



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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FALLS CHURCH, VA 22042

Canc: Aug 2014
IN REPLY REFER TO
BUMEDNOTE 1650
BUMED-M09B1
1 Aug 2013

BUMED NOTICE 1650

From: Chief, Bureau of Medicine and Surgery

Subj: IDENTIFICATION OF BSO-18 REGIONAL COMMANDS INCLUDING MEDICAL CENTERS PORTSMOUTH AND SAN DIEGO AS NAVY DEPARTMENT AWARDS WEB SERVICE ADMINISTRATORS

Ref: (a) SECNAVINST 1650.1H

Encl: (1) NDAWS User Guide and Standard Operating Procedures

1. Purpose. To establish policy for use of Navy Department Awards Web Service (NDAWS) Database to record awards per reference (a).

2. Scope. Applies to all Navy Medicine Region commands and Naval Medical Centers Portsmouth and San Diego.

3. Background. Due to the tremendous amount of awards being submitted to the Bureau of Medicine and Surgery (BUMED) for entry into the NDAWS database, BUMED has obtained a waiver from Chief of Naval Operations for Navy Medicine Region commands and Naval Medical Centers Portsmouth and San Diego to have NDAWS access to enter awards into the NDAWS database for their command and subordinate activities. This policy is being implemented to streamline the process in expediting data entry of member's awards.

4. Responsibilities

a. BUMED NDAWS Administrator. Following the guidance in enclosure (1), awards for BUMED Headquarters' personnel and commands that report directly to BUMED and are not under regional authority will be entered into the NDAWS database by the NDAWS Administrators.

b. Region Commands. Following the guidance in enclosure (1), awards for personnel attached to the Region commands and subordinate activities that report to the Region will be entered into the NDAWS database by the NAVMED Region NDAWS Administrator. Awards will be processed as follows:

(1) Receive approved awards from your chain-of-command. The preferred method is receiving the approved electronic 1650 that originated from the Navy Awards Web site via electronic means.

(2) Enter received 1650 data into NDAWS database. Data can be inputted via two methods:

(a) For hard copy (not the electronic approved 1650 from the Web site) via e-mail, fax, personal delivery, or snail mail: Award information must be hand-typed into the NDAWS database, under the “Add Personal Award” button on the left side of the NDAWS Web site. Refer to your NDAWS User Guide, enclosure (1) for inputting data.

(b) For approved electronic 1650 from the Web site: Enter by uploading the 1650-3 form via the “Upload 1650 form” button on the left side of the NDAWS Web site. Refer to your NDAWS User Guide, enclosure (1) for uploading awards.

(3) Awards should be entered into the NDAWS database within 60 days of receipt. Awards higher than the command/regional approval authority that require action by BUMED or higher authority will be submitted to BUMED for processing. BUMED NDAWS Administrators will be responsible for inputting award data into NDAWS for awards that are approved and processed by BUMED. Awards requiring approval higher than BUMED will be processed by higher authority

c. Naval Medical Centers Portsmouth and San Diego. Following guidance in enclosure (1), awards for personnel attached to the Medical Center will be entered into the NDAWS database by the Medical Center NDAWS Administrator. Awards will be processed as follows:

(1) Receive approved awards from your chain-of-command. The preferred method is receiving the approved electronic OPNAV 1650/3 (Rev. 7-04), Personal Award Recommendation available from the Navy Awards Web site.

(2) Enter received 1650 data into NDAWS database. Data can be input via two methods:

(a) For hard copy (not the electronic approved OPNAV 1650/3 from the Navy Awards Web site) via e-mail, fax, personal delivery, or snail mail: Award information must be hand-typed into the NDAWS database, under the “Add Personal Award” button on the left side of the NDAWS Web site. Refer to your NDAWS User Guide for inputting information.

(b) For approved electronic OPNAV 1650/3 from the Navy Awards Web site: Enter by uploading the OPNAV 1650/3 from the approval authority via the “Upload 1650 form” button on the left side of the NDAWS Web site. Refer to your user manual for uploading awards.

