



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SECNAVINST 1650.1G  
N09B13  
7 January 2002

SECNAV INSTRUCTION 1650.1G

From: Secretary of the Navy  
To: All Ships and Stations

Subj: NAVY AND MARINE CORPS AWARDS MANUAL

1. Purpose. To provide information and regulations on awards for individuals and units in the Naval Service.

2. Cancellation. SECNAVINSTS 1650.1F and 1650.32 (NOTAL).

3. Points of Contact

a. Navy Department Board of Decorations and Medals:  
Commercial (202) 685-1770, DSN 325-1770.

b. Chief of Naval Operations (CNO) (N09B13), Commercial  
(202) 685-1770; DSN 325-1770.

c. Commandant of the Marine Corps (CMC) (Code MMMA),  
Commercial (703) 784-9206; DSN 278-9206.

4. Summary of Changes. The following major changes are incorporated into this revision:

a. Revised OPNAV 1650/3 Block descriptions.

b. Establishment of the Military Outstanding Volunteer Service Medal, Kuwait Liberation Medals, Armed Forces Service Medal, Marine Corps Drill Instructor Ribbon, Marine Corps Recruit Training Service Ribbon, Marine Corps Security Guard Ribbon, and Navy Recruit Training Service Ribbon and Kosovo Campaign Medal.

c. Establishment of the 'M' Device.

d. Policy changes to the Humanitarian Service Medal.

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e. Revisions to Delegated Authorities.

f. Provides specific instructions on transmittal of approved awards for inclusion into the Awards Information Management System (AIMS).

g. Changes in Sea Service Deployment Ribbon.

h. Update listings of operations approved for the Navy Expeditionary/Marine Corps Expeditionary Medals, Armed Forces Expeditionary Medal, and Armed Forces Service Medal.

i. Procedures on Other Service award approval.

j. Revision to Purple Heart Medal.

k. Updates for the National Defense Service Medal, NATO Medal, and Southwest Asia Service Medal.

l. Administrative revisions to the sample awards.

m. Update on gifts from foreign governments.

n. Revisions to the policy and delegated authority for Unit Awards.

5. Forms and Reports

a. Forms ordering information is located in Chapter 1, Appendix A, page 1-16.

b. The reporting requirements contained in Chapter 7 are assigned symbol 0216-DOS-AN(1650) and are approved per SECNAVINST 5214.2B.

Gordon R. England

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## CHAPTER 1 - GENERAL INFORMATION

## Section 1 - GENERAL

110. PURPOSE OF THE NAVY AND MARINE CORPS AWARDS MANUAL

1. To provide guidance and regulations concerning awards available to individuals and units in the naval service.
2. Guidance and regulations concerning Department of Defense (DoD) awards and those issued by other services are governed by other directives. The manual for Defense and Joint awards is the DoD Manual 1348.33-M of September 1996 (NOTAL) controlled by Office of the Assistant Secretary of Defense, Force Management Policy (ASD FMP).
3. Commands publishing specific award instructions must comply with the guidance established herein.

111. POLICY CONSIDERATIONS

1. Awards are important symbols of public recognition for rewarding extraordinary heroism, exceptionally meritorious service, or outstanding achievement and other acts or services which are above and beyond that normally expected and which distinguish an individual or unit among those performing similar acts or services.
2. Awards are intended to recognize exceptional performance and valor. The value of an award is that it is given in cases only where it is clearly deserved.
3. Awards recognizing specific acts should be bestowed as soon as possible after achievement. Due consideration must be given to security requirements, the time required to properly investigate the event, validation of facts, and processing. Only recommendations involving the most sensitive operations should be forwarded as classified documents. Classified awards slow the process considerably and, in most cases, valid documentation can be drafted without classification. A classified award contains an unclassified citation and follows the same procedures as an unclassified award with the exception of handling criteria.
4. Recognition of sustained superior performance is

accorded an individual at the termination of the period during which that person demonstrated that performance, such as at the end of the assigned tour of duty. Several factors must be adhered to:

a. A routine end of tour (EOT) award is not an integral part of the awards system. A copy of all personal awards received during the tour period must be submitted with the EOT award to the awarding authority. This requirement is not mandatory when using an Electronic Award Submission System; however, the awarding authority may request the other award prior to final action.

b. An impact award is for a short duration (up to 3 months) and specific achievement; this award cannot support an EOT award and a copy of it must be enclosed with the EOT award.

c. Sailor of the Year, and similar awards, denote a specific competitive achievement; this award can support an EOT award and a copy of it must be enclosed with the EOT award. Only one award of this nature can be earned in any given year.

d. Mid-tour awards are not appropriate; commands should retain the nomination for inclusion in the EOT award. A tour is normally designated by a set of orders to leave the command, not by a change of position within the command. This should not hinder a command from awarding an EOT award and/or an additional award for members who extend at arduous duty stations or operational commands.

e. Commanders cannot approve awards for any member who is considered personal staff; these awards must go to the immediate superior in command for approval.

f. Departing commanders cannot forward awards for members of the staff who are not also departing; the commander may recommend an award that is retained by the command for use as an EOT award upon departure of the individual.

h. Members with dual responsibilities, i.e. 'double-hatted', are normally viewed for an EOT award following completion of all duties, not each individually.

5. DoD has personal awards equivalent to Navy. When Department of the Navy (DON) members serve in a DoD agency, activity, or a joint, unified or specified command, recognition by a DoD award, in lieu of the DON award, is appropriate. The only exception is for DON personnel retiring or transferring to the Fleet Reserve while attached with another service or joint command; it is preferred that Navy or Marine Corps award the service decoration if recognition is deemed appropriate. An individual cannot receive both awards, i.e. DoD, DON and/or other service, for the same act of service.

a. Per the Manual of Military Decorations and Awards, DoD 1348.33-M (NOTAL), the Secretary of the Navy (SECNAV) has been designated an "Executive Agent of a Joint function" and as such has been delegated authority to award the Joint Service Commendation Medal (JC) and the Joint Service Achievement Medal (JA) to qualifying personnel.

b. To simplify matters, recommendations for the JC and JA medals forwarded to SECNAV shall be in the same format as DON awards; DON eligibility criteria is the same as that required of the DoD equivalent. Use OPNAV 1650/3 and submit recommendations through your normal chain of command to SECNAV. To qualify for a joint decoration, the individual must be serving in a valid, verifiable joint duty billet per manpower documentation.

6. The fact that a unit receives a unit award in no way limits the awarding of personal decorations to individuals of that unit for the same period and/or achievements.

7. As a general rule, only one award will be made for the same act, achievement, or period of meritorious service. It is inappropriate to duplicate awards, however, an award for heroism or specific achievement within the period of meritorious service is not considered duplication. Neither the summary of action nor the citation issued for the meritorious service should mention the heroic service or the specific achievement previously recognized.

8. The Navy does not have a retirement award, nor is it appropriate to recommend an award for the entire career of a service member. If an individual is recommended for

an award upon retirement, it should only recognize service at the last duty station or not previously recognized. In addition, a retirement/career statement in the citation is also not appropriate.

112. AUTHORITY TO ESTABLISH AWARDS. Awards may be established by laws passed by Congress, by Executive Order, or by directives issued by the Secretary of Defense (SECDEF) and SECNAV. All Navy recommendations for the establishment of a new award must be addressed via the chain of command to SECNAV and contain full justification for the new award, proposed criteria, eligible personnel and a design for the award.

113. AUTHORITY TO APPROVE AWARDS

1. The Medal of Honor is approved and awarded by the President in the name of Congress.

2. The Defense Distinguished Service Medal and Defense Superior Service Medal are approved and awarded by SECDEF in the name of the President.

3. The Navy Cross, Distinguished Service Medal, and Silver Star Medal are approved and awarded by SECNAV in the name of the President.

4. The Legion of Merit, Distinguished Flying Cross, Navy and Marine Corps Medal, Bronze Star Medal, Purple Heart, and Air Medal (Strike/Flight) are awarded by SECNAV and Chief of Naval Operations (CNO) or Commandant of the Marine Corps (CMC) under delegated authority from SECNAV in the name of the President.

5. The Defense Meritorious Service Medal has been delegated to numerous DoD activities, refer to DoD 1348.33-M (NOTAL) for details.

6. The Meritorious Service Medal and Air Medal (Individual for Non-Combat Action) are approved and awarded by several commands (see Appendix B to Chapter 1 regarding CNO/CMC delegation authority) in the name of the President.

Note: The Air Medal (Strike/Flight and Individual for Combat Action) can only be approved by delegated authority after determination by SECNAV of the area of operations.

7. The Joint Service Commendation Medal and Joint Service Achievement Medal may be approved and awarded by SECNAV in the name of SECDEF.

8. The Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal are approved and awarded by SECNAV in his own name (see Appendix B to Chapter 1 regarding delegation authority).

9. Qualifying operations for the Combat Action Ribbon are approved by SECNAV.

114. DELEGATION OF AUTHORITY. SECNAV has delegated authority to approve the Legion of Merit and below in certain situations. Appendix B to Chapter 1 provides a listing of those delegations; delegation of authority not specified requires direction in writing from SECNAV, CNO, or CMC.

115. PERSONNEL ELIGIBLE

1. Awards to U.S. Navy and Marine Corps Personnel

a. The terms "naval service" and "serving in any capacity with the U.S. Navy," as used in this instruction include service in the U.S. Marine Corps, all Reserve components, and U.S. Coast Guard, when the Coast Guard or units thereof operate under the control of Navy.

b. Anyone that meets the eligibility criteria for an award may be recommended for it by any commissioned officer senior to the individual being recommended. If a senior officer is not assigned, the senior enlisted member may forward documentation for award consideration to the first officer in the chain of command for review.

c. U.S. Naval Academy midshipmen are eligible for those awards for which they may qualify.

d. Naval Reserve Officer Training Corps (NROTC) midshipmen are eligible for awards for which they may qualify when serving on active duty, but not for periods spent as full-time college students.

e. Naval personnel are eligible to receive non-combat awards, Meritorious Service Medal (MM) and below, tendered by other U.S. Armed Forces and the Coast Guard if permanently assigned to the other service. Following concurrence of the CNO or CMC, naval personnel may receive combat awards and awards above the MM. Concurrence will not be granted to accept awards from other U.S. Armed Forces for acts that have already been recognized by a DON award.

2. Awards to Other Service (Army, Air Force, and Coast Guard) Personnel

a. SECNAV/CNO/CMC are approval authority for naval decorations for members of other services for all combat awards and any non-combat award above the MM. For non-combat awards, the award authority has been delegated as follows:

(1) MM and below commensurate with the commander's designated award authority.

(2) Legion of Merit (LM) remains at the CNO/CMC level; concurrence from the other Service Chief will be attained prior to approval by CNO/CMC.

(3) All combat awards remain strictly under the authority of the parent service, including the Combat Distinguishing Device and Air Medals for combat service.

(4) This delegated authority extends only to personnel permanently assigned to Navy or Marine Corps units; temporary personnel (TAD, TEMDU, etc.) can only receive a recommendation forwarded to their parent service for action.

b. Limitations

(1) Other U.S. Armed Forces personnel are eligible to receive from the DON any of the military decorations listed here except the Medal of Honor and the Combat Action Ribbon.

(2) Other U.S. Armed Forces personnel will not be awarded a meritorious naval award unless they are actually attached to a unit of the naval service. When

attached to a command of their parent service, armed forces personnel who perform meritorious service for the DON should be recommended to their commanding officer for an Army, Air Force or Coast Guard award. This does not preclude the awarding of a naval decoration for single acts of heroism.

(3) Naval decorations will not be awarded for service that has already been recognized by another service.

### 3. Military Awards to U.S. Public Health Service Officers

a. Authorization. 42 U.S.C. 213(b).

b. Policy. Effective 2 August 1990, a commissioned officer of the U.S. Public Health Service (USPHS) assigned or attached for full-time duty to DoD or any of its components are eligible for military awards and decorations on the same basis as officers of the military services.

c. No military ribbon, medal or decoration shall be awarded to an officer of the USPHS without approval of the Secretary of Health and Human Services (HHS) or designee.

d. SECNAV is the sole approval authority for naval decorations to members of the USPHS. Recommendations shall be forwarded using OPNAV 1650/3 via the chain of command. DoD shall secure HHS concurrence prior to final award approval.

4. U.S. awards to foreign personnel. See Chapter 6.

5. Foreign awards to U.S. personnel. See Chapter 7.

6. Military awards to civilians

a. Civilians are not normally awarded military decorations. In most cases, non-military decorations are available for specific services rendered by civilians and they are considered more appropriate than military decorations. Liaison with the local civilian personnel director is recommended when considering civilian awards.

b. Laws, executive orders and other directives state that certain decorations shall be awarded to any person, who, while serving in any capacity with the naval service qualifies for the award. By such criteria, the following are decorations for which civilians could qualify: Navy Cross, Distinguished Service Medal, Silver Star, Distinguished Flying Cross, Navy and Marine Corps Medal, Bronze Star Medal, Air Medal and Navy and Marine Corps Commendation Medal. The Distinguished Service Medal is awarded only with the approval of the President.

c. Military awards to civilians are rare; should a case warrant a military award, the recommendation will be forwarded to SECNAV, Navy Department Board of Decorations and Medals (NDBDM) via CNO or CMC, as appropriate. A military award should only be considered if a civilian award is clearly not appropriate.

d. Policy regulations concerning civilian awards are SECNAVINST 5061.12C (NOTAL) and MCO 12451.2C (NOTAL).

#### 116. REQUIREMENT FOR HONORABLE SERVICE

1. Title 10 U.S. Code, Section 6249 provides that no medal, cross, bar, or associated emblem or insignia may be awarded or presented to any individual if the service after the distinguishing act or period has not been honorable.

2. Any award for a distinguished act, achievement or service may be revoked before presentation by the approval authority, or after presentation by SECNAV, if facts, subsequently determined, would have prevented the original approval of the award, or if the awardee's service after the distinguishing act, achievement or service has not been honorable.

3. If the awardee's honorable service is questioned after presentation of the award, forward the entire case to NDBDM via CNO/CMC as appropriate for a determination and final disposition.

#### 117. MISCELLANEOUS LAWS PERTAINING TO AWARDS

1. Protection of Awards. Title 18 U.S. Code, Section 704 prohibits, and imposes a suitable penalty for the

unauthorized wear, manufacture or sale of any decoration, medal or ribbon which has been or may be authorized by the Armed Forces of the United States except under regulations made under law.

2. Medal of Honor Roll. Applicable provisions of law relating to the Medal of Honor Roll are as follows:

a. Title 38 U.S. Code, Section 560. Eligibility.

(1) There shall be in the Department of the Army, Department of the Navy, Department of the Air Force and Department of Transportation, respectively, a roll designated as the "Army, Navy, Air Force, and Coast Guard Medal of Honor Roll" hereafter referred to as the "Medal of Honor Roll."

(2) Upon written application to the Secretary concerned, the Secretary shall enter and record on such roll the name of each surviving person who has served on active duty in the Armed Forces of the United States, who has been awarded a Medal of Honor for conspicuously distinguishing himself/herself by gallantry and intrepidity at the risk of his/her life above and beyond the call of duty while so serving.

(3) Applications for entry on such roll shall be made in the form and under regulations prescribed by the Secretary concerned and shall indicate whether or not the applicant desires to receive the special pension provided by section 562 of this title. Proper application forms and instructions shall be furnished by the Secretary concerned, without charge upon the request of any person claiming these benefits.

b. Title 38 U.S. Code, Section 561. Certificate.

(1) The Secretary concerned shall determine whether or not each applicant is entitled to have his or her name entered on the Medal of Honor Roll. If the official award of the Medal of Honor to the applicant, or the official notice to him/her thereof, shows the Medal of Honor was awarded to the applicant for an act described in section 560 of this title, such award or notice shall be sufficient to entitle the applicant to have his/her name entered on such roll without further investigation;

otherwise all official correspondence, orders, reports, recommendations, requests and other evidence on file in any public office or department shall be considered.

(2) Each person whose name is entered on the Medal of Honor Roll shall be furnished an enrollment certificate of service and of the act of heroism, gallantry, bravery, or intrepidity for which the Medal of Honor was awarded, and if he/she has executed the right to receive the special pension provided by section 562 of this title.

(3) The Secretary concerned shall deliver a certified copy of each certificate to the Secretary of Veteran Affairs issued by him under subsection (b) in which the right of the person named in the certificate to the special pension provided by section 562 of this title is set forth. Such copy shall authorize the Administrator to pay such special pension to the person named in this certificate.

c. Title 38 U.S. Code, Section 562. Special pension provision.

(1) Upon receipt of a copy of the certificate received under subsection (c) of section 561, of this title, the Secretary of Veterans Affairs shall pay each person whose name has been entered on the Medal of Honor Roll a special pension at the rate of \$400 per month, beginning on the date of application therefore under section 560 of this title.

(2) The receipt of special pension shall not deprive any person of any other pension or other benefit, right or privilege to which he/she is or may hereafter be entitled under any existing or subsequent law. Special pension shall be paid in addition to all other payments under laws of the United States.

(3) Special pension shall not be subject to any attachment, execution, levy, tax, lien or detention under any process whatever.

(4) If any person has been awarded more than one Medal of Honor, he/she shall not receive more than one special pension.

3. Appointment to Service Academies of Children of Medal of Honor Winners. Title 10 U.S. Code, Sections 4342, 6954, and 9342 authorizes the appointment of children of a person who has been awarded the Medal of Honor as cadets at the U.S. Military Academy, U.S. Air Force Academy or as midshipmen at the U.S. Naval Academy, without regard to quota requirements. Applications for admittance to the Naval Academy under this provision should be sent to the Dean of Admissions, U.S. Naval Academy, regardless of the branch of service in which the parent served. Applications should include the full name and date of birth of the applicant, and the full name and grade or rate of the person awarded the Medal of Honor.

## Section 2 - MISCELLANEOUS

120. PRECEDENCE OF AWARDS. The precedence of U.S. military and non-military decorations, medals, ribbons and badges authorized for personnel of the Navy and Marine Corps is listed in appendix C of this chapter.

121. WEARING OF AWARDS. Active duty, retired and discharged personnel are authorized to wear awards as prescribed by the provisions of this instruction and the applicable provisions of the U.S. Navy Uniform Regulations or Marine Corps Uniform Regulations, as appropriate.

### 122. ATTACHMENTS TO BE WORN ON RIBBONS AND MEDALS

1. Stars. All stars will be worn with two points (rays) pointing down. The larger size (5/16 inch for naval military decorations and 3/16 inch for unit, campaign and service awards, with the exception of the Navy "E" Ribbon) is worn on the suspension ribbon of the large medal and service ribbon or ribbon bar to denote subsequent awards received. The smaller size (1/8 inch) is worn on miniature medals. For personal naval military decorations, gold stars are used for the 2<sup>nd</sup> through the 5<sup>th</sup>, 7<sup>th</sup> through 10<sup>th</sup>, 12<sup>th</sup> and so forth. Silver stars are used in lieu of multiples of five gold stars; i.e. the 6th, 11th, etc. For unit, campaign and service awards, with the exception of the Navy "E" Ribbon, bronze and silver stars are used similarly.

## 2. Letter Devices

a. Silver "E" (3/16 inch) is authorized for wear on the Navy "E" Ribbon for first, second and third awards. For four or more awards one wreathed "E" centered on the ribbon bar is authorized.

b. Silver "E" (1/4 inch block letter) is authorized for wear on the ribbon bar of the Expert Rifleman and Expert Pistol Shot Medals.

c. Bronze "S" (1/4 inch block letter) is authorized for wear on the Navy Rifle/Pistol Marksmanship ribbon bar for those who qualify as sharpshooter.

d. Bronze "V" (Combat Distinguishing Device). Prior to 4 April 1974, the "V" was authorized for wear on the Legion of Merit, Bronze Star Medal, Joint Service Commendation Medal, Navy Commendation Medal and Navy Achievement Medal. Between 4 April 1974 and 17 January 1991, the "V" was authorized for wear on the Distinguished Flying Cross, Bronze Star Medal, Air Medal, Joint Service Commendation Medal and Navy Commendation Medal. On 17 January 1991, the "V" was authorized for wear on the Legion of Merit, Distinguished Flying Cross, Bronze Star Medal, Air Medal, Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal. The "V" is authorized for wear on these decorations if the award is for acts or services involving direct participation in combat operations. In all cases, the Combat Distinguishing Device may only be worn if specifically authorized in the citation. Eligibility for the Combat Distinguishing Device shall be based solely on acts or services by individuals who are exposed to personal hazard due to direct hostile actions, and not upon the geographical area in which the acts or services are performed. Each case must be judged on its own merits.

## 3. Miscellaneous Devices

a. Fleet Marine Force (FMF) Combat Operation Insignia is a miniature bronze Marine Corps emblem and is authorized for Navy personnel who are assigned or attached to FMF units in active combat with an armed enemy beginning with World War II. The Insignia will be worn centered on the suspension ribbon and ribbon bar of World War II area

campaign medals, Korean Service Medal, Armed Forces Expeditionary Medal, Vietnam Service Medal, Southwest Asia Service Medal, Kosovo Campaign Medal and, upon approval of CMC, on future medals so designated. This authorization applies to Navy personnel attached to and operating with FMF units, and to Navy personnel attached to Navy units operating with FMF units and under FMF operational control. This is a restrictive device; attachment to operations with a Marine unit is not sufficient to establish eligibility for this insignia. The Marine unit must have been engaged in actual combat action during the period of the individual's service with the unit. Questions regarding eligibility for the FMF Insignia are addressed via the Marine Corps chain of command; CMC (MMMA) is the final authority for eligibility.

b. Bronze Arabic Numerals (5/16 inch) are authorized for wear on the Air Medal to denote total number of Strike/Flight awards.

c. Oak-Leaf Cluster. The oak-leaf cluster is worn on the service and suspension ribbon of all Defense, Army and Air Force decorations and the Joint Meritorious Unit Award. The larger size (13/32 inch) is worn on the suspension ribbon of the medal and the smaller size (5/16 inch) on the service ribbon or ribbon bar. The bronze oak-leaf cluster is used for the 2nd through 5th, 7th through 10th, and so forth. A silver oak-leaf cluster is used for the 6th, 11th and so forth, entitlement or award, or in lieu of five bronze oak-leaf clusters.

d. Additional attachments that have limited application are listed with the awards to which they apply.

### 123. MAINTENANCE OF RECORDS

1. CNO/CMC Awards Branches maintain the master list of personal military decorations awarded by all Navy and Marine Corps awarding authorities.

2. For Navy personnel:

a. Pertinent information from the submitted and properly completed OPNAV 1650/3 is entered into the Awards Information Management System (AIMS) data base and transferred on a weekly basis into the BUPERS Master Awards

File. Bureau of Personnel (BUPERS) (PERS 32) makes extractions from this file to complete the awards information section on Enlisted and Officer Service Records (ESRs/OSRs). Only personal awards, Navy and Marine Corps Achievement Medal and above, are recorded into the AIMS System. Fleet Commanders-in-Chiefs and Type Commanders are authorized to perform direct entry of approved awards into the AIMS system. Unit, campaign and service awards are entered into AIMS by unit, not by individual service members; consequently these awards are not documented on the ESR/OSR. The personal awards package is then forwarded to BUPERS (PERS 313C) for citation microfilming into individual permanent service records.

b. All awarding authorities are responsible for forwarding the original OPNAV 1650/3, completed and signed, on a periodic basis after presentation of awards. The award copy is sent to the AIMS authority in the chain of command: Type Commander, Fleet Commander in Chief, or CNO (N09B13). Staple a signed copy of the citation, with the member's social security number (SSN) typed in the upper right hand corner to the OPNAV 1650/3. CNO (N09B13) does not require cover letters, delivering endorsements, the summary of action, certificates, or advance copies.

c. Each delegated awarding authority will maintain records of awards processed to include the OPNAV 1650/3, a signed copy of the citation, supporting documents and related correspondence in accordance with the Navy and Marine Corps Records Disposition Manual (SECNAVINST 5212.5 Series).

3. For Marine Corps: AIMS was replaced by the use of the Headquarters Marine Corps Electronics Awards System. Use of the electronic awards system fulfills all record-keeping requirements; paper documentation of approved awards is not required.

4. Delegated awarding authorities shall reissue and correct all awards issued by their activities as necessary. Activities holding individual service records will make appropriate entries on personal awards, unit awards, campaign and service medals or provide said information to their appropriate servicing command. Eligibility may be established by documentary evidence in service records, such as orders to officer personnel or page five service

record entry for USN/R enlisted and page 9 for USMC/R enlisted members. In those cases where a determination cannot be made at the local level, requests for award eligibility will be submitted to BUPERS (PERS 324) or CMC (MMMA). For officer personnel, commanding officers shall furnish BUPERS (PERS 313C) a copy of the citation with the officer's social security number typed on the citation. For enlisted personnel, entry shall be made on page 4 of the service record.

#### 124. AWARDS INQUIRIES-PRIOR SERVICE

1. Inquiries regarding prior service awards shall be initiated by the individual's commanding officer and forwarded directly to the following address:

Navy Liaison Office (N314)  
Room 3475  
9700 Page Avenue  
St. Louis, MO 63132-5200

2. Include the following prior service data in each request and mark the letter 'For Official Use Only - Privacy Act Protected.'

- a. Full name, grade/rate at time of discharge.
- b. Service number (if service is before 1972) and social security number.
- c. Periods of service - indicate periods of active duty/reserve duty.
- d. Date of last discharge and VA Claim Number.
- e. Organization: Ship, squadron, unit, regiment, battalion, etc., during period for which inquiry is made.
- f. Date and place of birth.
- g. Address and Phone Number.

#### 125. PUBLIC DISPLAY OF MEDALS AND RIBBONS

1. Government Agencies. Medals and ribbons for official display may be procured from the service sources

for an attractive, dignified and secure display. The Medal of Honor is strictly controlled; one set may be furnished on a no-cost basis by CNO or CMC upon request.

2. Civilian Institutions. Medals and ribbons may be purchased by museums, libraries and national headquarters of historical, numismatic and military societies, and institutions of such public nature as will assure an opportunity for the public to view the exhibits under circumstances beneficial to the DON. The Medal of Honor is strictly controlled; one set may be furnished on a cost basis by CNO or CMC upon request.

3. Display Sets. Sets of display medals and ribbons will consist of currently issued personal decorations, unit awards and those service/campaign medals for World War II and subsequent periods. Medals for service prior to World War II cannot be furnished since only minimum essential quantities are available for issue to authorized recipients. Decorations furnished for display should be engraved with the word "Display."

4. Security of Display. All displays must be placed in secure areas in locked cases.

5. Requests for Display. Requests to display medals should be addressed to the CNO (N09B13) or CMC (Code MMMA), as appropriate. The following information must be included:

- a. Manner of display and description of the security measures in the display area.
- b. Number of visitors per year.
- c. Cost of admission fee, if any.
- d. Any other pertinent decision making information.

6. Commercial Sale of Medals for Display. Except for the Medal of Honor, all other medals are available for purchase from commercial sources. CNO/CMC will enforce strict control of the Medal of Honor and will sell it only in exceptional cases.

126. THE NAVY DEPARTMENT BOARD OF DECORATIONS AND MEDALS

1. The Navy Department Board of Decorations and Medals (NDBDM) was established in 1919 by SECNAV to provide assistance in all matters of policy, procedures and administration with regard to Navy decorations and medals. NDBDM, guided by law, executive order, and SECNAV policy, shall:

- a. Review and recommend appropriate action on awards submitted to SECNAV for approval.
- b. Review awards issued by all delegated authorities to ensure such awards are in consonance with SECNAV policy.
- c. Recommend policy and procedures for awards and related subjects to SECNAV to maintain and preserve the high standards and integrity of the Navy awards system.
- d. Review correspondence and directives regarding awards prior to approval by SECNAV.
- e. Maintain close liaison with the CNO, CMC and other awarding authorities on all matters pertaining to awards.
- f. Maintain liaison with other military services to exchange information on award policy and procedures.

127. THE CNO AND CMC AWARDS BRANCH. The CNO Awards and Special Projects Branch (N09B13) and the CMC Awards Branch (MMMA) have the following specific responsibilities:

1. Provide advice and assistance to CNO/CMC.
2. Initiate and implement policies and regulations for the military awards program.
3. Maintain close liaison with NDBDM, the award branches of the other services, Office of the Joint Chiefs of Staff and DoD.
4. Transmit all awards approved by SECNAV, CNO or CMC.
5. Process awards to foreign nationals.

6. Obtain concurrence from other services for Navy awards to members of other military services (Combat or MM and above).

7. Process awards and gifts of more than minimal value from foreign governments to Navy and Marine Corps personnel; prepare the yearly report of such gifts to the Secretary of State.

8. Control of the Medal of Honor for display purposes.

9. Prepare notices and instructions for guidance to commands for personal awards, campaign/service medals and unit awards.

10. Provide technical guidance and assistance to delegated awarding authorities and the National Personnel Records Center in St. Louis, Missouri.

11. Maintain the master list of personal awards and ships and units that qualify for unit, campaign and service awards.

12. Maintain the Navy and Marine Corps Awards Manual.

FORMS AND BINDERS

1. The following forms are available in the Navy Supply system and may be requisitioned per CD ROM NAVSUP P600 (NLL):

a. OPNAV 1650/3 (1-94), Personal Awards Recommendation, S/N 0107-LF-017-5800

b. OPNAV 1650/6 (2-96), Naval Reserve Meritorious Service Medal Certificate, S/N 0107-LF-020-3100

c. NAVSO 1650/11 (1-95), Navy and Marine Corps Commendation Medal Certificate, S/N 0104-LF-019-2800 (for issue only by those commanders with authority to award the medal)

d. NAVSO 1650/12 (1-95), Navy and Marine Corps Achievement Medal Certificate, S/N 0104-LF-019-2900 (for issue only by those commanders/commanding officers with authority to award the medal)

e. NAVPERS 1650/1 (6-81), Good Conduct Medal Certificate, S/N 0106-LF-016-5006

2. The following forms are authorized for use and purchase by the MM delegated authorities listed in Appendix B to Chapter 1:

a. NAVSO 1650/9 (11-81), Air Medal Certificate (Individual)

b. NAVSO 1650/10 (11-81), Meritorious Service Medal Certificate

3. The following binders may be requisitioned through the General Services Administration using the GSA Catalog:

a. Navy Certificate Binders (Blue), S/N 7510-00-482-2994.

b. Marine Corps Certificate Binders (Red), S/N 7510-01-056-1927.

STOCK NUMBERS FOR MEDALS AND RIBBON BARS

<u>MEDAL</u>	<u>FSN</u>
Medal of Honor	Can only be ordered by CNO (N09B13) and CMC (MMMA)
Navy Cross	8455-00-680-0705
Distinguished Service Medal	8455-00-680-0703
Silver Star	8455-00-269-5758
Legion of Merit	8455-00-262-3469
Distinguished Flying Cross	8455-00-269-5748
Navy and Marine Corps Medal	8455-00-817-0305
Bronze Star Medal	8455-00-269-5749
Purple Heart	8455-00-269-5757
Meritorious Service Medal	8455-00-450-3728
Air Medal	8455-00-269-5747
Navy and Marine Corps Commendation Medal	8455-00-680-0617
Navy and Marine Corps Achievement Medal	8455-00-926-6784
Combat Action Ribbon	8455-00-411-0117
Presidential Unit Citation	8455-00-334-7965
Navy Unit Commendation	8455-00-334-7967
Meritorious Unit Commendation	8455-00-935-6664
Navy "E" Ribbon	8455-01-043-9711
"E" Attachment	8455-01-043-9712
Prisoner of War Medal	8455-01-251-2096
Navy Good Conduct Medal	8455-00-753-2906
Marine Corps Good Conduct	8455-00-261-4501
Naval Reserve Meritorious Service Medal	8455-00-926-6783
Selected Marine Corps Reserve Medal	8455-00-641-8968
Navy Expeditionary Medal	8455-00-820-8138
Marine Corps Expeditionary Medal	8455-00-082-5609
China Service Medal	8455-00-261-4499
Navy Occupation Service Medal	8455-00-890-2166
National Defense Service Medal	8455-00-281-3214
Korean Service Medal	8455-00-269-5771
Antarctica Service Medal	8455-00-965-1708
Armed Forces Expeditionary Medal	8455-00-082-5638
Vietnam Service Medal	8455-00-926-1664
Southwest Asia Service Medal	8455-01-334-9513
Armed Forces Service Medal	8455-01-426-5479
Humanitarian Service Medal	8455-01-063-4674
Military Outstanding Volunteer Svc Medal	8455-01-400-3295

Armed Forces Reserve Medal	8455-00-753-2908
United Nations Service Medal	8455-00-269-5778
Kuwait Libertation Medal (Saudi Arabia)	8455-01-349-7517
Kuwait Liberation Medal (Kuwait)	8455-01-421-0067
Kosovo Campaign Medal	8455-01-475-6856
M/C Recruiting Service Ribbon	8455-01-442-3876
M/C Drill Instructors Ribbon	Not Stocked
M/C Security Guard Ribbon	Not Stocked
Navy Recruit Training Service Ribbon	Not Stocked
Navy Recruiting Service Ribbon	Not Stocked
NATO Medal	8455-01-426-5479
Expert Rifleman Medal	8455-00-577-5878
Expert Pistol Shot Medal	8455-00-577-5877
Gold Stars (5/16 in.)	8455-00-141-0888
Silver Stars (3/16 in.)	8455-00-261-4507
Silver Stars (5/16 in.)	8455-00-141-0889
Bronze Stars (3/16 in.)	8455-00-261-4506
'M' Device	8455-01-437-2834
PUC Civilian Lapel Device	8455-00-134-9123
NUC Civilian Lapel Device	8455-00-134-9125
MUC Civilian Lapel Device	8455-00-134-9124

APPENDIX B TO CHAPTER 1 - DELEGATION OF AWARDING AUTHORITY

AUTHORITY RETAINED BY THE SECRETARY OF THE NAVY

1. All awards to flag/general officers
2. All Silver Stars and above
3. Presidential Unit Citation and Navy Unit Commendation
4. All awards to foreign nationals
5. Awards for personnel serving with the following:
  - a. Assistant Secretaries of the Navy
  - b. Office of Naval Research
  - c. Office of the General Counsel
  - d. Naval Criminal Investigative Service
  - e. Office of Program Appraisal
  - f. Office of Legislative Affairs
  - g. Office of the Judge Advocate General
  - h. Office of Information
  - i. Office of the Naval Inspector General
6. All new operations for the Combat Action Ribbon
7. Any and all determinations of extraordinary heroism
8. All terrorist-related incidents

LEGION OF MERIT AND LESSER PERSONAL DECORATIONS AND  
MERITORIOUS UNIT COMMENDATION

1. Chief of Naval Operations
  2. Commandant of the Marine Corps
- Note: CMC has delegated authority in specific cases.

MERITORIOUS SERVICE MEDALS AND BELOW

Commander in Chief, U.S. Atlantic Fleet  
Commander in Chief, U.S. Pacific Fleet  
Commander in Chief, U.S. Naval Forces Europe  
Commander, Marine Force Atlantic  
Commander, Marine Force Pacific  
Commander, Marine Corps Combat Development Command  
Commander Naval Forces Central Command  
Commanding Generals, I, II, and III MEF  
Superintendent, U.S. Naval Academy (while a 4-star billet)  
Director, Naval Nuclear Propulsion  
Commander, Naval Air Force, U.S. Atlantic Fleet

Commander, Naval Surface Force, U.S. Atlantic Fleet  
Commander, Naval Submarine Force, U.S. Atlantic Fleet  
Commander, Naval Submarine Force, U.S. Pacific Fleet  
Commander, Naval Air Force, U.S. Pacific Fleet  
Commander, Naval Surface Force, U.S. Pacific Fleet  
Commanders, Second/Third/Fifth/Sixth/Seventh Fleet  
Commander, Naval Sea Systems Command  
Commander, Naval Air Systems Command  
Chief of Naval Education and Training  
Bureau of Naval Personnel  
Bureau of Medicine and Surgery  
Commander, Military Sealift Command  
Commander, Marine Forces Reserve  
Commander, Space and Naval Warfare Systems Command  
Chief of Supply Corps  
Chief of Naval Engineers  
Commander, Naval Reserve Force  
Commanding General, Marine Forces Reserves

NAVY AND MARINE CORPS COMMENDATION MEDAL AND BELOW

Navy and Marine Corps commanders in grade of rear admiral (lower half) or brigadier general and above (to include those frocked).

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

NAVY: Commanders/commanding officers eligible to wear the Command at Sea or Command Ashore device by virtue of current billet and prospective commanding officers (PCOs) of new construction.

MARINE CORPS: Battalion and Squadron level commanders, Battalion Inspector and Instructors, and Site Officers in Charge or other command positions of battalion/squadron level command equivalency. Requests for exceptions to policy are directed via the chain of command to CMC (MMMA) for disposition.

