

## OPNAV 1650/14 FORM INSTRUCTION GUIDE 22 May 2006

(Use sentence case unless otherwise indicated)

BLOCK #	NAME	FIELD		HOW TO COMPLETE
		Type	Format / Length	
1	FROM ADDRESS	Regular Text	Unformatted/. "From" is 50 characters; "Address is unlimited	Indicate originating command address.
1a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate originating command UIC. DO NOT leave blank.
2	TO (Awarding Authority) ADDRESS	Regular Text	Unformatted. "To" and "Address" contain unlimited characters	Indicate awarding authority command address. If awarding authority is: CNO: Chief of Naval Operations (DNS-35) 2000 Navy Pentagon Washington DC 20370-2000 SECNAV: Navy Department Board of Decorations and Medals (NDBDM) 1000 Navy Pentagon Washington DC 20370-1000
2a	UIC/RUC	Number	Uppercase/5 characters	Indicate awarding authority UIC. If awarding authority is <b>CNO</b> , use <b>00011</b> . If awarding authority is <b>SECNAV</b> , use <b>31707</b> . If UIC is <b>unknown</b> , use <b>00000</b> . DO NOT leave blank.
3	COMMAND POC NAME EMAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters	Indicate originating command/individual's rank, name and email address. For awards requiring CNO/SECNAV processing, if POC will be departing within 60 days of sending award for processing, provide POC information for someone who will be available after 60 days.
4	PHONE (DSN) (COM)	Regular Text	Unformatted/22 characters	Indicate originating command/individual's phone number. For overseas numbers, indicate complete international phone number. If DSN is available, indicate DSN prefix. If no DSN, leave DSN section blank.
5	IS LIST OF PARTICIPATING COMMANDS INCLUDED IN THIS SUBMISSION	Check Box	N/A	Check appropriate box if a list of participating commands is included or not.
6	CITED UNIT	Regular Text	Unformatted/ 50 characters	Self-explanatory, indicate Unit Cited

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7	UIC/RUC OF CITED UNIT	Number	Uppercase/5 characters	Indicate the UIC of the awardee's unit at the time of the action or service. If UIC is unknown, fill in 00000. DO NOT leave blank.
8	CITED UNIT COMPONENT	Drop down	N/A	Indicate unit's component service for this period. Select from dropdown menu.
9	SHIP?	Check Box	N/A	Check appropriate box if unit is a ship or not.
10	RECOMMENDED AWARD NUMBER	Drop Down	N/A	Indicate the number of occurrences of this award for the unit. For example, if the unit already has 1 Meritorious Unit Commendation (MUC), and this is a request for another MUC, indicate "2".
11	RECOMMENDED AWARD	Drop Down	N/A	Indicate recommended award for unit. Select from drop down menu
12	PREVIOUS UNIT AWARDS AND DATES RECOGNIZED:	Regular Text	Unformatted/unlimited characters	Self-explanatory. Enter in previous unit awards and dates recognized. Unit awards may be verified by going to <a href="https://awards.navy.mil">https://awards.navy.mil</a> and run a query awards search in the Unit Awards section of the website.
13	UNIT AWARDS RECOMMENDED-NOT YET APPROVED	Regular Text	Unformatted/unlimited characters	Self-explanatory. Enter unit awards recommended but not yet approved, including dates of eligibility.
14	CAMPAIGN	Drop Down	N/A	Indicate campaign. Select from drop down menu.
14a	OPERATION	Regular Text	Unformatted/unlimited characters	Type in the unclassified operation. If operation is classified or if no operation applies, type in "N/A"
15	OTHER UNITS BEING RECOMMENDED FOR SAME ACTION	Regular Text	Unformatted/unlimited characters	Self-explanatory. Enter other units recommended for same action.
16	GEOGRAPHIC AREA OF ACTION/SERVICE	Drop Down	N/A	Indicate geographic area of action/service. Select from drop down menu.
17	ACTION DATE/MERITORIOUS PERIOD	Date	DD-MMM-YYYY for first block and DD-MMM-YYY for second block.	Indicate merit start date in first block and merit end date in second block. If action is for a one-day period, indicate same date in first and second blocks.