(3) Awards should be entered into the NDAWS database within 60 days of receipt. Awards higher than the command/regional approval authority that require action by BUMED will be submitted to BUMED for processing. BUMED NDAWS Administrators will be responsible for inputting award data into NDAWS for awards that are approved and processed by BUMED. Awards requiring approval higher than BUMED will be processed by higher authority.

d. Mail a copy of the signed certificate (and citation, as applicable) upon completion of entry into the NDAWS database to PERS-313. Write clearly with black marker in the upper right-hand corner of the signed certificate (and citation, as applicable) the member's full social security number and directly under that write the words "privacy sensitive." Do not use fax copies, as they do not clearly scan into PERS-313's database (EMPRS). PERS-313 mailing address is:

Navy Personnel Command (PERS-313)
5720 Integrity Drive
Millington, TN 380455-3120

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

6. Forms. For this notice, the only form to be used is the OPNAV 1650/3 (Rev. 7-04), Personal Award Recommendation, available electronically via the Navy Awards Web site at: [https://awards.navy.mil/awards/webdoc01.nsf/\(vwDocsByID\)/DL060212120053/](https://awards.navy.mil/awards/webdoc01.nsf/(vwDocsByID)/DL060212120053/). It is the only approved personal award document, as it contains data fields to import into the NDAWS database. Use only this form when submitting a personal award. Do not use command designed/generated award forms.


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Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/default.aspx>



NDAWS
Users Guide

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Purpose of this Guide

All NDAWS Administrators should have personal knowledge of awards and awarding authority policies as contained in the SECNAVINST 1650.1H, as an NDAWS Administrator it will be your responsibility to ensure that only awards that are authorized in accordance with the instruction are entered into the database. Any questions concerning the validity of an award can be directed to the CNO Awards Branch DNS-35 (202) 685-1770, DSN 325-1770

The purpose of this guide is to be a reference tool for using the Navy Awards System (NDAWS). It will guide you through using the NDAWS software step by step and screen by screen.

It assumes that you have a working knowledge of the Navy Awards process.

The NDAWS Users Guide is divided into the following sections:

- Introduction** An overview of the NDAWS processes that have been automated, together with some general information that will help you throughout the system.
- Personal Awards** A step-by-step guide on how to enter and edit an award
- Unit Awards** Only Echelon II, CNO and SECNAV awards offices should be adding and/or editing Unit, Campaign and Service Award entries for command/units. **DO NOT add nor edit any entry for a Unit. If you have record of one and don't see it in NDAWS, please bring it to the attention of the CNO awards branch.**
- Reports** A description of the reports that are available in NDAWS
- Error Messages** A list of the error messages and what to do if you get one.

Navy Awards System Overview

This Manual is directed towards Fleet Awards Coordinators, CNO SECNAV Awards Administrators who require an overview of NDAWS and general instructions on how to use the system. This guide covers system functionality that will assist users to enter an award and manage the Award process with the use of the new 1650 MS Word form and interfacing with the NDAWS system.

At this time NDAWS does not have the technical capabilities to support the hierarchal permission and approval structure required when opening the application to the entire Navy. It is administratively prohibitive to manage the data without such a structure. We recognize this limitation and are actively planning upgrades that will possibly expand access to all 3+ commands in the near future. Until NDAWS can be implemented throughout all Navy commands, current NDAWS Administrators are responsible for updating personal awards (past and present) for commands and personnel within their chain of command.

NDAWS is the next step in implementing an authoritative Navy Awards system. It significantly reduces Awards data entry tasks performed by the Awards team both within CNO / SECNAV and the Fleet, and moves to a platform that will bring the system in-line with Navy standards.