QUOTAS: Quotas are no longer in effect for specific achievement NA.

NOTES

1. To enhance the commander's ability to provide timely recognition for a subordinate's action, in the flag/general officer's absence, the "acting commander" may award the NC and NA if a flag officer and the NA if an O-6 and below; delegation authority must be authorized by the commander in writing.
2. Awards for member of a flag officer's immediate personal staff (i.e., executive assistant, flag lieutenant, flag secretary, or flag writer, etc.,) are to be forwarded to next higher awarding authority for appropriate action.
3. Authority to award naval decorations will not be delegated to commands outside the DON.
4. SECNAV retains the right to designate all new operations for the Combat Action Ribbon. Therefore, though judged independently of the Combat Action Ribbon, SECNAV area/operations designation is necessary for approval of the Combat Distinguishing Device and the Strike/Flight Air Medal. Any award of the Combat 'V' or a combat type Air Medal in a non-designated area must be forwarded to SECNAV for decision.
5. All awards for the same act are forwarded together to the award authority commensurate with the highest single award recommended.

## Appendix C to Chapter 1

PRECEDENCE OF AWARDS

1. The precedence of U.S. military and non-military decorations, medals, and ribbons authorized for personnel of the Navy and Marine Corps are as follows:

## a. Military (Personal) Decorations:

- (1) Medal of Honor
- (2) Navy Cross
- (3) Defense Distinguished Service Medal
- (4) Distinguished Service Medal
- (5) Silver Star
- (6) Defense Superior Service Medal
- (7) Legion of Merit
- (8) Distinguished Flying Cross
- (9) Navy and Marine Corps Medal
- (10) Bronze Star
- (11) Purple Heart
- (12) Defense Meritorious Service Medal
- (13) Meritorious Service Medal
- (14) Air Medal
- (15) Joint Service Commendation Medal
- (16) Navy and Marine Corps Commendation Medal
- (17) Joint Service Achievement Medal
- (18) Navy and Marine Corps Achievement Medal
- (19) Combat Action Ribbon

## b. Unit Awards: (After all personal decorations)

- (1) Presidential Unit Citation
- (2) Joint Meritorious Unit Award
- (3) Navy Unit Commendation
- (4) Meritorious Unit Commendation
- (5) Navy 'E' Ribbon

c. Non-Military U.S. Decorations: (After unit awards in order of receipt; if from the same agency, the applicable agency precedence listing should be consulted)

- (1) Presidential Medal of Freedom
- (2) National Security Medal
- (3) National Sciences Medal

- (4) Gold Life Saving Medal
- (5) Silver Life Saving Medal
- (6) Medal for Merit
- (7) National Intelligence Distinguished Service Medal
- (8) National Intelligence Medal for Achievement
- (9) Navy Distinguished Civilian Service Award
- (10) Navy Award for Distinguished Achievement in Science
- (11) President's Distinguished Federal Civilian Service Medal
- (12) DoD Distinguished Civilian Service Award
- (13) DoD Civilian Meritorious Service Award
- (14) Navy Superior Service Award
- (15) Navy Meritorious Civilian Service Award
- (16) Navy Distinguished Public Service Award
- (17) NASA Distinguished Service Medal
- (18) NASA Flight Medal
- (19) NASA Medal for Exceptional Bravery
- (20) NASA Medal for Exceptional Service
- (21) Merchant Marine Distinguished Service Medal
- (22) Merchant Marine Meritorious Service Medal
- (23) Merchant Marine Mariner's Medal
- (24) Selective Service Distinguished Service Medal
- (25) Selective Service Exceptional Service Medal
- (26) Selective Service Meritorious Service Medal
- (27) Congressional Space Medal of Honor

d. Campaign and Service Awards:

- (1) Prisoner of War Medal
- (2) Good Conduct Medal (Navy and Marine Corps)
- (3) Naval Reserve Meritorious Service Medal
- (4) Selected Marine Corps Reserve Medal
- (5) Navy Fleet Marine Force Ribbon
- (6) Expeditionary Medal (Navy/Marine)
- (7) Navy Occupation Service Medal
- (8) National Defense Service Medal
- (9) Korean Service Medal
- (10) Antarctic Service Medal
- (11) Armed Forces Expeditionary Medal
- (12) Vietnam Service Medal
- (13) Southwest Asia Service Medal
- (14) Kosovo Campaign Medal

- (15) Armed Forces Service Medal
- (16) Humanitarian Service Medal
- (17) Military Outstanding Volunteer Service Medal
- (18) Sea Service Deployment Ribbon
- (19) Navy Arctic Service Ribbon
- (20) Naval Reserve Sea Service Ribbon
- (21) Navy and Marine Corps Overseas Service Ribbon
- (22) Recruiting Service Ribbon (Navy/Marine)
- (23) Marine Corps Security Guard Ribbon
- (24) Recruit Training Service Ribbon (Navy)
- (25) Marine Corps Drill Instructor Ribbon
- (26) Coast Guard Special Operations Service Ribbon
- (27) Armed Forces Reserve Medal

e. Non-Military Service Awards:

- (1) Merchant Marine Gallant Ship Unit Citation
- (2) Merchant Marine Combat Bar
- (3) Merchant Marine Korean Service Bar
- (4) Merchant Marine Vietnam Service Bar
- (5) Merchant Marine Expeditionary Medal

f. Foreign Personal Military decorations (In order of receipt; if from the same country, consult the respective country's precedence listing).

g. Foreign Unit Awards:

- (1) Philippine Presidential Unit Citation
- (2) Korean Presidential Unit Citation
- (3) Vietnam Presidential Unit Citation
- (4) Republic of Vietnam Meritorious Unit Citation  
(Gallantry Cross Medal with Palm)
- (5) Republic of Vietnam Meritorious Unit Citation  
(Civil Actions Medal First Class Color w/Palm)

h. Non-U.S. Military Service Awards:

- (1) United Nations Service Medal
- (2) United Nations Medal
- (3) NATO Medal
- (4) Multinational Force and Observers Medal
- (5) Inter-American Defense Board Medal

i. Foreign Service Medal:

- (1) Republic of Vietnam Campaign Medal
- (2) Kuwait Liberation Medal (Saudi Arabia)
- (3) Kuwait Liberation Medal (Kuwait)
- (4) Republic of Korea War Service Medal

j. Marksmanship Awards:

- (1) Competition Badges - consult individual service regulations.
- (2) Rifle Qualification Award
- (3) Pistol Qualification Award
- (4) Navy and Marine personnel do not wear other service marksmanship awards.

NOTE: Navy and Marine Corps Uniform Regulations maintains the accurate listing for the precedence and appropriate wearing of all service decorations.

REQUESTS FOR INFORMATION AND PROCUREMENT PROCEDURES

a. REQUESTS FOR VERIFICATION AND PROCUREMENT OF AWARDS FROM ACTIVE AND RESERVE NAVY MEMBERS

<u>TYPE AWARD</u>	<u>VERIFICATION OF ELIGIBILITY</u>	<u>PROCUREMENT LOCATION *</u>	<u>REPLACEMENT/INITIAL ISSUE (NO COST)</u>	<u>REPLACEMENT ISSUE OF AWARD (CHARGE)</u>
Personal Decorations	BUPERS (PERS-312) (1)	Obtained from DPSC, Philadelphia, PA by awarding authorities	BUPERS (PERS-312)	BUPERS (PERS-312) Check or money order payable to Treasurer of the United States
Armed Forces Reserve Medal and Naval Reserve Medals	Commanding officer (CO) Note (1)	Standard MILSTRIP Requisition submitted to DPSC, Philadelphia, PA. Letter requests are not acceptable.	Standard MILSTRIP Requisition submitted direct to DPSC, Philadelphia, PA. Letter requests are not acceptable.	Same as above
All other Campaign and Service Medals	Current commanding officer (1)	Same as above	Same as above	Same as above
Unit Awards	CO/BUPERS (PERS-312) Note (1)	Same as above	Same as above	Same as above
Marksmanship Awards	Commanding officer Note (1)	Same as above	Same as above	Same as above

(1) - If unable to determine eligibility of awards, forward letter via commanding officer to BUPERS (PERS-312) for Reserve personnel on extended active duty or Commanding Officer, Naval Reserve Personnel Center (Code 20) for Reserve personnel not on extended active duty.

\*See appendix A for stock numbers

DPSC - Defense Procurement and Supply Center

b. REQUESTS FOR VERIFICATION AND PROCUREMENT OF AWARDS FROM ACTIVE AND RESERVE MARINES

<u>TYPE AWARD</u>	<u>VERIFICATION OF ELIGIBILITY</u>	<u>PROCUREMENT LOCATION</u>	<u>REPLACEMENT/ INITIAL ISSUE</u>	<u>REPLACEMENT ISSUE OF AWARD (CHARGE)</u>
Personal Decoration	Unit Level (1)	DPSC (DPSC-TSKR) Philadelphia, PA by awarding authorities	Unit Level (2)	CMC (MMMA) Check or money order payable to Treasurer of the United States
Armed Forces Reserve and Selected Marine Corps Reserve Medal	Unit Level (1) Dir, MCRSC Overland Park, KS	Same as above	Same as above (2)	Same as above
All other Campaign and Service Medals	Unit Level (1)	Same as above	Same as above (2)	Same as above
Unit Awards	Same as above (1)	Same as above	Same as above (2)	Same as above
Marksmanship Awards	Same as above (1)	Same as above	Same as above (2)	Same as above

- (1) If unable to determine eligibility of awards, forward letter via commanding officer to CMC (MMMA) in accordance with MCO 1650.19G.
- (2) Commanders, as appropriate, are authorized to stock and issue awards as directed in MCO 1650.19F, paragraph 9b, enclosure (1).

c. REQUESTS FOR VERIFICATION AND PROCUREMENT OF AWARDS FROM RETIRED AND FORMER PERSONNEL

Navy requests from retired and former Navy and Marine Corps personnel shall be directed to the National Personnel Records Center, ATTN: Navy Liaison Office (N314), Room 3475, 9700 Page Avenue, St. Louis, MO 63132-5200. Marines submit requests to: Navy Liaison Office (PERS 313E), Retired Records Section, 9700 Page Avenue, St. Louis, MO 63132-5100.

Chapter 2 - MILITARY DECORATIONS

Section 1 - GENERAL

210. DEFINITION. A military decoration is an award bestowed on an individual for a specific act or acts of gallantry or meritorious service.

211. ENGRAVING AT GOVERNMENT EXPENSE

1. The Medal of Honor will be engraved for all recipients with grade, name, branch of service and the words, "For action above and beyond the call of duty in (area) on (date)."

2. Other military decorations are not engraved due to the fact that a number of personal decorations cannot be engraved due to the limited space available.

212. INCREASE IN RETAINER PAY FOR EXTRAORDINARY HEROISM. Title 10 U.S. Code, Section 6330 provides that each enlisted member transferred to the Fleet Reserve or Fleet Marine Corps Reserve who has been credited by SECNAV with extraordinary heroism (EH) in the line of duty is entitled to an increase of 10 percent in retainer pay not to exceed 75 percent. Additionally, 10 U.S.C. 6330 states that the determination of extraordinary heroism by SECNAV is final and conclusive for all purposes. All awards for heroism with the complete justification packages are forwarded to NDBDM after approval for EH determination.

Section 2 - ADMINISTRATIVE PROCEDURES

220. PREPARATION OF RECOMMENDATIONS

1. Initiation. A recommendation for an award may be submitted by any commissioned officer, senior to the individual being recommended, having knowledge of any act, achievement or service which may warrant such award. A recommendation originated by other than the commanding officer of the individual concerned must be forwarded to the commanding officer for endorsement.

## 2. Timeliness

a. A timely recommendation is essential to a successful awards system. A recommendation must be submitted as soon as possible following the act, achievement or service upon which it is based. However, all recommendations must be appropriately justified and sufficiently detailed to allow proper evaluation and decision.

b. Submit recommendations for meritorious service when an individual's detachment is anticipated. When a reporting senior is being detached and feels that the service of a subordinate merits recognition, a recommendation form (OPNAV 1650/3) for the observed period should be completed and be retained within the command, pending detachment of the individual. If at that time the current reporting senior feels the latter portion of the individual's tour merits recognition, the recommendation should be combined with the earlier one; if not, the recommendation of the predecessor should be forwarded for consideration on its own merits by the awarding authority empowered to approve the award.

c. Process recommendations for an award for meritorious service terminating with retirement or separation so that presentation may be made at the individual's current duty station. Other meritorious awards may be processed for presentation at the individual's new duty station. A minimum of 3 months from date of mailing by originator should be allowed for administrative processing of award recommendations.

d. Appendix A to this chapter lists the time limits for the submission/awarding of military decorations.

## 3. Preparation

a. Format. Prepare recommendations for personal decorations on the Personal Award Recommendation Form (OPNAV 1650/3). Guidance for completing this form is contained in appendix B to this chapter. When additional space is required, add sheets of standard size paper, however, use continuation pages sparingly. Use a separate form for each award being recommended. Marine Corps units will use the electronic awards

submission system to prepare, forward and record all awards. This system provides the originator and award authority with all references and forms. Note: All awards for the same act are forwarded together to the highest award level for final approval.

b. Summary of Action. Since each award recommendation is evaluated on the merits of the justification, this part of the recommendation is required in all cases except Navy command-awarded Navy and Marine Corps Achievement Medals; Marine Corps requires all the specific achievement award to have a short, bullet-format summary. Avoid generalities and excessive use of superlatives. Present an objective summary giving specific examples of the performance and manner of accomplishing it, together with the results and benefits derived. The amount of detail and supporting documentation required will depend upon the circumstances and the nature of the award being recommended, but, in general, a single page will suffice.

c. Citation. A proposed citation, which is a condensation of the summary of action, must accompany the recommendation. The proposed citation shall be prepared in double space, upper and lower case type and without the use of acronyms. Although a citation is laudatory and formalized, it must be factual and contain no classified information. Non-combat citations are limited to 22 typewritten lines, 7 ½ lines for NC and NA awards; in no case should citations exceed one typewritten page. A citation consists of three parts:

(1) Opening Sentence. The citation begins with a standard phrase describing the degree of meritorious or heroic service as specified for each award, duty assignment of the individual, inclusive dates of service on which the recommendation is based, and if desired, a description of operations of the unit to which the individual is attached. The following opening phrases for specific decorations are exclusive to the respective award and not used in others:

Medal of Honor: "For conspicuous gallantry and intrepidity at the risk of his/her life above and beyond the call of duty..."

Navy Cross: "For extraordinary heroism..."

Distinguished Service Medal: "For exceptionally meritorious service to the Government of the United States in a duty of great responsibility..."

Silver Star: "For conspicuous gallantry and intrepidity in action..."

Legion of Merit: "For exceptionally meritorious conduct in the performance of outstanding service..."

Distinguished Flying Cross: "For heroism (or extraordinary achievement) while participating in aerial flight..."

Navy and Marine Corps Medal: "For heroism..."

Bronze Star Medal: "For heroic achievement (or meritorious achievement) (or meritorious service) (or heroic service) in connection with combat operations against the enemy (or operations involving conflict with an opposing foreign force)..."

Meritorious Service Medal: "For outstanding meritorious achievement or service..."

Air Medal: "For heroic (or meritorious) achievement in aerial flight..."

Joint Service Commendation Medal: "For meritorious service (or meritorious achievement) while serving as..."

Navy and Marine Corps Commendation Medal: "For meritorious service (or meritorious achievement) (or heroic service) (or heroic achievement) while serving as..."

Joint Service Achievement Medal: "For professional achievement in the superior performance of duties while serving as..."

Navy and Marine Corps Achievement Medal: "For professional achievement in the superior performance of his/her duties while serving as..."

(2) Statement of Heroic/Meritorious Achievement or Service. The second part of the citation identifies the recipient by name, describes specific duty assignments, his/her accomplishments and the outstanding personal attributes displayed. The description of the individual's achievements must show clearly that they were sufficient to justify the award recommended. Value of results of achievements may also be included. If duty was performed in actual combat, the citation should so state. No classified information may be included in the proposed citation.

(3) Commendatory Remarks. The third part of the citation states that the outstanding attributes, mentioned or implied in the second part, "reflected (use 'great credit' for MSM and above) credit upon him/her and were in keeping with the highest traditions of the United States Naval Service." (In the case of Marines, "of the Marine Corps and the United States Naval Service.")

(4) Combat Distinguishing Device. If approved, the citation must contain the statement... "The Combat Distinguishing Device is authorized."

(5) See Section 4 of this chapter for additional information on specific examples for citations.

## 221. SUBMISSION OF RECOMMENDATIONS

1. At least 3 months should be allowed for the administrative processing of award recommendations. Allow 4 months (120 days) if the recommendation is submitted through a lengthy chain of command or during the summer months.

2. Classified recommendations can be submitted, however, every effort should be made to forward an unclassified recommendation. When not possible, the highest classification which can be routinely handled is SECRET. It is a rare case when an award cannot be administratively processed without classification. If

information classified higher than SECRET is essential for proper adjudication, submit the recommendation through the chain of command to: Secretary of the Navy, Special Awards Board, 1000 Navy Pentagon, Room 5E689, Washington, DC 20350-1000.

3. In lifesaving or attempted lifesaving incidents where multiple awards are recommended, all of the recommendations will be forwarded for final action by CNO/CMC even if only one of the recommendations would normally require CNO/CMC approval. In lifesaving or attempted lifesaving incidents involving Naval Reserve (USNR-R) or Marine Corps Reserve (MCR) personnel, the individual must be either serving on "active duty" or otherwise transiting directly to or from his or her drill site to qualify. See Appendix B of this chapter for further information on lifesaving awards.

4. Recommendations may be sent by message or facsimile only in the most unusual circumstances when the importance of a timely presentation justifies special handling.

5. Address recommendations to the awarding authority having jurisdiction over the individual at the time of the act or service. Award recommendations for the Air Medal and above must be submitted via the organizational chain of command, with the first endorsement beginning no lower than Echelon 3 commanders. A list of awarding authorities is provided in appendix B to chapter 1. Provide copies of the recommendation to commanders of intermediate echelons as they may make dissenting comments when deemed appropriate to the awarding authority within 2 weeks. In the absence of such comments, concurrence shall be presumed. Do not provide "advance copies" of proposed award recommendations to the chain of command or NDBDM. (Note: An Immediate Superior in Command (ISIC) or a delegated awarding authority may require submission via a lower level chain of command; however, recommendations will not be terminated at any level below the final decision-making authority.)

## 222. ACTIONS BY AWARDING AUTHORITIES

1. Awarding authorities listed in appendix B to chapter 1 may take one of the following actions:

- a. Approve the award.
- b. Approve a lower award.
- c. Disapprove the award.
- d. Approve a higher award, if so empowered, or recommend a higher award to the appropriate awarding authority.
- e. Return the recommendation for further clarification or justification.

2. Recommendations for awards previously considered by an awarding authority may be reconsidered only upon presentation of new and relevant material evidence that was not available at the time the original recommendation was considered. Marine Corps procedures for reclama is addressed in MCO 1650.1 (NOTAL).

### 3. Extraordinary Heroism

- a. Authorization. 10 U.S.C. 6330.
- b. Policy. The awarding authority, in recommending that an award recipient be accorded the benefits of extraordinary heroism (see section 212), should compare the act(s) with other acts of heroism and believe that it stands out well above ordinary acts of heroism. An affirmative determination that extraordinary heroism was involved will be made by SECNAV at the time the award is processed. Awards approved by delegated authorities will contain a recommendation as to the eligibility of the individuals for the benefits of the additional retainer pay. NDBDM will review all awards and, in those instances in which extraordinary heroism is considered justified, will forward an affirmative recommendation to SECNAV. If approved by SECNAV, the recipient will be advised by CNO or CMC, as applicable. NDBDM will forward those cases in which extraordinary heroism is not considered justified to CNO or CMC for retention in the individual's record. If requested by an individual at the time of transfer to the Fleet/Fleet Marine Corps Reserve, NDBDM will review the awards correspondence. The following considerations are furnished to assist in making a recommendation.

(1) Individuals must have distinguished themselves above those who have already won distinction for heroism.

(2) Individuals must have performed a worthwhile act or an act that was considered worthwhile at the time. Needless and foolish risking of life, or tempting of fate is not considered worthwhile.

(3) The act must have been performed voluntarily. This requirement should not be applied so strictly that a person would be excluded from consideration, who in carrying out orders, does more on his/her own volition than could ordinarily be expected under the circumstances.

(4) Did the individual choose not to seek cover or did the individual leave a place of comparative safety to perform the act without direct orders or without being forced into the more dangerous situation by circumstances over which the individual had no control?

(5) Had the individual not performed the action cited, would there be cause for censure or blame? A person who failed to perform the duties that are expected of one of his/her rank and experience and for which he/she had been trained might be considered a candidate for censure rather than praise.

(6) The act performed by the individual must not have been motivated by a desire for self-preservation.

c. If there is no previous record for the adjudication of extraordinary heroism for decorations awarded, adjudication will be made when the individual applies for transfer to the Fleet or Fleet Marine Corps Reserve.

d. Action. The following procedures are effective for the determination of extraordinary heroism benefits:

(1) Commanders possessing delegated award authority. Review all heroic awards approved and provide recommendations whether or not the individual qualifies for extraordinary heroism within the criteria contained in this section.

(2) Chief of Naval Personnel (CHNAVPERS) and CMC

(a) When an individual applies for transfer to the Fleet or Fleet Marine Corps Reserve, forward correspondence concerning any act of heroism to CHNAVPERS (PERS-274) for Navy personnel and to CMC (MMSR-2) for Marine personnel. Provide all supporting information including copies of award citation, award recommendation (OPNAV 1650/3), witness statements and other documentation as appropriate.

(b) At the time of application for transfer, advise the applicant that the award correspondence for heroism will be reviewed, although previously adjudicated, if he/she so requests, and if requested, forward the pertinent correspondence as described above.

(c) Provide notification to personnel whose acts of heroism have been affirmatively determined by SECNAV as qualifying for the additional retainer pay.

4. Award Elements. Once the award has been approved, issue the following award elements:

a. Medal, if this is the first award for a living recipient or if the award is being made posthumously.

b. Gold or Silver Star, if award is a subsequent award of a medal.

c. Citation and certificate, or the citation-certificate in the case of specific awards.

d. Presentation folder.

5. Administrative Requirements. The awarding authority shall:

a. Advise the recommending command of the action taken either by copy of appropriate correspondence or separate letter; use of the Marine Corps electronic system suffices.

b. Maintain a permanent file to include a copy of the citation (refer to SECNAVINST 5212.5D); use of the Marine Corps electronic system suffices.

c. For Navy personnel, provide the following documentation to Chief of Naval Operations (N09B13), 2000 Navy Pentagon, Washington, D.C. 20350-2000, or the appropriate Type Commander or Commander in Chief per the unit's chain of command. For Marines, provide the same to Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs (MMMA), 3820 Russell Road, Quantico, VA 22134-5103.

Note: Marine Corps use of the electronic award system satisfies all of the requirements listed below.

(1) For approved awards, the original signed OPNAV 1650/3, and a signed copy of the citation, with awardee's social security number typed in the upper right hand corner. Do not send duplicate copies or advance copies of unprocessed awards, copies of summaries of action or certificates.

(2) For awards considered, but not recommended for approval, forward recommendation via the remaining chain of command to the appropriate award authority.

(3) For disapproved awards, send the original signed OPNAV 1650/3 to CNO (N09B13). A copy of the proposed citation is not required.

(4) CNO (N09B13) will provide BUPERS (PERS-313C) a copy of the signed citation for entry into the permanent service record.

(5) HQMC will provide the Personnel Management Support Branch (MMSB) with the original OPNAV 1650/3 and signed copy of citation for entering into the Military Personnel File.

d. BUPERS, representing CNO, will provide NDBDM automatic data processing services as necessary in support of the decorations and medals records system (Master Awards File).

223. TRANSMITTAL OF AWARDS1. Active duty recipients

a. For those awardees still attached to the command that recommended the award, send award elements to that command for presentation.

b. For those awardees who transferred to another duty station, send award elements to the new duty station for presentation.

2. Retired, released or discharged awardees

a. If the awardee resides in the area of the recommending command, send award elements to the recommending command for presentation.

b. If the awardee no longer lives in the area of the recommending command, send award elements to the home address of the awardee. The home address of the awardee should be included in the transmittal letter as well as the date of retirement, release or discharge from naval service.

3. Posthumous awards

a. In peacetime, the awarding authority shall send the medal, citation and certificate to the recommending command if the next of kin is residing in the area, or to the USN/USMC activity closest to the next of kin (see Article 224).

b. During wartime or when combat awards are made, the awarding authority should forward all citations and certificates to CNO or CMC to ensure all awards are sent at one time.

c. Make every effort to present posthumous awards to the next of kin within 90 days after the individual is declared dead.

4. Undeliverable Awards. In cases where the awardee or next of kin cannot be located or refuses to accept the award,

forward the entire case to CNO (N09B13) or CMC (MMMA) for disposition.

224. PRESENTATION OF DECORATIONS

1. The Medal of Honor is usually presented to living recipients by the President at the White House. Posthumous awards are normally presented to the next of kin in Washington, DC by the President or a personal representative.

2. Other United States military decorations will be presented with appropriate formality. Ceremonies may range from formal reviews to small office ceremonies at which the citation is read and the decoration presented to the recipient. In the act of presentation, attach the decoration over the left breast pocket of the uniform or to the left side of civilian jacket.

3. Posthumous Awards. Title 10 U.S. Code, Section 6250 provides that if a person who distinguishes himself/herself dies before presentation of an award to which entitled, the award shall be processed and the medal, cross, bar, associated emblem or insignia presented to the next of kin within 5 years from the date of the act or service justifying the award. Such awards will be presented at an appropriate ceremony to the next of kin if they desire. Decorations will not be pinned on the clothing of any next of kin. The decoration should be handed to the next of kin in an opened decoration container.

Section 3 - REQUIREMENTS

230. SPECIFIC MILITARY DECORATIONS. Listed below are current military decorations authorized for wear by Navy and Marine Corps personnel which can be recommended by Navy and Marine Corps commands. Defense awards for those Navy and Marine Corps personnel assigned to certain joint assignments are addressed in DoD 1348.33-M of September 1996, Manual of Military Decorations and Awards (NOTAL). SECNAV has been delegated authority to award the Joint Service Commendation and Joint Service Achievement Medals to authorized personnel.

1. Medal of Honor

a. Authorization. 10 U.S.C. 6241.

b. Eligibility Requirements

(1) Awarded by the President in the name of Congress to members of the naval service who conspicuously distinguish themselves by gallantry and intrepidity at the risk of their lives above and beyond the call of duty.

(a) while engaged in an action against an enemy of the United States;

(b) while engaged in military operations involving conflict with an opposing foreign force; or

(c) while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) There must be no margin of doubt or possibility of error in awarding this honor. To justify the decoration, the individual's service must clearly be rendered conspicuous above his or her comrades by an act so outstanding that it clearly distinguishes his or her gallantry beyond the call of duty from lesser forms of bravery; and it must be the type of deed which if not done would not subject the individual to any justified criticism. The deed must be without detriment to the mission of the command or to the command to which attached.

c. Special Benefits for Medal of Honor Recipients

(1) Title 38 U.S. Code, Section 560 establishes a roll designated as the "Army, Navy, Air Force and Coast Guard Medal of Honor Roll" listing the name of each surviving person who has served on active duty in the Armed Forces of the United States and has been awarded a Medal of Honor.

(2) Title 38 U.S. Code, Section 561 provides that each person whose name is entered on the Medal of Honor Roll shall be furnished a certificate of service.

(3) Title 38 U.S. Code, Section 562 requires the Administrator of Veterans Affairs to pay to each person whose name has been entered on the Medal of Honor Roll, a special pension of \$400 per month.

(4) Title 10 U.S. Code, Sections 4342, 6954, 9342 authorizes the appointment of children of persons who have been awarded the Medal of Honor as cadets at the U.S. Military and U.S. Air Force Academies, and midshipmen at the U.S. Naval Academy without regard to quota requirements.

(5) Medal of Honor recipients are authorized to travel in U.S. military aircraft on a space-available basis, within the Continental United States, provided they certify that the trip is not for personal gain or remuneration.

2. Navy Cross (NX)

a. Authorization. 10 U.S.C. 6242.

b. Eligibility Requirements

(1) Awarded to a person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself/herself by extraordinary heroism not justifying the award of the Medal of Honor.

(a) while engaged in an action against an enemy of the United States;

(b) while engaged in military operations involving conflict with an opposing foreign force; or

(c) while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) To warrant this distinctive decoration, the act or the execution of duty must be performed in the presence of great danger or at great personal risk and must be performed in such a manner as to set the individual apart from his or her shipmates or fellow Marines. An accumulation of minor acts of

heroism does not justify the award. The high standards demanded must be borne in mind when recommending the award.

3. Distinguished Service Medal (DM)

a. Authorization. 10 U.S.C. 6243.

b. Eligibility Requirements. Awarded to a person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself/herself by exceptionally meritorious service to the United States in a duty of great responsibility. To justify this decoration, an exceptional performance of duty, clearly above that normally expected, which has contributed materially to the success of a major command or project, is required. In general, the Distinguished Service Medal will be awarded only to those officers in principal commands at sea or in the field whose service is such as to justify the award. However, this shall not be interpreted to preclude the award of the Distinguished Service Medal to any individual whose service meets the requirements. If there is any doubt as to the degree of service involved, the Legion of Merit is the more appropriate award.

4. Silver Star (SS)

a. Authorization. 10 U.S.C. 6244.

b. Eligibility Requirements

(1) Awarded to a person who, while serving in any capacity with the Navy or Marine Corps, is cited for gallantry in action that does not warrant a Medal of Honor or Navy Cross.

(a) while engaged in an action against an enemy of the United States;

(b) while engaged in military operations involving conflict with an opposing foreign force; or

(c) while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) The heroic act(s) performed must render the individual conspicuous and well above the standard expected. An accumulation of minor acts of heroism normally does not justify the award, but unusual or exceptional cases will be decided on their merits.

5. Legion of Merit (LM)

a. Authorization. 10 U.S.C. 1121.

b. Eligibility Requirements. Awarded to a member of the Armed Forces of the United States or of a friendly foreign nation who distinguishes himself/herself by exceptionally meritorious conduct in performing outstanding service.

(1) For U.S. Military Personnel. To justify this decoration, the service rendered must have been comparable to that required for the Distinguished Service Medal but in a duty of lesser though considerable responsibility. In general, the Legion of Merit will be awarded to officers in lesser commands at sea or principal commands on shore who have performed such exceptionally meritorious service as to justify the award of the Distinguished Service Medal except as to degree of merit. However, this should not be interpreted to preclude the award of the Legion of Merit to any individual, regardless of grade or rate, whose acts or services meet the requirements. When the degree of achievement or service rendered, although meritorious, is not sufficient to warrant the award of the Legion of Merit, the Bronze Star Medal or the Meritorious Service Medal should be considered.

(2) For Foreign Military Personnel. See chapter 6.

c. Combat Distinguishing Device. During the Vietnam era the Combat Distinguishing Device was authorized for service subsequent to 17 July 1967. It was discontinued in April 1974; but reauthorized effective 17 January 1991.

6. Distinguished Flying Cross (DX)

a. Authorization. 10 U.S.C. 6245.

b. Eligibility Requirements. Awarded to any person who, while serving in any capacity with the U.S. Navy or the U.S. Marine Corps, distinguishes himself/herself by heroism or extraordinary achievement while participating in an aerial flight. To justify this decoration for heroism, an act in the face of danger, well above those actions performed by others engaged in similar flight operations, is required; for achievement, the results accomplished must be so exceptional as to render them conspicuous among those accomplished by others involved in similar circumstances.

(1) In adjudging the appropriate awards for the various members of a flight crew, it is considered that the pilot responsible for flying the aircraft is sometimes eligible for a higher award than other members of the flight crew. However, in a two-seat aircraft where the pilot and crewmember constitute a team and function as an integral part of the weapons system, both would generally be eligible for the same award. A crewmember other than the pilot should not be precluded from receiving a higher award if circumstances so indicate. Each case will be considered on its own merits.

(2) Establishment of a new aerial record does not necessarily qualify as an extraordinary achievement in aerial flight.

c. Combat Distinguishing Device. The Combat Distinguishing Device may be authorized for valor (heroism) after 4 April 1974.

## 7. Navy and Marine Corps Medal (NM)

a. Authorization. 10 U.S.C. 6246.

b. Eligibility Requirements. Awarded to any person who, while serving in any capacity with the U.S. Navy or the U.S. Marine Corps, distinguishes himself/herself by heroism not involving actual conflict with the enemy. For acts of lifesaving, or attempted lifesaving, it is required that the action be performed at the risk of one's own life.

Note: Although the Navy and Marine Corps Medal is often awarded for heroism involving lifesaving, it is not a

lifesaving medal. As the senior peacetime award for heroism, this award hinges on the actual level of personal "life threatening" risk experienced by the awardee. For heroic performance to rise to this level it must be clearly established that the act involved very specific life-threatening risk to the awardee. When there is none, or at best very limited life-threatening risk to the awardee, the award of the Navy and Marine Corps Commendation Medal may be more appropriate. See page 2-39 for details.

8. Bronze Star Medal (BS)

a. Authorization. Executive Order (E.O.) 9419 of 4 February 1944 as modified by E.O. 11046 of 24 August 1962 and the Defense Authorization Act of 2001, Section 1133.

b. Eligibility Requirements

(1) Awarded to any person who, while serving in any capacity with the Armed Forces of the United States, distinguishes himself/herself on or after 7 December 1941 by heroic or meritorious achievement or service, not involving participation in aerial flight.

(a) while engaged in an action against an enemy of the United States;

(b) while engaged in military operations involving conflict with an opposing foreign force; or

(c) while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) To justify this decoration, accomplishment or performance of duty above that normally expected, and sufficient to distinguish the individual among those performing comparable duties is required, although less than the requirements for the Silver Star or Legion of Merit. Minor acts of heroism in combat or single acts of merit or meritorious service in connection with military or naval operations may justify this award.

(3) The recipient must be in receipt of Imminent Danger Pay during the qualifying period.

c. Combat Distinguishing Device. The Combat Distinguishing Device may be authorized for valor (heroism).

9. Purple Heart (PH)

a. Authorization. Executive Order 9277 of 3 December 1942, E.O. 10409 of 12 November 1952, E.O. 11016 of 25 April 1962 as amended by E.O. 12464 of 23 February 1984, Public Law 98-525 of 19 October 1984, and Public Law 105-85 of 18 November 1997.

b. Eligibility Requirements. Awarded to members of the Armed Forces of the United States who, while serving under competent authority in any capacity with an Armed Force of the United States after 5 April 1917, has been killed or wounded.

(1) In action against an enemy of the United States.

(2) In action with an opposing armed force of a foreign country in which the Armed Forces of the United States are or have been engaged.

(3) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(4) As the result of an act of any such enemy or opposing armed force.

(5) As the result of an act of any hostile foreign force.

(6) As the result of friendly weapon fire while actively engaging the enemy.

(7) As the indirect result of enemy action.  
(example: injuries resulting from parachuting from a plane brought down by enemy or hostile fire.)

(8) As the result of maltreatment inflicted by their captors while a prisoner of war.

(9) After 28 March 1973, as a result of international terrorist attack against the U.S. or a foreign nation friendly to the U.S.

(10) After 28 March 1973, as a result of military operations while serving outside the territory of the United States as part of a peacekeeping force.

c. Definition. A "wound" is defined as an injury to any part of the body from an outside force or agent, sustained while in action as described in the eligibility requirements. A physical lesion is not required, provided the concussion or other form of injury received was a result of the action in which engaged.

d. Limitations. Except in the case of a prisoner of war, the wound for which the award is made must have required treatment by a medical officer at the time of injury. Only one award is authorized for more than one wound or injury received at the same instant from the same missile, force, explosion, or agent. Prisoners of war, if entitled, will be limited to a single Purple Heart covering the entire period of their captivity.

e. Determination of Eligibility. During World War I, and World War II, and Korea, an individual must have been wounded as a direct result of enemy action. During subsequent conflicts (Vietnam and Operation DESERT STORM), the individual must have been wounded as a result of enemy action (direct or indirect).

(1) Veterans may apply to the National Personnel Records Center, Navy (N314), Room 3475, 9700 Page Avenue, St. Louis, MO 63132-5100 for a determination of eligibility. If adequate documentation is not available in the individual's service and/or health records, the individual may submit sworn affidavits from two eyewitnesses who have personal knowledge of the injury and the circumstances surrounding the incident in which the injury occurred.

(2) For active duty personnel wounded during the above wars or conflict, requests should be addressed to the CHNAVPERS (PERS-312) or CMC (MMMA).

