

PERSONAL AWARD RECOMMENDATION

Privacy Act Statement

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>

1. ORIGINATING COMMAND:		2. APPROVAL AUTHORITY COMMAND:	
a. NAME:		a. NAME:	
b. ADDRESS:		b. ADDRESS:	
c. UIC/RUC:		c. UIC/RUC:	
3. ORIGINATING COMMAND POC:		4. PHONE:	
a. NAME:		a. DSN:	
b. EMAIL:		b. COM:	
5. EXP. DATE OF ACTIVE DUTY AND RETIREMENT/SEPARATION:		a. EXPIRATION DATE OF ACTIVE DUTY:	
		b. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
6. DoD ID or SSN (<i>DoD ID preferred when available</i>):	7. DESIG/NEC/MOS:	8. DETACHMENT OR CEREMONY DATE (<i>whichever date is earliest</i>):	
9. NAME (<i>Last, First, Middle, Suffix</i>):	10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		11. COMPONENT:
12. NEW DUTY STATION ADDRESS (<i>home address for retirement or separation</i>):		13. PAYGRADE AND RATING:	
		a. PAY GRADE:	
		b. RATING:	
14. WARFARE QUALIFICATION:	15. UNIT AT TIME OF ACTION/SERVICE:	16. DUTY ASSIGNMENT:	17. UIC/RUC:
18. CAMPAIGN AND OPERATION:		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (<i>include PH and CR</i>):	
a. CAMPAIGN:			
b. OPERATION:			
20. RECOMMENDED AWARD:		21. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA	
22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED:		23. RECOMMENDED AWARD NUMBER (<i>e.g., 1, 2, 3...</i>):	
24. OTHER PERSONNEL RECOMMENDED FOR THE SAME ACTION:			
25. ACTION DATE/ MERITORIOUS PERIOD:		26. RANK, NAME, AND COMPONENT OF PREDECESSOR (<i>for O-6 and above</i>):	

32. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)				ADD ROW	DELETE ROW
VIA	COMMAND <i>(to be completed by originator, include telephone number)</i>	RECOMMENDED AWARD	SIGNATURE, GRADE, TITLE	DATE FWD	
1					
2					
3					

33. PERSONAL AWARD DISPOSITION <i>(to be completed by the approval authority):</i>			
DISPOSITION OF BASIC RECOMMENDATION	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE GRADE, TITLE	DATE APPROVED
	<input type="checkbox"/> YES <input type="checkbox"/> NO		

34. NDAWS SERIAL NUMBER:

INSTRUCTIONS

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 (Single Mission)	CR	Combat Action Ribbon
DX	Distinguished Flying Cross	AH	Air Medal (Single Mission w/V)	OV	Military Outstanding Volunteer Service Medal
DV	Distinguished Flying Cross w/V	A1	Air Medal (Single Mission w/C)	XX	Letter of Commendation
D1	Distinguished Flying Cross w/C			ZZ	No Award