Additional Award information can be found on the Home Page of the NDAWS restricted site and the NDAWS Public Awards site <https://awards.navy.mil>

The functions are listed below, each of which is described in more detail in other sections within this document:

The major steps within the **Award** process that have been automated are:

- | | |
|---|---|
| Enter an Award | Enter a Personal or Unit Award. |
| Edit an Award | Allows Award information to be updated – user must have edit rights. |
| Add Comments to an Award | Allows comments to be entered into a personal award. Each comment may be 1000 characters in length. |
| Board an Award | An Award can be assigned to a specific Board for review. (Currently in use by CNO/SECNAV only) |
| Rescind an Award | On occasion, when an approved award is rescinded, this process updates the Award record in NDAWS and is included in reports to integrated services. (Currently done by CNO Administrators only) |
| Submission into Personnel System | Transfers approved Award information into the Navy systems for addition into permanent personnel records. (Currently done by CNO Administrators only) |

Understanding the Screen Layout

All NDAWS screens have a standardized layout to make the User Interface consistent from screen to screen and maximize productivity and ease of use. Highlighted below are the areas on the User Interface screen that will be consistent from page to page.

Screen Name

Website Toggle

Instruction

Data Input

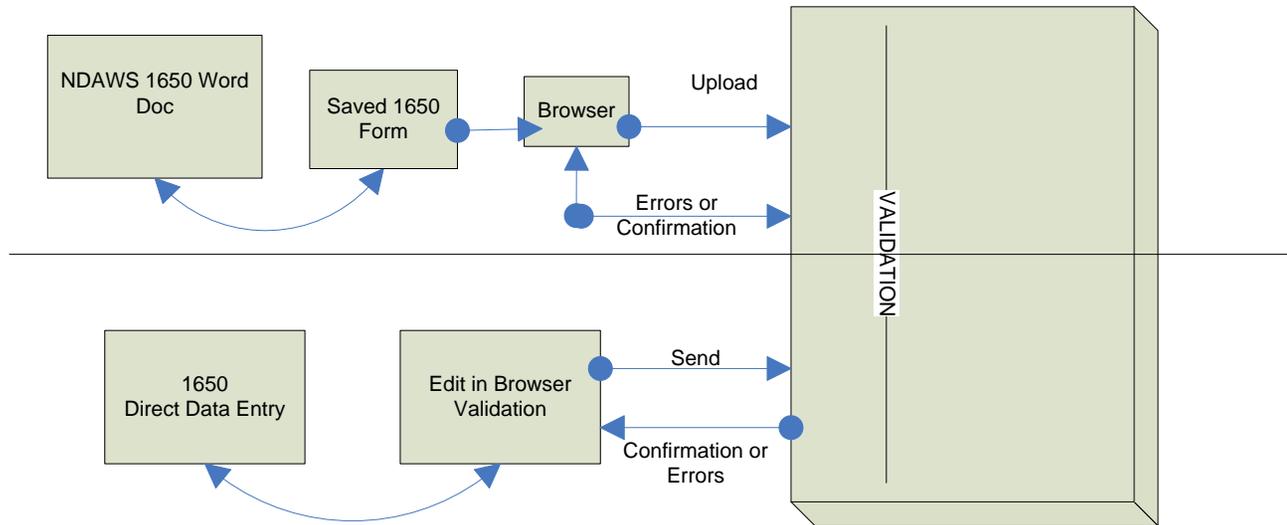
Navigation Bar (Expand or Minimize)

Report

Link Bar Error

First Name	Last Name	Rec Awd	Appr Awd	Date	Merit Start	Merit End	Detach Date
L CY	S	NA	NA	30-Mar-1990	02-Jan-1987	01-Feb-1990	
PETER	GARRIGAN	NC	NC	21-May-1996	01-Feb-1996	01-Apr-1996	
NICHOLAS	CERONE	SS	BV	04-Mar-1997	02-Jun-1951	02-Jun-1951	
WILLIAM	GEDDES	NC	NC	28-Apr-2003	01-Feb-2001	01-Oct-2001	
INEZ	MARCHANT	NA	NA	06-Jun-2003	01-Dec-1998	31-Jan-2003	
JON	DOE	NS	NC	30-Sep-2005	01-Jan-1810	02-Jan-1810	
FFFFFFFFFFFFFFF	EEEEEEEEEEEEEEEEEE	WW	AA	01-Jan-2007	01-Jan-2001	01-Jan-2002	