(3) Subsequent awards are denoted by gold and silver stars.

10. Meritorious Service Medal (MM)

a. Authorization. Executive Order 11448 of 16 January 1969 as amended by E.O. 12312 of 2 July 1981.

b. Eligibility Requirements. Awarded to members of the Armed Forces of the United States or members of the armed forces of a friendly foreign nation who distinguished themselves by outstanding meritorious achievement or service to the United States. To justify this decoration, the acts or services rendered by an individual, regardless of grade or rate, must have been comparable to that required for the Legion of Merit but in a duty of lesser responsibility. The Meritorious Service Medal is the counterpart of the Bronze Star Medal for the recognition of meritorious non-combat service. When the degree of meritorious achievement or service rendered is not sufficient to warrant the award of the Meritorious Service Medal, the Navy Commendation Medal, when appropriate, should be considered.

11. Air Medal (AM)

a. Authorization. Executive Order 9158 of 11 May 1942, as amended by E.O. 9242-A of 11 September 1942.

b. Eligibility Requirements. In adjudging the appropriate awards for the various members of a flight crew, the pilot responsible for flying the aircraft is sometimes eligible for a higher award than other members of the flight crew. However, in a two-seat aircraft where the pilot and crewmember constitute a team and function as an integral part of the weapons system, both would generally be eligible for the same award. A crewmember other than the pilot should not be precluded from receiving a higher award if circumstances so indicate. Each case will be considered on its own merits. The Air Medal may be awarded in two categories:

(1) Individual Award. Awarded to persons who, while serving in any capacity with the Armed Forces of the United States, distinguishes himself/herself by heroic/meritorious achievement while participating in an aerial flight under flight orders. A 3/16 inch bronze star is worn to denote first individual award of the Air Medal. Gold stars are worn to denote second and subsequent individual awards of the Air Medal.

(2) Strike/Flight Award. Awarded to persons who, while serving in any capacity with the Armed Forces of the United States, distinguish themselves by meritorious achievement while participating in sustained aerial flight operations under flight orders. Bronze numerals are worn to denote total number of Strike/Flight Awards. Strike/Flight awards can only be approved within the parameters (area, time, etc.) established by the Secretary of the Navy; delegated authority of this award is specific in nature and always in writing.

(a) Definitions

1. Strike. Those sorties which deliver ordnance against the enemy, land or evacuate personnel in assault or engage in search and rescue (SAR) operations which encounter enemy opposition.

2. Flight. Those sorties which deliver ordnance against the enemy, land or evacuate personnel in assault or engage in Search and Rescue operations which encounter no enemy opposition.

3. Direct Combat Support Mission. Those missions which include reconnaissance, target combat air patrol, electronic countermeasures (ECM) support, psychological warfare, patrol operations in support of coastal surveillance, etc., which do not necessarily involve delivery of ordnance against the enemy, or landing or evacuating personnel in assault or engaging in Search and Rescue (SAR) operations. However, those direct combat support missions that encounter enemy opposition equivalent to that encountered by a strike should be considered as a strike sortie. Examples are photo reconnaissance, target combat air patrol (TARCAP) and ECM aircraft that are endangered by anti-aircraft artillery (AAA) and surface to air missiles (SAMs). Administrative and logistical flights between

established airbases or secure areas and/or ships are not considered qualifying as direct combat support sorties.

(b) Modifications. Awarding authorities are authorized to deviate from the above criteria, when appropriate, with due regard to hazard and exposure incurred in sustained aerial flight operations.

(c) Requirements. The award of the Air Medal on a strike/flight basis shall require 20 points.

1. 10 strikes (1 strike = 2 points), or
2. 20 flights (1 flight = 1 point), or
3. 50 missions (1 mission = .4 points), or
4. 250 flight hours in direct combat support missions that do not encounter enemy opposition (25 hours = 2 points), or
5. A combination of these, using the appropriate ratios, i.e.:

3 strikes	=	6 points
8 flights	=	8 points
*10 missions	=	4 points
25 hours	=	<u>2 points</u>
		20 total points = 1 S/F AM

\*NOTE: (Time flown on 'missions' are not counted as 'hours')

(d) Special Provisions

1. Only personnel under flight orders are eligible to receive the strike/flight award of the Air Medal.
2. The individual award of an Air Medal, or other personal decoration for a particular sortie, should not preclude that sortie from counting toward eligibility for a strike/flight award of the Air Medal.

3. Officers of the rank of captain/colonel or above shall not be eligible for the award of the Air Medal on a strike/flight basis unless the sorties involved were actually required in the performance of their regular duties. Recommendations involving officers in this category, regardless of the current extent of delegated award authority, shall be forwarded via the chain of command to SECNAV for approval.

c. Combat Distinguishing Device. The Combat Distinguishing Device may be authorized for single mission Air Medals for valor (heroism) after 4 April 1974.

d. Periods for Strike/Flight Air Medals. Only areas in which Strike Flight Air Medals could have been earned/awarded:

Vietnam	4 Jul 65 - 28 Mar 73
Grenada	23 Oct 83 - 02 Nov 83
Lebanon	01 Oct 83 - 31 Oct 84
Libya	Mar 86 - Apr 86
Operation PRAYING MANTIS	18-19 Apr 88
Panama	20 Dec 89 - 31 Jan 90
Operation DESERT STORM	17 Jan 91 - 28 Feb 91
Operation SOUTHERN WATCH	Aug 92 - TBD
Operation DENY FLIGHT	1 Jul 92 - 20 Dec 95
Operation Joint Endeavor	15 Dec 95 - TBD
Kosovo	24 Mar 99 - TBD

(Note: The operational commander receives specific delegated award authority from SECNAV. Specifications for each area of operations must be adhered to in addition to the basic guidance of this chapter. Local guidance must be consulted for clarifications.)

12. Navy and Marine Corps Commendation Medal (NC)

a. Authorization. ALNAV 11 of 11 January 1944 authorized the Navy Commendation Ribbon, and on 22 March 1950, the SECNAV established the medal pendant for this award. On 21 September 1960, the SECNAV changed the name of the award to the Navy Commendation Medal. On 19 August 1994, the SECNAV changed the name of the award to Navy and Marine Corps Commendation Medal.

b. Eligibility Requirements. Awarded to a person who, while serving in any capacity with the Navy or Marine Corps (including foreign military personnel), distinguishes himself/herself after 6 December 1941 by heroic or meritorious achievement or service. To merit this award, the acts or services must be accomplished or performed in a manner above that normally expected and sufficient to distinguish the individual above those performing similar services as set forth in the following:

(1) For Acts of Heroism. Worthy of special recognition, but not to the degree required for the Bronze Star Medal when combat is involved or the Navy and Marine Corps Medal when combat is not involved.

(2) For Meritorious Achievement. Outstanding and worthy of special recognition, but not to the degree required for the Bronze Star Medal or Air Medal when combat is involved or the Meritorious Service Medal or Air Medal when combat is not involved. The achievement should be such as to constitute a definite contribution to the Naval Service, such as an invention, or improvement in design, procedure or organization.

(3) For Meritorious Service. Outstanding and worthy of special recognition, but not to the degree required for the Bronze Star Medal or Air Medal when combat is involved or the Meritorious Service Medal or Air Medal when combat is not involved. The award may cover an extended period of time during which a higher award may have been recommended or received for specific act(s). The criteria, however, should not be the period of service involved, but rather the circumstances and conditions under which the service was performed. The performance should be well above that usually expected of an individual commensurate with his or her grade or rate, and above that

degree of excellence which can be appropriately reflected in the individual's fitness report, performance evaluations or personnel records.

c. Combat Distinguishing Device. The Combat Distinguishing Device may be authorized for valor (heroism).

13. Navy and Marine Corps Achievement Medal (NA)

a. Authorization. SECNAVINST 1650.16 of 1 May 1961, re-designated by SECNAVNOTE of 17 July 1967. On 19 August 1994, the SECNAV changed the name of the award to Navy and Marine Corps Achievement Medal.

b. Eligibility Requirements. Awarded to members of the Armed Forces, including members of Reserve components on active or inactive duty, of the grade of lieutenant commander/major and junior thereto, for service performed on or after 1 May 1961. The award shall be given for meritorious service or achievement in a combat or non-combat situation based on sustained performance or specific achievement of a superlative nature, and shall be of such merit as to warrant more tangible recognition than is possible by a fitness report or performance evaluation, but which does not warrant a Navy and Marine Corps Commendation Medal or higher.

(1) Professional achievement that merit the NA must:

(a) Clearly exceed that which is normally required or expected, considering the individual's grade or rate, training, and experience; and

(b) Be an important contribution of benefit to the United States and the Naval Service.

(2) Leadership Achievement that merit the NA must:

(a) Be noteworthy;

(b) Be sustained so as to demonstrate a high state of development or, if for a specific achievement, be of such merit as to earn singular recognition for the act(s); and

(c) Reflect most creditably on the efforts of the individual toward the accomplishment of the unit mission.

c. Limitations. The Navy and Marine Corps Achievement Medal will not be awarded for service involving participation in aerial flight after 1 January 1969. The Air Medal is the more appropriate recognition for meritorious achievement while participating in aerial flight. This does not preclude the award of the Navy and Marine Corps Achievement Medal to those who meet the eligibility requirement for service during which participation in aerial flight was incidental.

d. Combat Distinguishing Device. During the Vietnam era the Combat Distinguishing Device was authorized for service subsequent to 17 July 1967 and discontinued in April 1974; it was reauthorized on 17 January 1991.

14. Combat Action Ribbon (CAR)

a. Authorization. SECNAVNOTE 1650 of 17 February 1969.

b. Eligibility Requirements

(1) Awarded to members of the Navy, Marine Corps, and Coast Guard (when the Coast Guard or units thereof operate under the control of the Navy) in the grade of captain/colonel and junior thereto, who have actively participated in ground or surface combat. Upon submission of evidence to their commanding officer, personnel who earned the Combat Infantryman Badge or Combat Medical Badge while a member of the U.S. Army may be authorized to wear the CAR.

(2) The principal eligibility criterion is that the individual must have participated in a bona fide ground or surface combat fire-fight or action during which he/she was under enemy fire and his/her performance while under fire was satisfactory. Service in a combat area does not automatically entitle a service member to the CAR. The following amplifying remarks are furnished as guidance.

(a) Personnel in riverine and coastal operations, assaults, patrols, sweeps, ambushes, convoys,

amphibious landings, and similar activities who have participated in fire fights are eligible.

(b) Personnel assigned to areas subjected to sustained mortar, missile, and artillery attacks actively participate in retaliatory or offensive actions are eligible.

(c) Personnel in clandestine or special operations such as reconnaissance, SEAL teams, EOD teams, and Mine Countermeasures operations are eligible when the risk of enemy fire was great and was expected to be encountered.

(d) Personnel aboard a ship are eligible when the safety of the ship and the crew were endangered by enemy attack, such as a ship hit by a mine or a ship engaged by shore, surface, air or sub-surface elements.

(e) Personnel eligible for the award of the Purple Heart would not necessarily qualify for the Combat Action Ribbon.

(f) Personnel serving in peacekeeping missions, if not eligible by the criteria cited above, are eligible to receive the award when all of the following criteria are met:

- the member was subject to hostile, direct fire,
- based on the mission and the tactical situation, not returning fire was the best course of action, and
- the member was in compliance with the rules of engagement and his orders by not returning fire.

(g) The CAR will not be awarded to personnel for aerial combat since the Strike/Flight Air Medal provides recognition for aerial combat exposure; however, a pilot or crewmember forced to escape or evade after being forced down could be eligible for the award.

(h) Under Public Law 106-55, the CAR may be awarded retroactively to 07Dec41.

c. Operations. An individual, whose eligibility has been established in combat in any of the following listed operations is authorized the award of the CAR. Only one award per operation is authorized. The listing is not all inclusive as

the CAR has been awarded in minor operations and for specific actions. Subsequent awards will be indicated by the use of a Gold Star on the ribbon:

- (1) Southeast Asia. From 01Mar61 to 15Aug73.
- (2) Dominican Republic. From 28Apr65 to 21Sep66.  
(No ships qualified)
- (3) USS LIBERTY (AGTR 5). 08Jun67 and 09Jun67.
- (4) USS PUEBLO (AGTR 2). 23Jan68.
- (5) Operation FREQUENT WIND. (Evacuation Operations, Saigon) 29Apr75 and 30Apr75. (No ships)
- (6) Operation MAYAGUEZ. 15May75. (No ships)
- (7) Grenada. 24Oct83 - 02Nov83. (No ships)
- (8) Lebanon. 20Aug82 to 01Aug84. (No ships)
- (9) Persian Gulf
  - (a) COMNAVSPECWAR Task Unit Tango - 22Sep87
  - (b) USS SAMUEL B. ROBERTS (FFG 58) - 14Apr88
  - (c) Operation PRAYING MANTIS - 18Apr88

SAG BRAVO

COMDESRON NINE STAFF embarked on (DD 976)  
USS MERRILL (DD 976)  
HSL-35 DET 1  
USS LYNDE MCCORMICK (DDG 8)  
USS TRENTON (LPD 14)  
CONTINGENCY MAGTF 2-88  
HSL 44, DET 5

SAG CHARLIE

USS WAINWRIGHT (CG 28)  
USS BAGLEY (FF 1069)  
HSL-35, DET 7

USS SIMPSON (FFG 56)  
 HSL-42, DET 10  
 COMMANDER, NAVAL SPECIAL WARFARE TASK  
 GROUP MIDDLE EAST FORCE  
 SEAL TEAM TWO, THIRD PLATOON

SAG DELTA  
 COMDESRON TWENTY-TWO  
 USS JACK WILLIAMS (FFG 24)  
 HSL-32, DET 2  
 USS JOSEPH STRAUSS (DDG 16)  
 USS O'BRIEN (DD 975)  
 HSL-33, DET 2  
 CO, SPEC BOAT UNIT TWELVE  
 SEAL TEAM 5, PLATOON C

(d) USS ELMER MONTGOMERY (FF 1082)  
 USS VINCENNES (CG 49) - 03Jul88

(e) Persian Gulf MCM Operations. Specific units during 19Nov87 to 01Apr88; 14 to 20Apr88; 20 to 23Apr88; and 02Aug90 to 10Sep91.

(10) Operation JUST CAUSE (Panama). 20Dec89 - 31Jan90. (No ships qualified)

(11) Operation SHARP EDGE. 05Aug90 - 24Aug90. (No ships qualified)

(12) Operation DESERT STORM. 17Jan91 - 28Feb91.

(a) The Secretary of the Navy approved the CAR as an exception to policy for the following ships that operated north of 28.30N and west of 49.30E from 17Jan91 to 28Feb91:

USS ADROIT (MSO 509)	USS AVENGER (MCM 1)
USS BEAUFORT (ATS 2)	USS BUNKER HILL (CG 52)
USS CARON (DD 970)	USS CURTS (FFG 38)
USS DURHAM (LKA 114)	USS FIFE (DD 991)
USS FORD (FFG 54)	USS FORT MCHENRY (LSD 43)
USS PAUL F. FOSTER (DD 964)	USS HAWES (FFG 53)

USNS HASSAYAMPA (T-AO 145)	USS HORNE (CG 30)
USS IMPERVIOUS (MSO 449)	USS JARRETT (FFG 33)
USS KIDD (DDG 993)	USS LASALLE (AGF 3)
USS LEADER (MSO 490)	USS LEFTWICH (DD 984)
USS MACDONOUGH (DDG 39)	USS MCINERNEY (FFG 8)
USS MISSOURI (BB 63)	USS MOBILE BAY (CG 53)
USS NASSAU (LHA 4)	USS NIAGARA FALLS (AFS 3)
USS NICHOLAS (FFG 47)	USS OKINAWA (LPH 3)
USS OLDENDORF (DD 972)	USNS PASSUMPSIC (T-AO 107)
USS PORTLAND (LSD 37)	USS PRINCETON (CG 59)
USS RALEIGH (LPD 1)	USS TRIPOLI (LPH 10)
USS VREELAND (FF 1068)	USS WISCONSIN (BB 64)
USS WORDEN (CG 18)	

(b) The following ships were approved for the dates indicated:

USNS COMFORT (T-AH 20)	26Feb91
USS GUAM (LPH 9)	25-26Feb91
USS IWO JIMA (LPH 2)	26Feb91
USS OGDEN (LPD 5)	25-26Feb91
USS MISSOURI (BB 63)	12Feb91 and 25Feb91
VC-6 Detachment	
EODMU Detachments	
USS RICHMOND K. TURNER (CG 20)	19-24Feb91
USS VALLEY FORGE (CG 50)	16-28 February 1991
USS LEADER (MSO 490)	23Mar91

(13) El Salvador. 01JAN81 to 01FEB92.

(14) Operation RESTORE HOPE (Somalia). 5Dec92 - 31Mar95. (No ships qualified)

(15) Cambodia. 01JUN92 to 15NOV93.

(16) Operation ASSURED RESPONSE (Monrovia, Liberia). 07Apr96 to 18Apr96. (No ships qualified).

(17) Kosovo Campaign. Specific units designated from 24Mar99 to 27Jan00.

d. Administrative Procedures. SECNAV determines which operations meet the criteria for this award. Requests for

determination of eligibility of individuals for operations subsequent to 1975 should be sent to SECNAV via the chain of command including CNO or CMC, as appropriate, unless specifically delegated by SECNAV.

#### Section 4 - CITATIONS

##### 240. FORMAT AND COMPOSITION OF CITATIONS

- a. See Appendix C of this chapter for sample citations.
- b. General guidelines.

(1) The opening line is formatted by type award; follow instructions/examples for noting consecutive awards.

(2) The rank, name, and service are all capitals and centered. Due to the length of enlisted rates, three lines are used; warfare designation is not required, but used when space is available, and additional designations are never appropriate. Officers use two lines with rank and name combined; a third line, for staff corps designation is optional.

(3) Proposed citations are never all capital letters with the exception of the single page citation/certificate used for the Navy and Marine Corps Commendation or Achievement Medals. Note Article 220 for specific statements and verbiage for different types of awards. If an award is given in the name of the President, then the individual has reflected 'great' credit upon him/her.

(4) There can be many varieties of style for the same award; awarding authorities may dictate specific guidance for awards under their authority as long as they meet the basic requirements cited above.

##### 241. REQUIRED SIGNATURES FOR CITATIONS AND CERTIFICATES

Citations and certificates are signed as indicated in the following table:

<u>Award</u>	<u>Citation</u>	<u>Certificate</u>
Medal of Honor	President in the name of Congress	President and SECNAV
NX, DM & SS	Approving (awarding) authority	SECNAV in the name in the of the President
LM, DFC, NM & BS	Approving (awarding) authority	Awarding Authority in the name of the President
Purple Heart	No citation issued	CMC or CNO/BUPERS in the name of the President
MM & AM	Approving (awarding) authority	Awarding Authority in the name of the President
JC & JA	Secretary of the Navy (awarding authority)	Awarding Authority in the name of SECDEF
NC & NA	Approving (awarding) authority	Awarding Authority in the name of the SECNAV

UNITED STATES MILITARY DECORATIONS

(IN ORDER OF PRECEDENCE)	AWARDED FOR:	MERITORIOUS ACHIEVEMENT OR SERVICE	AWARDED TO: UNITED STATES PERSONNEL			FOREIGN PERSONNEL		TIME LIMITS FOR SUBMISSION OF RECOMMENDATIONS
			MILITARY	RESERVE	CIVILIAN	MILITARY	CIVILIAN	
MEDAL OF HONOR	Combat		War (1)					3 years from date of action. Award must be made within 5 years of date of action (5)
NAVY CROSS	Combat		War		War	War	War	3 years from date of action. Award must be made within 5 years of date of action (5)
DISTINGUISHED SERVICE MEDAL		War Peace	War Peace	War Peace	War Peace	War Peace	War Peace	3 years from terminal date of service. Award must be made within 5 years from date of service (5)
SILVER STAR	Combat		War		War (2)	War	War (2)	3 years from date of action. Award must be made within 5 years of date of action (5)
LEGION OF MERIT		War Peace	War Peace	Peace		War Peace (4)		3 years from terminal date of service (5)
DISTINGUISHED FLYING CROSS	Combat (3) Non-Combat	War Peace	War Peace	Peace	Peace	War		2 years from date of action (5)
NAVY & MARINE CORPS MEDAL	Non-Combat		War Peace		Peace	War Peace		3 years from date of action. Award must be made within 5 years of date of action (5)
BRONZE STAR	Combat (3)	War Peace	War Peace		War (2) Peace (2)	War Peace	War (2) Peace (2)	3 years from date of service (5)
PURPLE HEART	Wounds received in combat or as result of international terrorists acts		War		War			No time limit

UNITED STATES MILITARY DECORATIONS

(IN ORDER OF PRECEDENCE)	AWARDED FOR:	AWARDED TO: UNITED STATES PERSONNEL				FOREIGN PERSONNEL		TIME LIMITS FOR SUBMISSION OF RECOMMENDATIONS
		MERITORIOUS ACHIEVEMENT OR SERVICE	MILITARY	RESERVE	CIVILIAN	MILITARY	CIVILIAN	
MERITORIOUS SERVICE MEDAL	HEROISM	Peace	Peace	Peace		Peace	(5)	3 years from date of service
AIR MEDAL	Combat (3) Non-Combat	War Peace	War Peace	War Peace	War (2)	War	War (2)	3 years from date of service (5)
NAVY & MARINE CORPS COMMENDATION	Combat (3) Non-Combat	War Peace	War Peace	War Peace	Peace	War Peace (3)		3 years from date of service (5)
NAVY & MARINE CORPS ACHIEVEMENT	Combat (3) Non-Combat	War Peace	War Peace	War Peace	Peace	War Peace		3 years from date of service (5)
COMBAT ACTION RIBBON	Active participation in ground or surface combat		War					3 years from date of action

- NOTES:
1. The Medal of Honor is awarded only to Navy, Marine Corps and Coast Guard (if part of the Navy Department).
  2. Not usually awarded to these personnel.
  3. Awarded with Bronze "V" device for valor in combat.
  4. Awarded to foreign military personnel in one of the four degrees.
  5. Time limit may be extended if the Secretary of the Navy determines that:
    - (1) a statement setting forth the act or distinguished service and recommending official recognition of it was made by the person's superior through official channels within 3 years from the date of that act or service and was supported by sufficient evidence within that time; and
    - (2) no award was made because the statement was lost or through inadvertence the recommendation was not acted on.

**BLOCK BY BLOCK INSTRUCTIONS FOR FILLING OUT  
OPNAV 1650/3 Personal Award Recommendation**

FROM: Include command long and short titles of the originator listed in block 22 w/complete address, and a point of contact (POC) and DSN telephone number.

TO: Proper awarding authority (see appendix B, chapter 1) w/complete address and UIC.

1. SOCIAL SECURITY NUMBER: Social Security Number of the person who is being recommended for an award.

2. DESIG/NEC/MOS:

a. DESIG is for officer designator, such as 1110, 1705, etc.

b. NEC is Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros).

c. MOS: This is the USMC Military Occupational Specialty.

3. NAME. Type the person's LAST name first (ALL CAPITAL LETTERS), followed by a comma (,), then type first name, middle initial and any suffixes, i.e., Jr., Sr., II, III etc.

4. COMPONENT: As shown on the form, either USN, USNR, USNR (TAR), USNR-R, USMC, or USMCR.

5. GRADE/RATE: For the person being recommended use the authorized abbreviation, i.e., CAPT, CDR, LCDR, LT, LTJG, ENS, CW04, YNCM, YNC, or DPSA. (Do not use O2, E7, E5 etc.)

6. WARFARE DESIGNATOR: Use primary warfare designator, e.g., SW, AW, etc. If multiple, only the first one will be recognized.

7. UIC/RUIC: This is the Unit Identification Code (UIC) to which the person was/is assigned during the period of recommended award.

8. RECOMMENDED AWARD: Name of award, such as LEGION OF MERIT - LM, MERITORIOUS SERVICE MEDAL - MM, NAVY AND MARINE CORPS COMMENDATION MEDAL - NC, etc, use 2 letter code shown on back of form.

9. SPECIFIC ACHIEVEMENT. Mark yes if award is for specific achievement. If award is a tour award mark no.

10. SELF-EXPLANATORY. The majority of peacetime awards will be "meritorious".

11. NUMBER OF AWARD OF THIS MEDAL: If the person being recommended has never received the recommended award, type in "FIRST". If this will be "second" or "third" in kind, then so indicate, e.g., "SECOND", "THIRD", etc.
12. ACTION DATE/MERITORIOUS PERIOD: This block requests the complete start/stop dates of period covered for recommended award.
13. GEOGRAPHIC AREA OF ACTION/SERVICE: e.g. CONUS, WESTPAC, MED, EUROPE, CARIBBEAN, etc.
14. EXP. OF ACTIVE DUTY: For officers, this is usually "INDEFINITE," unless the officer is retiring or otherwise leaving the Naval Service, in which case, type in retirement date, or last day of active duty. For enlisted personnel, type in EAOS (expiration of active obligated service).
15. EST. DETACHMENT DATE: The date the person is scheduled to depart the command, whether departing for PCS or terminal leave. Include exact date if known. Mark appropriate box - retirement etc. If ceremony is scheduled on a different date, type it in parenthesis, i.e., (ceremony 17 May 2001).
16. NEW DUTY STATION: Type in the SNDL-authorized short title of the new duty station and full mailing address, including ZIP code. If the individual is retiring or leaving the service, type in full HOME address, including ZIP code. (This is of utmost importance.)
17. UNIT AT TIME OF ACTION/SERVICE: The unit to which the individual being recommended was assigned during the period covered by the proposed award.
18. DUTY ASSIGNMENT: Type in a brief general description of the person's title during the period the award is recommended for, e.g., Commanding Officer, OPS Officer, Flight Instructor, Flag Writer, Command Master Chief, Clerk, etc.
19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED: (This block causes much confusion.) A PERSONAL decoration is one that is listed in Chapter 2. Service (Good Conduct Medal) and Unit (NUC/MUC) decorations will not be listed. Ensure the period covered for each personal award is included. Attach a copy of any award(s) which overlap the period of the recommended award.
20. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED: Normally, "NONE." Usually used for combat situations.

21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: Normally, "NONE." For life-saving actions when a group is recommended for the same action, list other personnel. Forward awards together.

22. NAME, GRADE, TITLE OF ORIGINATOR: For example, John P. Jones, RADM, Director of Naval Intelligence. The originator must sign and date the form as well as check one of the two boxes above signature block.

23. FORWARDING ENDORSEMENTS: As required by the chain of command.

24. To be completed by the Awarding Authority. This must be completed by the command making final disposition. Use two-letter code for approved award and check appropriate boxes. All awarding authorities must sign and date the approval. (Signature should correspond to the "To: (Awarding Authority) Block" above.

25. SUMMARY OF ACTION: This must be submitted for every award recommendation EXCEPT Command-approved NA's for Navy only. All NA awards require a bullet summary for Marine Corps. Specific information/accomplishments are essential to the narrative summary. Ensure that the dates in Block 11 match exactly with the dates in Block 25, as well the proposed citation. A one-page summary of action will suffice in most cases.

FOR NONCOMBAT AWARDS

- Brevity is encouraged.
- Outline or bullet format limited to one page is sufficient in majority of cases.
- Emphasis should be on specific accomplishments of individual that set that person apart from his/her peers.

COMBAT AWARDS

- Must be fully justified.
- Eyewitness statement (at least two if practicable).
- For Medal of Honor also include a summary of the recommendation in the following format:

Name: \_\_\_\_\_  
 Rate or rank at time of action: \_\_\_\_\_

Organization: \_\_\_\_\_  
Next of kin: \_\_\_\_\_  
Person who assisted: \_\_\_\_\_

Conditions Under Which Act Performed

Location: \_\_\_\_\_  
Date: \_\_\_\_\_  
Terrain: \_\_\_\_\_  
Weather: \_\_\_\_\_  
Enemy condition: \_\_\_\_\_  
Friendly condition: \_\_\_\_\_

Narrative Description of Gallant Conduct

\_\_\_\_\_  
\_\_\_\_\_

FOR LIFE SAVING/ATTEMPTED LIFE SAVING AWARDS

- If practicable, include statements of at least two eyewitnesses. Such statements should furnish accounts of the incident, including opinions as to whether the person for whom the award is sought imperiled his/her life. Police reports and newspaper accounts can also be submitted.
- The precise locality of the rescue or attempted rescue, or heroic action.
- The date, time of day, nature of weather, including force of the wind, condition and temperature of the water if applicable, and amount and source of light if at night.
- The names of all persons rendering assistance and the nature of the assistance.
- A freehand sketch of the scene, including distances, location of assistance, and heights of piers or vessels from which rescue efforts were started, as applicable.
- A statement as to the swimming qualifications of the rescuer if applicable. (See art. 6610120, MILPERS Manual for Navy personnel; and NAVMC 2779 for Marine Corps personnel.)
- An account of the cooperation or lack thereof on the part of the person being rescued.

- A rescue from burning should be described in great detail, including the aid received by the rescuer, the extent of the burns, and a description of the outer clothing of the rescuer.
- It is emphasized that recommendations should include the above, but should not necessarily be limited to that information.

IN ALL CASES AN UNCLASSIFIED PROPOSED CITATION WILL BE SUBMITTED

The President of the United States in the name of The Congress takes pleasure (pride) in presenting the MEDAL OF HONOR (posthumously) to

SERGEANT  
JOHN DOE  
UNITED STATES MARINE CORPS

for service as set forth in the following

CITATION:

For conspicuous gallantry and intrepidity at the risk of his life above and beyond the call of duty while serving as a machine gunner with Company F, First Battalion, Seventh Marines on 17 February 1967. During a reconnaissance operation, Sergeant Doe's squad was suddenly hit by enemy sniper fire. The squad immediately deployed to a combat formation and advanced to a strongly fortified enemy position, when it was again struck by small arms and automatic weapons fire, sustaining numerous casualties. Although wounded, Sergeant Doe boldly remained in the open, delivering a devastating volume of accurate fire on the numerically superior force. The enemy was intent upon annihilating the small Marine force and directed the preponderance of their fire on his position. He was again wounded, this time in the right hand, which prevented him from operating his vitally needed machine gun. Suddenly and without warning, an enemy grenade landed in the midst of the few surviving Marines. Unhesitantly and with complete disregard for his personal safety, Sergeant Doe threw himself upon the grenade, absorbing with his body the full force of the explosion. In a final act of bravery, he crawled to the side of a wounded comrade and administered first aid before succumbing to his grievous wounds. By his undaunted courage, intrepid fighting spirit, and unwavering devotion to duty in the face of certain death Sergeant Doe saved his comrades from further injury or possible death thereby reflecting great credit upon himself and upholding the highest traditions of the Marine Corps and the United States Naval Service.

President of the United States

NOTE: Use pride for posthumous award.  
22 lines.

The President of the United States takes pleasure in presenting the NAVY CROSS to

LIEUTENANT COLONEL JOHN J. DOE  
UNITED STATES MARINE CORPS

for service as set forth in the following

CITATION:

For extraordinary heroism as Commanding Officer, Marine Light Attack Helicopter Squadron XXX during Operation DESERT STORM on 26 February 1991. As the 1st Marine Division attacked north to prevent Iraqi forces from escaping, Lieutenant Colonel Doe's repeated acts of bravery in providing close in fire support to embattled Marines helped collapse the Iraqi defenses. With visibility nearly impossible due to hundreds of burning oil field fires, and with total disregard for his own safety, he flew under and perilously close to high voltage power lines. Placing himself at grave personal risk to intermittent Iraqi ground and anti-aircraft fire, Lieutenant Colonel Doe flew continuously for ten hours during the most intense periods of combat, twice having to control crash his aircraft. Employing a commercially borrowed Forward Looking Infrared Radar and Laser Designator, he flew through the Al Burgen Oil Field fires, between the AH-1W holding pattern and Task Force RIPPER's forward lines. Leading flight after flight of rearmed gun ships to requesting units and remaining dangerously exposed forward of friendly lines, he designated Iraqi armored vehicles for engagement. Lieutenant Colonel Doe's courage and fearless dedication rallied fellow Marines and resulted in the destruction of as many as 70 Iraqi armored vehicles that day. By his outstanding display of decisive leadership, unlimited courage in the face of heavy enemy fire, and utmost devotion to duty, Lieutenant Colonel Doe reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

Secretary of the Navy

Note: 22 lines maximum.

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

LIEUTENANT GENERAL JOHN A. DOE  
UNITED STATES MARINE CORPS

for service as set forth in the following

CITATION:

For exceptionally meritorious service to the Government of the United States in a duty of great responsibility while serving as the Deputy Chief of Staff for Aviation Headquarters, United States Marine Corps, Washington, D.C. from August 1990 through July 1993.

Lieutenant General Doe was a strong and visionary force in the continued modernization of Marine Aviation. Under his guidance, near term warfighting enhancements such as the Medium Lift Replacement Aircraft, the ongoing development of the V-22 Osprey Aircraft, the AV-8B Remanufacturing Program, the CH-46 Dynamic Component Improvement Program, and the ongoing introduction of the F/A-18D Aircraft have continued full force. He has focused long term efforts on such programs as the Short Take Off and Vertical Landing Strike Fighter, the Marine Fixed Wing Attack Observer and the Heavy Lift Replacement Aircraft, ensuring Marine Aviation's viability into the future. Through his actions, Lieutenant General Doe had a direct impact on the overall success of the Aviation Combat Element in Operation DESERT STORM. Numerous air-to-ground weapons and aircraft weapons systems were accelerated through flight clearances, providing an increased effectiveness and flexibility to aviation and ground commanders during the campaign. His contributions had a direct and positive impact on Marine Air Ground Task Force's ability to engage and soundly defeat the enemy.

By his superior leadership, outstanding professionalism, and deep devotion to duty, Lieutenant General Doe reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

Secretary of the Navy

Note: 22 lines maximum.  
Paragraph separation.

The President of the United States takes pleasure in presenting the SILVER STAR MEDAL to

FIRST LIEUTENANT JOHN L. DOE  
UNITED STATES MARINE CORPS RESERVE

for service as set forth in the following

CITATION:

For conspicuous gallantry and intrepidity in action against the enemy while serving as the Heavy Machine-Gun Platoon Commander and as the Officer in Charge of the Wolf Universal Fire Support Vehicle with 3d Battalion, 9th Marines, 1st Marine Division from 24 to 27 February 1991. First Lieutenant Doe led his platoon, navigated for the Battalion, and controlled supporting arms well forward of the lead elements throughout Operation DESERT STORM. On 24 February 1991 at the second breach site, he maintained his forward exposed position, marking targets, suppressing the enemy with direct fire, and controlling artillery fires in spite of heavy in-direct fire which caused shrapnel damage to his vehicle. First Lieutenant Doe's superior actions reduced the enemies resistance to fight and allowed the breaching forces to move forward. During an Iraqi counter-attack on 25 February 1991, he exposed himself to enemy direct fire while providing suppressive fires to cover an anti-tank team, which was maneuvering to destroy an Iraqi T-62 tank. On the night of 26 February 1991, during an attack on Iraqi defenses around the Kuwait International Airport, First Lieutenant Doe returned through enemy positions, totally disregarding his personal safety, to guide separated elements of the unit back to the battalion position. By his bold leadership, wise judgment, and complete dedication to duty, First Lieutenant Doe reflected great credit upon himself and upheld the highest traditions to the Marine Corps and the United States Naval Service.

For the President,

Secretary of the Navy

The President of the United States takes pleasure in presenting the  
LEGION OF MERIT (Gold Star in lieu of the Third Award) to

CAPTAIN JOHN V. DOE III  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Chief of Staff, Carrier Group SEVEN from November 1991 to February 1994. In this position of considerable responsibility, Captain Doe consistently translated tasking into precise guidance for the Staff and subordinate commands. With a forward thinking approach, he put the core battle group concept into action, providing evaluations and assessments of subordinate commands that produced highly effective results in the NIMITZ Battle Group for what has been assessed as the most successful peace time deployment in memory. An avid proponent for submarine battle group support missions, Captain Doe has made major contributions toward defining this role. His profound efforts will have a deep and lasting impact on the combat readiness and tactical employment of Carrier Group SEVEN. Captain Doe's dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon him and upheld the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

Note: 22 lines maximum.