Field 1a. NAME. Enter originating command name.	Field 12. NEW DUTY STATION ADDRESS. Enter new duty station address. Use home address for retirement or separation.
Field 1b. ADDRESS. Enter originating command address.	Field 13a. PAY GRADE. Enter pay grade of service member.
Field 1c. UIC/RUC. Enter originating command unit identification code/reporting unit code (UIC/RUC).	Field 13b. RATING. Enter rating of service member.
Field 2a. NAME. Enter approval authority command name.	Field 14. WARFARE QUALIFICATION. Enter the warfare qualification of the service member.
Field 2b. ADDRESS. Enter approval authority command address.	Field 15. UNIT AT TIME OF ACTION OR SERVICE. Enter the unit at time of action or service.
Field 2c. UIC/RUC. Enter approval authority command UIC/RUC.	Field 16. DUTY ASSIGNMENT. Enter the duty assignment.
Field 3a. NAME. Enter originating command point of contact's name.	Field 17. UIC/RUC. Enter the UIC/RUC for unit at the time of action or service (Field 15).
Field 3b. EMAIL. Enter originating command point of contact's e-mail address.	Field 18a. CAMPAIGN. Select campaign from drop-down menu: -FREED Enduring Freedom -IFREE Iraqi Freedom -OIR Operation Inherent Resolve -NA Not Applicable
Field 4a. DSN. Enter originating command point of contact's DSN telephone number.	Field 18b. OPERATION. Enter campaign or operation not listed in Field 18a.
Field 4b. COM. Enter originating command point of contact's COM telephone number.	Field 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED. Enter previous personal decorations and period recognized. Include PH and CR. Use two (2) letter award codes.
Field 5a. EXPIRATION DATE OF ACTIVE DUTY. Enter expiration date of active duty using the format DD MMM YYYY.	Field 20. RECOMMENDED AWARD. Select recommended award from drop-down menu. See full list of awards above.
Field 5b. RETIREMENT/SEPARATION. If retired or separated, enter the number of years of service.	Field 21. Select appropriate action type. -HEROIC -MERITORIOUS -HEROIC POSTHUMOUS -MERITORIOUS POSTHUMOUS -MIA
Field 6. DoD ID OR SSN. Enter Department of Defense (DoD ID) identification number or social security number. DoD ID is preferred when available.	Field 22. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED. Enter personal awards (use two (2) letter award codes) and merit dates recommended and not yet approved.
Field 7. DESIG/NEC/MOS: Enter Designator, Navy Enlisted Classification, or Military Occupational Specialty.	Field 23. RECOMMENDED AWARD NUMBER. Select recommended award number from drop-down menu (1-20).
Field 8. DETACHMENT OR CEREMONY DATE. Enter the detachment date or ceremony date, whichever date is earliest, using the format DD MMM YYYY. Date should correspond with merit end date.	Field 24. OTHER PERSONNEL RECOMMENDED FOR THE SAME ACTION. Enter other personnel recommended for the same action by rank, name, and component.
Field 9. NAME. Enter name of service member using the format Last, First, Middle, Suffix.	Field 25. ACTION DATE/MERITORIOUS PERIOD. Enter start and end date for action or meritorious period using the format DD MMM YYYY. End date cannot include travel or terminal leave periods.
Field 10. Select appropriate award type: -RETIREMENT -TRANSFER -SEPARATION -SPECIFIC ACHIEVEMENT	Field 26. RANK, NAME, AND COMPONENT OF PREDECESSOR. For O-6 and above, enter the rank, name, and component of predecessor.
Field 11. COMPONENT. Select Component from drop-down menu. -USN -USNR -USMC -USMCR -USCG -USA -USAF	

Field 27. GEOGRAPHIC AREA OF ACTION OR SERVICE. Select the geographic area or action or service from the drop-down menu:

- DC National Capital Region
- HA Hawaii
- US CONUS, Alaska, Territories, Canada
- CL Atlantic Area
- CE Europe Area
- CS Caribbean Sea
- NA North Atlantic
- SA South America
- AN Antarctica
- MS Mediterranean Sea
- IO Indian Ocean
- CA Central America
- SP South Pacific Islands
- AG Southwest Asia
- AW Western Asia
- AS Southern Asia
- AE Eastern Asia
- AF Africa
- MU Multiple Locations

Field 28. FOREIGN NATIONAL. If a foreign national, enter foreign service and country.

Field 29. SUMMARY OF ACTION. Enter summary of action. For Navy personnel in Navy units, the Summary of Action is optional for NC and NA. Refer to SECNAV M-1650.1, Appendix 2D.1.

Field 30. CERTIFICATION. Select box to certify the facts contained in the summary of action.

Field 31a. NAME. Enter name of the originator using the format Last, First, Middle Initial.

Field 31b. RANK AND GRADE. Enter the rank and grade of the originator.

Field 31c. TITLE. Enter the title of the originator.

Field 31d. COMPONENT. Enter the component of the originator.

Field 31e. SIGNATURE. Click to digitally sign or enter the signature of the originator.

Field 31f. SIGNATURE DATE. Enter the date of the originator's signature using the format DD MMM YYYY.

Field 32. FORWARDING ENDORSEMENTS. To forward endorsements by via addressee(s):

- Enter command name and telephone number
- Select recommended award from the drop-down menu.
- Click to digitally sign or enter the signature of the originator.
- Below signature, enter grade and title.
- Enter the date forwarded using the format DD MMM YYYY.

Field 33. AWARDING AUTHORITY:

- Select the disposition of basic recommendation from the drop-down menu.
- Select recommendation for extraordinary heroism.
- Click to digitally sign or enter the signature of the awarding authority.
- Below signature, enter grade and title.
- Enter date approved using the format DD MMM YYYY.

Field 34. NDAWS SERIAL NUMBER. Enter Navy Department Awards Web Service (NDAWS) serial number.