Data Validation



Getting Help

Help with the NDAWS system is available in a number of ways:

NDAWS Help Desk If you are having problems accessing NDAWS or it is not behaving as you expect, call the NDAWS Help desk at 703-695-9093. This is an answering service that will accept calls and open trouble tickets 24/7. Calling this number may be the quickest way to get assistance.

Help Via E-Mail For non urgent matters, email your question or problem to: hgwebhelp.opnav@hq.ahf.nmci.navy.mil

The NDAWS Help Desk is there to provide answers to questions / problems associated with the system that are not dealt with in any of the other help documents. Do not contact the help desk with award questions or questions on how to use the system.

Help and training for NDAWS can be done by contacting the CNO Awards Branch:

Help via E-Mail	https://awards.navy.mil
Help via phone	202.685-1770 or DSN 325-1770

Before You Start

NDAWS will be released to a limited number of users to ensure quality and correctness before releasing to a large user group. Access to NDAWS will be controlled by the CNO Awards Branch.

Accessing NDAWS NDAWS can be accessed via the following URL <https://awards.navy.mil/ndaws>

- Access to the Choices on the Navigation Bar are determined by your user role, the most common is the User/Editor Role, there are features that you will not have access to, therefore some information in this instruction will not apply to you as an Administrator with an User/Editor Role.
 - **Upload Campaign, Expeditionary, Service Medal Eligibility List (CESMEL) Form** (currently in use by CNO DNS-35 Awards only)
 - **Add CESMEL Award** (currently in use by CNO DNS-35 Awards only)
 - **SECNAV Combat Report** (Admin Role, currently in use by CNO DNS-35 Awards only)

Administrative Roles

Roles: User, Editor

Awards
Home Page
Personal Awards History
Upload 1650 Form
Add Personal Award
Add Unit Award
Consolidated Search

Site Notices
Privacy Policy
'No Fear' Act
Disclaimer
Accessibility

Role: HQ:

Awards
Home Page
Personal Awards History
Upload 1650 Form
Bahrain Upload
Add Personal Award
Add Unit Award

Reporting
Consolidated Search
NAVPERS Report

Site Administration
Boarding Console
Grade Ratings Console
Award Remarks Console

Site Notices

Role: Admin:

Awards
Home Page
Personal Awards History
Upload 1650 Form
Bahrain Upload
Add Personal Award
Add Unit Award

Reporting
Consolidated Search
NAVPERS Report

Site Administration
Update Ref Data
Update Topics
Update Resources
Update FAQs
Boarding Console
Grade Ratings Console
Award Remarks Console

Change Mgmt
Requests by Priority
Requests by Status
Requests by Package
Packages by Status

Site Notices

Overview

Log into NDAWS – Requires registering your CAC with HQWeb.

After logging in the Main Menu the home page will display (see below), from there you can navigate to the desired area of the system.

1. **Home Page** - Contains highlights of information for NDAWS users.
2. **Personal Awards History** - Search engine for previous personal awards
3. **Upload 1650 Form** – Can upload one or more 1650s for both personal and unit awards data (Only Echelon II commands that are submitting unit awards to CNO/SECNAV for final adjudication should upload or add the 1650 for unit recommendations. NDAWS Administrators should not add any Unit, Service, Joint or Campaign award approved to a Unit to NDAWS. If there is record of one that is not in NDAWS contact DNS35.
4. **Add Personal Award** - Adding data directly into NDAWS using the 1650 and/or signed citation
5. **Add Unit Awards** – Adding data directly into NDAWS for unit
6. **Consolidated Search** – Robust Search engine for previous award entries for both unit and personal awards.