The President of the United States takes pleasure in presenting the  
DISTINGUISHED FLYING CROSS to

LIEUTENANT COMMANDER JOHN C. DOE, JR.  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For extraordinary achievement while participating in aerial flight as the Pilot of an F-14B Aircraft in Fighter Squadron 148 embarked in USS DWIGHT D. EISENHOWER (CVN 69) on 13 November 1993. During the early afternoon hours, Lieutenant Commander Doe launched in Aircraft 205 for a post maintenance check flight in the Central Arabian Gulf. At 25,000 feet and .8 mach, the radome of the aircraft separated and destroyed the front windscreen and forward canopy of the aircraft, breaking his right collar bone and blinding his right eye. Despite excruciating pain, practically zero vision, and virtually no use of his right arm, compounded with a total loss of verbal communication with the ship and his Radar Intercept Officer, he was able to capably regain control of the aircraft. Through exceptional presence of mind, courageous airmanship, and superior fortitude, Lieutenant Commander Doe successfully landed on board EISENHOWER. By his prodigious efforts, sterling performance, and unexcelled dedication to duty in the face of hazardous flying conditions, Lieutenant Commander Doe reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

Note: Non-combat DFC.  
22 lines maximum.

The President of the United States takes pleasure in presenting the  
DISTINGUISHED FLYING CROSS to

COMMANDER JOHN K. DOE  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For heroism while participating in aerial flight as the Pilot of an F-14A Aircraft attached to Fighter Squadron 14 embarked in USS JOHN F. KENNEDY (CV 67) on 18 January 1991. Commander Doe performed courageously as overall Fighter Lead for a coordinated dual Air Wing Strike against Al Assad airfield on the second day of Operation DESERT STORM. Conducting an ingress of over 165 miles into hostile territory, he expertly escorted thirteen strike aircraft into one of Iraq's most heavily defended airfields. Skillfully leading his fighter elements through numerous surface to air missile envelopes and past active enemy air bases, Commander Doe flawlessly executed the fighter plan, allowing all strike aircraft to deliver ordnance precisely on target. With two MIG-25 FOXBATS and three MIG-29 FULCRUMS closing on the strike group, he boldly maneuvered to engage the Iraqi fighters, immediately forcing them to retreat while enabling all strike aircraft to egress safely. By his superb airmanship, inspiring courage, and loyal devotion to duty in the face of hazardous flying conditions, Commander Doe reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

The Combat Distinguishing Device is authorized.

For the President,

Secretary of the Navy

Note: Combat DFC.

Award of a Combat-type DFC does not necessarily warrant a Combat 'V'.  
22 lines maximum.

The President of the United States takes pleasure in presenting the  
NAVY & MARINE CORPS MEDAL to

MACHINIST'S MATE SECOND CLASS  
JANE DOE  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For heroism while serving at the Naval Diving and Salvage Training Center, Panama City, Florida on 15 August 1985. During an evolution to recharge oxygen from a delivery truck to the command's storage tanks, the oxygen charging lead ruptured with a loud blast and an oxygen fire ensued. Of the six personnel present, Petty Officer Doe had the presence of mind to secure the delivery truck's main oxygen supply valve despite being burned and hit at least twice by the whipping charging lead. She did not leave the charging station until the valve was closed and the situation safe. Her actions single-handedly prevented an explosion with great potential for destruction and loss of life. By her courageous and prompt actions in the face of great personal risk, Petty Officer Doe reflected great credit upon herself and upheld the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

Note: This is not a life-saving award.  
It is a heroic award for risking one's life to save someone else.  
It is not a combat award.  
22 lines maximum.

The President of the United States takes pleasure in presenting the  
BRONZE STAR MEDAL to

CORPORAL  
JOHN S. DOE  
UNITED STATES MARINE CORPS

for service as set forth in the following

CITATION:

For heroic achievement in connection with combat operations against the enemy as Fire Team Leader with Company I, 3d Battalion, 9th Marines, 7th Marine Regiment, 1st Marine Division during Operation DESERT STORM on 25 February 1991. During the early hours, Corporal Doe exhibited bravery when the company's right flank came under intense direct automatic weapons fire. With visibility at only 50 meters, tracked vehicles could be heard although not visually identified. Suddenly an enemy armored personnel carrier broke through the fog spraying heavy automatic weapons fire onto the friendly positions. Unable to engage the vehicle with his AT-4 because of poor visibility, Corporal Doe abandoned the safety of his fighting position and moved forward of the friendly lines. Although under intense fire, Corporal Doe occupied an alternate position, located his target and destroyed the enemy vehicle within 30 meters of his own location. Corporal Doe showed little regard for his own personal safety in order to destroy the enemy threatening his fellow Marines. By his zealous initiative, courageous actions, and exceptional dedication to duty, Corporal Doe reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

The Combat Distinguishing Device is authorized.

For the President,

Secretary of the Navy

Note: Combat award.  
22 lines maximum.

The President of the United States takes pleasure in presenting the BRONZE STAR MEDAL (Gold Star in lieu of the Second Award) to

CAPTAIN JOHN R. DOE  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For meritorious achievement in connection with combat operations as Commanding Officer, USS NEVERDOCK (CG 00) while deployed with U.S. Naval Forces Central Command in support of Operation DESERT STORM from 14 January to 6 March 1991. An extremely competent leader, Captain Doe was responsible for the successful launch of 22 TOMAHAWK missiles against Iraqi targets, effecting damage to or destruction of 38 Iraqi surface combatants. While NEVERDOCK served as the anti-surface air control unit from 16 January to 13 February, he skillfully directed both search and attack aircraft in the destruction of the bulk of the Iraqi Navy. As Battle Force ZULU Anti-Air Warfare Commander from 14 February to 6 March, Captain Doe maintained a strong Fleet air defense posture while preventing any blue on blue engagements, an achievement which required deconfliction of thousands of strike aircraft daily. Captain Doe's total effectiveness, forceful leadership, and loyal devotion to duty reflected great credit upon him and upheld the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

Note: Non-combat, meritorious service.  
22 lines maximum.

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the Second Award) to

COMMANDER JANE D. DOE  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious achievement as Director of the Navy Office of Information, New England from June 1985 to June 1986. Commander Doe displayed exceptional public affairs expertise and unparalleled resourcefulness while managing intense and highly visible projects such as the first and second expeditions to explore the TITANIC, the commissioning of USS BUNKER HILL (CG 52), and the visit of five North Atlantic Treaty Organization frigates to Boston. Her liaison with the New England community was superb, revitalizing and establishing significant contacts with regional civic leaders. In addition, she provided important support to the Fleet during more than twenty port visits to Boston and managed media contacts for key military members such as the Secretary of the Navy and the Commander in Chief, Atlantic Fleet. The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Commander Doe reflected great credit upon her and upheld the highest traditions of the United States Naval Service.

For the President,

Secretary of the Navy

Note: 22 lines maximum.

The President of the United States takes pleasure in presenting the AIR MEDAL (with Bronze Star for the First Award) to

LIEUTENANT COMMANDER JOHN B. DOE  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For heroic achievement (meritorious achievement) in aerial flight as the Pilot of an A-6E Intruder while attached to Attack Squadron 55 embarked in USS CORAL SEA (CV 43) on 15 April 1986. In the early morning hours, Lieutenant Commander Doe launched as the alternate flight leader of the second division of A-6 Intruders on the highly defended Benina Airfield, near Benghazi, Libya. Flying at extremely low altitude and high airspeed to avoid two observed surface-to-air missiles and four surface-to-air missile radar locks, he expertly maneuvered his aircraft to the target precisely on planned heading and time. Discovering that his aircraft apron aimpoint was vacant, he smoothly executed a visual attack on a lucrative alternate aimpoint. This altered attack achieved superb hits on parked aircraft and buildings and produced several large secondary explosions. His expert low altitude night airmanship ensured a safe high speed egress from the target area through additional surface-to-air missile envelopes. By his skillful airmanship, steadfast aggressiveness, and exemplary devotion to duty in the face of hazardous flying conditions, Lieutenant Commander Doe reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

The Combat Distinguishing Device is authorized.

For the President,

Secretary of the Navy

Note: Combat; single mission uses 'heroic achievement'.  
Non-combat uses 'meritorious achievement'.  
Subsequent awards – Gold/Silver Stars.  
22 lines maximum.

The President of the United States takes pleasure in presenting the AIR MEDAL (First through Third Strike/Flight Awards) to

COMMANDER JOHN R. DOE  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For meritorious achievement while participating in aerial flight as a Naval Aviator while attached to Strike Fighter Squadron NINE FOUR embarked in USS ABRAHAM LINCOLN (CVN 72) in support of Operation SOUTHERN WATCH from 26 July to 7 October 1993. Commander Doe's contributions led to the successful completion of Air Wing ELEVEN's mission in sustained aerial flight operations and contributed materially to the success of the overall military objectives. By his superb airmanship, perseverance, and loyal devotion to duty in the face of hazardous flying conditions, Commander Doe reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

The Numeral "3" to represent Three Strike/Flight Awards is authorized.

For the President,

Secretary of the Navy

NOTE: Combat Distinguishing Device is never authorized for Strike/Flight Awards.  
22 lines maximum.

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE  
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF SECOND AWARD / WITH COMBAT DISTINGUISHING DEVICE)

TO

HOSPITAL CORPSMAN FIRST CLASS JANE T. DOE, UNITED STATES NAVY

MERITORIOUS SERVICE AS TRANSPLANTATION TECHNICIAN AT NAVAL HOSPITAL, SAN DIEGO, CALIFORNIA FROM JANUARY 1993 TO MARCH 1997. PETTY OFFICER DOE DESIGNED A TRANSPORTATION NETWORK FOR THE COLLECTION OF HUMAN TISSUE AND ORGANS, TRAINED TRANSPLANT TECHNICIANS, AND DEVELOPED A MACHINE TO PRODUCE ALLOGRAFT MATERIAL OF A UNIFORM SIZE AND HIGH QUALITY. HER INNOVATIVE ACTIONS IN NUMEROUS AREAS CONTRIBUTED TO THE ENHANCEMENT OF MILITARY HEALTH CARE DELIVERY AND PATIENT CARE. BY HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER DOE REFLECTED CREDIT UPON HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Notes: Gold Star or Combat "V" may be added if applicable above 'To' line.

With the new Citation/Certificate form, it is necessary to ensure that the citation body not exceed 7 1/2 single spaced lines at 12-pitch type; the bold type is required on these forms. Lighter print is formatted lines.

This is a non-combat award; on combat awards, replace 'meritorious service' with 'heroic achievement'.

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE  
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF SECOND AWARD / WITH COMBAT DISTINGUISHING DEVICE)

TO

SENIOR CHIEF AVIATION MACHINIST'S MATE JANE W. DOE, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS MAINTENANCE CONTROL CHIEF PETTY OFFICER FOR HELICOPTER ANTISUBMARINE SQUADRON LIGHT FORTY TWO FROM MARCH 1989 TO AUGUST 1993. SENIOR CHIEF PETTY OFFICER DOE CONTRIBUTED SIGNIFICANTLY TO THE SUCCESSFUL INTRODUCTION OF LAMPS MK III TO THE FLEET BY DEVELOPING A RESPONSIVE MAINTENANCE CONTROL TEAM TO SUPPORT 15 DETACHMENTS DEPLOYED WORLDWIDE. SHE DISPLAYED EXCEPTIONAL TECHNICAL EXPERTISE IN ASSISTING DETACHMENTS DURING BOTH THE CHALLENGER AND LIBYAN OPERATIONS. HER MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Notes: Gold Star or Combat "V" may be added if applicable above 'To' line.

With the new Citation/Certificate form, it is necessary to ensure that the citation body not exceed 7 1/2 single spaced lines at 12- pitch type. Lighter print is formatted lines.

## Chapter 3 - UNIT AWARDS

## Section 1 - GENERAL

310. DEFINITION. A unit is any ship, aircraft squadron, shore command or military organizational element composed of military personnel under control of a military command and charged with carrying out a military mission or function.

311. POLICY CONSIDERATIONS

1. Purpose. To foster unit morale, incentive, and esprit de corps through prompt recognition of outstanding performance of group effort. Unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. They are restricted to the recognition of acts or services that clearly and distinctly, by nature and magnitude, place the unit's performance significantly above that of other units performing similar missions. They are not intended to recognize individual actions, but to acknowledge the combined efforts of the organization. The performance should be that which can be recognized adequately in no other way.

2. See Chapter 6 for information concerning unit awards to units of friendly foreign nations.

3. The Navy Unit Commendation (NUC) and Meritorious Unit Commendation (MUC) may be awarded to units of the Army, Air Force or Coast Guard with concurrence of the parent service.

4. Foreign unit awards tendered to units of the naval service by friendly foreign nations will be forwarded to SECNAV for approval of acceptance. (See Chapter 7 for those awards whose acceptance has been authorized.)

5. Personnel of the naval service may participate in unit awards tendered by the U.S. Army, U.S. Air Force, or U.S. Coast Guard, providing such awards have been concurred with by CNO/CMC. Requests for Secretarial concurrence should be addressed to SECNAV (NDBDM) via CNO or CMC.

6. Participation of Civilians in Military Unit Awards. Subsequent to 16 March 1969, civilian U.S. citizen employees of the Department of the Navy (DON), assigned to a unit recommended for a Presidential Unit Citation (PUC), NUC or MUC may be nominated for participation in the award provided the officer

recommending the award certifies that they played a key role in the achievement for which the award is recommended.

312. ELIGIBILITY TO WEAR UNIT AWARDS. When a unit award is issued, component, reinforcing or supporting units, which are authorized to participate in the award will be designated. The Commanding Officer of the unit determines individual eligibility to participate in unit awards in accordance with Article 115. The criteria for personnel assigned to those units to wear the unit award is as follows:

1. Presidential Unit Citation, Navy Unit Commendation, and Meritorious Unit Commendation

a. Military personnel:

(1) All personnel permanently assigned or attached to the cited unit who were actually present and participated in the action(s) for which the unit was cited are authorized to wear the ribbon permanently. Eligibility may be established by evidence in service records, such as orders to officers or page five and/or 13 service record entries for enlisted members. In those cases where a determination cannot be made at the local level, requests for award eligibility will be submitted to the BUPERS (PERS-324) or CMC (MMMA).

(2) Transient, limited active duty for training (less than 30 days), special active duty (of limited duration), and temporary duty personnel assigned to the cited unit are normally not eligible. However, exceptions may be made for individuals because of an outstanding need for the skills possessed which were not adequately available within the unit. Such personnel will be authorized participation by CNO/CMC as appropriate upon receipt of a certification from the cited unit's commanding officer that the individual made a direct, recognizable contribution to the performance of the services which qualified the unit for the award.

(3) Reserve augmentees and IMAs assigned to a unit are eligible to receive unit awards and should be specifically considered by Commanding Officers for inclusion as appropriate with the contributory service provided.

b. Civilian personnel, when specifically authorized by SECNAV, may wear the appropriate lapel device, point up. The

command is responsible for ordering the lapel devices to civilians who earned the award.

c. Naval reservists who receive unit awards as civilians, are not eligible to wear the ribbon bars on their naval uniforms.

d. Students are not eligible.

## 2. Navy "E" Ribbon

### a. Military Personnel:

(1) Navy personnel permanently attached to and serving with cited ships and units during the competitive cycle for which the award was given, or any part thereof, are entitled to the award as of 01 July 1974.

(2) Marine Corps personnel who are serving as a part of the ship's detachment or otherwise designated as "ship's company" are eligible. Embarked elements of Marine Corps troops are not eligible for the award.

(3) All selected Reserve personnel permanently attached to and serving with the mobilization augmentation Naval Reserve unit(s) during the competitive cycle for which the award was given, or any part thereof, are entitled to the award provided the individuals concerned performed active duty for training aboard the unit during that competitive cycle.

(4) Reservists performing active duty for training aboard units awarded the "E", but not members of the dedicated Reserve unit(s), and Reservists who were members of the dedicated Reserve unit(s), but who did not perform active duty for training aboard, shall not be eligible for the award.

(5) Transients, temporary duty personnel, and those assigned to the cited ships and squadrons for active duty for training are not eligible for this award.

(6) Embarked personnel, staffs, squadrons or detachments are not eligible.

b. Civilian personnel are not eligible for the Navy "E" Award.

c. Type Commanders, the award authority for the Battle 'E', must adhere to these rules when issuing local directives.

## Section 2 - ADMINISTRATIVE PROCEDURES

### 320. PREPARATION OF RECOMMENDATIONS

1. Recommendations for the PUC, NUC and MUC shall be prepared in naval letter format by the ISIC (or another senior within the chain of command) and will include the following:

a. A narrative justification containing sufficient data, in light of the eligibility criteria, to enable the reviewing and approving authorities to consider them adequately. The narrative should be specific and direct in establishing why the unit has earned this distinction and just what sets this unit apart from its peers.

b. A complete list of all units recommended for participation, including staffs when appropriate, with dates of attachment to the unit recommended for citation. Identify any previous unit awards which have been approved or recommended for any units on the list. If there have been no previous unit awards for the period of the recommendation, a statement to this effect should be included.

c. An estimate of the total number of personnel (officers, enlisted and civilians) who would be eligible to participate in the award should it be approved.

d. On recommendations which nominate civilians for participation, the number should be given in the justification and a list of those civilians nominated along with appropriate justification and a statement that those civilian U.S. citizens are DON employees. (Contract or foreign nationals are not eligible.)

e. A double spaced unclassified proposed citation, without acronyms, upper and lower case, not to exceed one page in length.

f. For PUC recommendations only, include an unclassified summary of the recommendation in narrative form, no more than

three pages, and provide a concise summarization of the justification for the award, including figures on friendly and enemy casualties, numbers of personal awards issued as a result of the action, and a description of damage incurred by both sides.

g. It is not appropriate for the "recommended unit" to originate the nomination for a unit award.

### 321. SUBMISSION OF RECOMMENDATIONS

1. Recommendations for all PUC, NUC and MUC awards shall be forwarded to the awarding authority through either the administrative (for sustained performance) or operational chain of command (for deployment) as appropriate. If type commander and/or fleet commander in chief are part of appropriate chain of command, the recommendation will be forwarded through them for comment and recommendation. Either CNO (for Navy units) or CMC (for Marine units) will also endorse the recommendation. Effective 6 May 1997, CNO and CMC are delegated authority to approve MUCs'.

2. In the event the recommended unit has operated under a joint commander for any portion of the time included in the recommendation, the recommendation should also be forwarded via the joint commander.

3. For Naval Reserve Units, include the regular Navy commander which the unit supports, under whom the service or act took place, or to whom the unit will report upon mobilization.

4. For any units commanded by a staff corps officer who reports for primary or additional duty to a line commander, that commander must be included as a via addressee.

5. Presidential Unit Citation. All recommendations for this award shall, in addition to the chain of command set forth above, be processed via the commander in chief of the appropriate unified or specified command.

6. Awards to units of other U.S. Armed Forces. Recommendations which include the participation of units of the Army or Air Force shall be forwarded by CNO/CMC for concurrence via the Department of the Army, Headquarters Personnel Command, TAPC-PDA, 200 Stovall Street, Alexandria, Virginia 22332-0471 or Department

of the Air Force, Headquarters AFMPC/DPMAJR 2, 550 C Street West, Suite 12, Randolph AFB, Texas 78150-4714 as appropriate prior to final approval.

7. Awards to Units of Friendly Foreign Nations. Recommendations including the participation of units of friendly foreign nations require the specific concurrence of the American Ambassador and the Defense Attache to the country of the recipient. (See chapter 6 for additional information.)

8. All submissions must include a command point of contact and applicable telephone numbers.

### 322. LIMITATIONS

1. No unit or part thereof may be awarded more than one unit award, regardless of type (including Joint unit awards), for the same act or service.

2. Recommendations for PUC, NUC and MUC must be submitted within 3 years from the date of the action or service and the award must be made within 5 years thereof. When a recommendation has been initiated and placed in official channels within the time limits prescribed and has become lost, a certified copy of the original recommendation may be resubmitted. If a copy is not available, a statement may be submitted by the originator and the case will be considered on its merits.

### 323. AWARD ELEMENTS AND ATTACHMENTS

1. Ribbon bars and accompanying citation facsimiles to represent PUC, NUC and MUC are issued to eligible military personnel. Commanding officers will procure ribbon bars. Civilian personnel will be issued a 9/16-inch triangular lapel device and accompanying citation facsimile. There are no medals authorized for these awards.

2. Originals of the citations are held by the cited unit and copies by either CNO (N09B13) or CMC (MMMA). Either command will furnish copies upon request.

3. For officer and enlisted personnel, the appropriate page entry documentation is forwarded to the member for update to the service record.

4. Navy "E" Ribbons are issued to eligible military personnel. There is no medal, citation or certificate to accompany this award. Documentation for service records are made as appropriate.

324. INSIGNIA FOR SHIPS AND UNITS

1. Each separate activity which was part of or attached to a cited unit and participated in one or more of the actions for which the unit was cited, is authorized to display insignia as follows:

a. Pennant. May be flown from the fore truck of a ship from sunrise to sunset when not underway. Shore commands or commands based ashore may fly the pennant from such standard as the commanding officer may designate. The flagship of the cited unit is entitled to fly the pennant irrespective of whether the flagship was a part of the unit and participated in any of the actions for which the unit was cited. A replica of this pennant may be painted in a suitable place on individual ships, planes, tanks, etc., in accordance with type commander instructions.

b. Streamer. Authorized for display under current CNO/CMC directives.

2. Disposition. Ships and units being decommissioned will turn over all streamers and pennants to the Naval Historical Center, Curator Branch, Washington Navy Yard, Bldg 108, 901 M Street SE, Washington, DC 20374-5060 or to Director of Marine Corps History and Museum (HD), Building 58, Washington Navy Yard, 901 M Street SE, Washington, D.C. 20374-5040, as appropriate. A reactivated or recommissioned unit previously cited is authorized to obtain and display appropriate pennants or streamers.

325. LISTS OF CITED SHIPS AND UNITS. A consolidated listing of those ships and units awarded the PUC, Joint MUC, NUC, MUC, HSM, NEM/MCEM, AFEM and Navy "E" Ribbon is maintained by CNO (N09B13) for Navy units and by CMC (MMMA) for Marine Corps units. For questions, these offices are the primary source of information on unit, campaign and service awards. The service record remains the authority for individual receipt of a unit award. The following website lists Navy units: <http://neds.nebt.daps.mil>.

## Section 3 - REQUIREMENTS

330. SPECIFIC UNIT AWARDS. Listed below are current unit awards authorized for wear by Navy and Marine Corps personnel which can be recommended by Navy and Marine Corps commands. Specific information regarding the Joint Meritorious Unit Award is contained in DOD 1348.33-M of September 1996, Manual of Military Decorations and Awards (NOTAL).

1. PRESIDENTIAL UNIT CITATION

a. Authorization. E.O. 9050, 6 February 1942.

b. Eligibility Requirements. Awarded in the name of the President of the United States to units of the Armed Forces of the United States and co-belligerent nations for extraordinary heroism in action against an armed enemy. The unit must have displayed such gallantry, determination and esprit de corps in accomplishing its mission under extremely difficult and hazardous conditions to have set it apart from and above other units participating in the same campaign. The degree of heroism required is the same as that which would be required for award of a Navy Cross to an individual.

2. NAVY UNIT COMMENDATION

a. Authorization. ALNAV 224 of 18 December 1944.

b. Eligibility Requirements. Awarded by SECNAV to any unit of the Navy or Marine Corps which has distinguished itself by outstanding heroism in action against the enemy, but not sufficient to justify the award of the Presidential Unit Citation; or to any such unit which has distinguished itself by extremely meritorious service not involving combat but in support of military operations, rendering the unit outstanding compared to other units performing similar service. This award may also be conferred upon units of the other branches of the Armed Forces of the United States, and of armed forces of friendly foreign nations serving with the Armed Forces of the United States, provided that such units shall meet the standards established for Navy and Marine Corps units. To justify this award, the unit must have performed service of a character comparable to that which would merit the award of a Silver Star Medal for heroism or a Legion of Merit for meritorious service to an individual.

Normal performance of duty or participation in a large number of combat missions does not in itself justify the award. An award will not be made to a unit for actions of one or more of its component parts, unless the unit performed uniformly as a team in a manner justifying collective recognition.

### 3. MERITORIOUS UNIT COMMENDATION

a. Authorization. SECNAV Notice 1650 of 17 July 1967.

b. Eligibility Requirements. Awarded by SECNAV, CNO or CMC to any unit of the Navy or Marine Corps which has distinguished itself, under combat or non-combat conditions, by either valorous or meritorious achievement which renders the unit outstanding compared to other units performing similar service, but not sufficient to justify the award of the Navy Unit Commendation. This award may also be conferred upon units of the other branches of the Armed Forces of the United States and of friendly foreign nations serving with the Armed Forces of the United States, provided that such units shall meet the standards established for Navy and Marine Corps units. To justify this award, the unit must have performed service of a character comparable to that which would merit the award of a Bronze Star Medal, or achievement of like caliber in a non-combat situation, to an individual. Normal performance of duty or participation in a large number of combat missions does not in itself justify the award. An award will not be made to a unit for actions of one or more of its component parts, unless the unit performed uniformly as a team in a manner fully justifying collective recognition.

### 4. NAVY "E" RIBBON

a. Authorization. SECNAV letter Ser 210 of 31 March 1976. (NOTAL)

b. Eligibility Requirements. This ribbon denotes permanent duty on ships or in squadrons that won the Battle Efficiency competitions after 1 July 1974; embarked units are not eligible.

## Figure 3-1. - SAMPLE PROPOSED CITATION

The Secretary of the Navy takes pleasure in presenting the  
PRESIDENTIAL UNIT CITATION TO

(Name of Unit or Units)

For extraordinary heroism and outstanding performance of duty in action against enemy forces in the Republic of Vietnam from \_\_\_\_\_ to \_\_\_\_\_. Throughout this period, \_\_\_\_\_, operating in the THIRD and FOURTH Military Regions of the Republic of Vietnam, successfully executed its primary mission of providing quick reaction, close air support and combat logistic support for United States and Vietnamese military forces on the rivers and coast of the Vietnam Delta Region. Additionally, the squadron flew countless missions in support of Vietnamese units and earned an excellent reputation and respect among the Vietnamese ground forces. The support provided by gunship helicopters with their quick reaction capability and logistic helicopters and their completion of innumerable medical evacuation, logistic support and troop insertion missions, contributed substantially to the high morale and combat effectiveness of ground units. The squadron's operations were consistently characterized by sensible tactics and meticulous adherence to the rules of engagement, ensuring maximum deterrence of the enemy with minimum risk to friendly troops and civilians. By their outstanding courage, resourcefulness and aggressive fighting spirit in combat against a frequently well-equipped, well-trained, and often numerically superior enemy, the officers and enlisted personnel of \_\_\_\_\_ reflected great credit upon themselves and upheld the highest traditions of the United States Naval Service.

Secretary of the Navy

## Figure 3-2. - SAMPLE PROPOSED CITATION

The Secretary of the Navy takes pleasure in presenting the  
NAVY UNIT COMMENDATION to

\_\_\_\_\_  
(Name of Unit or Units)

for service as set forth in the following

## CITATION:

For exceptionally meritorious service during assigned missions from \_\_\_\_\_ to \_\_\_\_\_ the personnel of \_\_\_\_\_ consistently demonstrated unparalleled success in providing direct technical and repair support to the operating forces of the United States Navy. This outstanding performance resulted in significantly improved ship material readiness and increased operational availability to the Fleet. \_\_\_\_\_, a proven leader in the areas of quality of work, quality of life and productivity excellence, also achieved cost avoidance savings to the Navy in excess of 18.5 million dollars. The obvious desire to excel in meeting the needs of the Fleet was reflected in the actions of each individual assigned and culminated in a cohesive, dynamic, and responsive unit which displayed unsurpassed capability and demonstrated accomplishments. By their truly distinctive achievements, extensive enthusiasm, and unfailing devotion to duty, the officers, enlisted personnel, and civilian employees of \_\_\_\_\_ reflected great credit upon themselves and upheld the highest traditions of the United States Naval Service.

Secretary of the Navy

## Figure 3-3. - SAMPLE PROPOSED CITATION

The Secretary of the Navy takes pleasure in presenting the  
MERITORIOUS UNIT COMMENDATION to

\_\_\_\_\_  
(Name of Unit or Units)

for service as set forth in the following

## CITATION:

For meritorious service from \_\_\_\_\_ to  
the personnel of \_\_\_\_\_ conducted  
Anitsubmarine Warfare (ASW) operations of major significance to  
the National defense of the United States. At the same time,  
these personnel exercised a great deal of imagination and  
resourcefulness to achieve significant energy savings, improve  
the material condition and appearance of the base, increase  
retention, and enhance the Navy's image with the civilian  
community in \_\_\_\_\_. The superior record of  
attests to the outstanding technical ability and team spirit of  
its entire staff. By their unrelenting determination,  
perseverance, and steadfast devotion to duty, the officers and  
enlisted personnel of \_\_\_\_\_ reflected credit upon  
themselves and upheld the highest traditions of the United  
States Naval Service.

Secretary of the Navy

(NOTE: Effective 6 May 1997, CNO and CMC were delegated  
authority to approve MUCs'; therefore, some citations will have  
CNO/CMC signing "For the Secretary of the Navy".)

Chapter 4 - CAMPAIGN AND SERVICE AWARDS

SECTION 1 - GENERAL

410. DEFINITION: A campaign or service award is an award issued to an individual to denote participation in a campaign, war, national emergency or expedition, or to denote service requirements fulfilled in a creditable manner.

SECTION 2 - ADMINISTRATIVE PROCEDURES

420. DISTRIBUTION

1. Distribution of a particular campaign or service medal will be accomplished under instructions issued by CNO or CMC, as appropriate. When the medal is available for initial distribution, instructions will be issued by each branch of the service to inform commanding officers of the method of procurement.

2. Commanding officers shall make appropriate service record entries concerning campaign/service awards which were earned and which were received by each individual under their command.

421. LIMITATIONS. Issuance of Medals. No more than one of any specific campaign/service medal shall be issued to an individual. An appropriate attachment shall be issued in lieu of a subsequent medal earned.

422. APPLICATIONS. See Appendix D to Chapter 1 for instructions concerning the method of application and procurement.

## SECTION 3 - REQUIREMENTS

430. SPECIFIC CAMPAIGN AND SERVICE AWARDS. The authorization, eligibility requirements and special provisions for campaign/service awards are as shown in the following numbered paragraphs. Unit commanders, members of their staffs, and personnel attached to other units automatically derive their eligibility for service medals and engagement stars in the same manner as personnel regularly assigned to a ship or unit to which they are attached.

Note: In most cases, a message is released when campaign awards are approved. The message delineates specific guidance that is applicable in addition to the general guidance provided in this chapter.

1. Prisoner of War Medal (POW)

a. Authorization. 10 U.S.C. 1128

b. Eligibility Requirements. Awarded to any person who, while serving in any capacity with the Armed Forces of the United States, was taken prisoner and held captive after 5 April 1917.

(1) Civilians and Foreign Nationals. The Prisoner of War Medal will be issued only to U.S. and foreign civilians who have received credit for U.S. military service as determined by the Department of Defense Civilian/Military Service Review Board and Advisory Panel (DoD Directive 1000.20 of 11 September 1989 (NOTAL)). The period of creditable military service must include the period of captivity from date of capture through date of release.

(2) Missing in Action (MIA). The Prisoner of War Medal will only be issued to the legal next of kin of military personnel or civilians who have received credit for U.S. military service and whose status as prisoners of war has been officially confirmed and recognized as such by the Military Departments and DoD. The next of kin of persons listed as missing, but for whom there is no evidence of having been a prisoner of war, will not be issued the medal. Return of remains, in and of itself, does not constitute evidence of prisoner of war status. The next of

kin of prisoners who die in captivity may be issued the medal regardless of the length of the period of captivity.

(3) Hostages, Detainees and Internees. The medal will be issued only to those taken prisoner by an enemy during armed conflict. For the purpose of this medal, armed conflicts are defined as World Wars I and II, Korean Conflict, Vietnam Conflict and Operation DESERT STORM. Hostages of terrorists and persons detained by governments with which the United States is not actively engaged in armed conflict are not eligible for the medal.

c. Character of Service. Any person convicted by a U.S. military tribunal of misconduct or a criminal charge or whose discharge is less than honorable based upon actions while a prisoner of war is ineligible for the medal. Furthermore, prisoners of war whose conduct was not in accord with the Code of Conduct and whose actions are documented by U.S. military records are ineligible for the medal. Resolution of questionable cases will be the responsibility of SECNAV.

d. Subsequent Awards. No more than one POW Medal shall be awarded. For subsequent acts justifying award of the medal, 3/16 inch bronze stars shall be awarded and worn on the suspension and service ribbon of the medal. A period of captivity terminates upon return to U.S. military control. Escapees who do not return to U.S. military control and are subsequently recaptured by an enemy do not begin a new period of captivity for the purpose of a subsequent award of the medal.

e. Posthumous Award. The POW Medal may be awarded posthumously.

## 2. Good Conduct Medals (GCM)

### a. Navy Good Conduct Medal (NGCM)

(1) Authorization. The NGCM was established by SECNAV on 26 April 1869 to recognize the "all-around" good Navy enlisted person, well qualified in all phases of conduct and performance. Effective 1 February 1971, commanding officers were delegated authority to award the NGCM and certificates. The CNO has review authority over the GCM and designates specific criteria for the award.

## (2) Eligibility Requirements

(a) Service. After 1 November 1963 any 4 years of continuous active service as an enlisted person in the Regular Navy or Naval Reserve. Per NAVADMIN 305/95, After 1 January 1996, the qualifying period of eligibility is 3 years vice 4 years for service terminating after that date. For first enlistments this requirement may be fulfilled by:

1. Continuous active service during a minority enlistment provided the member concerned served on active duty to the day preceding his/her 21<sup>st</sup> birthday even though he/she extended the enlistment and remained on active duty; or

2. Continuous active service during a minority enlistment provided the member concerned served on active duty within 3 months of the day preceding his/her 21<sup>st</sup> birthday; or

3. Continuous active service during a first enlistment for 4 years from which the member concerned has been discharged or released to inactive duty within 3 months of the date of expiration of enlistment. (This does not apply to those members who are discharged for the purpose of immediate reenlistment.)

4. Per NAVADMIN 320/95, any continuous 3 years or more of qualifying service ending on or after 1 January 1996 warrants entitlement to subject medals. Retroactive computation or other changes to existing criteria is not authorized. (Ex: An individual with 3 years 11 months of qualifying service would be eligible to receive the award on 1 January 1996 and again 1 January 1999 if qualifications are met. However, an individual with 2 years 6 months of qualifying service on 1 January 1996, would not be eligible for the award until a full 3 years of service has been completed on 1 July 1996.) Additionally, this change does not affect the requirements for service stripes, as dictated by reference (b), Articles 4231 and 4232.

## (b) Conduct

1. Within the required period of active service, the individual must have a clear record (no convictions by courts-martial, no non-judicial punishments (NJP), no lost time by reason of sickness-misconduct, no civil convictions for offenses involving moral turpitude).

a. If confinement as result of conviction by any courts-martial (general, special or summary) is involved, a new 3-year period shall begin with date of restoration to duty on a probationary basis. If confinement is not included in approved sentence of the courts-martial, a new 3-year period shall begin with date of convening authority action.

b. If the service record contains an NJP, a new 3-year period shall begin with the date following the date of the offense. However, when the date of the offense cannot be determined, the new 3-year period shall begin with the date following the NJP.

c. If convicted by civil authorities for an offense involving moral turpitude, a new 3-year period shall begin with date of return to active duty status.

d. If the record contains a disqualifying mark which is not the result of an NJP, the new 3-year period shall begin with the next date following the date of the mark.

(c) Performance marks required during period of eligibility.

1. Subsequent to 1 January 1996, no mark below 2.0 in any trait.

2. Between to 31 August 1983 and 31 December 1995 no mark below 3.0 in Military Knowledge/Performance, Rating Knowledge/Performance, Reliability, Military Bearing, Personal Behavior and Directing.

3. Prior to 31 August 1983.

a. E-4 and below. No mark below 3.0 in any trait.

b. E-5 and E-6. No Mark below EEL (Typically Effective-Lower) in Directing, Individual Productivity, Reliability or Conduct.

c. E-7 to E-9. No Mark below the bottom 50 percent in Performance, Reliability, Conduct or Directing. If an individual receives a disqualifying trait mark, a new period

of eligibility would begin on the day following the ending date of the performance evaluation report which contains the disqualifying trait mark.

(3) Subsequent to 17 May 1974, for the first award only, the Good Conduct Medal may be awarded in the following cases provided conduct and performance requirements are met:

(a) For those individuals who are killed in combat action against an opposing armed force, or die as a direct result of wounds received in combat action against an opposing armed force, the award may be presented posthumously to the next of kin.

(b) For those individuals who are separated from the naval service for physical disability as a result of wounds incurred in combat action against an opposing armed force, or in the line of duty where such wounds were directly related to action against the enemy.

(c) For those individuals who die while in a Prisoner of War (POW) status, the NGCM may be presented posthumously to the next of kin, provided it has been determined that conduct while in a POW status was acceptable.

