMMENDING OFFICER ADDRESS: NAVSUPACT NAPLES PSC 817 BOX 10, FPO AE 09622-0001		1a. UIC / RUC #####	2. TO: COMMANDING OFFICER ADDRESS: NAVSUPACT NAPLES PSC 817 BOX 1, FPO AE 09622		2a. UIC / RUC 62588
3. COMMAND POC: NAME: EMAIL:		4. PHONE: (DSN): (COM):		5. EXP DATE OF ACTIVE DUTY (DDMmm-YYYY):  5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
6. SSN or DoD ID		7. DESIG/NEC/MOS		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) LAST, FIRST, M.			10. RETIREMENT    TRANSFER    SEPARATION    SPECIFIC ACHIEVEMENT <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
11. COMPONENT    USN			12. NEW DUTY STATION AND ADDRESS (Home address for retirement/separation)		
13. PAYGRADE AND RATING E-5/MA2					
14. WARFARE QUALIFICATION		15. UNIT AT TIME OF ACTION/SERVICE NAVSUPACT NAPLES		16. DUTY ASSIGNMENT	
17. UIC/RUC	18. CAMPAIGN NA Not Applicable	18a. OPERATION: N/A	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) NA (OCT15-SEP16) NA(FEB15-MAR18) NA (JUL18-JUL19) NA(JAN20-JAN20)		
20. RECOMMENDED AWARD NA Navy & Marine Corps Achievement Medal			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED NONE		
21. HEROIC    MERITORIOUS    HEROIC POSTHUMOUS    MERITORIOUS POSTHUMOUS    MIA <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 5		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE			
25. ACTION DATE/ MERITORIOUS PERIOD			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:		
27. GEOGRAPHIC AREA OF ACTION/SERVICE CE Europe Area			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:		
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 F M. LAST, RANK, USN, RECOMMENDING OFFICER			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
NA		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	J. W. STEWART, CAPT. CO		
33. NDAWS SERIAL NO:		DNS-35 RECEIVED DATE:		NDBDM RECEIVED DATE:	

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31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)				
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	SIGNATURE, GRADE	DATE FWD
4				
5				
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23				
24				

SAMPLE



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

## NOTES:

- Member information entered in blocks 5-17 will match the FLTMS admin page.
- Block 19 will only be populated with the award history drawn from BUPERS Online Navy Personnel Command Document Services.
- Block 30b must be signed.

SAMPLE

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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.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs).
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: 01-Apr-2019).
5. Digital signatures are optional throughout the document.

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
S1	Distinguished Service Medal w/C	PH	Purple Heart Medal	C2	Navy & Marine Corps Commendation Medal w/R
SS	Silver Star Medal	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LM	Legion of Merit	M2	Meritorious Service Medal w/R	N1	Navy & Marine Corps Achievement Medal w/C
L1	Legion of Merit w/C	AS	Air Medal (Strike/Flight)	N2	Navy & Marine Corps Achievement Medal w/R
L2	Legion of Merit w/R	AF	Air Medal (Individual Action)	CR	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		

PRIVACY ACT STATEMENT FOR OPNAV FORM 1650/3

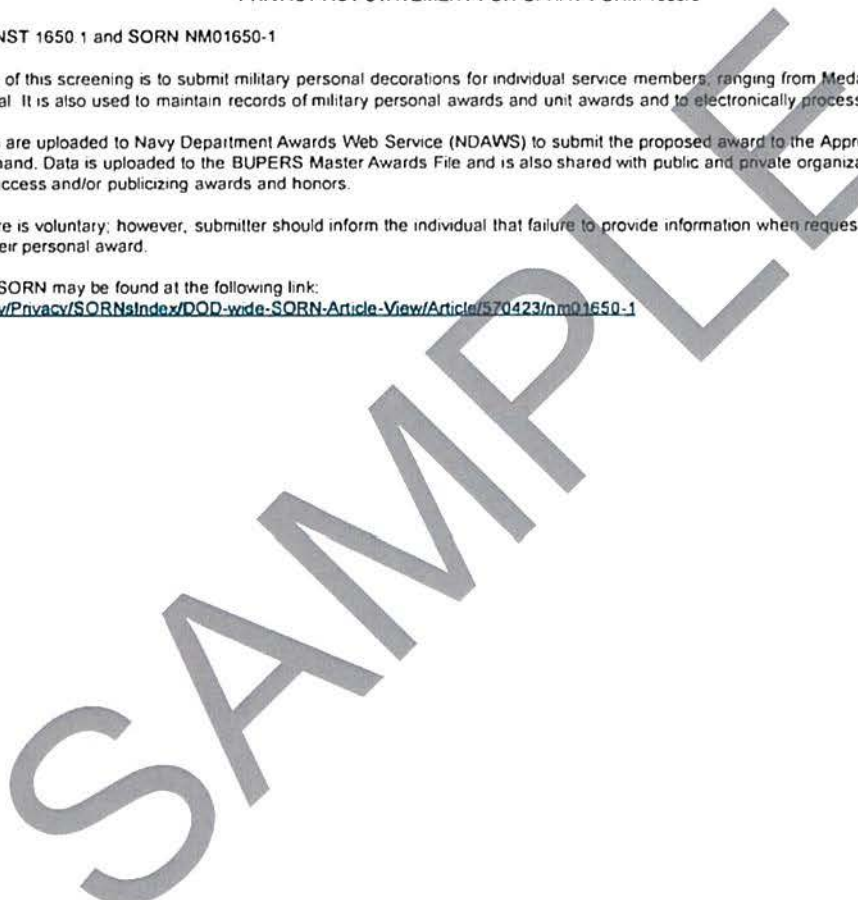
AUTHORITY: SECNAVINST 1650.1 and SORN NM01650-1