1. **WEB BROWSER**

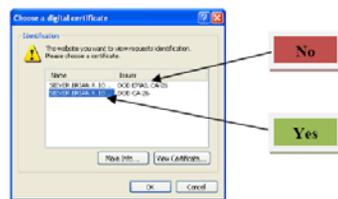
Access <https://awards.navy.mil/ndaws>

2. **NDAWS LOGIN**

This is a protected Web site.

- Access will be granted by the CNO Awards Branch
- Before access has been granted, NDAWS Administrators must first register their CAC to enable their PKI for HQWeb. You should have received this instruction when your NDAWS account was activated.

1. Open Internet Explorer and navigate to <https://hq.ahf.nmci.navy.mil/pki>
 When prompted to choose your digital certificate select your identity certificate. Do **NOT** select your Email certificate.
 Click the "OK" button



1.

AWARDS

- > Home Page
- Personal Awards History
- Upload 1650 Form
- Add Personal Award
- Add Unit Award
- Add CESMEL Award

WELCOME TO THE NAVY DEPARTMENT AWARDS WEB SERVICES (NDAWS) WEB SITE

MULTIPLE 1650 UPLOADS
Instructions for adding multiple 1650s

STRIKE FLIGHT AIR MEDAL
Instructions for adding multiple Strike Flight numerals

ATTENTION NDAWS COORDINATORS

It is imperative that prior to NDAWS entry of awards as "approved" for Navy personnel tendered by another service, that y Naval Operations" has been obtained (if required) in accordance with SECNAVINST 1650.1H. The vast majority of awards n deployment assignments in a Combat Service Area.

Re-emphasize to your command personnel, that they are not authorized to accept, wear, or have entered into their record Combat Distinguishing Device" combat award tendered by another service without "first" obtaining CNO Concurrence. For a 1650.1H, chapter 1.

AWARDS APPROVED FOR THE GLOBAL WAR ON TERRORISM CAMPAIGN (GWOT)

It is imperative that when entering awards that have been approved for ; Campaign field (block #18) be entered. If the AOE is Iraq enter 'IFREE' (I

NDAWS HOME PAGE

Use the navigation bar on left to navigate to other areas of the system.

- If you scroll down within this area you will see other available options, the next tab will be the "REPORTING" tab. You can do a consolidated search by clicking on the REPORTING tab.

Upload Completed 1650 Forms

This function allows completed 1650 forms to be uploaded to the NDAWS database; from there appropriate information will be forwarded to NAVPERS.

Uploaded by: Terri Biddix	Upload Date: 19-May-2010
Award Type: [dropdown]	Award Status: [dropdown]
1650 #1: [input]	[Browse...]

2

NDAWS – UPLOAD 1650 FORM

- **Select Upload 1650 Form**
 - Upload 1650 form will display.
 - You can upload one or more 1650s at once.
 - For each form to be uploaded, use the pull down boxes to specify the Award Type Personal or Unit and Award Status, Pending or Complete.
 - Based on Award Type and Award Status, the upload program will invoke the appropriate validity checks.
 - Press **Browse** to point to the 1650 to upload, if you are uploading one 1650 then Click **Complete Upload** button at top right of screen otherwise continue to upload other 1650s and then click **Complete Upload**.
 - Errors will be reported back through a browser and changes can be made “on-line” and the form resubmitted.

Extracting 1650 Information

PLEASE WAIT WHILE WE EXTRACT THE 1650 INFORMATION.