(4) A certificate shall be prepared for each award. The member's rate, name, branch of service and number of the award shall be centered in the appropriate spaces. The ending date of the period of service for which the award was earned shall be centered after "Awarded for service completed on." The commanding officer's name, rank and branch of service shall be typed above "Commanding Officer" and his/her signature affixed.

(5) Attachments. A bronze star, 3/16 inch in diameter will be worn on the suspension ribbon and bar to denote subsequent awards.

#### NOTES

1. For personnel who are serving in a first enlistment of 3 years and who have met the eligibility requirements except for length of service, the NGCM may be presented 3 months prior to the eligibility date.

2. A member not eligible for the NGCM under the foregoing criteria who reenlists or reports for active duty within 3 months after discharge or release to inactive duty is considered to be serving under "continuous active service" conditions. While the time between the date of separation and date of return to active duty is not counted as an interruption of active service, it may not be included in computing time served. A member who reenlists or reports for active duty after 3 months must begin a new 3-year period on the date of reenlistment or reporting for active duty.

3. An enlisted member appointed a temporary warrant or commissioned officer is entitled to include such temporary service upon reverting to an enlisted status for any purpose (including discharge to accept appointment as a permanent officer). Naval Academy midshipmen who are not commissioned, but are retained in the service in an enlisted status, may include such midshipman service for the purpose of earning the NGCM. Except as provided above, service in warrant, commissioned, or Naval Academy midshipman status may not be included in computing time served.

4. Active service in a Reserve status credited toward the Naval Reserve Meritorious Service Medal may not be credited for the NGCM Award.

5. When the requirements have been met, but it is evident that the individual is not deserving of this award due to a repeated record of valid letters of indebtedness, or other acts which are not in keeping with the high moral standards required of all Navy personnel, the commanding officer will make appropriate recommendations to CNO (N09B13) stating the reasons.

6. If there is insufficient evidence in a member's service record to determine eligibility for the NGCM or subsequent award, a copy of service record page 9, Enlisted Performance Record, (NAVPERS 1070/609) should be requested from BUPERS in order to complete the service record and determine the member's eligibility for the award.

b. Marine Corps Good Conduct Medal (MCGCM)

(1) Authorization. The MCGCM was established by Special Order No. 49 of 20 July 1896, to recognize good behavior and faithful service in the Marine Corps. The CMC has review

authority over the MCGCM and designates specific Marine Corps criteria for the award.

(2) Eligibility Requirements

(a) Service

1. Any 3 years of continuous active service, regardless of expiration or extension of enlistments and any previous or subsequent disciplinary action except as indicated in subparagraph (b) for enlisted personnel, Regular or Reserve, including service in temporary warrant or temporary commissioned status, provided such temporary officer reverts to enlisted status. Also, if reenlisted within a period of 90 days from date of discharge, it will not be construed as an interruption of continuous service but the period between discharge and reenlistment will not be counted.

2. Provided the individual is otherwise qualified, a MCGCM shall be authorized for any 3 years enlisted service consisting of a combination of periods of active service in a war, national emergency or armed hostilities in which the United States is engaged. When the first period of such service terminated prior to 10 December 1945, a total of 4 years enlisted service is required.

3. For first award only, the MCGCM may be awarded, provided conduct requirements are met, to the next of kin in those cases where service member is killed in combat action against an opposing armed force, or dies as a direct result of wounds received in combat action against an opposing armed force, or dies in the line of duty where such death was directly related to actions against the enemy. In addition, for the first award only, the MCGCM is authorized for individuals who are separated from the naval service for physical disability as a result of wounds incurred in combat action against an opposing armed force, or in the line of duty where such wounds resulted directly from action against the enemy, provided conduct requirements are met. For first award only, next of kin of Prisoners of War also would be eligible to receive the MCGCM if the service member's demise occurs while in a POW status, provided it has been determined that conduct while in POW status was acceptable.

NOTE. In establishing eligibility for MCGCMs under 2b(2)(a)2, service performed during World War II, Korea and Vietnam will not be creditable unless entry or reentry to active service occurred during the periods from 8 September 1939 to 31 December 1946 inclusive; 27 June 1950 to 27 July 1954 inclusive; and 3 July 1965 to 30 September 1975 inclusive.

(b) Conduct

1. The MCGCM shall be earned for otherwise qualifying service involving no convictions by courts-martial, or nonjudicial punishment (NJP) under the Uniform Code of Military Justice, Article 15, and no lost time by reason of sickness-misconduct or injury-misconduct. Prior to 27 April 1990, not more than 1 NJP was allowed.

2. When an NJP or a courts-martial voids creditability of service, a new good conduct period shall commence effective on the date of approval of the NJP or on the date of the convening authority's action on the courts-martial, except when the offense occurred within the 3-year period and the date of approval of the NJP or of the convening authority's action is after the expiration of the 3-year period; under these circumstances, the date of the offense shall be the commencement date for the new period. Offenses committed in a previous period will not be considered when determining eligibility during the current 3-year period.

3. When sentenced to confinement as a result of conviction by any courts-martial, a new period shall begin with the date of restoration to duty even though in a probationary status. The date of approval by the convening authority on all courts-martial not involving confinement shall be the new commencement date (see also Individual Records Administration Manual (IRAM), Para. 4014, MCO P1070.12H (NOTAL)).

4. In case of time lost due to sickness-misconduct or injury-misconduct, the date of return to duty shall be the new commencement date for MCGCM.

5. Where the foregoing requirements have been met, but it is evident that the individual is not deserving of this award due to a repeated record of valid letters of indebtedness, conviction by civil court for major offense(s) or other acts not in keeping with the high moral standards of the

Marines, the commanding officer will make recommendations to CMC (MHM) stating the reasons.

(3) Certificates and Attachments

(a) A Good Conduct Award Certificate (NAVMC-71) will be completed by the commanding officer at the time entitlement is confirmed for presentation to the member concerned.

(b) A 3/16-inch bronze star will be worn on the suspension ribbon and ribbon bar to denote subsequent awards.

3. Naval Reserve Meritorious Service Medal (NRMSM)

a. Authorization. The NRMSM was authorized by SECNAV on 22 June 1964. Originally SECNAV approved a National Naval Reserve Policy Board Item in 1960 for the award as a ribbon in recognition of Naval Reservists on inactive duty for fulfilling with distinction certain stipulated requirements. The NRMSM is intended to provide Naval Reservists an award equivalent to the Good Conduct Medal.

b. Eligibility Requirements. The initial date for computation of service is 1 July 1958. Between 1 July 1958 and 1 January 1996, the period of eligibility for the subject award was 4 years. Subsequent to 1 January 1996, the period of eligibility is 3 years. The medal may be awarded to an enlisted Naval Reservist who, subsequent to 1 January 1996, meets the following minimum requirements:

(1) Performs three periods of active duty of not less than 12 consecutive days each, unless any period or portion of a period is waived by Commander, Naval Reserve Force or his delegated authority. Any combination of annual training (AT), active duty for special work (ADSW) satisfies the annual requirement. AT completed prior to 31 August 1994 must have been for periods of not less than 12 consecutive days unless waived by competent authority for reasons not initiated by the individual reservist.

(2) Attends a minimum of 90 percent of all scheduled drills each year prior to 1 October 1997, and a minimum of 85 percent thereafter, with an organized unit of the Naval Reserve, for 3 consecutive years (authorized equivalent instruction or duty may be credited in lieu of drills). Assignments to Records

Review of 6 months or less may be counted towards eligibility for this award, provided the member maintains eligibility for a satisfactory year towards retirement by completing correspondence course. A period of eligibility interrupted for 6 months or more will result in a new 3-year period beginning with date of return to a drilling status. Situations not covered in this article should be addressed to BUPERS (PERS-913) for resolution.

(3) When a member of the Naval Reserve is ordered to active duty, temporary active duty or initial active duty for training, such period(s) will be credited toward fulfillment of the requirements prescribed in paragraphs 3b(1) and (2) of this article under the following conditions:

(a) The active duty consists of at least 30 days;

(b) The member must have earned some credit toward an award while in an inactive duty drilling status, except for personnel enlisted in reserve programs with no drilling obligation prior to reporting to active duty for Two Year General Detail (GENDET), Three Year Enlistment Apprenticeship, Sea/Air Mariner (SAM), or TAR Enlistment (TEP) Programs. Personnel enlisted in these programs may receive credit towards the NRMSM for periods of active duty or active duty for training (ACDUTRA) performed provided such a period is less than 3 years.

(c) Upon completion of the 3-year eligibility requirement for the award while on continuous active duty, the member may not qualify for subsequent awards without returning to an inactive duty drill status. Continuous active duty may be applied toward the award of a Navy Good Conduct Medal.

(4) Active duty time credited toward the award of the Navy Good Conduct Medal may not be credited toward eligibility for the NRMSM. Active duty time not credited toward award of the NGCM may be credited toward the NRMSM provided the member affiliates with the Selected Reserve within 90 days of discharge or release from active duty and has met all other requirements for the NGCM.

(5) Conduct and Performance

(a) Member must have a clear record for the period of eligibility (no convictions by courts-martial or NJP). If

the service record contains a record of courts-martial or NJP, the 3-year period shall begin with the date of completion of the courts-martial sentence or NJP.

(b) No enlisted performance evaluation mark below 2.0 in any trait subsequent to 31 December 1995, or below 3.0 in military knowledge/performance, rating knowledge/performance, reliability, military bearing, personal behavior, and directing between 31 August 1983 and 31 December 1995 (or equivalent when other than numerical values are assigned).

c. Attachment. A 3/16-inch bronze star is worn on the suspension ribbon and ribbon bar to denote each subsequent award. Upon receiving the sixth award, a 3/16-silver star is worn on the suspension ribbon and ribbon bar. Seventh and subsequent awards will be denoted with 3/16-bronze stars, centered on the suspension ribbon and ribbon bar outboard of the silver star.

d. Certificate. A certificate shall be prepared for each award earned. The member's rate, name, branch of service and number of the award shall be centered in the appropriate spaces. The ending date of the period of the service for which the award was earned shall be centered after "Awarded for service completed on." The commanding officer's name, rank and branch of service shall be typed above "Commanding Officer," and his/her signature affixed.

#### 4. Selected Marine Corps Reserve Medal

a. Authorization. The Selected Marine Corps Reserve Medal was established by a SECNAV directive of 19 February 1939.

b. Eligibility Requirements. Awarded to members of the Selected Marine Corps Reserve (SMCR) who, subsequent to 1 July 1925 fulfilled certain designated service requirements within any 4-year period of service in the Organized Marine Corps Reserve. The following are specific requirements of eligibility for this medal:

(1) Attendance with a SMCR unit to include duty in an Individual Mobilization Augmentee (IMA) billet in Training Category A at four consecutive annual field training periods. A period of active duty for training which was authorized to be

performed in lieu of a regular annual field training period will fulfill this requirement.

(2) Effective 24 April 1961, attendance with an SMCR unit, to include duty in an IMA billet in Training Category A, of 90 percent of all scheduled drills each year for 4 consecutive years. Eligibility for the medal prior to that date is based on 80 percent attendance of all scheduled drills. (Appropriate duty or equivalent instruction-or-duty may be credited in lieu of drills.)

(3) In the case of officers and noncommissioned officers (sergeant or above), it is the responsibility of the commanding officer (or the Commander, Marine Corps Reserve Support Command (MCRSC) in the case of IMA Category A) to determine that the individual's service and performance of duty warrant the award. Enlisted personnel in grade corporal and below must have obtained for the first 4-year period, a combined average of conduct and proficiency markings of 4.0 or above. For subsequent 4-year periods, enlisted personnel must have obtained a combined average of conduct and proficiency markings of 4.5 or above. When it is evident that the individual who otherwise fulfills the eligibility criteria is not deserving of this award because of a repeated record of valid indebtedness or other acts which are not in keeping with the high moral standards required of all Marines, commanding officers (or the Commander of MCRSC in the case of IMA Category A) will make appropriate recommendations to CMC (MHM) stating the reasons.

(4) SMCR members, including IMA Category A, when called to active duty in time of war or national emergency may be credited while on active duty with the annual field training and required drill attendance when they have served not less than 1 month on active duty during each qualification year. Such active service may be credited only for the purpose of qualification for the medal or bronze star toward which the reservist is working at the time of mobilization. When the reservist's 4-year period is completed, active duty subsequently performed may not be credited toward the issuance of a medal or star. If the period of active duty is of such duration that the reservist is ordered to inactive status prior to completion of the reservist's 4-year period, the time spent on active duty may be credited toward the award of medal or star, but credit for active duty will not be allowed for any 4-year period which began with the reservist on active duty. Once a medal or star is

earned after mobilization, the reservist must return to drill and training status in the SMCR (including IMA category "A") before a new qualification period begins.

(5) When a member of the SMCR is unable to attend drills due to absence from the place of drill, or for causes beyond his/her control, exclusive of sickness, the reservist should request a leave of absence for such period, in order that the absence from the regular drill period will not count against the record of attendance for eligibility for the Selected Marine Corps Reserve Medal.

(6) Retroactive to 12 January 1961, the medal will also be awarded to those officers prohibited by the rotation system, due to the lack of billets, from serving in the SMCR (including service as an IMA category A) for a 4-year period, provided they have met the following criteria: Completed any continuous 5 anniversary years of satisfactory Federal service in the Marine Corps Reserve (including IMA Training Categories A, B, C, and D) as defined by regulations, which includes a minimum of 2 consecutive years of satisfactory participation as a member of an SMCR unit, or as an IMA Category A, during which attendance at drills and periods of annual field training meets the requirements cited in paragraphs 4b(1) through 4b(3).

(7) Any period of qualifying service beginning with SMCR membership interrupted by duty with the Active Reserve (AR) Programs shall not be considered a break in the said period of 4 consecutive years for eligibility. Furthermore, any such period of active duty may be credited with the annual field training and required drill attendance for the purpose of completing qualification only for the medal or bronze star toward which the reservist was working at the time of active duty in the AR Program.

(8) When enlisted Marine Corps reservists are assigned to active duty in the AR Programs, they must elect whether to continue their eligibility for the SMCRM for which they have accumulated qualifying service or commence qualifying service for the Good Conduct Medal. Officers may continue to earn qualifying service toward SMCRM. Under no circumstances will a reservist start a commencement date for the SMCRM while on the AR Program. MCO 1070.12H (IRAM) (NOTAL) contains administrative instructions.

c. Certificate and Attachments

(1) A Selected Marine Corps Reserve Certificate (MAVMC 10592) will be completed by the commanding officer at the time entitlement is confirmed for presentation to the member concerned.

(2) A bronze star 3/16-inch in diameter is worn on the suspension ribbon and ribbon bar to denote subsequent awards.

5. Navy Fleet Marine Force Ribbon

a. Authorization. SECNAVINST 1650.36 of 1 September 1984.

b. Eligibility Requirements

(1) General. Qualification for the Navy Fleet Marine Force Ribbon signifies acquisition of specific professional skills, knowledge and military experience that result in qualifications above those normally required of Navy personnel serving with the Fleet Marine Force (FMF). This qualification must be obtained through a formal qualification program and successful completion of the written test prescribed below. Officer and enlisted personnel must:

(a) Be assigned to a FMF unit. Only those personnel assigned to Type II and Type IV sea duty are eligible.

(b) Successfully complete the following sections of the Marine Battle Skills Training Handbook (Books 1, 2, and 4):

<u>Section</u>	<u>Taskings</u>
Military Justice and Law of War	1-1-1 to 1-1-19
Marine Corps Organization, History, Customs, and Courtesies	1-2-1 to 1-2-39
Marine Corps Uniform, Clothing, and Equipment	1-4-1 to 1-4-69
Marine Corps General Leadership	1-5-1 to 1-5-23
Substance Abuse	1-6-1 to 1-6-15
Troop Information/Training Management	1-7-1 to 1-7-39
Combat Leadership	1-8-1 to 1-8-27
Individual Weapons:	
M16A2 Service Rifle	2-11-1 to 2-11-37
M9 Service Pistol	4-11-1 to 4-11-7
Tactical Measures	2-14-1 to 2-14-87

Hand Grenades, Mines, and Pyrotechnics:

Locating Mines	2-15-33 to 2-15-36
Movement through Mine Field	2-15-37 to 2-15-38
NBC Defense	2-16-1 to 2-16-100
First Aid and Field Sanitation	2-17-1 to 2-17-65
Land Navigation	2-18-1 to 2-18-29
Communication:	
Operate the SINGARS RADIO	2-19-13 to 2-19-16
Communicate Using a Radio	2-19-17 to 2-19-22
Maintain Physical Fitness	2-20-1 to 2-20-40

(c) Satisfactorily pass the USMC Physical Fitness Test (PFT). All applicants, regardless of age, must complete this requirement. Those individuals over 45 years of age, if found physically qualified by a medical officer, shall take the Marine Corps PFT under the age category 39-45.

(d) Be recommended for the award by the Marine Corps Battalion/Squadron Commanding Officer.

(2) Specific

(a) Enlisted active duty members of the Navy must:

1. Serve a minimum of 12 months with a Fleet Marine Force (FMF) unit.
2. Graduate from Field Medical Service School (FMSS) or Chaplain and RP Expeditionary Skills Training (CREST) course and obtain the appropriate Navy Enlisted Classification (NEC) (HM 8404/DT 8707/RP 2401). Navy personnel assigned to a FMF unit who have no Navy Enlisted Classification Code (NEC) producing pipeline school, (i.e., YN, PN, DK, etc.....) are also eligible.
3. Have no single performance trait mark below 3.0, and no promotion recommendation lower than promotable for the last two periodic evaluations.

(b) Enlisted members in Navy Reserve FMF units must:

1. Serve a minimum of 24 months in a Naval Reserve FMF unit with satisfactory drill attendance.
2. Obtain the appropriate NEC (HM 8404/DT 8707/RP 2401) for their billet.

3. Complete a 2-week Active Duty Training period in support of a Marine Corps field training exercise.

4. Have no single performance trait mark below 3.0, and no promotion recommendation lower than promotable for the last two periodic evaluations.

(c) Navy Active Duty Officers must serve a minimum 12 months duty with the FMF.

(d) Navy Reserve Officers must serve a minimum of 24 months in a Naval Reserve FMF unit with satisfactory drill attendance.

(3) The above requirements may be waived by the awarding authority in cases where Navy personnel demonstrate exceptional skill, knowledge, and leadership while providing support to the Marine Corps in a combat environment with concurrence of CMC/CNO.

c. Only Marine Corps battalion/squadron commanding officers may award the Navy Fleet Marine Force Ribbon. There are no subsequent awards and no citation or certificate will be issued. Commanding officers shall make appropriate service record entries for enlisted personnel, and issue letters of eligibility for officer personnel. Award of the ribbon shall be noted in the member's next evaluation or report of fitness.

d. Advancement Credit. The award of this ribbon shall entitle enlisted personnel to be designated FMF and have two points applied on the E4 through E6 advancement exams.

## 6. Expeditionary Medals

### a. Navy Expeditionary Medal

(1) Authorization. Navy Department General Order (N.D.G.O.) No. 84 of 5 August 1936.

(2) Eligibility Requirements. Awarded to U.S. Navy service members who have actually landed on foreign territory and engaged in operations against armed opposition, or operated under circumstances deemed to merit special recognition and for which no service or campaign medal was awarded. Only personnel

who were attached to one of the ships/units listed in the notice/instruction at some time during the respective periods shown, and who actually participated in the given operation, are eligible for the Navy Expeditionary Medal. This includes personnel attached to a squadron or unit embarked in a ship during the eligible period for that ship. Members of rear echelons, transients, observers and personnel assigned for short periods of Temporary Additional Duty (TAD) or Training Duty (TD) are not normally eligible for the award. However, consideration will be given in those instances when the local commander certifies a particular and significant contribution by an individual. Such certification should be submitted to the CNO/CMC via the fleet commander who exercised operational control in the area involved. CNO maintains a list of eligible ships/units.

(3) The following are recently authorized expeditions:

CUBA	03 Jan 61 - 23 Oct 62
THAILAND	16 May 62 - 10 Aug 62
INDIAN OCEAN/IRAN/YEMEN	08 Dec 78 - 06 Jun 79
IRAN/INDIAN OCEAN	21 Nov 79 - 20 Oct 81
LEBANON	20 Aug 82 - 31 May 83
LIBYA	20 Jan 86 - 27 Jun 86
PERSIAN GULF	01 Feb 87 - 23 Jul 87
LIBYA (Operation SHARP EDGE)	05 Aug 90 - 21 Feb 91
DISTANT RUNNER (Rowanda)	07 Apr 94 - 18 Apr 94

(4) Commanding officers shall make appropriate service record entries for eligible enlisted personnel and issue letters of eligibility for eligible officer personnel. No citation or certificate will be issued.

b. Marine Corps Expeditionary Medal

(1) Authorization. M.C.G.O. No. 33 of 8 May 1919.

(2) Eligibility Requirements. Awarded to U.S. Marine Corps service members per the requirements listed in Article 430.6.a. CMC maintains listings of eligible units.

7. Navy Occupation Service Medal (NOSM)

a. Authorization. Navy Department General Order No. 10 of 28 January 1948.

b. Eligibility Requirements

(1) General. Awarded to personnel in the Naval Service who participated in the occupation of the territories of the enemies of the United States during World War II and subsequent to the surrender of these enemies.

(2) Specific

(a) To establish eligibility, the individual shall have been attached to, present and serving on permanent duty with an organization in the Naval Service of the United States during those periods when such organization has been credited by SECNAV or a delegated fleet command with having performed duty in the occupation of enemy or former enemy national territory.

(b) Passenger, observer, visitor, courier, escort, inspector or other similar status, when not permanently attached to an eligible unit, is not creditable toward this award.

(c) Occupation duty in the European-African-Middle Eastern area may be credited to organizations for duty performed on and subsequent to 8 May 1945. Terminal dates for eligibility periods and occupation territories in this area are as follows:

Italy.....	15 Dec 1947
Trieste.....	25 Oct 1954
Germany (except Berlin*).....	05 May 1955
Austria.....	25 Oct 1955
Berlin.....	02 Oct 1990

(d) Occupation duty in the Asiatic-Pacific area may be credited to organizations for duty performed between 2 September 1945 and 27 April 1952. Occupation territory in the Asiatic-Pacific area includes Japan and such territories recognized as sovereign to Japan, and such parts of Korea and such adjacent islands as are recognized to be Korean, but exclusive of all the mandated territory formerly administered by Japan, as are under the governmental control of the United States or of an ally of the United States during World War II. Eligibility also includes ships operating in such home or territorial waters or contiguous ocean areas in direct support of occupation or aircraft based upon and operating from such territories or ships.

(e) Units performing service in the Korean area during the period 27 June 1950 to 27 April 1952, inclusive, and eligible for the Korean Service Medal will not be credited with eligibility for the NOSM for the same period.

c. Issuance of Medals. Not more than one award of the NOSM will be given to any individual.

d. Clasps. Appropriate clasps marked "Europe" and "Asia" are authorized to be attached to the suspension ribbon of the large medal only to denote service in the respective area. No distinctive device to denote these clasps is authorized for wear on the ribbon bar. If earned, both clasps may be worn.

e. Army of Occupation Service Medal. Individuals who have been tendered the Army of Occupation Service Medal and are eligible for the NOSM are not entitled to both, but may elect which one to accept.

f. Lists of eligible ships and units are maintained by CNO and CMC. If a ship or unit is not on the list prior to 1 January 1958, entitlement to the medal will be denied.

## 8. National Defense Service Medal (NDSM)

### a. Eligibility Requirements

(1) Honorable active service as a member of the Armed Forces for any period after 26 June 1950 to 28 July 1954, after 31 December 1960 and before 15 August 1974 or after 1 August 1990 and before 1 December 1995. For this award, the following personnel shall not be considered as performing active service:

(a) Guard and Reserve forces personnel on short tours of active duty to fulfill training obligations under an inactive duty training program. However, effective 8 October 1991, President Bush expanded criteria to include all members of the National Guard and Reserve who were part of the Selected Reserve in good standing during the period 02 August 1990 to 30 November 1995. Consequently, all Navy and Marine Corps personnel serving on active duty and members of the Navy and Marine Corps Reserve who were part of the Selected Reserve in good standing during said period are eligible for the award.

(b) Any person on temporary active duty to serve on boards, courts, commissions and like organizations.

(c) Any person on active duty for the sole purpose of undergoing a physical examination.

(d) Any person on active duty for purposes other than extended active duty.

(2) Subparagraphs (1)(a) through (d) above shall not bar the award of the NDSM to members of the Guard or Reserve forces, who, after 31 December 1960 become eligible for the award of the Armed Forces Expeditionary Medal or the Vietnam Service Medal who serve for 30 days or more on temporary active duty. Such persons shall be considered to be performing active service for the purpose of eligibility for the National Defense Service Medal.

(3) Midshipmen attending the Naval Academy during the above periods are eligible for this medal.

(4) Naval Reserve Officer Training Corps (NROTC) Midshipmen are only eligible if they participated in a summer cruise that was in an area which qualified for a campaign medal.

b. Subsequent Award. A 3/16-inch bronze star shall be worn on the suspension ribbon and ribbon bar by personnel who earned the medal for honorable active duty after 26 June 1950 and before 28 July 1954, after 31 December 1960 and before 15 August 1974, and again after 1 August 1990 and before 1 December 1995.

## 9. Korean Service Medal

a. Authorization. E.O. 10179 of 8 November 1950.

b. Eligibility Requirements

(1) General. Awarded to all members of the U.S. Armed Forces who participated in operations in the Korean area during the period between 27 June 1950 and 27 July 1954.

(2) Specific.

(a) Sea Duty. Service for 1 or more days in the designated area attached to and serving on board a naval vessel.

(b) Shore Duty. Attached to and regularly serving on shore in the designated area for one or more days with an organization that participated in combat operations or in direct support of combat missions.

(c) Temporary Additional Duty. Service of 30 consecutive days or 60 non-consecutive days in the prescribed area unless the personnel participate in actual combat, in which case the time limit is waived.

(d) Passengers. No individual in a purely passenger status shall become eligible unless the unit in which embarked engages in actual combat. Patients in a hospital ship are considered as attached to the ship.

c. Engagement Stars

(1) A 3/16-inch bronze star indicative of actual combat in an operation or an engagement as authorized by SECNAV will be worn two points down on the suspension ribbon of the medal and on the ribbon bar. Participation in combat operations during the following operations will establish eligibility for one bronze star for each separate operation listed:

North Korean aggression.....	27 Jun to 2 Nov 1950
Communist China aggression.....	3 Nov 1950 to 24 Jan 1951
Inchon landing.....	13-17 Sep 1950
1st U.N. counteroffensive.....	25 Jan to 21 Apr 1951
Communist China spring offensive..	22 Apr to 8 Jul 1951
United Nations summer-fall offensive.....	9 Jul to 27 Nov 1951
2 <sup>nd</sup> Korean winter.....	28 Nov 1951 to 30 Apr 1952
Korean defense, summer-fall 1952	1 May to 30 Nov 1952
3 <sup>rd</sup> Korean winter.....	1 Dec 1952 to 30 Apr 1953
Korea, summer 1953.....	1 May 1953 to 27 Jul 1953

(2) Ships and units considered to have participated in combat operations are those which:

- (a) Engaged the enemy.
- (b) Participated in ground action.
- (c) Engaged in aerial flights over enemy territory.
- (d) Took part in shore bombardment, minesweeping or amphibious assault.
- (e) Engaged in or launched commando-type raids or other operations behind enemy lines.
- (f) Engaged in redeployment under enemy fire.
- (g) Engaged in blockade of Korean waters.
- (h) Operated as part of carrier task groups from which offensive airstrikes were launched.
- (i) Were part of mobile logistic support forces in combat areas. Presence in combat zone primarily for training or transit does not qualify.

Note: The prerequisite to the wearing of a star on the Korean Service Medal ribbon shall be service in a ship, aircraft unit or shore-based force at the time it participated in actual combat with the enemy for which a star was authorized, or participated in duty considered by CNO as being equally hazardous.

(3) A 3/16-inch silver star will be worn two points down in lieu of five bronze stars.

10. Antarctica Service Medal

a. Authorization. P.L. 86-600 of 7 July 1960.

b. Eligibility Requirements. Each person who, during the period subsequent to 1 January 1946 and prior to a date to be ultimately established by the Secretary of Defense, meets the qualifications of any of the subparagraphs set forth below, shall be eligible to receive the medal. For the purpose of this

paragraph, Antarctica is defined as the area south of latitude 60°S.

(1) Any member of the Armed Forces of the United States or civilian citizen, national or resident alien of the United States who, as a member of a U.S. expedition, participates in, or has participated in scientific, direct support or exploration operations in Antarctica.

(2) Any member of the Armed Forces of the United States or civilian citizen, national or resident alien of the United States who participates in, or has participated in a foreign Antarctic expedition in Antarctica in coordination with a U.S. Antarctic expedition and who is or was under the sponsorship and approval of competent U.S. Government authority.

(3) Any member of the U.S. Armed Forces who participates in or has participated in flights as a crew member of an aircraft flying to or from the Antarctic Continent in support of operations in Antarctica.

(4) Any member of the Armed Forces of the United States or civilian citizen, national or resident alien of the United States who serves or has served in a United States ship operating south of latitude 60°S in support of United States programs in Antarctica.

(5) Any person, including citizens of foreign nations, not fulfilling the qualifications under subparagraphs (1) through (4) above or the following paragraphs establishing the time limits of participation, but who participates in, or has participated in a U.S. Antarctic expedition at the invitation of a participating U.S. agency may be given the award by the Secretary of the Department under whose cognizance the expedition falls, provided the commander of the military support force as senior U.S. representative in Antarctica considers that the individual performed outstanding and exceptional service and shared the hardships and hazards of the expedition.

(6) No minimum time limits of participation under the foregoing guidelines are required for eligibility for this medal prior to 1 June 1973. Subsequent to 1 June 1973, minimum time limits for the award is 30 days under competent orders to duty at sea or ashore, south of latitude 60°S. Each day of duty under competent orders at any outlying station on the Antarctic Con-

continent will count as 2 days when determining award eligibility. Flight crews of aircraft providing logistics support from outside the Antarctic Area will receive no more than 1 day's credit for flights in and out during any 24-hour period. Days do not have to be consecutive. Flight personnel may earn the medal based on 15 flights into the area. The award may be made posthumously. No person is authorized to receive more than one award of the medal. The list of eligible ships/units is maintained by CNO.

c. Devices

(1) Clasps. Personnel who stay or have stayed on the Antarctic Continent during the winter months shall be eligible to wear a bronze clasp with the words "Wintered Over" on the suspension ribbon of the large medal only. A gold clasp is authorized for the second wintering over period, and a silver clasp is worn to denote the third or subsequent wintering over period. Not more than one clasp shall be worn on the suspension ribbon of the medal. The winter period is from mid-March to early October. The summer period is from early October to mid-March.

(2) Disks. The first wintering over eligibility will be denoted by a 5/16-inch bronze disk diameter with an outline of the Antarctic Continent inscribed thereon fastened on the miniature medal suspension ribbon or ribbon bar representing the medal. (Disk is worn with peninsula pointing up.) A gold disk will represent the second wintering over period. A silver disk will represent the third or subsequent wintering over period. Not more than one disk shall be worn on the ribbon bar.

d. Awarding Authority. CNO (N09B13).

11. Armed Forces Expeditionary Medal (AFEM)

a. Authorization. E.O. 10977 of 4 December 1961.

b. Eligibility Requirements

(1) Personnel Eligibility. Awarded to personnel of the Armed Forces of the United States who after 1 July 1958:

(a) Participate, or have participated, as members of U.S. military units in a U.S. military operation in which, in

the opinion of the Joint Chiefs of Staff, personnel of any military department participate in significant numbers.

(b) Encounter, during such participation, foreign armed opposition, or are otherwise placed, or have been placed, in such position that, in the opinion of the Joint Chiefs of Staff, hostile action by foreign armed forces was imminent even though such hostile action did not materialize.

(2) Categories of Operations. The Armed Forces Expeditionary Medal may be authorized for three categories of operations:

(a) U.S. military operations.

(b) U.S. operations in direct support of the United Nations.

(c) U.S. operations of assistance to friendly foreign nations.

(3) Definitions

(a) The "Area of Operations" is defined as:

1. The foreign territory upon which U.S. Armed Forces have actually landed or are present and specifically deployed for the direct support of the designated military operation.

2. Adjacent water areas in which U.S. ships are operating, patrolling or providing direct support of operations.

3. The airspace above and adjacent to the area in which operations are being conducted. Ships and units which are present in an area merely for training purposes are not eligible for the award.

(b) "Direct Support" is defined as the supply by ground units, ships and aircraft, of services and/or supplies and equipment to combat forces in the area of operations, provided such support involves actually entering the designated area and furnishing fire, patrol, guard, reconnaissance or other military support.

(4) Degree of Participation. Personnel must be bonafide members of a unit engaged in the operation (see note below) or meet one or more of the following criteria:

(a) Serve not less than 30 consecutive days in the area of operations.

(b) Engage in direct support of the operation for 30 consecutive days or 60 non-consecutive days, provided such support involves entering the area of operations.

(c) Serve for the full period when an operation is less than 30 days.

(d) Engage in actual combat or duty which is equally as hazardous as combat duty, during an operation against armed opposition, regardless of time in the area.

(e) Participate as a regularly assigned crew member of an aircraft flying into, out of, within or over the area in support of the military operation.

(f) Be recommended or attached to a unit recommended for the award by CNO or the commander of a unified or specified command for award of the medal, although the criteria above may not have been fulfilled.

(g) Personnel are entitled to the award if they were attached to or serving on board a ship/unit for 1 day or more during the period(s) for which that ship/unit is listed as eligible. This includes personnel attached to a squadron or unit embarked in a ship during the period(s) for which that ship is listed as eligible. Members of rear echelons, transients, observers and personnel assigned for short periods of TAD and training duty are normally not eligible for the award; however, consideration will be given in those instances where the cognizant commander certifies a particular and significant contribution by an individual. Such certification should be submitted to CNO/CMC via the fleet commander who exercised operational control in the area involved.

(5) Operations. The following operations have been designated by the Joint Chiefs of Staff as qualifying for award of the Armed Forces Expeditionary Medal:

(a) U.S. Military Operations

1. Berlin.....14Aug61 to 01Jun63.  
Including the City of West Berlin.

2. Cuba.....24Oct62 to 01Jun63.

NOTE. Although terminal date of Cuban operations was established by the Joint Chiefs of Staff as 01Jun63, no Navy/Marine Corps units are considered to be eligible after 31Dec62. Water area between 12N and 28N latitudes and 66W and 84W longitudes.

3. Dominican Republic...28Apr65 to 21Sep66.

The area is composed of the contiguous water and airspace within the following boundaries: from the point 17N, 75W; eastward to 17N, 67-45W; thence northward to 20-25N, 73-35W; thence southwestward to 18-40N, 75W; thence south to the initial point at 17N, 75W.

4. Lebanon.....01Jul58 to 01Nov58.

The area is geographically composed of the adjacent water area defined as that portion of the Mediterranean Sea east of 31E longitude.

5. Quemoy and Matsu Islands...23Aug58 to

01Jun63. The area is composed of the water area 21N to 26N and 116E to 121E.

6. Taiwan Straits.....23Aug58 to 01Jan59.

The area is composed of the water area from 19N to 28N between 117E and 123E.

7. Congo.....23Nov64 - 27Nov64. The area is

composed of the land and water area of the Congo.

8. Korea.....01Oct66 to 30Jun74. This

includes the entire land mass of the Republic of Korea and the waters and air space enclosed by the following boundaries: From a point located at 32N on the Coast of China, east to 32N by 129-20E; thence northeastward to 36N by 134E; thence north to

the Coast of the former Union of Soviet Socialist Republics (USSR); thence along the coastline of the USSR, Korea and China to the initial point.

- 9. Cambodia Evacuation  
(Operation EAGLE PULL).....11-13Apr75.
- 10. Vietnam Evacuation  
(Operation FREQUENT WIND)...29-30Apr75.
- 11. Mayaguez Operation.....15May75.
- 12. Grenada Operation.....23Oct83 -  
21Nov83.

NOTE. The island nation of Grenada, including Grenada, Carriacou, Green, Hog, Calivigny, other outlying islands and the territorial seas of Grenada; waters adjacent to Grenada in which Atlantic Fleet ships operated in direct support of operations in Grenada; the airspace above Grenada and the adjacent sea areas where the operations were conducted; and the Grantley Adams International Airport, Barbados.

13. Libya (Operation ELDORADO CANYON)...12-17Apr86.  
The area of operations where U.S. forces were employed is bounded by the following coordinates:

37N, 11E to 37N, 21E to 34N 25E to  
23N, 25E to 23N, 11E to 37N, 11E.

14. Panama (Operation JUST CAUSE) 20Dec89 -  
31Jan90. The total land area of Panama, including internal waters, territorial seas, and airspace thereover.