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. It is also used 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://dpcid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570423/nm01650-1>



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<b>CNREURAFCENT AWARDS JUSTIFICATION FORM</b>			
BLOCKS 1 - 10 TO BE COMPLETED BY NOMINATING OFFICIAL			
1. Employee Name Chantal D. Hughes	2. Command/Activity NSA NAPLES	3. UIC 62588	4. Department N1 Admin
5. Date Arrived at Command/Activity November 20, 2020	6. Position Title, PP/Ser/Gr Awards Coordinator		7. Period of Award 20Nov20 - 28Jul21
8. Nominator YNC Leah Sage, Admin LCPO		9. Nominator Signature	
10. AWARD RECOMMENDATION			
<input type="checkbox"/> On-the-Spot (\$25 - \$750) Amount: \$ _____		<input type="checkbox"/> Quality Step Increase (U.S. only) Current Step: _____	
<input checked="" type="checkbox"/> Special Act (\$751 - \$10,000) Amount: \$ <u>1,000</u>		<input type="checkbox"/> Honorary (specify): _____	
<input type="checkbox"/> Civilian of the Quarter: _____		<input type="checkbox"/> Civilian of the Year: _____	
<input type="checkbox"/> Time-Off: _____		<input type="checkbox"/> Supervisor of the Year: _____	
<input checked="" type="checkbox"/> Other (specify): <b>CIVILIAN SERVICE ACHIEVEMENT MEDAL</b>			
11. JUSTIFICATION FOR AWARD (required for all requests)			
Miss. Chantal D. Hughes is being awarded this due to being the lead Awards Coordinator. The award comes with a \$1000 (Individual awards are \$5000 max, group awards are \$10,000 max). Please annotate the civilian record for future use.			
INDIVIDUAL CIVILIAN SERVICE ACHIEVEMENT MEDAL EMPLOYEE NAME: MISS CHANTAL D. HUGHES REWARDS: \$1000			
Award approved and signed by the Installation Commanding Officer CAPT JAMES W. STEWART.			
SAMPLE			
12. ENDORSEMENT AND APPROVALS			
A) Recommending Official:		C) Human Resources (N13):	
B) Endorsing Official (as applicable):		D) Comptroller (N8) (as applicable):	
E) Approving Official:			

Form Creation Date: 09/27/2021

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CNREURAFCENT AWARDS JUSTIFICATION FORM INSTRUCTIONS

BLOCKS 1-12 – To be completed by the Nominating Official.

\*Blocks 1-7 Employee information

\*Block 8-9 Nominating official information

\*Block 10 Type of Award Indicate the employee is being nominated for (Use other box for all Awards not listed in block 10)

\*Block 11 Justification for Award - Information must include specific details of noteworthy and significant contributions to the Department of the Navy (DON) mission above and beyond the scope of regular duties. Although there is no prescribed format for the justification, it should address the impact to the command and show the value of the employee's contributions and accomplishments during the time period of the award. COQ/COY/SOY: See enclosure (7) for criteria.

\*Block 12 Endorsements and Approvals

\*Every form must include signatures of the Recommending Official and Region Human Resources (N13).

\*Endorsing Official signature is needed for awards that require higher level review and approval

\*Comptroller (N8) signature is needed for all monetary awards and will be obtained by the Region Human Resources (N13).