■■■■

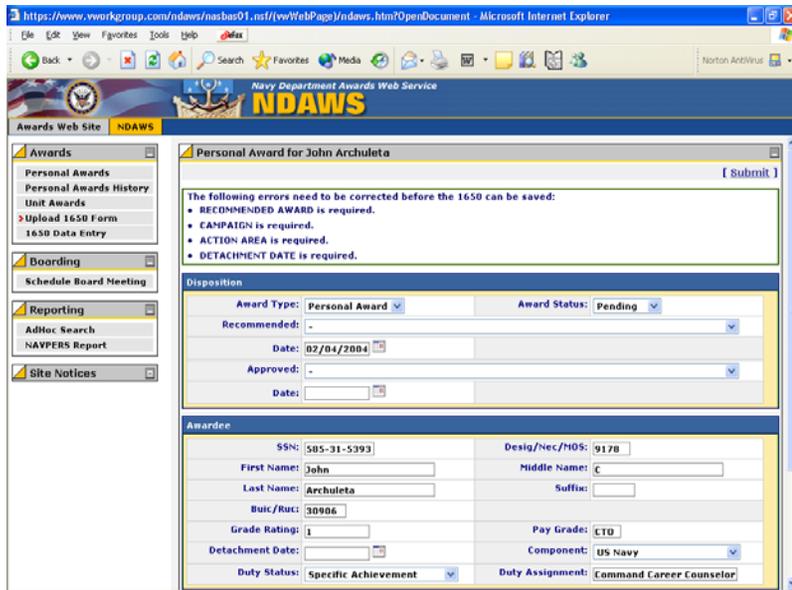
3

NDAWS – 1650 EXTRACT SCREEN

- **Please wait while the 1650 form is validated.**
 - A message screen will display asking you to wait while the 1650 form is being verified.

4

NDAWS – 1650 UPLOAD ERROR REPORT



The screenshot shows the NDAWS interface for a personal award for John Archuleta. A message box at the top lists errors that must be corrected before the 1650 can be saved:

- RECOMMENDED AWARD is required.
- CAMPAIGN is required.
- ACTION AREA is required.
- DETACHMENT DATE is required.

The form includes the following fields:

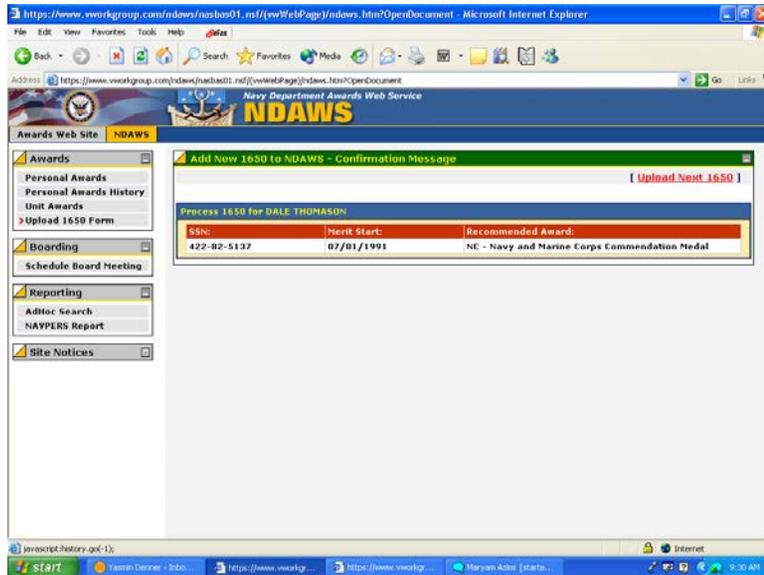
Disposition	
Award Type: Personal Award	Award Status: Pending
Recommended: -	
Date: 07/04/2004	
Approved: -	
Date:	

Awardee	
SSN: 585-31-5393	Desig/Nec/HOS: 917B
First Name: John	Middle Name: C
Last Name: Archuleta	Suffix:
Bulk/Ruc: 30906	
Grade Rating: 1	Pay Grade: CTD
Detachment Date:	Component: US Navy
Duty Status: Specific Achievement	Duty Assignment: Command Career Counselor

- If errors are found, they will be listed at the top of the screen, in the message area.
- Correct fields as required and Click **Submit**.

