



## DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1650.3E  
NO1E  
08 Mar 01

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 1650.3E

From: Commander, Naval Training Center, Great Lakes

Subj: NTC GREAT LAKES (SIMPLEX) AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1G  
(b) CNETINST 1650.1H  
(c) NAVADMIN 234/97 (CNO MSG 30123Z SEP 97)

Encl: (1) Sample format - Flag Letter of Commendation (LOC)  
(2) Sample format - Navy and Marine Corps Achievement Medal (NA) (OPNAV 1650/3 (Rev. 1-94)) and citation  
(3) Sample format - Navy and Marine Corps Commendation Medal (NC) (OPNAV/3 (Rev. 1-94)) and citation  
(4) Sample format - Meritorious Service Medal (MM) (OPNAV 1650/3 (Rev. 1-94)) and citation  
(5) Sample format - Legion of Merit (LM) (OPNAV 1650/3 Rev. 1-94) and citation

1. Purpose. To issue policy and establish procedures for the submission, review, and approval of personal awards and letters of commendation for personnel assigned to Naval Training Center Simplex.
2. Cancellation. NTCGLAKESINST 1650.3D.
3. Scope. This instruction applies to personnel assigned to the NTC Staff (Simplex).
4. Policy. Division Officers/Department Heads are in the best position to judge which of their personnel merit special recognition. The NTC (Simplex) Awards Board reviews and recommends appropriate action on awards submitted by the Division Officers/Department Heads to (or via) Commander, NTC, and preserves equitable high standards throughout the NTC Simplex. The board provides recommendation "concurring" or "not concurring" with the submission.
5. Administrative Procedures. Prepare and submit Form 1650/3 (Rev. 1-94) using reference (a) and the following procedures:
  - a. Submit to Commander, Naval Training Center (00) Letters of Appreciation 45 days prior to transfer or within one month after the special event for which the award is recommended. Prepare Letters of Appreciation using enclosure (1).
  - b. Submit to Commander, Naval Training Center (00) Letters of Commendation 60 days prior to transfer or within one month after the special event for which the award is recommended. Prepare Letters of Commendation using enclosure (1).

c. Submit Navy and Marine Corps Achievement Medals (NA) 60 working days prior to transfer, EAOS or retirement of awardee using enclosure (2).

d. Submit Navy and Marine Corps Commendation Medals (NC) 60 working days prior to transfer, EAOS or retirement of awardee using enclosure (3).

e. Submit Meritorious Service Medals (MM) 90 working days prior to transfer, EAOS or retirement of awardee using enclosure (4).

f. Submit Legion of Merit Medals (LM) and higher awards 120 working days prior to transfer, EAOS or retirement of awardee using enclosure (5).

6. Action.

a. Department Heads will:

(1) Designate, in writing, primary and alternate Awards Board members to NTC (Simplex). These personnel should be a Chief Petty Officer or above for the membership on the NTC Simplex Awards Board, normally an active member of the command's Awards Program.

(2) Ensure all awards sent to the board comply with the criteria in references (a) through (c) and this instruction.

(3) Submit award citations in Microsoft Word "97" format and provide a 3½ inch diskette and six copies with the recommended award to facilitate the completion of the smooth citation for CNTC/NTC (Simplex) Chief of Staff, Base Operations approval and/or signature.

b. NTC Simplex Awards Board will:

(1) Meet monthly, or as determined by the Chairperson.

(2) Assistant Chief of Staff, Base Operations (N3) will sit as Chairperson with the Command Master/Senior Chief as the awards board recorder.

(3) Review award recommendations from NTC Simplex departments/activities. Awards from a department will not be reviewed unless that department's representative is present.

(4) Review each award. Recognition of multiple department members for a specific action through CNTC Letters of Commendation requires the review of a sample letter by the NTC Simplex Awards Board and a list of all affected personnel.

c. The NTC Admin Awards Clerk will:

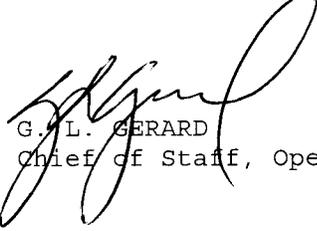
(1) Maintain positive control by documenting the status of all awards submitted to CNTC using established procedures.