15. Haiti (Operation UPHOLD DEMOCRACY) 16Sep94 -  
31Mar95. The area of operations consists of the total land area, sea and air space defined by the following coordinates:  
16-30N, 71-40W; 18-00N, 71-45W; along the Haitian-Dominican Republic Border to 20-00N, 71-44W; 21-00N, 71-40W; 21-25N/73-00W; 21-25N, 74-00W; 20-00N, 74-00W; 19-45N, 75-00W; 19-00N, 76-00W; 16-30N, 76-00W; to 16-30N, 71-40W.

(b) U.S. Operations in Direct Support of the United Nations.

1. Congo.....14 Jul 60 to 1 Sep 62. Water area from 3S to 9S between 9E and the mainland of Africa.

2. Somalia (Operation RESTORE HOPE and UNITED SHIELD) 05Dec92 to 31Mar95. The area operation is from 20N northward to 30-30E and from 46-36E eastward to 63E.

(c) U.S. Operations Assisting Friendly Foreign Nations.

1. Laos.....19Apr61 to 07Oct62.

2. Vietnam.....01Jul58 to 03Jul65. Water areas from a point on the east coast of Vietnam at the juncture of Vietnam with China southeastward to 21N, 108-15E; thence southward to 18N, 108-15E; thence southeastward to 17-30N, 111E; thence southward to 11N, 111E; thence southwestward to 7N, 105E; thence westward to 7N, 103E; thence northward to 9-30N, 103E; thence northeastward to 10-15N, 104-27E; thence northward to a point on the west coast of Vietnam at the juncture of Vietnam with Cambodia. In addition, the area has been extended to include the land mass encompassing Thailand.

3. Cambodia (land only) 29Mar73 to 15Aug73.

4. Thailand.....29Mar73 to 15Aug73. (Only those in direct support of Cambodia operations).

5. Lebanon.....01Jun83 to 01Dec87.

NOTE. The terminal date of Lebanon operations was established by Joint Chiefs of Staff as 01Dec87; no Navy ships/units are considered to be eligible after 01Aug84. Marine Security Guard personnel or other personnel serving "in country" Lebanon may be awarded medal for the entire period.

6. Persian Gulf....24Jul87 to 01Aug90 (Operation ERNEST WILL).

7. Persian Gulf/Iraq...(Operation SOUTHERN WATCH) 01Dec95 to TBD. The area consists of the land area and airspace of Saudi Arabia, Kuwait, and Iraq and the waters of and airspace above the Arabian Gulf west of 056E longitude. Individuals serving aboard vessels in the Red Sea in direct support of Operation

SOUTHERN WATCH are also eligible for the AFEM. Service members who earned the SWASM and subsequently become

eligible for the AFEM in another tour are permitted to wear both medals. For example, an individual that earned the SWASM in 1991 and subsequently returns to the area after 01Dec95 may wear both awards. Both awards may not be earned by an individual who serves a single tour that spans the transition date of 01Dec95. In the case of those individuals whose service spans the transition date and meets the eligibility criteria for both awards, they may elect one or the other but not both awards.

8. El Salvador...01Jan81 to 01Feb92. The total land area of El Salvador. This award was approved by Section 525 of the FY96 Defense Appropriations Act.

9. Operation Southern Watch; including Maritime Intercept, Vigilant Sentinel, Desert Thunder, Desert Fox, Desert Spring, and Northern Watch; 01Dec95 to TBD. Only one award for participation in one or all operations.

10. Operation Joint Guard...20Dec96 to 20Jun98.

11. Operation Joint Endeavor.....20Nov95 to 16Dec96.

12. Operation Joint Forge..21Jun98 to TBD  
(may elect to receive the AFSM vice AFEM).

(6) Eligible Ships and Units. Ships and units which are present in an area merely for training purposes are not eligible for the award. Squadrons or units embarked in a ship during the period for which that ship is listed as eligible are automatically eligible for the medal.

(7) Limitation of Medal. The medal shall be awarded only for operations for which no other U.S. campaign medal is approved, and shall not be issued for service in Vietnam after 03Jul65. (See art. 431.12.(c) of this manual concerning election of Armed Forces Expeditionary Medal/Vietnam Service Medal for service in Vietnam prior to 03Jul65.) For operations in which personnel of only one military department participate, the medal shall be awarded only if there is no other suitable award available to that department.

(8) Election of Armed Forces Expeditionary Medal/Vietnam Service Medal. Personnel who have earned the Armed Forces Expeditionary Medal for service in Vietnam during the period 01Jul58 to 03Jul65, inclusive, may elect to receive the Vietnam Service Medal in lieu of the Armed Forces Expeditionary Medal. No individual may be issued both medals for service in Vietnam during the period 01Jul58 to 28Mar73.

(9) Election of Armed Forces Expeditionary Medal/Navy or Marine Corps Expeditionary Medal. Members of the naval service may elect one expeditionary medal for the following operations:

Lebanon...25Aug82  
Libya...20Jan86 - 27Jun96  
Persian Gulf...24Jul87 - 01Aug90

c. Approval of Operations. The Joint Chiefs of Staff (JCS) shall designate operations which qualify for the Armed Forces Expeditionary Medal. Recommendations for Military Operations to be designated shall be submitted through joint channels to the JCS.

d. A 3/16-inch bronze star is worn on the suspension ribbon of the medal and on the ribbon bar for participation in each subsequent operation; i.e., Lebanon, Taiwan, Cuba, etc. Participation in two or more engagements within the same operation does not qualify for the bronze star.

12. Vietnam Service Medal (VSM)

a. Authorization. E.O. 11231 of 08 July 1965.

b. Eligibility Requirements

(1) General

(a) Awarded to all members of the Armed Forces of the United States serving at anytime between 04Jul65 and 28Mar73 in the area defined under the Armed Forces Expeditionary Medal for Vietnam.

(b) Awarded to all members of the Armed Forces of the United States in Thailand, Laos or Cambodia or the air space

thereof, between 4 July 1965 and 28 March 1973 and serving in direct support of operations in Vietnam.

(c) Members qualified for the AFEM by reason of service between 1 July 1958 and 3 July 1965 (inclusive) in an area for which the Vietnam Service Medal was subsequently authorized shall remain qualified for that medal. Upon application, any such member may be awarded the Vietnam Service Medal in lieu of the AFEM for such service. However, no person shall be entitled to both awards for service in an area for which the Vietnam Service Medal has been authorized.

(2) Specific

(a) Personnel Eligible

1. Shore Duty. Attached to or regularly serving for 1 or more days with an organization participating in or directly supporting military operations.

2. Sea Duty. Attached to or regularly serving for 1 or more days aboard a naval vessel directly supporting military operations.

3. Air Duty. Actual participation as a crew member in 1 or more aerial flights directly supporting military operations.

4. Temporary Duty. Service for 30 consecutive or 60 non-consecutive days, except that the time limit may be waived for personnel participating in actual combat operations.

NOTE. Only personnel who were attached to ships/units and who actually participated in the given operation, are eligible for the Vietnam Service Medal. This includes personnel attached to a squadron or unit embarked in a ship during the period for which that ship is listed as eligible. Members of rear echelons, transients, observers, and personnel assigned for short periods or TAD and training duty are normally not eligible for the award; however, consideration will be given in those instances where the local commander certifies a particular and significant contribution by an individual. Such certification should be submitted to CNO/CMC via the fleet commander who exercised operational control in the area involved.

(b) Eligible Ships and Units. Ships and units present in the area merely for training purposes are not eligible for the award. Squadrons or units embarked in a ship during the period for which that ship is listed as eligible are automatically eligible for the medal.

(c) Limitation of Medals. The medal shall be awarded only for operations for which no other U.S. campaign medal is approved. No person may be issued both the Vietnam Service Medal and the Armed Forces Expeditionary Medal for service in Vietnam (see Art. 431.16b(8) concerning election), and no person shall be entitled to more than one award of the Vietnam Service Medal.

(d) Stars. A bronze star 3/16-inch in diameter is authorized to be worn on the suspension ribbon and ribbon bar of the Vietnam Service Medal for each of the following campaigns:

- I. Vietnam Advisory Campaign.....15Mar62 to 07Mar65.
- II. Vietnam Defense Campaign.....08Mar65 to 24Dec65.
- III. Vietnam Counter-offensive.....25Dec65 to 30Jun66.
- IV. Vietnam Counter-offensive II.... 01Jul66 to 31May67.
- V. Vietnam Counter-offensive III....01Jun67 to 29Jan68.
- VI. Tet Counter-offensive.....30Jan68 to 01Apr68.
- VII. Vietnam Counter-offensive IV....02Apr68 to 30Jun68.
- VIII. Vietnam Counter-offensive V....01Jul68 to 01Nov68.
- IX. Vietnam Counter-offensive VI....02Nov68 to 22Feb69.
- X. Tet 69 Counter-offensive.....23Feb69 to 08Jun69.
- XI. Vietnam, Summer-Fall 1969.....09Jun69 to 31Oct69.
- XII. Vietnam, Winter-Spring 1970.....01Nov69 to 30Apr70.
- XIII. Sanctuary Counter-offensive.....01May70 to 30Jun70.
- XIV. Vietnam Counter-offensive VII...01Jul70 to 30Jun71.
- XV. Consolidation I.....01Jul71 to 30Nov71.
- XVI. Consolidation II.....01Dec71 to 29Mar72.
- XVII. Vietnam Ceasefire Campaign.....30Mar72 to 28Jan73.

13. Southwest Asia Service Medal (SWASM)

a. Authorization. E.O. 12754 of 12 March 1991.

b. Eligibility Requirements

(1) Awarded to members of the Armed Forces of the United States who participated in or directly supported military opera-

tions in Southwest Asia or in surrounding areas between 2 August 1990 and 30 November 1995 (Operations DESERT SHIELD/STORM).

(2) Individuals authorized this award must have served in one or more of the following areas between 2 August 1990 and 30 November 1995: The Persian Gulf, Red Sea, Gulf of Oman, Gulf of Aden, that portion of the Arabian Sea that lines north of 10° N. latitude and west of 68° E. longitude, as well as the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar and United Arab Emirates.

(3) Individuals serving in Israel, Egypt, Turkey, Syria and Jordan (including the airspace and territorial waters), between 17 January 1991 and 28 February 1991 shall also be eligible for award of this medal. They must have directly supported combat operations. For instance, Embassy guards would not be eligible.

c. Specific eligibility criteria for award of the Southwest Asia Service Medal require that a service member must be:

(1) Attached to or regularly serving for 1 or more days with an organization participating in ground/shore (military) operations.

(2) Attached to or regularly serving for 1 or more days aboard a naval vessel directly supporting military operations.

(3) Actually participating as a crew member in one or more aerial flights directly supporting military operations in the areas designated above.

d. Serving on temporary duty for 30 consecutive days or 60 nonconsecutive days. These time limitations may be waived by commanding officers for people participating in actual combat operations.

e. Awarding Authority. Commanding officers are authorized to award the Southwest Asia Service Medal.

f. Stars. A bronze service star shall be worn on the suspension and service ribbon of the Southwest Asia Service Medal for participation in each campaign period.

I. Defense of Saudi Arabia .....02 August 1990 through 16 January 1991.

II. Liberation and Defense of Kuwait .....17 January 1991 through 11 April 1991.

III. Southwest Asia Ceasefire Campaign....12 April 1991 through 30 November 1995. Three bronze service stars is the maximum authorized for the Southwest Asia Service Medal.

14. Armed Forces Service Medal (AFSM)

a. Authorization. E.O. 12985 of 11 January 1996.

b. Eligibility Requirements

(1) Participate, or have participated, as members of United States military units, in a United States military operation that is deemed to be significant activity; and

(2) Encounter no foreign armed opposition or imminent threat of hostile action.

c. Specific. Service members must be members of a unit participating for the delineated time period in the operation within the designated area of eligibility, or meet one or more of the following criteria:

(1) Be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) or for 60 non-consecutive days provided this support involves entering the area of eligibility.

(2) Participate as a regularly assigned crew member of an aircraft flying into, out of, within, or over the area of eligibility in support of the operation.

d. Qualifying Operations

(1) The AFSM may be authorized for significant United States military activities for which no other United States campaign or service medal is appropriate, such as:

(a) Peacekeeping operations.

(b) Prolonged humanitarian operations.

(2) The AFSM may be awarded for United States military operations in direct support of the United Nations (UN) or the North Atlantic Treaty Organization (NATO), and for operations of assistance to friendly foreign nations.

e. Guidelines

(1) The AFSM provides recognition to participants who deploy to the designated area of eligibility for the qualifying operation. Outstanding or meritorious performance of nondeployed or remotely located support units and individuals is not justification for award of the AFSM. Such performance may be recognized by appropriate unit and/or individual decorations.

(2) Because the AFSM may be awarded for a prolonged humanitarian operation, distinction between the AFSM and Humanitarian Service Medal (HSM) must be maintained.

(a) The HSM is an individual award, presented to individuals who are physically present at the site of immediate relief and who directly contribute to and influence the humanitarian action. The HSM is only awarded for service during the identified period of immediate relief; eligibility for the HSM terminates once (if) the humanitarian action evolves into an established ongoing operation beyond the initial emergency condition.

(b) The AFSM is a theater award, authorized for presentation to all participants who meet eligibility requirements established for a designated operation.

(c) For operations in which all deployed participants are awarded the HSM and for which the period of immediate relief coincides with the duration of significant deployed operations, award of the AFSM is not authorized.

(d) Humanitarian operations for which some (or all) participants are awarded the HSM, which continued beyond the period of immediate relief.

f. Definitions

(1) Significant activity is defined as a United States military operation considered to be of such a high degree of scope, impact, and international significance as to warrant the permanent commemoration and recognition afforded by award of a campaign or service medal.

(2) Area of eligibility is defined as follows:

(a) The foreign territory on which troops have actually landed or are present and specifically deployed for the operation.

(b) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation.

(c) The air space above and adjacent to the area in which operations are being conducted.

(3) Direct support is defined as services being supplied to participating forces in the area of eligibility by ground unit, ships, and aircraft provided it involves actually entering the designated area of eligibility. This includes units, ships, and aircraft providing logistic, patrol, guard, reconnaissance, or other military support within the designated area of eligibility.

g. Limitations on Awarding Medals

(1) AFSM shall be awarded only for operations for which no other United States campaign or service medal is approved.

(2) For operations in which personnel of only one Military Department participate, the AFSM shall be awarded only if there is no other suitable award available to that Department.

(3) The military service of the Service member on which qualification for the award of the AFSM is based shall have been honorable.

(4) Award of the AFSM is not authorized for participation in national or international exercises.

(5) The AFSM shall not be awarded for NATO or UN operations not involving significant, concurrent United States military support operations.

h. Approval and Designation of Area of Eligibility. The JCS shall designate United States military operations subsequent to 1 June 1992 that qualify for the AFSM.

i. Subsequent Awards. No more than one medal shall be awarded to any one Service member. Second and subsequent awards will be denoted by 3/16-inch bronze service stars. A 3/16-inch silver star will be worn lieu of 5 bronze stars.

j. Posthumous Awards. The AFSM may be awarded posthumously and, when so awarded, may be presented to such representative of the deceased as may be deemed appropriate by the Secretary concerned.

k. Operations. The following operations have been designated by the JCS as qualifying for the AFSM:

(1) Bosnia (Former Republic of Yugoslavia) 1 Jul 1992 - To Be Determined (TBD). Total land area and airspace of the Former Republic of Yugoslavia and total land area and airspace of the country of Italy, including Sicily.

(2) Haiti 1 Apr 95 - 31 Jan 00. Total land area and airspace defined by the following coordinates: 16-30N/71-40W; 18-00N/71-45W; along the Haitian-Dominican Republic border to 20N/71-44W; 21N/71W; 21-25N/73W; 21-25N/74W; 20N/74W; 19-45N/75W; 19N/76W; 16-30N/76W to 16-30N/71-40W.

(3) Provide Comfort. 01 Dec 95 to 31 Dec 96.

(4) Joint Endeavor. 20 Nov 95 to 19 Dec 96.

(5) Joint Guard. 20 Dec 96 to 20 Jun 98.

(6) Joint Forge. 21 Jun 98 to TBD (may elect to receive the AFEM vice AFSM).

15. Humanitarian Service Medal (HSM)

a. Authorization. Established by E.O. 11965 of 19 January 1977.

b. Eligibility Requirements

(1) Awarded to members of the Armed Forces of the United States and their Reserve components who, subsequent to 1 April 1975, distinguished themselves as individuals or as members of U.S. military units or ships by meritorious, direct, nonroutine participation in a significant military act or operation of a humanitarian nature. Direct participation is defined as being physically present at the designated location, having directly contributed to and influenced the action. Designated location is the immediate site(s) of the humanitarian operations as defined by the Presidential request for assistance in the U.S. or the Department of State for overseas areas. When appropriate, the local commander in the recommendation may propose specific clarification of designated boundaries based on the intent of the presidential or Department of State request. Specifically excluded from eligibility are service members or elements remaining at geographically separated military locations or who were assigned to the location but did not make a direct contribution to nor influenced the action. Award of the HSM does not preclude or conflict with other medals or ribbons awarded on the basis of unit achievement, or of individual valor, achievement or meritorious service except the AFSM as covered in the previous article. No service member shall be entitled to more than one award of the HSM for participation in the same military act or operation of a humanitarian nature.

(2) The following types of military acts or operations may qualify for award of the HSM:

(a) Significant assistance in the event of national or international disasters, natural or man-made, such as, but not limited to, earthquakes, floods, hurricanes, typhoons, or conflagrations.

(b) Relief to a starvation area.

(c) Evacuation of personnel from an area threatened by a hostile force.

(d) Support or resettlement of refugees or evacuees.

(e) Other significant military activities, directly related to humanitarian service as designated in Military

Service regulations. These must be above and beyond routine actions. For example, normal Search and Rescue (SAR) operations conducted by specially trained SAR units would not be eligible for HSM consideration. Similarly, in accordance with the laws and traditions of the seas, the rescue of stricken vessels by naval units would not normally be eligible.

(f) Acts or operations of a similar nature, as determined by the award approval authority.

(3) Guidelines. Services rendered in the act or operation being considered must meet the following criteria:

(a) Be above and beyond normal duties, and of major significance.

(b) Provide immediate relief, relieve human suffering, and should save lives (property may be a factor).

(c) Must have affected the outcome of the situation (non-action would have produced definite consequences).

(d) Must have specific dates and must be restricted to the period of "immediate relief." Periods beyond immediate relief are considered established ongoing operations beyond the initial emergency conditions and these periods are no longer eligible for the HSM, but rather are considered for the AFSM.

(e) Must have evidence that the emergency assistance was:

1. Requested by the President of the United States for assistance within the United States (such as Presidential Emergency Declaration or established contingency plans issued under Presidential authority).

2. Requested by the Department of State for overseas areas.

(4) This medal may not be awarded for services rendered in domestic disturbances involving law enforcement, equal rights demonstrations, or protection of properties.

(5) This medal shall not be awarded for those military acts or operations which are of a routine, day-to-day nature.

Specifically, such routine operations as helicopter or destroyer plane guard duty, routine Sea Air Rescue (SAR) missions and emergency transportation of civilian or military medical patients would not qualify. Routine rescues at sea would not qualify unless there was extreme danger to those being rescued and those performing the rescue. Generally speaking, the act or operation must be a direct humanitarian performance by the individuals or unit, at the scene. In those cases of doubt as to whether or not an act or operation qualifies, submission to SECNAV via the chain of command is recommended.

(6) For participation in subsequent operations stars will be worn as prescribed in section 122.1.

(7) The medal may be awarded posthumously.

c. Submission of Recommendation. Recommendations for this award will be submitted to SECNAV via the unit's chain of command. Recommendations must be entered administratively into command channels within 2 years of the military act or operation to be recognized. Effective 14 June 1993, SECNAV is delegated authority to approve/disapprove recommendations for the HSM.

d. Preparation of Recommendation

(1) A written justification fully explaining and attesting to the humanitarian aspects of the services rendered by service members in the act or operation being recommended. The HSM is an individual award. As such, only those individuals who meet the specific requirements and guidelines above, shall be eligible for the award. The specific eligibility requirements must be addressed.

(2) A listing of ships or units that participated directly in the act or operation, including dates of involvement and locations. This is to facilitate the processing and documentation of approved awards only and does not imply unit-wide approval of the HSM.

(3) An alphabetical listing of service members detailing full name, rank/rate, social security number, branch of Service, and permanent unit at the time of the act or operation. This listing shall include only those service members who meet the eligibility criteria and guidelines above.

(4) Concurrence by the Military Departments concerned when multi-service participation is involved. The originating activity shall, prior to submission of the recommendation to the approving authority, obtain the concurrence of the Departments concerned, to include the Commandant, U.S. Coast Guard when service members of the U.S. Coast Guard are involved. Such concurrence shall include verification of their service member's participation and the specific recommendations for approval or disapproval.

(5) Forwarding endorsements that make specific recommendations for approval or disapproval.

(6) Endorsement of the Commander in Chief having authority and/or responsibility for the affected area of responsibility outside the Continental United States.

(7) Documentation of the Presidential or the Department of State request for assistance.

16. Military Outstanding Volunteer Service Medal (MOVSM)

a. Authorization. Established by E.O. 12830 of 9 January 1993.

b. Eligibility Requirements

(1) General. The MOVSM may be awarded to members of the Armed Forces of the United States and their Reserve Components who, after December 31, 1992, perform outstanding volunteer community service of a sustained, direct and consequential nature.

(2) Specific. To be eligible, an individual's service must:

(a) be to the civilian community, to include the military family community;

(b) be significant in nature and produce tangible results;

(c) reflect favorably on the Military Service and the Department of Defense; and

(d) be of a sustained and direct nature.

c. Guidelines

(1) While there is no specific time period to qualify for the MOVSM (for example 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by the medal. (Navy views the sustained time period to be 3 years.) The MOVSM is intended to recognize exceptional community support over time, not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line for a sustained period of time is considered qualifying service. The overall level of volunteer participation and impact of an individual's community service is key to determining whether award of the MOVSM is justified.

(2) The MOVSM recognizes service provided to a community over time, therefore multiple awards of the MOVSM during a single tour of duty are not authorized. However, a sustained record of significant community service performed during successive tours may be considered by approval authorities when adjudicating recommendations for award of the MOVSM.

(3) Service recognized by award of the MOVSM shall be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission (for example: a unit project).

(4) Although not all encompassing, Appendix A contains samples of organizations which would qualify.

(5) To be awarded a MOVSM service members must be recommended by anyone senior to them and submitted via their commanding officer using OPNAV 1650/3. The commanding officer shall certify that the eligibility requirements above have been met and that the service was honorable throughout the award period.

d. Awarding Authority. Authority to award the MOVSM is delegated to those officers who have authority to award the Navy and Marine Corps Achievement Medal or Joint Service Achievement Medal and above. The MOVSM may be awarded posthumously. For

Navy personnel a letter of authorization will be issued by the awarding authority to include the period recognized. Appendix A contains a sample format. For Navy personnel, copies of the approved OPNAV 1650/3 will be forwarded to the BUPERS (PERS-313C); for Marine Corps personnel copies will be forwarded to CMC (MMMA).

e. Precedent and Subsequent Award. The MOVSM will be worn immediately after the Humanitarian Service Medal. Subsequent awards will be denoted by 3/16-inch bronze stars. A 3/16-inch silver star will be worn in lieu of the sixth award. No citation or certificate will be issued.

17. Sea Service Deployment Ribbon (SSDR)

a. Authorization. SECNAVINST 1650.35 of 26 January 1981.

b. Eligibility Requirements

(1) General. Awarded to officer and enlisted personnel of the United States Navy and Marine Corps. Each service has distinct criteria that delineates eligibility; Navy personnel assigned to Marine Corps units follow Marine Corps policy, and vice versa.

(2) Specific

(a) For Navy and Marine Corps personnel assigned to U.S. (including Hawaii and Alaska) homeported ships/deploying units or Fleet Marine Force (FMF) commands, 12-months accumulated sea duty or duty with FMF which includes at least one 90-consecutive day deployment. A standard 14-day waiver of the 12-month accumulated sea duty/duty with FMF is authorized as long as the 90-consecutive day deployment requirement is met. The 12-month accumulated sea duty requirement is waived for those Navy and Marine personnel who were called to sea duty or deployed for Operations DESERT SHIELD or DESERT STORM (during the period 2 Aug 90 - 31 Dec 91) to qualify for this initial award. This waiver does not affect second and subsequent awards of this ribbon. Second and subsequent awards will be earned for each additional 12-months of qualifying service in which a 90-consecutive day deployment occurs.

(b) For Navy and Marine Corps personnel assigned to overseas homeported ships/deploying units or FMF commands,

12-months accumulated sea duty or duty with the FMF. For those in this category, the 90-day deployment is not required. Second and subsequent awards will be earned for each additional 12-month period of qualifying service. In addition, for Navy units only, the SSDR does not conflict with the Overseas Service Ribbon after 01 October 1999.

(c) Changes to deployment patterns to meet operational commitments within fiscal constraints have resulted in the reduction of some service force ships deployment lengths to less than 90 days with an increase in the frequency of deployments. Consequently and effective 18 October 1991, the awarding of the Sea Service Deployment Ribbon to members of units that complete two deployments of at least 80 days each within a given 12-month period is authorized. This change is not retroactive.

(d) The Sea Service Deployment Ribbon will be awarded retroactive to 15 August 1974. Only one award may be earned for the period 15 August 1974 to 1 January 1979 regardless of the number of years of sea duty or number of deployments made.

(e) No subsequent changes to the SSDR requirements are retroactive to meet individual eligibility.

c. Definitions

(1) Sea Duty. Duty performed in commissioned vessels or units which operate away from their homeport/homebase for extended periods.

(2) Deployable Units. A ship (USN, USNS), aircraft squadron, detachment, battalion or other unit which operates away from its assigned homeport/homebase for a period of at least 90 consecutive days.

(3) Deployment. Either a period of at least 90 consecutive days with a deployed unit or two deployments of at least 80 days each with a given 12-month period. No waivers of this requirement will be made.

d. Examples of Qualifying and Disqualifying Service

(1) A person who serves in TAD status with a U.S.

homeported ship/deploying unit or FMF commands may qualify upon accumulation of 12-months sea duty or duty with FMF commands. Such duty must include at least one 90-consecutive day deployment.

(2) A person who serves in TAD status with an overseas homeported ship/deploying unit or FMF command may qualify upon accumulation of 12-months duty with such ships or units.

(3) A person who first reported to a ship homeported in Norfolk on 1 July 1978, completed a deployment on 1 December 1978 will establish eligibility on 1 July 1979.

(4) A person who served on a ship or deploying unit homeported overseas from 1 January 1975 to 1 January 1979 will only be eligible for one award.

(5) A person who served on a ship or deployed unit homeported overseas from 30 June 1977 to 30 June 1980 will be eligible for two awards, i.e., the initial award for the period ending 1 January 1979 and a second award for service ending 1 January 1980.

(6) A person who is attached to a U.S. homebased Marine unit which goes on one rotational deployment for 6 months and remains with that unit for 2 years will rate only one award because of the single deployment.

(7) A person who is transferred to the 3<sup>RD</sup> Marine Division, completes first 1-year tour and extends for 12 months will be eligible for two awards -- one for the first tour and one for the 12-month extension.

(8) A person who is attached to a U.S. homeported ship for 1 year subsequent to 1 January 1979 but does not deploy for 90 consecutive days is not eligible. The same person is then given Permanent Change of Station (PCS) orders to another U.S. homeported ship and immediately goes on a deployment. This person will be eligible upon the completion of the 90-day deployment.

(9) A person having served 12 months on a ship homeported in Newport, Rhode Island during which time the ship deployed for 30 days and immediately proceeded to Portsmouth, Virginia for an

overhaul of 185 days duration and then returns to Newport does not qualify.

(10) A person assigned on PCS orders to the Naval Air Station, Guam serving on shore duty that counts as sea duty will not be eligible for the ribbon regardless of the length of time assigned. The Overseas Service Ribbon is applicable.

(11) A person who is assigned to Marine Corps Base (MCB), Camp Lejeune, goes TAD to Marine Division for 5 months, completes a 90-consecutive day deployment and returns to MCB Camp Lejeune upon completion of the deployment will not be eligible because 1 year was not spent with a FMF unit. Upon completion of an additional 7 months FMF duty, the person will qualify for the award.

(12) A person who is assigned to 2<sup>ND</sup> Marine Division for a 3-year tour of duty but never completes a 90-consecutive day deployment will not be eligible.

(13) A Marine who is assigned to a Marine Detachment aboard a U.S. homeported ship which does not make a 90-consecutive day deployment will not be eligible.

(14) A person who is assigned to MCB Camp Butler, Okinawa will not be eligible since it is not an FMF unit.

(15) A Marine who is attached to a Marine Detachment aboard a ship homeported overseas will be eligible upon completion of 12-months sea duty.

(16) A person assigned to a 36-months accompanied tour overseas with the FMF will be eligible for three awards.

(17) A Marine whose 12 months overseas FMF tour is terminated early but who receives full credit for his/her tour in under Marine Corps Order P1070.12H (NOTAL) is eligible for the award.

(18) A person assigned to a ship that has made two deployments of 80 days or more with any 12-month period after 18 October 1991 is eligible for the award.

e. Awarding Authority. Commanding officers determine eligibility from service records, affidavits or upon completion of

eligibility requirements at current command and make appropriate service record entries for enlisted personnel and issue letters of eligibility for officer personnel. No citation or certificate will be issued.

18. Navy Arctic Service Ribbon

a. Authorization. OPNAVNOTE 1650 of 3 June 1987.

b. Eligibility Requirements

(1) General. Awarded to officers and enlisted personnel of the U.S. Navy, U.S. Marine Corps or civilian citizens, national or resident aliens of the U.S.

(2) Specific. 28-days, consecutive or non-consecutive, above the Arctic Circle after 1 January 1982. For personnel working at remote ice camps and divers working under the ice, each day of duty will count as 2 days when determining award eligibility. No more than 1-day's credit for flights in or out during any 24-hour period. Marine Corps personnel undergoing annual cold weather training above the Arctic Circle do not qualify for the 2 for 1 credit.

c. Subsequent Award. None.

d. Awarding Authority. Commanding officers of ships/units whose operations are above Arctic Circle. Certification data, to include dates of eligibility, will be forwarded to CNO (N09B13) for Naval personnel.

e. Retroactive Award. Type commanders and commanding officers of Navy Laboratories will determine and certify retroactive eligibility to 1 January 1982.

19. Naval Reserve Sea Service Ribbon

a. Authorization. SECNAV Note 5420 of 28 May 1986, OPNAVNOTE 1650 of 3 June 1987.

b. Eligibility Requirements

(1) General. Awarded to officer and enlisted personnel of the U.S. Navy and Naval Reserve.

(2) Specific. Active duty, Selected Reserve, or any combination of active or Selected Reserve service after 15 August 1974 aboard a Naval Reserve ship or its Reserve unit or an embarked active or Reserve staff, for a cumulative total of 24-months. Periods of Selected Reserve service to be creditable for the ribbon must have been satisfactory service as defined in BUPERSINST 1001.39D (NOTAL), i.e., 90 percent (prior to 01 October 1997 - 85 percent thereafter) attendance at scheduled drills with annual active duty for training (ACDUTRA) performed for each period of 12 months Selected Reserve duty. Qualifying ship duty includes duty in a self-propelled Naval Reserve ship, boat, or craft operated under the operational control of fleet or type commanders. Selected Reserve duty with staffs which regularly embark in such Naval Reserve ships, craft, or boats, is also qualifying provided at least 50 percent of the drills performed for each creditable period have been underway drills. The individual's certification that such underway drills were performed will be considered acceptable verification.

(3) Initial and Subsequent Awards. Qualifying service performed between 15 August 1974 and 1 January 1979 will be credited only toward the initial award of the ribbon. Subsequent to 1 January 1979 one award is earned for each qualifying period. A 3/16-inch bronze star will denote subsequent awards.

(4) Restrictions and Waivers. An individual cannot receive the Sea Service Deployment Ribbon and the Naval Reserve Sea Service Ribbon for the same service. CNO may waive the requirements in posthumous cases on a case by case basis.

c. Awarding Authority. Commanding officers. All questions regarding eligibility must be addressed via Commander, Naval Reserve Force to CNO (N09B13).

## 20. Navy and Marine Corps Overseas Service Ribbon (OSR)

a. Authorization. OPNAVNOTE 1650 of 3 June 1987.

b. Eligibility Requirements

(1) General. Awarded to officers and enlisted personnel of the United States Navy, United States Naval Reserve, United States Marine Corps and United States Marine Corps Reserve. Each service has distinct criteria that

delineates eligibility; Navy personnel assigned to Marine Corps units follow Marine Corps policy, and vice versa.

(2) Specific

(a) Active Duty Personnel: 12-months consecutive or accumulated duty at overseas shore base duty station.

(b) Inactive Reservists: 30 consecutive days or 45 cumulative days of active duty for training, annual training (AT), or TAD at overseas duty stations, including deployed units and units homeported overseas. Travel time and weekend training does not count.

Note: For overseas domiciled Inactive Reservists, 30 consecutive days of AT or IDT must be completed, or a combination of 45 cumulative days of AT or IDT in a billet with an established Overseas Naval Reserve Unit or as a member of the Overseas Peacetime (Contributory) Support Program (for accounting purposes, two IDT periods equal 1 day of AT).

(c) Overseas is defined as duty outside the United States (Mainland Alaska and Hawaii are not eligible duty stations) at shore base commands. Service in Adak, Alaska does qualify. For active duty personnel, duty on board CONUS-based, deploying ships, squadrons, units or with the FMF does not qualify.

(3) Initial and subsequent awards. Qualifying service performed between 15 August 1974 and 1 January 1979 will be credited only toward the initial award of the ribbon. Subsequent to 1 January 1979, one award for each qualifying period.

(4) Restrictions and Waivers. An individual cannot receive the SSDR and OSR for the same period if stationed at a Marine Corps Unit; overseas Navy commands may receive both awards after 01 October 1999. In addition, the same period of time cannot be used to earn eligibility for both the Naval Reserve Sea Service Ribbon and the Overseas Service Ribbon.

(5) For active duty personnel not more than 14-days may be waived. For inactive reservists - no waiver. For posthumous awards, the time requirements may be waived by CNO/CMC in posthumous cases on a case by case basis.

(6) Personnel serving with the FMF, regular or reserve, do not qualify for this award.

(7) Awarding Authority. Commanding officers.

(8) Subsequent Awards. A 3/16-inch bronze star will denote subsequent awards.

NOTE: Reservists who were recalled to active duty, such as for Operation DESERT STORM, must fulfill requirements for active duty personnel. Any period of more than 90 days is considered active duty.

21. Navy Recruiting Service Ribbon

a. Authorization. Established by SECNAV on 2 February 1989. SECNAV letter NDBDM/0087 of 21 February 1997 (NOTAL) made award retroactive to 1 July 1973.

b. Eligibility Requirements

(1) General. Awarded to officer and enlisted personnel of the United States Navy and Naval Reserve, to include Active Duty for Special Work (ADSW) personnel (formally TEMAC) in support of recruiting and Naval Reserve personnel assigned to those activities listed below.

Navy Recruiting Command, Washington, DC  
 Navy Recruiting Areas  
 Navy Recruiting Districts  
 Navy Recruiting Exhibit Center (disestablished May 97)  
 Navy Recruiting Orientation Unit, Pensacola, FL  
 National Training Team (formerly Mobile Inspection and Training Team (MITT))  
 Navy Recruiting Quality Assurance Team, Great Lakes, IL  
 Navy Recruiting Youth Program Field Representatives  
 Navy Recruiting, Recruit Training Center Liaison Offices  
 Navy Recruiting Command Liaison Team, Federal Records Center, St. Louis, MO  
 Navy Flight Demonstration Squadron (Blue Angels)  
 Navy Balloon Team  
 Navy Parachute Team (Leap Frogs)  
 Bureau of Naval Personnel (PERS-23) Navy/Naval Reserve

Recruiting Liaison Representatives (disestablished)  
 Naval Reserve Recruiting Command, New Orleans, LA  
 Naval Reserve Recruiting Command Detachment One,  
     Alameda, CA  
 Naval Reserve Recruiting Command Detachment Two,  
     Great Lakes, IL  
 Naval Reserve Recruiting Command Detachment Three,  
     Dallas, TX  
 Naval Reserve Recruiting Command Detachment Four,  
     Orlando, FL  
 Naval Reserve Recruiting Command Detachment Five,  
     Silver Springs, MD  
 Naval Reserve Recruiting Command Detachment Six,  
     Scotia, NY  
 Naval Reserve Recruiting Command Detachment Seven,  
     Denver, CO  
 Commander, Naval Reserve Force, Recruiting Liaison  
     Representatives  
 Director, Candidate Guidance Office, USNA, Navy Academy  
     Information Officer Program

NOTE: Prior to February 1989, most eligible Naval Reserve Recruiting personnel were assigned to Unit Identification Codes (UIC's) of Naval Reserve Readiness Commands, Naval Air Stations, Reserve Centers and Naval Air Reserve activities. Eligibility is maintained if personnel were assigned to billets specifically involving recruiting or recruiting support.