5

NDAWS – 1650 CONFIRMATION MESSAGE



The screenshot shows the NDAWS interface displaying a confirmation message for a 1650 upload. The message reads: "Add New: 1650 to NDAWS - Confirmation Message" with a link to "Upload Next 1650". Below the message is a table summarizing the upload:

SSN:	Merit Start:	Recommended Award:
422-02-5127	07/01/1991	NE - Navy and Marine Corps Commendation Medal

- A confirmation screen will display confirming that the 1650 has been uploaded successfully.

1650 Direct Data Entry

This function allows the user to directly enter 1650 forms into NDAWS circumventing the upload requirement. This feature has been added to streamline the process so that any Awards backlog may be processed as quickly as possible

The screenshot shows a web browser window with the address bar displaying [https://ucstcdm02.shf.nmci.navy.mil/ndaws/nasbas01.nsf/\(vwWebPage\)/ndaws.htm?OpenDocument](https://ucstcdm02.shf.nmci.navy.mil/ndaws/nasbas01.nsf/(vwWebPage)/ndaws.htm?OpenDocument). The page title is "Navy Department Awards Web Service" and the main heading is "NDAWS". Below the heading, there is a navigation bar with "Awards Web Site" and "NDAWS" buttons. The main content area is titled "Add Personal Award" and contains a "Save" button. Below this, there are instructions: "- Complete / update all information as appropriate.", "- To access SECNAV Board, CND Board and Comments sections click the links below.", "- Once completed, click 'Save' above.", and "- Block number references from form 1630-3 shown as 1". There are four tabs: "AWARD", "SECNAV BOARD", "CND BOARD", and "COMMENTS". The "AWARD" tab is active and shows a form with the following fields: "Disposition" section with "21 Recommended:" (dropdown), "30 Date:" (calendar), "23 Count of Recommended Award:" (text), "32 Approved:" (dropdown), "32 Date:" (calendar), "Approved Awards Count:" (text), "Post-Action:" (dropdown set to "ORIGINAL"), and "34 Recommended for Extraordinary Heroism:" (dropdown). The "Awardee" section has "6 SSN:" (text), "7 Desig/Nec/MOS:" (text), "9 First Name:" (text), and "17 UIC/Ruc:" (text). The browser's taskbar shows the Start button, TRANDING folder, and the current page.

1.

NDAWS – 1650 DIRECT DATA ENTRY

Select Add Personal Award from the Navigation bar

- A blank 1650 form will display.
- Complete the 1650 and Click **Submit**.
- This will enter the award directly into the NDAWS database, bypassing the upload procedure.
- All field validation checks will still be applied to the document before it is saved into the database.

Direct Data Entry (Citation)

BEFORE ENTERING AN AWARD THAT HAS BEEN PREVIOUSLY APPROVED, PLEASE VERIFY THAT IT IS NOT ALREADY IN THE SYSTEM (SEE INST. ON PAGE 18)

To add a personal award to NDAWS without using the 1650 upload feature select "Add Personal Award" from the navigation bar (can be used for previously approved awards that were not done with the electronic 1650 or if the 1650 is not available), if the 1650 is being used all data from the form must be entered. Except for DOD approved awards, the citation/certificate must be signed if using to enter data into NDAWS. When using the citation/certificate only, enter as much data from the citation/certificate as possible; i.e. approval authority command, name/rank of approval official from signature block.

- A blank form will appear.
 - **The system does not indicate that all of these fields are required, however for all approved awards, not only should the recommended award type, date and number of recommended award be entered but the approved award type, date and approved award number must be entered as well before saving, otherwise it will be entered into the system as a pending award and not an approved award. Furthermore this data is transcribed to the Honors and Awards page of the ESR and the number of the approved award should be correct.**
 - The SSN and all date fields can be entered w/o using hyphens, date format is ddmmyyyy
 - All field validation checks will apply before document is saved to database.
 - A confirmation screen will display confirming that the data has been added.
 - Any errors will appear in the message area, tab to field to be fixed make changes and save.
 - The approval auth for most awards will be "FLT" and the awarding auth will be "X-Other; please familiarize yourself with the awarding authority codes and use the most appropriate code for the command that approved the award.
 - For all awards being approved within the Marine Corps chain use "CMC" for the approval auth, and "M-CMC" for the awarding authority
 - **DO NOT add Unit, Service and Campaigns awards under individual SSNs**
- **Below are the required (required only because without data the award will not save) fields when adding data using the citation only, however, again it is important to enter as much data as possible from the citation/certificate**