\* Form submission:

Honorary Award: Submit all honorary awards via DON Tracker to the Region N13 inbox. (Action Office: CNREURAFCENT N13)

Incentive Award: Submit all incentive awards via email to M-NA-CNREURAFCENTN13AWARDS-GS@OCONUS.NAVY.MIL (M-NA-CNREURAFCENT-N13-AWARDS-GS) OR via DON Tracker to the Region N13 inbox. (Action Office: CNREURAFCENT N13)



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CONTINUOUS PROCESS IMPROVEMENT INDIVIDUAL EXCELLENCE AND TEAM  
INNOVATION AWARDS GUIDELINES

1. Purpose. To encourage all U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy, military, Department of Defense (DoD) government employees, and local national employees to actively support the Continuous Process Improvement (CPI) Program.

2. Policy

a. This award is a tool to recognize and reward individuals who have significantly demonstrated personal involvement and exceptional achievement in contributing to improving processes.

b. Nominations will not be discussed outside of the CPI Council, per reference (f) until a nominee is selected and published.

3. Eligibility. All active-duty personnel, DoD government employees, and local national employees attached to NAVSUPPACT Naples who have clearly excelled in advocating CPI per reference (f).

4. Award Criteria. To be nominated nominees for this award must:

a. Be on permanent assignment to NAVSUPPACT Naples. Personnel on temporary duty assignment are not eligible for nomination.

b. Clearly demonstrate staunch support of CPI by:

(1) Engaging and participating in all activities (i.e.: meetings, group briefings, distributing informational pamphlets, etc.) in support of the program.

(2) Promoting leadership's initiatives at divisional, departmental, or command-wide level in implementing all tasking related to CPI.

(3) Championing the cause of the program and taking an active leadership role in attaining the goals of the program and introducing new ideas for CPI.

5. Process and Timelines. Department Heads will submit nominations for eligible candidates as follows:

a. Quarterly Award: Covers the period from 1 January to 31 March, 1 April to 30 June, 1 July to 30 September, and/or 1 October to 31 December. Submission of quarterly nominations are due no later than the seventh day of each month following the end of the quarter (i.e.: 7 April for 1 January to 31 March period). Selection boards will convene on the 15<sup>th</sup> of each month

Enclosure (12)

following the end of the quarter (i.e.: 15 April for 1 January to 31 March period). If the 15<sup>th</sup> falls on a weekend or holiday, the board will convene the next working day.

b. Annual Award: Covers the period from 1 January to 31 December of each year. Nominee for the annual award must have been present onboard for at least six months of the award year, and preferably have been previously nominated for the quarterly award. Submission of annual nomination is due on the 15<sup>th</sup> of January following the award year. Selection board will convene no later than the 30<sup>th</sup> of January.

c. CPI Team Innovation Award: This award is presented annually and is intended to foster collaboration, group initiative, and innovation. The CPI Team Innovation Award is distinct and separate from the quarterly and annual CPI Individual Excellence Awards. This award is presented to teams (two or more individuals) who distinguish themselves as CPI innovators by developing and implementing processes that result in tangible efficiencies and significant savings in costs, time, or man-hours to deliver support and customer service.

6. Award Types. Winners will receive a monetary or non-monetary award based on the nature and impact of their achievement.

a. Quarterly Award Winner will receive a time off award of 24 hours and a Commanding Officer (CO)'s Letter of Appreciation. Military personnel selected for this award will receive a CO's Letter of Commendation and a Command Coin.

b. Annual Award Winner will receive a \$750.00 cash award and a CO's Letter of Appreciation. Military personnel selected for this award will receive a Navy and Marine Corps Achievement Medal and 96 hours of Special Liberty.

c. Team Innovation Award Winners will each receive a \$750.00 cash award and a CO's Letter of Appreciation. Military personnel will receive a CO's Letter of Commendation.

NOTE: If monetary awards are not available, the CPI council will decide an appropriate non-monetary recognition for substitution.

7. Documentation. Awards submissions will be documented on Commander Navy Region Europe, Africa, Central (CNREURAFCENT) Awards Justification Form (enclosure (11) of the basic instruction).

## 8. Responsibilities

a. Department Heads: Submit nomination packages to the Administrative Officer via N5 per paragraph 5 above. Ensure accuracy and completeness of awards package prior to submission. Draft Letter of Appreciation/Letter of Commendation as applicable for CO's signature. CPI awards are data and process centric: a nominee package should clearly show action and impact.

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b. Administrative Officer: Collect and review all nomination packages to forward to Awards Review Board. Prepare a score sheet for quarterly/annual board. Prepare Letter of Appreciation/Letter of Commendation as applicable for Executive Officer's review. Schedule the board convening dates for quarterly and annual selection boards.

c. Awards Review Board: Meet on scheduled date as per paragraph 6 above or when directed by the Administrative Officer. Review all awards nomination packages, rate each candidate using a score sheet, and select (recommend) quarterly/annual winners per paragraph 2 above.