(2) Specific. Awarded to non-Career Recruiting Force (CRF) and non-Naval Reserve Canvasser Recruiter (CANREC) personnel upon completion of a successful tour of duty in recruiting and at the recommendation of their commanding officer or officer in charge. CRF personnel, Campus Liaison Officers and Recruiting District Assistance Council members will be eligible for the ribbon upon each completion of 3 consecutive years of recruiting duty. CANREC and Active Duty for Special Work (ADSW) recruiting personnel will also be eligible for the ribbon after completion of 3 consecutive years of combined recruiting duty provided no break in service of more than 60-days occurs during the period.

(3) Definitions. For the purpose of determining eligibility for this award, the following definitions will apply:

(a) Recruiting Duty. Duty performed at any one of, or a combination of, the Navy or Naval Reserve recruiting activities listed above.

(b) Prescribed Tour of Duty. The member's projected rotation date from recruiting as established by the CHNAVPERS for officers and for enlisted, is considered the end of a qualifying tour of duty. Personnel who completed a minimum of 18 months on recruiting duty but who were transferred prior to their original projected rotation date to a non-recruiting activity may submit a waiver request to Commander, Navy Recruiting Command. In the case of Naval Reserve recruiting personnel having at least 2 consecutive years of recruiting duty who are recalled USN or TAR prior to completing 3 years of recruiting duty, a waiver request may be submitted, via the recruiting chain of command at the time of service, to Commander, Naval Reserve Recruiting Command. Personnel who were fault transferred from recruiting duty or who were not recommended for continuation and who were subsequently terminated in the case of Naval Reserve Canvasser Recruiters, are not eligible for the Navy Recruiting Service Ribbon and waivers will not be considered.

(c) Successful Tour. For the purpose of this instruction, a successful tour is defined as completing the prescribed tour of duty as outlined in (3)(b), with the exception that Naval Reserve CANREC and ADSW personnel may combine consecutive recruiting periods of either recruiting program provided that no break in service exceeding 60-days occurs during the 3-year period.

c. Subsequent Awards. Second and subsequent awards will be denoted by 3/16-inch bronze stars. A 3/16-inch silver star will be worn in lieu of a sixth award. The award consists of a ribbon bar only. No citation or certificate will be issued.

d. Awarding Authority. Commanding officers determine eligibility from service records, affidavits or upon completion of eligibility requirements at current command and make appropriate service record entries for enlisted personnel and issue letters of eligibility for officer personnel. Situations not covered in this article should be addressed to the Commander, Navy Recruiting Command.

e. Retroactive Awards. The Navy Recruiting Service Ribbon will be awarded retroactive to 1 July 1973.

22. Marine Corps Recruiting Service Ribbon (MCRR)

a. Eligible Personnel. Marines possessing MOS 8411 or 8412 who have served in a MOS 8411 or 8412 billet are eligible to receive the Marine Corps Recruiting Service Ribbon.

b. Eligible members must meet the following criteria:

(1) Recruiters. Marines assigned to recruiting duty (MOS 8411) will be eligible to receive the ribbon upon completion of a successful tour of duty. A Marine who extends beyond the basic tour of duty will be eligible for the award upon completion of the extension period. Marines returning for subsequent tours will be eligible for subsequent awards upon completion of each tour. A recruiter who becomes a career recruiter will be eligible to receive the ribbon upon assignment of the MOS 8412.

(2) Extended Active Duty (EAD) Recruiters. EAD recruiters (MOS 8411) will be eligible to receive the ribbon upon completion of 36 months of consecutive service in an 8411 billet. Subsequent awards will be issued for each successful 36 month period.

(3) Career Recruiters. A new award period for career recruiters will begin on the date which they receive the 8412 MOS. They will be eligible to receive subsequent awards upon the completion of each 36-month period following that date.

(4) Command recruiters and recruiter aides are not eligible for this award.

c. For the purpose of determining eligibility for this ribbon, the following definitions will apply:

(1) Recruiting Duty. Duty performed in an 8411 or 8412 billet as set forth in the table of organization. Duty performed at the recruiting station level in the billet of USMC RS CO, XO, OPSO, OSO, or SGTMAJ.

(2) Prescribed Tour of Duty. A Marine's date of detachment from recruiting duty is considered the end of a

qualifying tour of duty. Personnel who were transferred prior to their original projected rotation date are authorized to receive this award if they complete a minimum of 30 months on recruiting duty. Personnel who were transferred due to relief for cause or relief for the good of the Service from recruiting duty are not eligible for the ribbon. Requests for waivers of the 30-month requirement should be sent to CG MCRC, 2 Navy Annex, Washington DC 20380-1775, for decision.

(3) Successful Tour. Completion of the prescribed tour of duty as outlined in paragraph 22c(2).

d. Precedence and Subsequent Awards. The Marine Corps Recruiting Ribbon will be worn after the Navy and Marine Corps Overseas Service Ribbon and before the MCDIR. Second and subsequent awards will be denoted by 3/16-inch bronze stars. A 3/16-inch silver star will be worn in lieu of the sixth award. The award consists of a ribbon bar only. No citation or certificate will be issued.

e. Retroactive Awards. The Marine Corps Recruiting Ribbon will be awarded retroactive to 01 January 1973, reflecting the establishment of the all volunteer force.

f. Awarding Authority and Action by Commanding Officers. Authority to award the Marine Corps Recruiting Ribbon is delegated to COs. For those individuals currently on recruiting duty, ensure recruiters have met all criteria set forth above and record issuance of the award in the Marine's Service Record Book/Officer Qualification Record. For those personnel not currently on recruiting duty, but who previously served on recruiting duty, determine eligibility from the members service record and, if eligible, award the ribbon.

23. Marine Corps Drill Instructor Ribbon. (MCDIR)

a. Eligible Personnel. Marines possessing the 8511 MOS who have served in an 8511 billet are eligible to receive the MCDIR. In addition, Marines in the following billets are eligible to receive the award:

(1) Recruiting Training Battalion - CO/XO/S-3/SGTMAJ

(2) Officer Candidate Company - CO/XO/First Sergeant Company Gunnery Sergeant/Platoon Commanders

b. Award Criteria

(1) Drill Instructor. Marines assigned to drill instructor duty (MOS 8511) will be eligible to receive the ribbon upon completion of a successful tour of duty. A Marine who extends beyond the basic tour of duty will be eligible for the award upon completion of the extension period. Marines returning for subsequent tours as drill instructor will be eligible for subsequent awards upon completion of each tour.

(2) Additional Billets. Marines assigned in those billets listed in paragraph 23a above will be eligible to receive the ribbon upon completion of a successful assignment.

(3) Posthumous Awards. The MCDIR may be awarded posthumously without regard to period of service.

c. Definitions. For the purpose of determining eligibility for this award, the following definitions apply:

(1) Drill Instructor. Duty performed in an 8511 MOS billet as set forth in the Table of Organization.

(2) Prescribed Tour of Duty

(a) Drill Instructor. The Marine's projected detachment date from drill instructor duty is considered the end of a qualifying tour of duty. Personnel who transfer prior to their original projected rotation date are authorized to receive this award if they completed a minimum of 20 months (for those who received their 8511 MOS before December 1996) or 30 months (for those who receive their 8511 MOS on or after 1 December 1996) for drill instructor duty. Personnel who were transferred due to Relief for Cause or Relief for Good of the Service from Drill Instructor duty are not eligible for this award.

(b) Those Marines serving in the additional billets as outlined in paragraph 23a above are required to serve a total of 18 cumulative months in those billets in order to be eligible for the ribbon.

(3) Successful Tour. A successful tour is defined as completing the prescribed tour of duty as outlined in paragraph 23c(2).

d. Waivers. Request for waiver of eligibility criteria or questions regarding a successful tour of duty should be sent to the Commanding General of the respective Marine Corps Recruit Depot, or in the case of Officer Candidate School to the President, Marine Corps University/Commanding General, Education Command, for decision.

e. Precedence and Subsequent Awards. The MCDIR will be worn after the MCRR and before the MSGR. Second and subsequent awards will be denoted by 3/16-inch bronze stars. The award consists of a ribbon bar only. No citation or certificate will be issued.

f. Retroactive Awards. The MCDIR will be awarded retroactive to 06 October 1952.

g. Awarding Authority. Authority to award the MCDIR is delegated to commanding officers. The two digit code for entry into SRB/OQR is DI.

24. Marine Corps Security Guard Ribbon (MSGR)

a. Eligible Personnel. Marines possessing MOS 8151 who are serving with the Marine Security Guard Battalion (MSGBN) or previously served with the MSGBN in MOS 8151 billets are eligible to receive the MSGR. MCGBN personnel are also eligible to receive the ribbon; however, personnel serving at the Headquarters, MSGBN are not eligible. Additionally, the following personnel are also eligible to receive the MSGR:

(1) Training Personnel: DIR of MSG School/BN COMDR; OIC of MSG School; Operations Officer MSGBN; Assistant OPS Officer MSGBN; and SGTMAJ of MSGBN.

(2) Command Personnel: Lettered Company CDR/XO/OPS Inspecting Officers/1STSGTs; and MSGBN XO.

b. Award Criteria

(1) Marines assigned to Marine Security Guard duty (MOS 8151) will be eligible to receive the ribbon upon completion of 24 months service at a foreign service establishment. Subsequent awards will be made for every 24 months served, either consecutively or cumulatively.

(2) Marines who served successful tours at a lettered company headquarters within MSGBN or HQ MSGBN, Quantico are not eligible to receive this award.

(3) Posthumous Awards. The MCDIR may be awarded posthumously without regard to period of service.

(4) Marines transferred early for the good of the Marine Corps must serve a minimum of 12 months on the program before qualifying for the award. Personnel relieved 'for cause' from the duty will not be eligible for the ribbon.

c. Definition. For the purpose of determining eligibility for this award, the following definition applies:

Marine Security Guard Duty. Duty performed at a Department of State overseas post in an 8151 MOS billet after graduation from the Marine Security Guard School at MSGBN Headquarters. This includes Company D located in Fort Lauderdale, Florida.

d. Precedence and Subsequent Awards. The MSGR will be after the MCDIR and before the AFRM. Second and subsequent awards will be denoted by 3/16-inch bronze stars. A 3/16-inch silver star will be worn in lieu of the sixth award. The award consists of a ribbon bar only. No citation or certificate will be issued.

e. Retroactive Awards. The MSGR will be awarded retroactive to 28 Jan 49, the date which the first MSGs departed Washington DC for their overseas assignments. One award is authorized for the periods 28 Jan 49 to 15 Aug 74, regardless of qualifying periods.

f. Awarding Authority. Authority to award the MSGR is delegated to commanding officers.

g. Action by Commanding Officers. For those individuals currently serving on MSG duty, commanding officers will ensure they have met all criteria set forth above and will record an entry in the Marine's service record book denoting the issuance of the award. For those personnel not currently on MSG duty, commanding officers shall determine eligibility from the member's service record and, if eligible, award the ribbon.

h. Waivers. Requests for waivers will be submitted to Commanding Officer, MSGBN, Quantico, VA.

25. Navy Recruit Training Service Ribbon

a. Authorization. Established by SECNAV 13 March 1998.

b. Eligibility Requirements.

(1) General. Awarded to enlisted personnel of the United States Navy assigned to Recruit Training Command (RTC), Naval Training Center, Great Lakes.

(2) Specific. Awarded to personnel serving as Recruit Division Commander (RDC) upon completion of a successful tour of duty.

(3) Definitions. For the purpose of determining eligibility for this award, the following definitions apply:

(a) Recruit Training Service Duty. Personnel assigned as RDC. Support personnel, company assistants, echelon supervisors, liaison officers, instructors, or other personnel attached to RTC are not eligible for this award.

(b) Successful Tour of Duty. The RDC must have completed a minimum of five divisions trained over a minimum tour length of 3 years.

(c) Personal Standards. The RDC must have maintained outstanding personal standards without disciplinary incidents throughout the tour.

(d) Prescribed Time Period. Tour completion must be as of 01 October 1995.

c. Examples of Qualifying Service.

(1) An RDC completes his/her tour on 30 September 1995. Not eligible due to tour completion date; no waivers.

(2) An RDC successfully completes a 4-year tour which started on 01 October 1992. Eligible; other parameters being met his/her tour completion date is after 01 October 1995.

(3) An RDC trains three divisions and then moves to a billet as Instructor or battalion staff. Not eligible due to minimum divisions trained; minimum is five.

(4) An RDC trains 14 divisions from 30 September 1994 to 20 August 1997, and is medically released from duty or the service. Not eligible; the tour is less than 3 years.

(5) An RDC trains 6 divisions from October 1991 to October 1993, moves to Recruit Liaison from October 1993 to October 1995, and moves back to RDC for three more divisions from October 1995 to October 1996. Eligible; all other parameters met, 5-year tour and over five divisions.

(6) An RDC completes nine divisions in 3 years after 01 October 1995, but received non-judicial punishment during the tour; not eligible for disciplinary reasons.

(7) An RDC completes nine divisions in 3 years after 01 October 1995, but sporadically did not meet Physical Readiness standards; eligibility determined by CO RTC. The outstanding personal standards, i.e. a non-disciplinary item, are determined by the awarding authority.

d. Precedence and Subsequent Awards. The Navy Recruit Training Service Ribbon will be worn after the Recruiting Service Ribbon and before the Armed Forces Reserve Medal. Second and subsequent awards will be denoted by 3/16-inch bronze stars. No citation or certificate will be issued.

e. Awarding Authority. The Commanding Officer of RTC is designated as the awarding authority.

f. Retroactive Awards. This award will not be approved for tours completed prior to 1 October 1995 under any circumstances.

## 26. Armed Forces Reserve Medal (AFRM)

a. Authorization. E.O. 10163, 25 September 1950, as amended by E.O. 10439, 19 March 1953.

b. Eligibility Requirements. Issued to any officer or enlisted member or former member of the Reserve Components of the Armed Forces of the United States who completes or has

completed a total of 10 years of honorable satisfactory service, under the following conditions:

(1) The required 10 years must have been performed within a period of 12 consecutive years.

(2) Such service shall not include service in a Regular component of the Armed Forces; however, any period of time during which Reserve service is interrupted by service in a Regular component of the Armed Forces (including Naval Academy Midshipman service) shall not be considered a break in the said period of 12 consecutive years but will not count as qualifying service.

(3) Any period during which Reserve service is interrupted by one or more of the following will be excluded in computing, but will not be considered as a break in the period of 12-years:

(a) During a tenure of office as any State official chosen by the voters of the entire state, territory, or possession.

(b) During tenure of office as a member of the legislative body of the United States or of any state, territory, or possession.

(c) While serving as judge of a court of record of the United States, or of any state, territory, possession, or the District of Columbia.

(4) Service in the Retired Reserve (with or without pay), or on the Inactive Status List shall not count toward eligibility.

(5) U.S. Naval Reserve Midshipmen are not eligible, after 1 July 1950, for the medal since they are not in a position to earn 50 points per anniversary year.

(6) Reserve Aviation Cadet time is considered to fulfill the requirements for this medal subsequent to 1 July 1950, since such Reservists are on active duty and are thus earning the yearly 50 points.

(7) In order to achieve a year of honorable satisfactory service, a Reservist must accumulate during each anniversary year of service subsequent to 30 June 1949, a total of at least 50 retirement points. All honorable service prior to 1 July 1949, active or inactive, as a member of a Reserve component of the Armed Forces is qualifying service. The 50 required points may be accumulated by one of the following methods, or by any combination thereof, and the points will be credited on the basis indicated:

(a) One point for each authorized drill period in an organized or volunteer unit.

(b) One point for each period of appropriate duty, or equivalent instruction, or equivalent duty.

(c) One point for each day of training duty, served with or without pay.

(d) One point for each day of active duty.

(e) A varying number of points for completion of each correspondence course.

(f) Members of a Reserve component are credited with points for such membership at a rate of 15 points per year or proportional part thereof provided that they are not on active duty, the Inactive-Status, or the Honorary Retired List of the Naval and Marine Corps Reserve.

(8) Naval Reserve personnel who, prior to 12 September 1958, were eligible to receive the Naval Reserve Medal, may at their election be awarded in lieu thereof the Armed Forces Reserve Medal, provided they have met the foregoing requirements; however, both medals shall not be awarded for the same period of service.

(9) Marine Corps Reserve personnel who, until 17 December 1965, are eligible to receive the Marine Corps Reserve Ribbon, may at their election be awarded in lieu thereof the Armed Forces Reserve Medal, provided they have met the foregoing requirements; however, both awards shall not be issued for the same period of service.

(10) Marine Corps Reserve personnel serving in a Full

Time Support (FTS) billet may continue to count service for the award to which they were qualifying for upon entering in FTS but may not commence a new period of qualifying service.

c. Hour Glass and M Devices

(1) Upon completion of the first 10-year period, a bronze hour glass shall be awarded for the AFRM. Upon completion of the second 10-year period, a silver hour glass shall be awarded. Upon completion of the third 10-year period, a gold hour glass shall be awarded. Upon completion of the fourth 10-year period, a gold hour glass followed by a bronze shall be awarded.

(2) Executive Order 13013 authorizes the M Device for the AFRM for participation in designated contingency operations. Members must have been mobilized as a unit or individual and performed active duty on or after 01 August 1990 as follows:

(a) The member was called to active service under Sections 12301(A), 12302, 12304, 12406 of Title 10 U.S.C. (formerly Sections 672(A), 673, 673(B), 3500, and 8500) or Chapter 15 of Title 10 U.S.C.

(b) The member volunteered and served on active duty in support of the designated operations.

(c) Designated operations include:

DESERT SHIELD/DESERT STORM (Persian Gulf War)  
 RESTORE HOPE (Somalia)  
 UPHOLD DEMOCRACY (Haiti)  
 JOINT ENDEAVOR (Bosnia)

(d) Upon qualification, a bronze M shall be awarded for wear on the AFRM. A bronze numeral indicating the number of the award shall be included after the initial award. Multiple periods of service during one contingency shall count as only one M Device award (no additional numerals). The ribbon is authorized upon receipt of the M Device despite having served less than ten years.

d. Appropriate Wear of the Ribbon

(1) Only one AFRM is authorized for any one person.

(2) Not entitled to M Device, entitled to AFRM: AFRM with appropriate bronze/silver/gold hour glass centered on the ribbon bar and suspension ribbon.

(3) Not otherwise entitled to AFRM, entitled to the M Device: AFRM worn with M Device centered on the ribbon bar and suspension ribbon.

(4) Entitled to M Device and AFRM: M Device is centered and appropriate hour glass is to wearer's right on the ribbon bar and suspension ribbon.

(5) Entitled to numerous M Devices and AFRM: M Device centered, appropriate hour glass to wearer's right, and bronze arabic numeral to the wearer's left on the ribbon bar and suspension ribbon. Numerals begin with the second award (2).

e. Active guard and reserve members who receive orders changing their current duty status (legal authority under which they perform duty) or their duty location or assignment to support a designated contingency operation are eligible for the award of the M Device. All components of the Naval Reserve (i.e., TAR, ADSW, O4R, and CANREC) are eligible for the M Device provided all other eligibility requirements are met.

f. Awarding Authority. Commanding officers determine eligibility from service records, affidavits or upon completion of eligibility requirements at current command/activity and make appropriate service record entries for enlisted personnel and issue letters of eligibility for officer personnel. Questions regarding eligibility are addressed via Commander, Naval Reserve Force to CNO (N09B13).

27. Kosovo Campaign Medal (KCM)

a. Authorization. Joint Chiefs of Staff 12 May 2000.

b. Eligibility requirements. Issued to officer and enlisted members of the U.S. Armed Forces participating in or in direct support of Kosovo operations within the established areas of eligibility (AOE) under the following conditions:

(1) Under operational orders, participated in or served in direct support of the following Kosovo operations:

Allied Force	24Mar99 - 10Jun99
Joint Guardian	04Apr99 - TBD
Allied Harbor	04Apr99 - 01Sep99
Sustain Hope	04Apr99 - 10Jul99
Shining Hope	04Apr99 - 10Jul99
Noble Anvil	24Mar99 - 20Ju99
Task Force Hawk	05Apr99 - 24Jun99
Task Force Saber	31Mar99 - 08Jul99
Task Force Falcon	11Jun99 - TBD per Joint Guardian
Task Force Hunter	01Apr99 - 01Nov99

(2) Served in the following campaign AOE(s):

(a) Kosovo Air Campaign: 24Mar99 - 10Jun99; total land and air space of Serbia (including Kosovo), Montenegro, Albania, Macedonia, Bosnia, Croatia, Hungary, Romania, Greece, Bulgaria, Italy, Slovenia, and the waters and air space of the Adriatic and Ionian Seas north of the 39<sup>th</sup> latitude.

(b) Kosovo Defense Campaign: 11Jun99 - TBD; total land and air space of Serbia (including Kosovo), Montenegro, Albania, Macedonia, and the waters and air space of the Adriatic Sea within 12 nautical miles of the Montenegro, Albania, and Croatia coastlines south of 42 Degrees 52 Minutes North latitude.

(3) As bona fide members of an operational unit, served

(a) 30 consecutive days in the AOE per Para. (2)(b),

(b) or 60 non-consecutive days per Para. (2)(b),

(c) or was engaged in actual combat, or duty equally as hazardous, during the operation with armed opposition, regardless of the time in the AOE,

(d) or was wounded, injured, or required medical evacuation from the AOE regardless of the time in AOE,

(e) or as regularly assigned aircrew members flying sorties into, out of, within or over the AOE in direct support of the military operations, for example - RECON, TARCAP, or ESM missions subject to AAA and SAM, as opposed to administrative or logistical flights within secure areas.

(4) Direct support is defined as services being supplied by ground units, ships, or aircraft provided it actually involves entering the AOE, including ships and aircraft providing fire, patrol, guard, reconnaissance, or other military support. A unit that was not specifically assigned to support the above listed operations or was not subject to combat conditions must request approval via their operational command to Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR).

(5) SECDEF approved the award to the following naval vessels as an exception to policy: USS Norfolk, USS Miami, USS Albuequerque, USS Nicholson, USS Philippine Sea, and USS Gonzalez.

c. Service Stars. One bronze service star shall be worn on the suspension ribbon and service ribbon for qualified participation during each campaign period listed in Para. (2)(b). Members must meet the requirements of 30/60 days for each campaign or only one star is worn.

d. The final authority for questions of eligibility is CINCUSNAVEUR via the unit's operational command. No waivers to the basic criteria are authorized.

e. The precedence of the KCM is below the SWASM and above the AFSM.

**QUALIFYING SERVICES FOR THE  
MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL**

YOUTH PROGRAMS: BOY/GIRL SCOUTS/BROWNIES/CAMP FIRE/CUB  
SCOUTS/YWCA INDIAN PRINCESS; BIG BROTHER/SISTER PROGRAMS;  
IDENTIFY-A-CHILD; 4H CLUBS

ALL SPORTS: LITTLE LEAGUE COACHES; SPECIAL OLYMPICS  
HOT LINE VOLUNTEERS: ABUSE/RAPE/SUICIDE  
MEDICAL PROGRAMS: HOSPITAL VOLUNTEER; BONE MARROW DONOR PROGRAM,  
BLOOD DRIVE; THERAPEUTIC HORSEBACK RIDING; GUIDE DOG TRAINING  
EDUCATION: VOLUNTEER TEACHERS; D.A.R.E./LITERACY PROGRAMS  
CFC ORGANIZATIONS: MARCH OF DIMES WALK-A-THON, MAKE-A-WISH  
FOUNDATION; SALVATION ARMY, ETC  
VOLUNTEER FIRE DEPT/RESCUE SQUAD/MEDICAL ORGANIZATIONS  
NEIGHBORHOOD PROGRAMS: COMMUNITY CENTERS; NEIGHBORHOOD WATCH  
MILITARY AFFILIATES: USO; NAVY/MARINE CORPS RELIEF SOCIETY;  
NAVY LEAGUE SEA CADET PROGRAMS

SOCIAL PROGRAMS: MEALS-ON-WHEELS; HOMELESS SHELTERS; CHILD  
ABUSE ORGANIZATIONS; SENIOR CITIZEN PROGRAMS; ASSOCIATION FOR  
RETARDED CITIZENS; WORKING WITH HEARING IMPAIRED

FUND DRIVES: EASTER SEAL; TELETHON SUPPORT  
LAW ENFORCEMENT AGENCIES: PROBATION OFFICERS; YOUTH PROGRAMS  
PUBLIC LIBRARIES & MUSEUMS: STORY HOUR/ADULT READING/GUIDES  
FEDERAL TAX ASSISTANCE TO NEEDY  
LOCAL BEAUTIFICATION PROJECTS: ADOPT-A-PARK; ADOPT-A-HIGHWAY;  
BUILDING FITNESS TRAILS; ANTI-GRAFFITI PROJECTS

Appendix A to  
Chapter 4

**SAMPLE NAVY AUTHORIZING LETTER FOR THE MILITARY OUTSTANDING  
VOLUNTEER SERVICE MEDAL**

From: Awarding Authority  
To: Awarding Recipient, SSN

Via: Awardee's Commander/Commanding Officer

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVINST 1650.1G

1. In accordance with reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal (Bronze/Silver Star in lieu of \_\_\_ award) for outstanding public service with ORGANIZATION(s) for the period from \_\_\_\_\_ to \_\_\_\_\_.

2. Remarks by the Awarding Authority.

Copy to:  
BUPERS (PERS-313C)

## Chapter 5 - UNITED STATES NON-MILITARY DECORATIONS

## SECTION 1 - GENERAL

510. DEFINITION. A U.S. non-military decoration is any U.S. decoration not classified as a military decoration.

511. PRECEDENCE. U.S. non-military decorations take precedence immediately after all U.S. unit awards. They take precedence in the order earned except when more than one decoration has been established by the same agency. The precedence then is as established by the awarding agency. Appendix C to Chapter 1 contains a selective list of non-military decorations awarded to members of the Naval Service.

Non-military awards which may have been earned by personnel prior to entrance into the Naval Service may only be worn on the uniform in accordance with U.S. Navy and U.S. Marine Corps uniform regulations.

512. ATTACHMENTS

1. Gold Bar. A gold bar is authorized to be worn on the suspension ribbon of the Gold Life Saving Medal to denote each subsequent award earned.

2. Silver Bar. A silver bar is authorized to be worn on the suspension ribbon of the Silver Life Saving Medal to denote each subsequent award earned.

3. Gold Compass Rose. A gold compass rose is authorized to be worn on the suspension ribbon of the medal and ribbon bar of the National Security Medal to denote each subsequent award earned.

4. Planet Symbol. A ball-shaped object symbolizing a planet, with wing configuration is authorized to be worn on the suspension ribbon of the medal and ribbon bar of the National Aeronautics and Space Administration Distinguished Service Medal to denote each subsequent award earned.

## SECTION 2 - ADMINISTRATIVE PROCEDURES

520. RECOMMENDATIONS. Personnel of the Naval Service should be recommended for U.S. non-military decorations only in rare instances where a military decoration is not considered appropriate. In such cases, recommendations should be forwarded to SECNAV (NDBDM) for further transmittal to the appropriate reviewing authority.

521. ISSUANCE AND REPLACEMENT. Regulations for issue and replacement of U.S. non-military decorations are as issued by the awarding agency.

522. REQUIREMENTS. The authorization and general eligibility criteria for selected non-military decorations listed in Appendix C to Chapter 1 are as follows:

1. Presidential Medal of Freedom

a. Originally authorized as the Medal of Freedom by E.O. 9586, 6 July 1945, amended by E.O. 10336, 3 April 1952. Reestablished as the Presidential Medal of Freedom by E.O. 11085, 21 February 1963.

b. Eligibility Requirements and Awarding Authority. Awarded by the President to any person who has made an especially meritorious contribution to: (1) The security or national interests of the United States; or (2) world peace; or (3) cultural or other significant public or private endeavors.

c. Degrees of Award. Awards of this medal will be made in two degrees; First Degree - Presidential Medal of Freedom, with distinction; Second Degree - Presidential Medal of Freedom.

d. Procedure for Award

(1) Recommendations. Recommendations may be submitted to the SECNAV Public Service Awards Panel for consideration and screening. This Board will periodically submit nominations of individuals to the President for award of the medal, in appropriate degrees.

(2) Selection of Recipient. The President may select for award of the medal any person nominated by the Board, any person otherwise recommended to the President for award of the medal, or any person selected by the President upon his own initiative.

(3) Announcement of Award. The principal announcement of awards of the medal shall normally be made annually, on or about 4 July of each year; but such awards may be made at other times, as the President may deem appropriate.

## 2. National Security Medal

a. Authorized by E.O. 10431, 19 January 1953.

b. Eligibility Requirements and Awarding Authority. Awarded by the President of the United States, or by his designee in the name of the President, to any person without regard to nationality, including a member of the Armed Forces of the United States for distinguished achievement or outstanding contribution in the field of intelligence relating to national security. The contributions may consist of either exceptionally meritorious service performed in a position of high responsibility or of an act of valor requiring personal courage of a high degree and complete disregard of personal safety.

## 3. National Sciences Medal

a. Authorized by Public Law 86-209.

b. Eligibility Requirements and Awarding Authority. Awarded by the President of the United States to any person who is a citizen or national of the U.S. or an alien lawfully admitted to the U.S. for permanent residence and fulfills the specified conditions. This medal will be awarded on the basis of recommendations of the National Science Foundation or such other evidence that the President deems appropriate to individuals who in his judgment are deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical or engineering sciences.

## 4. Life Saving Medals (Gold and Silver)

- a. Authorized by 14 U.S.C. 500.
- b. Eligibility Requirements and Award Authority.

(1) Either the Gold or Silver Life Saving Medal may be awarded by the Secretary of Transportation to any person who rescues or endeavors to rescue any other person from drowning, shipwreck, or other peril of the water. If such rescue is made at the risk of one's own life and evidences extreme and heroic daring, the medal is gold. If such rescue or attempted rescue is not sufficiently distinguished to deserve the medal of gold, but evidences the exercise of such signal exertion as to merit recognition, the medal shall be silver. The rescue or attempted rescue must either take place in waters within the United States or subject to the jurisdiction thereof or one of the parties being rescued must be a citizen of the United States or from a vessel or aircraft owned or operated by citizens of the United States.

(2) Recommendations. Navy and Marine Corps personnel should not be recommended for Transportation Department Life Saving Medals unless a military decoration is considered wholly inappropriate. The Navy and Marine Corps Medal, Navy and Marine Corps Commendation Medal or Navy and Marine Corps Achievement Medal, as appropriate, should be awarded to Navy and Marine Corps personnel for heroic conduct in saving life instead of the Gold and Silver Life Saving Medals.

## 5. National Aeronautics and Space Administration Distinguished Service Medal.

- a. Authorized by order of National Aeronautics and Space Administration.
- b. Eligibility Requirements and Awarding Authority. Awarded by National Aeronautics and Space Administration for distinguished service which contributed significantly to the aeronautics and space activities of the Nation.

## Chapter 6 - U.S. AWARDS TO FOREIGN MILITARY PERSONNEL

## Section 1 - GENERAL

610. POLICY CONSIDERATIONS

1. It is DoD policy to recognize individual acts of heroism, extraordinary achievement or meritorious achievement on the part of service members of friendly foreign nations when such acts have been of significant benefit to the United States or materially contributed to the successful prosecution of a military campaign by Armed Forces of the United States. Each act or achievement shall be recognized through the award of an individual U.S. decoration. DoD decorations, however, shall not be awarded to foreign military or civilian personnel.

2. Decorations which may be awarded to foreign personnel by the U.S. Navy are: Navy Cross, Distinguished Service Medal, Silver Star, Legion of Merit (in four degrees), Distinguished Flying Cross, Navy and Marine Corps Medal, Bronze Star Medal, Meritorious Service Medal, Air Medal, Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal. The Legion of Merit (in four degrees) and the Navy and Marine Corps Commendation Medal are considered the most appropriate decorations to be awarded foreign citizens during peacetime. Foreign military personnel in ranks comparable to the grade of 0-6 and below at the time the act was performed and at the time the decoration is presented may be awarded the Silver Star, Distinguished Flying Cross, Bronze Star Medal, or Air Medal for valorous acts in actual combat in direct support of operations.

## 3. Limitations on Individual Awards

a. The Medal of Honor, Purple Heart and Combat Action Ribbon may not be awarded to personnel of foreign nations.

b. The Distinguished Service Medal shall be awarded to personnel of foreign nations only under the most exceptional circumstances, and only after approval by the President.

## Section 2 - ADMINISTRATIVE PROCEDURES

620. RECOMMENDATIONS

1. The processing of foreign awards requires coordination with the Department of State, clearance through various agencies of the DoD and, in some instances, prior concurrence of the country concerned, which cannot be requested until the award is approved. It cannot be emphasized too strongly that:

- a. Premature disclosure must be avoided; and
- b. At least 90 days must be allowed for processing.
- c. Recommendations should reach DoD (when appropriate) within 6 months after completion of the period of service for which the award is being recommended.

2. All recommendations of the Legion of Merit will be marked For Official Use Only and given appropriate handling. Recommendations for awards to individuals must be accompanied by a brief biography which shall include date and place of birth, current duty station, if applicable, address, and military or civilian affiliation of the nominee. The concurrence of the U.S. Ambassador and the Defense Attaché to the country of the recipient/unit will be obtained prior to forwarding to SECNAV via CNO/CMC as appropriate.

3. Necessary coordination with the Department of State and clearance with the respective governments will be accomplished at administrative levels within the DoD.

4. In addition to the requirements of article 620.2, the content of recommendations and the chain of command through which they are submitted will be the same as specified for awards to U.S. personnel and units (see arts. 220, 221, and 321).

5. End of tour awards to members assigned permanently to a Navy or Marine Corps command require only a standard 1650/3 submission to SECNAV via the chain of command. The foreign officer is responsible for notifying the respective country of receipt of the award.

621. CITATIONS AND CERTIFICATES

1. Legion of Merit. When in the degree of Chief Commander, the certificate is signed by the President and the Secretary of Defense jointly. When awarded in other degrees, the certificate is signed by the SECDEF and SECNAV jointly. A seal is affixed to the citations for all degrees signed by the SECDEF.

2. Other Decorations. In the case of other decorations, a citation and certificate is signed by SECNAV.

3. Unit Awards. The original citation, with copies and ribbon bars for personnel of the unit, are provided by CNO/CMC.

622. PRESENTATION OF AWARDS. If the recipient is in the Washington, DC area, presentation will be made in the name of the President by SECNAV or his personal representative. Otherwise, it will be made in the name of the President by the Ambassador to the country concerned or such other official as he or she may designate. The recipient is presented with citation, certificate and medals, standard and miniature, for each award. In those instances when the recipient is receiving a second or subsequent award of the same decoration, the appropriate distinguishing device will be attached to the suspension ribbon of the medal. End of tour awards to members assigned permanently to a Navy or Marine Corps command may be made at the command level following the approval of the award by SECNAV.

## Section 3 - REQUIREMENTS

630. SPECIFIC AWARDS1. The Legion of Merit

a. The Legion of Merit, in the degrees identified below, is awarded to individuals who distinguish themselves by "exceptional meritorious conduct in performance of outstanding service" to the United States. The second or succeeding award of this decoration must be in the same or a higher degree than the previous award.

(1) Degree of Chief Commander. Awarded by the President of the United States, upon the recommendation of the

SECDEF, after concurrence by the Secretary of State, to foreign chiefs of state or heads of government.

(2) Degree of Commander. Awarded by the SECDEF, after the concurrence of the Secretary of State, to individuals holding a rank equivalent to a U.S. Military Service Chief of Staff or higher position but not to chiefs of state.

(3) Degree of Officer. Awarded by the SECDEF, after the concurrence of the Secretary of State, to individuals of the following rank or position:

(a) Officers of general or flag rank serving in positions below the equivalent of a U.S. Military Service Chief of Staff.

(b) Officers in ranks parallel with colonel or equivalent, for service in positions comparable to those normally held by general or flag officers in the Armed Forces of the United States.

(c) Foreign military attaches.

(4) Degree of Legionnaire. Awarded by the SECDEF, after the concurrence of the Secretary of State, to all others eligible.