(2) Forward CNTC-approved awards for presentation to the NTC Simplex Command Master/Senior Chief.

(3) Forward MM for CNET approval per reference (c). Award package must include the original OPNAV 1650/3 (Rev. 1-94), a double spaced rough of the proposed certificate, one 3½ inch diskette with citation and three additional copies of this documentation.

(4) Forward LM and above to CNET for higher authority review and approval. Award packages must include the original OPNAV 1650/3 (Rev. 1-94), a double spaced rough of the proposed certificate, one 3½ inch diskette with citation and three additional copies of this documentation.

(5) Per reference (b), by the first of each month, forward a copy of Navy and Marine Corps Commendation and Achievement Medal (Original 1650/3 and a signed copy of the certificate with the member's social security number typed in the upper right hand corner) to SECNAV (NDBDM) for all CNTC awarded Navy and Marine Corps Commendation and Achievement Medals.

  
G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
List I

*The Commander, Naval Training Center, Great Lakes takes pleasure in awarding a **LETTER of COMMENDATION** to*

\_\_\_\_\_  
\_\_\_\_\_  
*UNITED STATES NAVY*

*for service as set forth in the following*

**CITATION:** MAXIMUM OF 22 LINES INCLUDING LEADIN AND LEADOUT

*“For professional achievement in the outstanding performance of duty while serving as \_\_\_\_\_ (Duty Assignment) with \_\_\_\_\_ (Duty Station) from \_\_\_\_\_ to \_\_\_\_\_. During this period \_\_\_\_\_ (Rate/Rating Name) \_\_\_\_\_ (Accomplishment) \_\_\_\_\_*

*\_\_\_\_\_. Additionally, \_\_\_\_\_ (Accomplishment) \_\_\_\_\_ (Rate/Rating Name) \_\_\_\_\_’s exceptional ability and*

*loyal devotion to duty reflected great credit upon him/herself and were in keeping with the highest traditions of the United States Naval Service.”*

**D. P. POLATTY**  
*Rear Admiral, United States Navy*

NTCGLAKESINST 1650.3E

NOTE: USE 9.5 PITCH NO MORE THAN 9 LINES

**GOLD STAR IN LIEU OF SECOND AWARD**

**OPERATIONS SPECIALIST FIRST CLASS XXXXXX X XXXXXX, UNITED STATES NAVY**

**PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HER/HIS DUTIES WHILE SERVING AS [TITLE]. PETTY OFFICER XXXXX'S EXCEPTIONAL PROFESSIONALISM, INITIATIVE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.**

FOR THE

**D. P. POLATTY**  
**Rear Admiral, U.S. Navy**  
**Commander**  
**Naval Training Center, Great Lakes**

NTCGLAKEINST 1650.3E

NOTE: USE 9.5 PITCH NO MORE THAN 9 LINES

**GOLD STAR IN LIEU OF SECOND AWARD**

LIEUTENANT XXXXXX X. XXXXX, CIVIL ENGINEER CORPS, UNITED STATES NAVY

**MERITORIOUS SERVICE IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS [TITLE]. LIEUTENANT XXXXX'S INITIATIVE, PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.**

FOR THE

**D. P. POLATTY**  
*Rear Admiral, U.S. Navy*  
*Commander*  
*Naval Training Center, Great Lakes*

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL to

UNITED STATES NAVY

for service as set forth in the following  
CITATION:

"For outstanding meritorious service in the superior  
performance of his duties as

outstanding professional ability, personal initiative, 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."

For the President,

The President of the United States takes pleasure in presenting the LEGION OF MERIT to

UNITED STATES NAVY

for service as set forth in the following  
CITATION:

"For exceptionally meritorious conduct in the superior performance of outstanding service as

outstanding professionalism, ability, personal initiative, 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."

For the President,