

R 031702Z AUG 04 ZYB MIN
FM CNO WASHINGTON DC//DNS//
TO NAVADMIN
BT

UNCLAS //N01650//
NAVADMIN 177/04

MSGID/GENADMIN/CNO WASHINGTON DC/DNS/-/AUG//
SUBJ/SIGNIFICANT CHANGES TO NAVY AWARDS PROCESSING//
REF/A/DOC/SECNAVINST 1650.1G/07JAN2002//
REF/B/MSG/NAVADMIN 233-97/29SEP1997//
REF/C/MSG/NAVADMIN 251-02/19AUG2002//
REF/D/RMG/CNO/300009ZMAR2004//

NARR/REF A IS THE NAVY AND MARINE CORPS AWARDS MANUAL. REF B IS NAVADMIN ANNOUNCING 1997 CHANGES TO AWARDS PROCESSING. REF C IS MSG DELEGATING PEACETIME AWARD AUTHORITY. REF D IS MSG DELEGATING WARTIME AWARD AUTHORITY.//

RMKS/1. THIS MESSAGE DIRECTS REVISED PROCEDURES FOR ORIGINATING, PROCESSING AND DOCUMENTING PERSONAL AND UNIT AWARDS. SUBMISSION PROCEDURES IN REFS A AND B ARE SUPERSEDED FOR AWARDS FOR NAVY PERSONNEL. APPROVAL AUTHORITIES AS PREVIOUSLY PROMULGATED IN REFS C AND D REMAIN IN EFFECT.

2. NEW AWARDS FORMS.

A. 1650/3 PERSONAL AWARD SUBMISSION FORM. THIS NEW FORM MARKS A RADICAL CHANGE TO NAVY AWARDS PROCESSING. IN ADDITION TO DATA INPUT REVISIONS, THE NEW FORM CONTAINS DROP-DOWN MENUS AND CAN BE UPLOADED DIRECTLY INTO THE NAVY'S NEW AWARDS DATABASE, KNOWN AS NDAWS (NAVY DEPARTMENT AWARDS WEB SERVICE). THE UPLOAD FEATURE ELIMINATES THE NEED TO TYPE INDIVIDUAL FIELDS INTO THE DATABASE.

B. 1650/14 UNIT AWARD SUBMISSION FORM. THIS NEW FORM WAS CREATED TO SIMPLIFY UNIT AWARD DATA ENTRY. COVER LETTER AND ENDORSEMENT LETTERS ARE NO LONGER REQUIRED FOR UNIT AWARDS.

C. COMMANDS WITH INTERNET ACCESS AND EMAIL ACCOUNTS CAN ACCESS THE FORMS ON THE NAVY AWARDS WEBSITE AT [HTTPS://AWARDS.NAVY.MIL](https://awards.navy.mil). COMMANDS WITHOUT INTERNET ACCESS OR EMAIL SHOULD ORDER THE FORMS ON CD FROM THE NAVY PUBLICATIONS CENTER.

D. NAVY AWARD SUBMISSION STANDARD OPERATING PROCEDURE (SOP) CAN BE FOUND AT THE AWARDS WEBSITE UNDER HOT NEWS. ECHELON 2 COMMANDS WILL ASSUME RESPONSIBILITY FOR UPDATING THE AWARDS DATABASE FOR AWARDS PROCESSED IN THEIR CHAIN-OF-COMMAND. THE LIST OF COMMANDS WITH NDAWS ACCESS IS POSTED ON THE WEBSITE AND WILL BE UPDATED REGULARLY AS NEW COMMANDS GAIN ACCESS.

3. NEW PERSONAL AND UNIT AWARDS LOOKUP FOR THE PUBLIC. ALSO LOCATED ON THE NAVY AWARDS WEBSITE IS THE RECENTLY-LAUNCHED PERSONAL AND UNIT AWARDS LOOKUP FEATURE. IT IS AVAILABLE TO ALL PERSONNEL-NO SPECIAL ACCESS IS REQUIRED. THE PERSONAL AWARDS HISTORY INCLUDES A PRE-FORMATTED LIST OF PREVIOUS AWARDS THAT CAN BE COPIED AND PASTED INTO BLOCK 19 OF THE 1650/3 FORM.

4. ENTRY OF APPROVED AWARDS INTO NDAWS.

A. COMMANDS WITH NDAWS ACCESS WILL ENSURE THAT AWARDS APPROVED WITHIN THEIR CHAIN-OF-COMMAND ARE ENTERED INTO NDAWS AND THAT APPROVED AWARD CERTIFICATES AND CITATIONS ARE SENT TO PERS-312 FOR

INCLUSION IN SERVICE MEMBERS' OFFICIAL RECORDS. THIS SIGNIFICANT CHANGE IN DOCUMENTATION PROCESS SHOULD FACILITATE MORE ACCURATE AND TIMELY CAPTURE OF AWARD INFORMATION. ADDITIONAL GUIDANCE CAN BE FOUND IN THE SOP LOCATED AT THE NAVY AWARDS WEBSITE.

B. CNO AND SECNAV AWARDS BRANCH WILL CONTINUE TO PROCESS COMPLETED AND PENDING AWARDS FOR THOSE COMMANDS WITHOUT NDAWS ACCESS WHO REPORT DIRECTLY TO CNO OR SECNAV.

5. REF A AWARD SUBMISSION PROCEDURES WILL BE MODIFIED IN THE NEXT REVISION TO REFLECT GUIDELINES IN THIS NAVADMIN. REFERENCE B IS CANCELLED.

6. STOCK NUMBER FOR PERSONAL AWARD FORM IS 0107-LF-128-0900, AND STOCK NUMBER FOR UNIT AWARD FORM IS 0107-LF-127-1300. FOR MORE INFORMATION VISIT THE AWARDS WEBSITE AT [HTTPS://AWARDS.NAVY.MIL](https://awards.navy.mil).

7. RELEASED BY VADM P. A. TRACEY, DIRECTOR, NAVY STAFF.//

BT

#0997

NNNN