2. Meritorious Service Medal, Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal

a. The Meritorious Service Medal, Navy and Marine Corps Commendation Medal or Navy and Marine Corps Achievement Medal may be awarded to a member of the armed forces of a friendly foreign nation who distinguished himself/herself by extraordinary achievement or meritorious service that has been of mutual benefit to a friendly nation and the United States.

b. The awarding of any of these decorations to a member of the armed forces of a friendly foreign nation shall be based upon an act or a service that would satisfy the criteria governing the award of that decoration to a member of that Military Department.

c. These decorations may be awarded by SECNAV.

d. These decorations may not be awarded to a general or flag officer of a friendly foreign nation without the approval of the SECDEF.

3. Unit Awards. The Presidential Unit Citation, the Navy Unit Commendation and the Meritorious Unit Commendation may be awarded to units of the armed forces of friendly foreign nations serving with the Armed Forces of the United States for outstanding performance in accordance with the same criteria applicable for such awards to units of the Armed Forces of the United States (see Chapter 3).

4. Service Medals. Except for the Antarctica Service Medal, it is DON policy not to award service medals to foreigners. This policy has been in effect since World War I, when the United States and her allies agreed not to exchange campaign or service medals.

Chapter 7 - FOREIGN AWARDS, GIFTS, AND NON-U.S.  
SERVICE DECORATIONS TO U.S. PERSONNEL

SECTION 1 - GENERAL

710. PURPOSE. The purpose of this section is to provide policy guidance governing the acceptance and retention of decorations and gifts from foreign governments and to establish procedures regarding the receipt and disposition of such decorations and gifts. This guidance is based on DoD Directive 1005.13, which is the governing instruction for acceptance of foreign gifts.

711. SCOPE. The provisions of this section shall apply to all military and civilian personnel of the U.S. Navy and the U.S. Marine Corps and the spouses (unless legally separated) and dependents of such personnel.

712. POLICY

1. Background. Article I, section 9, clause 8, of the Constitution provides that "no Person holding any Office of Profit or Trust under [the United States] shall, without the Consent of the Congress, accept of any present, Emolument, Office, or Title, of any kind whatever, from any King, Prince or foreign State." Congress, in Section 7342 of 5 U.S.C., as amended, has sanctioned acceptance of such gifts under limited circumstances, subject to approval of the recipient's employing agency.

2. General Policy

a. No employee shall request or otherwise encourage the offer of a gift or decoration from a foreign government.

b. Table favors, mementos, remembrances, or other tokens bestowed at official functions, and other gifts of minimal value received as souvenirs or marks of courtesy may be accepted and retained by the recipient personally. Minimal value, currently set at \$260, is reassessed every three years by the General Services Administration (GSA); regulations promulgated under 5 U.S.C. Section 7342 should be consulted for current guidance on the minimal value. The burden of proof is on the recipient to establish that the gift is of minimal value.

c. Whenever possible, gifts of greater than minimal value shall be refused. When the gift of greater than minimal value is offered, the donor shall be advised that statutory provisions prohibits employees of DoD from accepting such gifts, unless non-acceptance could embarrass the donor or adversely affect foreign policy; the gift shall then be accepted on behalf of the United States.

d. When more than one tangible gift is included in a single presentation from the same donor to an employee, or jointly to an employee and spouse, they shall be considered as a single gift for purposes of assessing the minimal value.

e. The approval authority takes all necessary action on acceptance and disposition of foreign decorations and foreign gifts. The approval authority for Navy military personnel shall be CNO (N09B); for U.S. Marine Corps personnel, CMC (MHM) for foreign awards and (Code JAR) for foreign gifts; and for Navy civilian personnel, the Deputy Assistant Secretary of the Navy (Civilian Personnel Policy/Equal Employment Opportunity).

#### 713. DEFINITIONS

1. Employee. An employee of a DoD component, as defined in 5 U.S.C. 2105; an expert or consultant under contract with a DoD component, including any individual performing services for a DoD component under 5 U.S.C. 3109 and members of the military services (including retired and reserve members) regardless of duty status; the spouses of all such individuals (unless legally separated) and their dependents as defined in 26 U.S.C. 152.

2. Employing Component. The DoD component in which the recipient is appointed, employed, or enlisted. If a recipient is a spouse or dependent of a serving individual, then the employing component is that in which the serving individual is appointed, employed, or enlisted.

a. The Military Departments are considered the employing components for all military and civilian personnel assigned to them. The Military Departments also act as the employing component for all personnel, military and civilian, either directly employed or assigned to the headquarters of the United Combatant Commands.

b. The Office of the Secretary of Defense (OSD) is considered the employing component for its military and civilian personnel, JCS, Defense Advance Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Ballistic Missile Defense Organization (BMDO), DoD Field Activities, and other DoD activities not specifically designated an employing agency.

c. The Defense Agencies (except DARPA, DSAA, and BMDO) are considered the employing components for their civilian employees and for military members assigned to duty with them.

3. Foreign Government. Includes any unit of a foreign governmental authority, including any foreign national, state, local, and municipal government; any international or multinational organization whose membership is composed of any unit of foreign government; and any agent or representatives of any such unit or organization while acting as such.

4. Gift. Anything of tangible or intangible value that is tendered by or received from a foreign government, except for educational scholarships or medical treatment.

5. Minimal Value. A retail value in the United States at the time of acceptance not in excess of the amount. Per Sections 101-49.001-5 of 41 Code of Federal Regulations (CFR), "minimal value" is currently defined as \$260.

6. Responsible Accountable Official. The official designated by the employing component to approve the annual report of foreign gifts.

7. Travel Expenses. Cost of transportation, food, lodging, and incidental expenses reimbursable under the Joint Travel Regulations/Joint Federal Travel Regulations incurred during the travel period.

## SECTION 2 - FOREIGN GIFTS

### 720. PROCEDURES FOR THE RECEIPT AND DISPOSITION OF GIFTS

1. Use or Disposal of Gifts that Become the Property of the United States.

a. Any gift that becomes the property of the United States under 5 U.S.C. 7342 may be retained for official use by the employing component. In such cases, the head of the employing component shall:

(1) Avoid to the maximum extent possible arbitrary action in approving or retaining gifts.

(2) Ensure that gifts retained by the component are not used for the benefit or personal use of any individual employee, but that all employees are provided the opportunity to receive their indirect benefit.

(3) Report the gifts retained to the General Services Administration (GSA) under 41 CFR 101-49, subpart 2, within 30 calendar days after termination of the official use.

b. Gifts that the employing component does not wish to retain or that are not approved for retention should be reported to the GSA within 30 days after depositing the gift with the employing component. In this case, the employing component shall:

(1) Complete Standard Form (SF) 120, Report of Excess Personal Property, and forward to GSA, Property Management Division, Washington, DC 20406.

(2) Exercise responsibility for the custody and security of gifts and hold them until instructions are received from GSA regarding their disposition.

(3) Exercise responsibility for, and bear the cost of, the care and handling of gifts in its custody and for delivery of the gifts to the physical custody of GSA after their screening period.

c. Gifts for which there are no federal requirements as determined by GSA may be offered for sale to the recipients before donation when so requested by recipients.

(1) If a recipient indicates an interest in purchasing a gift, the gift is to be reported to GSA on SF 120 for utilization screening before sale to the recipient. The employing agency shall obtain a commercial appraisal and forward a copy of it, attached to a copy of the original SF 120. GSA

shall notify the employing agency if the gift will be offered for negotiated sale to the recipient. The sales price, to be paid to GSA, shall be the appraised value of the gift plus the cost of the appraisal.

(2) GSA normally will not take custody of gifts for which recipients have expressed an interest in purchasing. Such gifts shall remain in the custody and be the responsibility of the employing agency until recipients either purchase or decline to purchase them. GSA will accept physical custody of gifts that recipients decline to purchase and that are not retained for official use or returned to the donors.

2. Return of Gifts to Donor. Before returning the gifts to the original donor, the disposing component shall consult with appropriate officials in the Department of State to ensure its return will not adversely affect U.S. foreign relations.

3. Disposal of Firearms. Firearms received as foreign gifts may be offered for transfer to federal agencies including law enforcement activities. Firearms not required for federal use may be sold to interested recipients at the discretion of GSA. A certification that the recipient shall comply with all state and local laws regarding purchase and possession of firearms must be received by GSA prior to release of such firearms to the purchaser. Those firearms not transferred to a federal activity or sold to recipients shall be destroyed in accordance with Section 101-45.309-4 of 41 CFR.

4. Recording of Gifts of More Than Minimal Value

a. Each employing component shall maintain records of gifts of more than minimal value received by their employees from foreign governments. A compilation shall be made each year and transmitted to the Secretary of State not later than January 31. This compilation shall include the following information:

(1) Name and title of recipient.

(2) Brief description of the gift, date of acceptance, estimated value, and current disposition or location.

(3) Identity of foreign donor and government.

(4) Circumstances justifying acceptance.

b. An employing component is not required to report travel or travel expenses of more than minimal value that were authorized by that component under conditions stipulated in Item 7 below.

5. Donation or Transfer of Gifts. A gift may be recommended for donation or transfer by the recipient to an eligible public agency or non-profit, tax-exempt institution for public display, reference, or use.

a. The employee recipient may indicate a recommendation for donation with a statement on the SF 120 citing the specific donee. Justification for the request must be supported by a letter from the recipient outlining any special significance of the gift to the proposed donee. The mailing address and telephone number of both the recipient and donee shall be included in the letter.

b. The employee recipient may indicate a recommendation for transfer of a gift to an eligible public agency for public display or other authorized agency use. This request shall be indicated on the SF 120 citing the specific donee, and shall include a brief justification of the display or official use of the gift.

6. Sale or Destruction of Tangible Gifts of Minimal Value or Less. Employing components are authorized to sell or destroy tangible gifts of less than minimal value not retained by the recipient.

7. Gifts of Travel and Travel Expenses

a. General. The policy against acceptance of gifts from foreign government applies equally to travel and travel expenses tendered as gifts, but an employee may accept a gift of travel of more than minimal value if the following criteria are met:

(1) The travel begins and ends outside the United States and does not cross the United States, except when travel across the United States is the shortest, least expensive or only available route to the destination (ex. Canada to Mexico);

(2) The travel is determined by appropriate authority to be in the best interests of DON and the U.S. Government, considering all the circumstances; and

(3) The travel does not contravene other DoD or Navy regulations.

Note: Unless these criteria are met, gifts of travel or travel expenses may not be accepted. The travel offered must be directly related to an official interest of the Navy or the U.S. Government. Travel may not be accepted for personal purposes, such as vacations.

b. Approval by an Order Issuing Authority. Acceptance of gifts of travel or travel expenses meeting the criteria set forth in subparagraph 7a may be approved by an order issuing authority instead of the appropriate approval authority in paragraph 712.2.e. Such approval may be granted:

(1) By issuing the employee official travel orders authorizing the acceptance of travel or travel expenses which are directly related to the authorized purpose of travel; or

(2) By issuing the employee travel orders which specifically anticipate the acceptance of additional travel or travel expenses incident to authorized travel.

Note: Issued orders must specifically certify that acceptance of the travel or travel expenses is in the best interest of the U.S. Government. A copy of issued orders, detailing all accepted travel and travel expenses, shall be forwarded to the appropriate approval authority by the order issuing authority.

c. Foreign Military Transportation. For the purpose of this regulation, travel on foreign military aircraft or other forms of military transportation, or travel expenses incurred at foreign military installations or facilities which meet the criteria listed in subparagraph 7a, are not considered gifts which are required to be reported.

d. Personnel Exchange Program (PEP). PEP personnel are authorized to accept travel, reimbursement for travel, and advance expenses for travel directly from the host Service, when such travel is necessary for the performance of their exchange duties and is provided for in the Memorandum of Agreement (MOA)

negotiated with the host Service to which they are assigned. Specific financial arrangements under the PEP may vary from country to country, as each MOA is individually negotiated. PEP personnel will comply with the particulars of the MOA negotiated with the host Service to which they are assigned. In no event may PEP personnel accept reimbursement for travel expenses directly from the host Service that exceeds the actual cost of the travel. When payment of advance travel expenses exceeds actual expenditures, the excess payment shall be promptly refunded to the host Service.

e. Reports. Acceptance of gifts of travel or travel expenses of more than minimal value that are not exempted by subparagraphs 7b, 7c, and 7d shall be reported to the appropriate approval authority within 30 days of termination of travel. If several gifts of foreign travel are received from different foreign governments during one inclusive trip, a separate report shall be submitted for each donor country. Appendix C shall be used as format for the report.

#### 721. COMMAND RESPONSIBILITIES

1. The Attorney General may bring a civil action in any district court of the United States against any employee who knowingly violates Section 7342 of 5 U.S.C. The court in which action is brought may assess a penalty against such employee in an amount not to exceed the retail value of the gift improperly solicited or received, plus \$5,000.

2. Commanding officers should ensure employees are aware of the provisions of this chapter and the penalties which may result from violations.

3. Commanding officers will report to the appropriate approval authority any employee who is the recipient of a gift, or is the recipient of travel or travel expenses and who, through actions or circumstances within the employee's control, fails to comply with the procedures of this chapter.

### SECTION 3 - FOREIGN DECORATIONS

#### 730. POLICY AND PROCEDURES GOVERNING FOREIGN DECORATIONS

1. General Policy. Decorations that have been tendered in recognition of active field service in connection with combat operations or which have been awarded for outstanding or unusually meritorious performance may be accepted, retained and worn only upon receiving the approval of the employing component. In the absence of such approval, the decoration becomes the property of the United States and shall be deposited with the employing component for use or disposal. Approval by the employing component will be contingent upon a determination that the decoration has been tendered in recognition of active field service in connection with combat operations or for outstanding or unusually meritorious performance.

2. Non-U.S. Service Awards

- a. United Nations Service Medal
- b. United Nations Medal
- c. Multinational Force and Observers Medal
- d. Inter-American Defense Board Medal

731. ISSUE AND WEAR OF FOREIGN AWARDS. Issue of foreign awards is the responsibility of the country concerned. Authorized recipients may purchase medals and ribbons from commercial sources. Foreign awards shall be worn as prescribed in Navy and Marine Corps Uniform Regulations.

732. REQUIREMENTS AND RESTRICTIONS

1. Foreign Personal Decoration

a. In the event an individual is advised that a foreign nation has tendered an award and his/her presence is desired at a formal presentation ceremony, the individual may participate in the ceremony and receive the award. The receipt of a foreign award under such circumstances shall not constitute an acceptance of the award by the recipient.

b. Immediately upon such presentation or once an award has been tendered; the recipient shall submit a request for approval under the procedures set forth in this chapter.

2. Foreign Unit Awards. Unit awards tendered by friendly foreign nations to units of the naval service will be forwarded to SECNAV via the chain of command for approval of acceptance. The foreign unit awards listed below have been authorized for acceptance as indicated.

a. Philippine Republic Presidential Unit Citation

(1) World War II

(a) Authorization. Headquarters Philippine National Defense Force G.O. No. 500 of 29 October 1948, and No. 152 of 7 March 1951.

(b) Eligibility Requirements. Approved by SECNAV for wear by members of the naval service serving in units engaged in the defense of the Philippines between 7 December 1941 and 5 May 1942; serving in units which participated in the liberation campaigns during 1944 and 1945; or serving in certain submarines which had maintained physical contact with guerrilla forces during the Japanese occupation of the Philippine Islands. All ships and units, which earned any of the Philippine engagement stars, are entitled to this award.

(2) Disaster Relief Operations

(a) Authorization. SECNAV letter Ser 0182 of 29 April 1971 (NOTAL) approved the acceptance of the award for the following units:

Navy Disaster Task Force	01Sep70 to 14Dec70
Navy and Marine Corps Units of Joint	01Aug70 to 15Dec70
U.S. Military Advisory Group, Philippines	
Amphibious Ready Group Alpha	21Oct70 to 26Oct70

Notes:

SECNAV letter Ser 1582 of 9 January 1973 (NOTAL) approved the acceptance of the award for Commander in Chief, Pacific Representative Philippine Disaster Task Force and U.S. Disaster Task Force Manila for the period 21 July 1972 to 15 August 1972.

SECNAV letter Ser 1650 Ser NDBDM/1959 of 18 August 1992 (NOTAL) approved the acceptance of the award for U.S. Naval Hospital, Subic Bay for the period 1 August 1987 to 30 November 1991 and to USS STERETT (CG 31) for the period May 1989 to June 1991.

(b) Eligibility Requirements. Approved by SECNAV for wear by Navy and Marine Corps personnel attached to the units listed above or any of the authorized supporting units. Listings of eligible ships and units are maintained by CNO and CMC.

(c) Attachments. Personnel who qualify for more than one award of the Philippine Republic Presidential Unit Citation are authorized to wear a bronze star for each subsequent award.

b. Korean Presidential Unit Citation

(1) Authorization. Awarded by the President of the Republic of Korea, and approved by SECNAV for wear by eligible naval service personnel.

(2) Eligibility Requirements. Authorized to be worn by personnel who served with certain commands or with units of those commands that were individually cited by the President of the Republic of Korea for service in Korea. Lists of cited ships and units are maintained by CNO and CMC.

c. Vietnam Presidential Unit Citation

(1) Authorization. Awarded by the President of the Republic of Vietnam, and approved by SECNAV for wear by eligible naval service personnel.

(2) Eligibility Requirements. Authorized to be worn by personnel who served with certain units cited by the President of the Republic of Vietnam for humanitarian assistance during August and September 1954 in the evacuation of civilians from North and Central Vietnam. Lists of cited ships and units are maintained by CNO and CMC.

d. Republic of Vietnam Meritorious Unit Citation

(1) Authorization. Awarded by the Chief of the Joint General Staff, Republic of Vietnam Armed Forces in two colors: Gallantry Cross Medal Color with Palm (8 Feb 62 to 28 Mar 73) and the Civil Actions Medal, First Class Color with Palm (1 Jan 65 to 28 Mar 73). The Secretary of the Navy has specifically authorized certain units of the naval service to

accept this award. Such authorization is required in all cases for participation.

(2) Eligibility Requirements. The ribbon bar with frame and palm are authorized for wear by personnel who served with certain cited units in Southeast Asia during the approved periods. Lists of approved ships and units, which have been cited, are maintained by the CNO and CMC.

(3) In addition to those specific ships/units cited, all Navy and Marine Corps personnel who served "in country" Vietnam during the eligibility periods are eligible for both awards.

e. Republic of Korea War Service Medal

(1) Authorization. Awarded by the Republic of Korea Minister of Defense and accepted by SECDEF on 20 August 1999.

(2) Eligibility Requirements. Military personnel, workers and policemen who either served in or through some special duty deployed to and returned from the combat zone during the Korean War from 25 June 1950 to 27 July 1953.

(3) Inquiries and requests for this medal are directed to HQ AFPC/DPPRA, 550 C Street West, Suite 12, Randolph Air Force Base, Texas, 78150-4714.

3. Non-U.S. Service Awards. All offers of medals and ribbons not listed below by multilateral organizations to individual members of the Naval Service, including the Coast Guard when operating as a service in the Navy, shall be forwarded to the appropriate agency with the following information: title of award; when, where, and by whom it was offered. Requests by multilateral organizations, other than the United Nations, for inclusion of a specific service medal on the approved list will be forwarded by SECNAV to SECDEF for a determination of acceptance under Executive Order 11446. Subsequent to the approval of each multilateral award, conditions and qualifications for acceptance will be issued as a change to this instruction. The non-U.S. service awards listed below have been authorized for acceptance as indicated:

a. United Nations Service Medal

(1) Authorization. U.N. General Assembly Resolution 438(V) of 12 December 1950.

(2) Eligibility Requirements. Awarded to members of the U.S. Armed Forces who participated in the U.N. action in Korea and who are eligible for the Korean Service Medal.

b. United Nations Medal (UNM)

(1) Authorization. Established by Secretary General, United Nations Regulations dated 30 July 1959 and E.O. 11139.

(2) Eligibility Requirements. U.S. service members who are or have been in the service of the U.N. in operations designated by SECDEF may accept the United Nations Medal when awarded by the Chief of the U.N. Mission. The Service member may wear the basic United Nation Medal and service ribbon. This medal is a bronze medallion suspended on a ribbon with a blue background and two white stripes with coordinating service ribbon. A bronze service star is worn on the basic medal and service ribbon to signify subsequent awards for participation in more than one of the following qualifying operations:

Truce Supervisory Organization in Palestine (Jun 1948 -TBA)  
 Military Observer Group in India and Pakistan (Jan 1949-TBA)  
 Observation Group in Lebanon (Jun - Dec 1958)  
 Security Forces, Hollandia (Dates Unknown)  
 Iraq/Kuwait Observation Group (Apr 1991 - TBA)  
 Mission for the Referendum in Western Sahara (May 1991-TBA)  
 Advance Mission in Cambodia (Oct 1991 - Mar 1992)  
 Transitional Authority in Cambodia (Feb 1992 - TBA)  
 Protection Force in Yugoslavia (Feb 1992 - TBA)  
 Mission in Haiti (23 Sep 1994 - TBA)  
 Somalia (Includes U.S. Quick Reaction Force) (24 Apr 1992 - TBA)  
 U.N. Special Service (6 Oct 1997 - TBA)

(3) The United Nations Medal is awarded by the U.N. to individuals who are actually assigned to U.N. Operations. The U.N.'s practice is to use the same medallion for all awards with a different suspension ribbon for each authorized operation.

(4) If approved by SECDEF, U.S. service members who meet the criteria may accept and wear the first U.N. medal with unique suspension and service ribbon for which they are eligible. To recognize subsequent awards (if approved by the Secretary of Defense) for service in a different U.N. mission or action, the service member will affix a bronze service star to the first U.N. suspension and service ribbon awarded.

(5) A U.N. medal will normally be awarded by the Chief of the U.N. Mission to qualifying U.S. service members prior to their departures from service with the U.N. Questions regarding eligibility must be addressed directly to the U.N. Mission (212) 415-4264.

c. Multinational Force and Observers Medal

(1) Authorization. Established by Director General, Multinational Force and Observers (MFO).

(2) Eligibility Requirements. Awarded by the Director General, MFO, to personnel of the armed forces who served with the MFO for 90-days in the Sinai. Subsequent awards will be denoted by an appropriate metallic numeral. Effective date of the award is 3 August 1981.

d. Inter-American Defense Board (IADB) Medal

(1) Authorized by Inter-American Defense Board.

(2) Eligibility Requirements. Awarded to Chairman of the Board, Delegates, Advisors, Officers of the Staff, Officers of the Secretariat and Officers of the IAD Committee who constitute the Directorate, the Department of Studies and the Department of Administration.

(3) Subsequent Awards. For each 5 years of service to the IADB a gold star will be awarded. (Star is to be worn 2-points down.)

4. Foreign Service Awards. As a general policy, the DON does not permit naval personnel to accept service medals from foreign governments.

a. Republic of Vietnam Campaign Medal. Established by Republic of Vietnam (RVN) Armed Forces Order No. 48 of 24 March

1966. The provisions of Pub.L. No. 88-257 permit acceptance of this medal to recognize service performed in Vietnam during the period 1 March 1961 to 28 March 1973, inclusive. Eligibility for the award for service prior to 1 March 1961 or subsequent to 28 March 1973 is governed by article 731.

(1) Eligibility Requirements. U.S. Armed Forces personnel qualify for the Republic of Vietnam Campaign Medal under one or more of the following conditions:

(a) Wounded or injured in hostile action.

(b) Captured by the opposing force during actions or in the line of duty, but later rescued or released.

(c) Killed in action or in line of duty.

(d) Served 6 months in South Vietnam or 6 months outside the geographical limits of South Vietnam, but contributing direct combat support to the Republic of Vietnam Armed Forces during such period. The 6 months required need not be consecutive. For personnel serving outside the geographical limits of South Vietnam, the 6-month requirement will be considered fulfilled if such personnel earn the Armed Forces Expeditionary Medal/Vietnam Service Medal, and served in the eligibility area for these two awards during each of the 6 months.

(e) Assigned in Vietnam on 28 January 1973 and either served a minimum of 60 days in Vietnam as of that date, or completed a minimum of 60 days service in Vietnam during the period from 29 January 1973 to 28 March 1973, inclusive.

(2) Determination of Eligibility and Record Entries. If eligibility cannot be determined from available records, commanding officers are authorized to accept the individual's affidavit, similar to the following:

Affidavit

I certify that I served on board the (name of ship or unit) from (date) to (date). This affidavit is made to confirm my eligibility for the Republic of Vietnam Campaign Medal for service in the Vietnam area.

After determination of eligibility, the commanding officer shall make appropriate entries in enlisted service records and address official letters to officers, certifying eligibility for the award, authorizing the wearing of the ribbon bar with device, and indicating the date of issuance. Copies of the letters to officers shall be forwarded to BUPERS (PERS-313) or CMC (MMRB), as appropriate, for filing in the officers' records.

b. Kuwait Liberation Medal (Saudi Arabia) (KLMSA)

(1) Established by the Government of Saudi Arabia and accepted by the Deputy SECDEF on 3 January 1992.

(2) Eligibility Requirements. The Kuwait Liberation Medal is awarded to members of the Armed Forces of the United States who participated in Operation DESERT STORM between 17 January and 28 February 1991 in one or more of the following areas: The Persian Gulf; Red Sea; Gulf of Oman; that portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude; the Gulf of Aden; or the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates. U.S. Armed Forces personnel qualify for the Kuwait Liberation Medal under 1 or more of the following conditions:

(a) attached to or regularly serving for 1 or more days with an organization participating in ground/shore operations; or

(b) attached to or regularly serving for 1 or more days on board a naval vessel directly supporting military operations; or

(c) actually participating as a crew member in one or more aerial flights supporting military operations in areas designated above; or

(d) serving on temporary duty for 30 consecutive days during the period 17 January to 28 February 1991 under any of the criteria above. This time limit may be waived for personnel participating in actual combat operations.

(3) Determination of Eligibility and Record Entries. Commanding officers shall determine eligibility upon review of the individual's service record and are authorized to issue the

award. Commanding officers shall make appropriate service record entries for eligible enlisted personnel and issue letters of eligibility for eligible officer personnel. Copies of the letters to officers shall be forwarded to the BUPERS (PERS-313C) for filing in the officer's record. No citation or certificate will be issued. The eligibility period and geographic boundaries were specified by the Saudi Government and may not be waived.

c. Kuwait Liberation Medal (Kuwait) (KLMK)

(1) Established by the Government of Kuwait and accepted by the Deputy SECDEF on 7 August 1995.

(2) Eligibility Requirements. The Kuwait Liberation Medal (Kuwait) is awarded to members of the Armed Forces of the United States who participated in Operation Desert Shield/Desert Storm between 2 August 1990 and 31 August 1993 in 1 or more of the following areas: Arabian Gulf; Red Sea; Gulf of Oman; that portion of the Arabian Sea north of 10 degrees north latitude and west of 68 degrees east longitude; the Gulf of Aden; or the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates. U.S. Armed Forces personnel qualify for the Kuwait Liberation Medal (Kuwait) under one or more of the following conditions:

(a) attached to or regularly serving for 1 or more days with an organization participating in ground/shore operations; or

(b) attached to or regularly serving for 1 or more days on board a naval vessel directly supporting military operations; or

(c) actually participating as a crew member in 1 or more aerial flights supporting military operations in areas designated above; or

(d) serving on temporary duty for 30 consecutive days during the period 2 August 1990 to 31 August 1993 under any of the criteria in (a), (b), or (c) above. This time limit may be waived for personnel participating in actual combat operations.

Note: The Kuwait Liberation Medal (Kuwait) may be awarded posthumously to the primary next of kin of any service member who lost his/her life while, or as a direct result of, participating in Desert Shield/Desert Storm between 2 August 1990 and 31 August 1993, without regard to length of service, if otherwise eligible.

(3) Determination of Eligibility and Record Entries. Commanding officers shall determine eligibility upon review of the individual's service record and are authorized to issue the award. Commanding officers shall make appropriate service record entries for eligible enlisted personnel and issue letters of eligibility for eligible officer personnel. Copies of the letters to officers shall be forwarded to the BUPERS (PERS-313C) for filing in the officer's record. No citation or certificate will be issued. The eligibility period and geographic boundaries were specified by the Government of Kuwait and may not be waived.

d. NATO Medal

(1) Established by North Atlantic Treaty Organization (NATO) and accepted by the Secretary of Defense on 25 July 1995.

(2) Eligibility Requirements. The NATO Medal is awarded to members of the Armed Forces of the United States who have served either 30 days (continuous or accumulated) in the territory and airspace of the former Republic of Yugoslavia and the Adriatic Sea, or 90 days (continuous or accumulated) in the area of operations. Two operations were approved for award:

- The former Republic of Yugoslavia and Adriatic Sea, between 1 July 1992 and 12 October 1998, including Operations Deny Flight, Maritime Monitor, Maritime Guard, or Sharp Guard.

- The Kosovo Operations from 13 October 1998 to TBD, including Allied Force, Joint Guardian, Allied Harbor, Sustain/Shining Hope, Noble Anvil, or Kosovo Task Forces.

U.S. Armed Forces personnel qualify for the NATO Medal under 1 or more of the following conditions:

(a) served under NATO command in Headquarters, Allied Forces Southern Europe, Headquarters, Allied Naval Forces

Southern Europe, Headquarters, Allied Air Forces Southern Europe, or HQ 5ATAF, and in direct support of NATO operations in the former Republic of Yugoslavia; or

(b) served under NATO command in other installations, within the area of operations and in direct support of NATO operations, as designated by Supreme Allied Commander Europe (SACEUR); or

(c) served under NATO operational command in the NATO Airborne Early Warning Force, or in ships assigned to specified operations; or

(d) served under NATO operational command in specified operations, or as NATO Liaison Officers.

(3) Determination of Eligibility.

(a) Assigned units submit requests through the operational command to CINCUSNAVEUR or MARFOREUR.

(b) Information required includes the unit name, period of service in theater, anticipated date of departure from the theater, name and rank of all eligible individuals.

(4) Precedence and Wear. The NATO Medal shall have the same precedence as the United Nations Medal, but shall rank just below the U.N. Medal when wearing both decorations.

(a) Ribbon Clasp. The NATO Medal presentation set may include a ribbon clasp denoting the specific operation for which the award was made. U.S. service members may retain the ribbon clasp if presented; however, the wearing of the ribbon clasp with the NATO Medal or Service Ribbon is not authorized; only the basic medal or service ribbon is worn.

(b) Subsequent Awards. A bronze service star is affixed to the suspension ribbon and service ribbon to denote subsequent awards.

FOR OFFICIAL USE ONLY  
(WHEN FILLED IN)

1650  
(Date)

From: Individual or Command  
To: Approval Authority

Subj: REPORT OF FOREIGN GIFT OF MORE THAN MINIMAL VALUE

Ref: (a) SECNAVINST 1650.1G, Chapter 7

1. The following foreign gift(s) of more than minimal value is forwarded in accordance with reference (a):

a. Name, rank/rate, social security number, and position of the recipient:

b. Description of the gift (composition, size, type, brand, serial number, etc.):

c. Circumstances justifying acceptance:

d. Name and position of donor and identity of the foreign government:

e. Date and place of gift acceptance:

f. Estimated retail value of gift in U.S. dollars at the time of acceptance:

g. Does the employee wish to participate in sale of the gift if sold by the General Service Administration?

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(WHEN FILLED IN)

1650  
(Date)

From: Individual or Command  
To: Approval Authority

Subj: REPORT OF AND REQUEST FOR APPRAISAL OF FOREIGN GIFT

Ref: (a) SECNAVINST 1650.1G, Chapter 7

1. The following foreign gift(s) is forwarded in accordance with reference (a). It is requested that an appraisal be performed to determine whether the gift is more than the minimal value.

a. Name, rank/rate, social security number, and position of the recipient:

b. Description of the gift (composition, size, type, brand, serial number, etc.):

c. Circumstances justifying acceptance:

d. Name and position of donor and identity of the foreign government:

e. Date and place of gift acceptance:

f. Does the employee wish to participate in sale of the gift if it is determined to be more than minimal value and is to be sold by the General Service Administration?

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(WHEN FILLED IN)

1650  
(Date)

From: Individual or Command  
To: Approval Authority

Subj: REPORT OF FOREIGN GIFT OF TRAVEL OR TRAVEL EXPENSES

Ref: (a) SECNAVINST 1650.1G, Chapter 7

1. The following foreign gift(s) of travel or travel expenses is reported in accordance with reference (a):

a. Name, rank/rate, social security number, and position of the recipient:

b. Description of travel or travel expenses, including dates and places:

c. Circumstances justifying acceptance:

d. Name and position of donor and identity of the foreign government:

e. Date and place of gift acceptance:

f. Estimated value of the travel or travel expense:

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## Chapter 8 - MARKSMANSHIP AWARDS

810. DEFINITION

1. A marksmanship award is bestowed upon an individual for proficiency in a particular type of small arm.

2. A marksman, sharpshooter, or expert is a member in any rank, rate or rating who qualifies by firing the prescribed pistol or rifle over one of the service prescribed courses and has attained the minimum qualifying score.

811. PRECEDENCE. Marksmanship awards take precedence immediately after all other awards earned. The precedence of Navy and Marine Corps Marksmanship awards is listed in Appendix C to Chapter 1. For a full listing of the precedence of all Marksmanship awards and badges, consult the respective Navy and Marine Corps Uniform Regulations.

812. QUALIFYING REQUIREMENTS. Qualification requirements for Navy service members are set forth in OPNAV Instruction 3591.1C (NOTAL). Requirements for Marines are set forth in Marine Corps Order 3574.2J (NOTAL).

813. ADMINISTRATIVE PROCEDURES. Administrative procedures are set forth in OPNAV Instruction 3591.1C (NOTAL) and Marine Corps Order 3574.2J (NOTAL), as appropriate.

## Chapter 9 - LAPEL BUTTONS FOR NEXT OF KIN

## SECTION 1 - GOLD STAR BUTTON

910. AUTHORIZATION. Act of Congress (Public Law 80-306) of 1 August 1947 as amended by 10 U.S.C. 1126 of 11 August 1966.

911. PURPOSE. To provide an appropriate identification for widows, widowers, parents, and next of kin of members of the Armed Forces of the United States who lost their lives during World War I, 6 April 1917 to 3 March 1921; World War II, 8 September 1939 to 25 July 1947; any subsequent period of armed hostilities in which the United States was engaged before 1 July 1958 (United Nations action in Korea, 27 June 1950 to 27 July 1954); or who lost their lives after 30 June 1958, while engaged in an action against an enemy of the United States; or while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict in which the United States is not a belligerent party against an opposing Armed Force.

912. DESCRIPTION. The Gold Star Lapel Button consists of a gold star on a purple circular background, bordered in gold and surrounded by gold laurel leaves. On the reverse is the inscription: United States of America, Act of Congress, August 1966. It has space for engraving the initials of the recipient. Gold Star Lapel Buttons inscribed August 1947 may be issued until present inventories are exhausted.

913. DISTRIBUTION. One Gold Star Lapel Button will be furnished without cost to the widow or widower, to each of the parents, each child, stepchild, child through adoption, brother, half brother, sister, and half sister of a member of the Armed Forces who lost his or her life while in the active military service during the periods indicated above. The term widow or widower includes those who have since remarried, and the term parents includes mother, father, stepmother, stepfather, mother through adoption, father through adoption, and foster parents who stood in loco parentis. Request for replacement of the Gold Star Lapel Button (lost, destroyed or unserviceable) will be submitted on DD 3 (Application for Gold Star Lapel Button) to Navy Liaison Office, National Personnel Records Center, 9700 Page Avenue, St. Louis, MO 63132-5100.

SECTION 2 - LAPEL BUTTON FOR NEXT OF KIN OF DECEASED PERSONNEL

920. AUTHORIZATION. Act of Congress (Public LL. 80-306) of 1 August 1947 as amended by 10 U.S.C. 1126 of 11 August 1966.

921. PURPOSE. To provide widow(er), parents, and primary next of kin of armed services members who lose their lives while serving on active duty or while assigned in an Reserve unit in a drill status.

922. DESCRIPTION. The button consists of a gold star within a circle (commemorating honorable service) surrounded by springs of oak (referring to the Army, Navy, Air Force, and Marine Corps).

923. DISTRIBUTION

1. Current Cases. One lapel button will be furnished without cost to the widow or widower, to each of the parents, each child, stepchild, child through adoption, brother, half brother, sister, and half sister of a member of the Armed Forces who lost his or her life while on active duty. The term widow or widower included those who have since remarried, and the term parents included mother, father, stepmother, stepfather, mother through adoption, father through adoption, and foster parents who stood in place of a parent. The buttons are furnished with the Casualty Assistance Package.

2. Retroactive Cases. This Lapel Button is authorized for issue retroactive to 29 March 1973. The next of kin of personnel who died since that date may request issue of the button by writing to the Navy Liaison Office, National Personnel Records Center, 9700 Page Avenue, St. Louis, MO 63132-5100. Furnish the name, grade, SSN, and date of death of the deceased member. The names and relationships of the next of kin must also be provided.

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