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BLOCK #	NAME	FIELD		HOW TO COMPLETE
18a	NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR	Regular Text/Drop Down	Unformatted/First, Second and fourth blocks contain 35 characters. Third Block is a dropdown.	<p>In the first block type in originator's name. Normally, most people use first initial, middle initial and last name. Example: M.J. SMITH</p> <p>In the second block type in the rank of the individual. Example: CAPT, SES2, etc.</p> <p>In the third block select the dropdown option that applies to the originator.</p> <p>In the fourth block type in the originator's title. Example: CO, OIC, Commander, Director, etc.</p>
18b	SIGNATURE	Regular Text	Unformatted/40 characters.	<p>After the originator signs, type the individual's signature line on the electronic version. Start with /s/ (indicates you've laid eyes on the signature) and the exact signature name. Example: M. J. SMITH. Filling in this block is necessary, should anyone ever challenge the validity of the award. The originating command must maintain a copy of the signature page for legal purposes if no scanner is available to forward the signature page up the chain-of-command.</p>
18c	DATE	Date	DD-MMM-YYYY	Indicate date the originator signs the award.
19	FORWARDING ENDORSEMENTS			
	COMMAND	Regular Text	Unformatted/Top and bottom blocks contain 35 characters	<p>Type in the command abbreviated name. Example: CFFC, CPF. Type in complete phone number under command name in 2nd block.</p>
	RECOMMENDED AWARD	Drop down	N/A	<p>Select from the dropdown menu. If recommended award is the MOVSM, hand-write this award in. We are working on correcting the Microsoft Word 25-line limitation to the dropdown menu.</p>
	SIGNATURE, GRADE	Regular Text	Unformatted/Top and bottom blocks contain 40 characters	<p>After the individual signs the recommendation, type on the electronic version the individual's signature line, followed by their rank in the same block. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMITH, RADM</p>
	DATE FWD	Date	DD-MMM-YYYY	Type in the date the individual endorsed the award.

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BLOCK #	NAME	FIELD		HOW TO COMPLETE
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20	AWARDING AUTHORITY INFORMATION			
	DISPOSITION OF BASIC RECOMMENDATION	Drop down	N/A	After the awarding authority makes their decision, select the approved award from the dropdown menu.
	SIGNATURE, GRADE, TITLE	Regular Text	Unformatted/All three blocks contain 35 characters	In the first block, after the awarding authority signs the award, type in the awarding authority's electronic signature. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMITH, RADM
	DATE APPROVED	Date	DD-MMM-YYYY	Type in date approval authority signed the award.
21	SERIAL NO AND RECEIPT INFORMATION	Regular Text	Unformatted/"Serial No" is non-functional	Do not use. To be filled out by CNO or CMC Awards personnel. "Date received" is unlimited.
22	NDBDM USE ONLY	Check Box	N/A	Do not use. To be filled out by SECNAV Awards personnel.
23	SUMMARY OF ACTION	Regular Text	Unformatted/500 characters	Every attempt should be made to keep the Summary of Action (SOA) to one page. You can type in for more than one page; however, only the first 500 characters will be stored in the database. We are working on a revision to the SOA to put it in bullet format, so the critical accomplishments will be captured in the NDAWS database. The current 1650 will allow you to type more than one page.

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### PARTICIPATING COMMAND ENTRY FORM and UNIT AWARD RECOMMENDATION SUPPLEMENT

BLOCK #	NAME	FIELD		HOW TO COMPLETE
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P1	CITED UNIT NAME	Regular Text	Unformatted/50 characters	Self-explanatory. Enter cited unit's name.
P2	CITED UNIT RECOMMENDED AWARD	Drop Down	N/A	Indicate recommended award for unit. Select from drop down menu
P3	CITED UNIT ACTION DATE/MERITORIOUS PERIOD	Date	DD-MMM-YYYY for first block and DD-MMM-YYY for second block.	Indicate merit start date in first block and merit end date in second block. If action is for a one-day period, indicate same date in first and second blocks.
1 - 33	LIST PARTICIPATING COMMANDS FOR UNIT AWARDS			
	PARTICIPATING COMMAND	Regular Text	Unformatted/50 characters	Self-explanatory. Enter participating unit name.
	MERIT START	Date	DD-MMM-YYYY	Self-explanatory. Type in merit start date.
	MERIT END	Date	DD-MMM-YYYY	Self-explanatory. Type in merit end date.
	COMPONENT	Drop Down	N/A	Indicate unit's component service for this period. Select from dropdown menu.