



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 1650.3F
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AUG 27 1999

NTC GREAT LAKES (COMPLEX) INSTRUCTION 1650.3F

From: Commander, Naval Training Center, Great Lakes

Subj: NTC GREAT LAKES AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1G
(b) CNETINST 1650.1H
(c) NAVADMIN 234/97 (CNO MSG 301203Z SEP 97)

Encl: (1) Sample format - Flag Letter of Commendation (FLOC)
(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 1650/3 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 the Naval Training Center Complex.

2. Cancellation. NTCGLAKESINST 1650.3E. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction applies to personnel assigned to the NTC Staff (Simplex) and NTC Complex.

4. Discussion. Awards are important symbols of recognition and a means of publicly recognizing and rewarding extraordinary, exceptionally meritorious, or conspicuously outstanding acts of heroism and other acts or services which are above and beyond that normally expected and which distinguish the individual or unit among those performing similar acts or services. The value of an award is that it is given only in cases where it is clearly deserved. Recognition of sustained superior performance

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should normally be accorded an individual at the termination of the period during which the person demonstrated that performance, such as at the end of the assigned tour of duty. A routine end of tour award is not an integral part of the awards system.

5. Policy. Commanding Officers/Officers-in-Charge are in the best position to judge which of their personnel merit special recognition. The scope and breath of responsibility, span of control and degree of extraordinary performance are factors that should be considered in determining level of award. The NTC Awards Board will review and recommend appropriate action on awards submitted by the Commanding Officer/Officer-in-Charge to (or via) Commander, NTC, and preserves equitable high standards throughout the NTC Complex.

6. Administrative Procedures. Prepare and submit Form 1650/3 (Rev. 1-94) in accordance with reference (a), enclosures (1) through (5) as applicable, and the following additional procedures:

a. Submit to the Commander, Naval Training Center Flag Letters of Commendation (FLOC), Navy and Marine Corps Achievement Medals (NA) and Navy and Marine Corps Commendation Medals (NC) 60 working days prior to transfer, separation or retirement of awardee. Special events for which the award is recommended shall be submitted no later than 15 days after the event. Include terminal leave in the calculation of the due date.

b. Submit Meritorious Service Medals (MM) 90 working days prior to transfer, separation or retirement of awardee. Include terminal leave in the calculation of the due date.

c. Submit Legion of Merit Medals (LM) and higher awards 120 working days prior to transfer, separation or retirement of awardee. Include terminal leave in the calculation of the due date.

d. Recognition of multiple command members for a specific action through CNTC Letters of Commendation requires the review of a sample letter by the NTC Complex Awards Board.

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e. Letters of Appreciation do not fall under this instruction, and are submitted as routine correspondence.

f. Awards not submitted within the above time frames must be accompanied by a personal CO/OIC/NTC COS/ACOS letter to CNTC explaining why the award was submitted late.

7. Action

a. Commanding Officers and Officers-in-Charge will:

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

(2) Submit award citations in Microsoft Word, 3 1/2 inch diskette, with the recommended award to facilitate the completion of the smooth citation for CNTC approval and signature.

b. NTC Complex Awards Board: The NTC Complex awards board will consist of the Chief of Staff for Operations (Board Chairman), ACOS for Base Operations, NTC Command Master Chief or NTC Simplex Command Master Chief and one other member appointed by the Chief of Staff. The board will perform the following:

(1) Review each award recommendation from NTC Simplex and Complex commands/activities and ensure fairness and the right balance of awards across the command.

(2) Each award will be evaluated as presented with no arbitrary constraints applied with respect to level or number of awards. Scope and breath of responsibility and degree of extraordinary performance are key factors the board will consider in relation to level of award.

(3) After review, the board will either forward the award to Commander, Naval Training Center, with a recommendation to "approve/disapprove" or return the award for further clarification or justification.

c. The Awards Board Recorder will:

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(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 member's current command.

(3) Forward MM/LM or higher awards to CNET for approval/endorsement in accordance with reference (c). Award packages must include the original OPNAV 1650/3 (Rev. 1-94), a double-spaced rough of the proposed certificate, one 3 1/2 inch diskette with citation, and three additional copies of this documentation.

(4) In accordance with 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 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.



EDWARD E. HUNTER

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case A), III-A, C

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."

EDWARD E. HUNTER

Rear Admiral, United States Navy

PERSONAL AWARD RECOMMENDATION

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

FROM: Commanding Officer.		TO: (Awarding authority) ADDRESS: COMMANDER, NAVAL TRAINING CENTER, GREAT LAKES			
COMMAND POC:		14. EXP. OF ACTIVE DUTY:			
PHONE#		IF RETIREMENT/SEPARATION, NUMBER OF YEARS:			
1. SOCIAL SECURITY NUMBER		2. DESIG/NEC/MOS		15. EST. DETACHMENT DATE:	
3. NAME (Last,first,MI)		RETIREMENT TRANSFER TERMINAL LEAVE			
4. COMPONENT (USN,USMC,etc.) USNR(TAR)		16. NEW DUTY STATION (Home address if separation anticipated):			
		ADDRESS:			
5. GRADE/RATE		17. UNIT AT TIME OF ACTION/SERVICE		18. DUTY ASSIGNMENT	
6. WARFARE DESIGNATOR		7. UIC/RUIC:		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon)	
8. RECOMMENDED AWARD (See instruction #3 on back) NA		9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
10. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERI- <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> MIA TORIOUS POSTHUMOUS POSTHUMOUS					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL			20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED		
12. ACTION DATE/MERITORIOUS PERIOD			21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION		
13. GEOGRAPHIC AREA OF ACTION SERVICE					
22. 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					
NAME, GRADE, TITLE OF ORIGINATOR			SIGNATURE		DATE
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S) (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT V	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION	COMBAT V	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED	
NA	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	EDWARD E. HUNTER RADM, USN CNTC GREAT LAKES		
FOR USE OF NDBM ONLY					

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 DUTIES WHILE SERVING AS EXCEPTIONAL PROFESSIONALISM, INITIATIVE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE

EDWARD E. HUNTER

Rear Admiral, U.S. Navy
Commander, Naval Training Center
Great Lakes, IL 60088

NOTE: USE 9.5 PITCH NO MORE THAN 9 LINES

(GOLD STAR IN LIEU OF SECOND AWARD)

LIEUTENANT THERON RICHARD KORSAK, CIVIL ENGINEER CORPS, UNITED STATES NAVY

MERITORIOUS SERVICE IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS INITIATIVE, PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE

EDWARD E. HUNTER

Rear Admiral, U.S. Navy

Commander, Naval Training Center

Great Lakes, IL 60088

(TIMES NEW ROMAN 14 PITCH/22 LINES MAX)

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

**COMMANDER
REGINALD HAMMONS
UNITED STATES NAVY**

*for services as set forth in the following
CITATION:*

*"For outstanding meritorious service as Medical Officer at the USS Red Rover
Medical Clinic, Naval Hospital, Great Lakes, Illinois from September 1996 to August
1999.*

(Body Is Typed Double Spaced And Justified)

**NOTE RETIREMENT BLURB: (HIS DISTINCTIVE ACCOMPLISHMENTS CULMINATE A DISTINGUISHED CAREER
SPANNING 20 YEARS OF FAITHFUL AND LOYAL SERVICE TO HIS COUNTRY.)**

*By his exceptional professional ability, personal initiative and total dedication to
duty, Commander Hammons reflected great credit upon himself and upheld 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 and were in keeping with the highest traditions of the United States Naval Service."

For the President,