DISPOSITION SECTION

20 Recommended: (Same as approved award)

Date: (Same as approved awards date, if approve award date is unknown then use merit-end date)

23 Count of Recommended Award: (total number of awards of this type, this field will change if entering Strike Flight Air Medals –AS, if the numeral is First and Second, then put 1 in the first field and 2 in the second, if the numeral is singular than put the same number in both fields)

32 Approved: (see drop down list)

32 Date: (Date award was approved, if none available use merit end date)

Approved Awards Count: (total number of awards of this type this field will change if entering Strike Flight Air Medals –AS, if the numeral is First and Second, then put 1 in the first field and 2 in the second, if the numeral is singular than put the same number in both fields)

AWARDEE SECTION

6 SSN: (no longer required for awards to foreign personnel, can be entered w/o using hyphens)

7 Desig/Nec/ MOS: (If unknown use “0000”)

9 First Name: (DO NOT use commas in the name fields), 9 Middle Name:, 9 Last Name:, 9 Suffix: (ex., Jr., Sr.)

17 UIC/Ruc: (If unknown use “00000”), Corps: (If available)

11 Component: (see drop down list), Grade Rating: (see list if necessary)

10 Duty Status: (See drop down, can use N/A if unknown)

1650 SECTION

1 Originating Command: (Can use “CO”)

Approval Auth: (Will most likely be “FLT-fleet”, see drop down list)(“SEC“ and “CNO” are only used for awards that have been approved by the Secretary of the Navy and the Chief of Naval Operations, for awards that are approved within the USMC chain use “CMC”)

18 Campaign: (Defaults to “NA”, see drop down list)

2 Awarding Auth: (Will most likely be “X”-other”, see drop down list)(Use “M-CMC” if Approval Auth is “CMC”, use either “J-Joint Command” or “D-SECDEF” for all Joint awards depending on the AOE)

27 Action Area: (See drop down list)

21 Action Type: (Defaults to “02-meritorious”, see drop down list)

25 Merit Start: (ddmmmyyy, can be entered w/o using hyphens), 25 Merit End: (ddmmmyyy, can be entered w/o using hyphens)

CHAIN OF COMMAND SECTION

32 Approver Signature, Approver Grade, Approver Title: (will be available on citation/certificate)

Personal Awards Search

This screen allows searches on SSN, First Name Last Name, or other fields such as Command or Campaign to view the matching Awards. The Award information displays: Award ID, SSN, Name, Recommended Award, Approved Award, Approved Award Date, and Meritorious Period

By clicking on the Award ID for an individual entry you will be able to edit the 1650 information for the specific award if your logon has edit rights.

1.

NDAWS – PERSONAL AWARDS SEARCH

To Search details for previous personal awards

- Click on **Consolidated Search**.
- **Award Type** must be **Personal**.
- From this screen use the drop down fields to define the search.
- Drop down fields **1** through **4** are based on SSN, Last Name, Rank etc; drop down fields **5** through **7** are based on date ranges
- The **Match All/Any** field is used when choosing several criterions in fields 1-4 and/or 5-7. If **All** is selected the results must meet each criterion chosen, if **Any** is selected the results will meet at least one of the criterion chosen.
- Use the **Sort By**, to sort search results by SSN, Last Name, First Name, Campaign, Command, Approved Award or Recommended Reward – Default is SSN
- Use the **Sort Order** to select the order of the output, Ascending or Descending – Default is Ascending.
- **Submit** is located in the upper right hand portion of the screen.
- Results will be displayed in the lower portion of the screen.
- For additional information please refer to the **Electronic Award Submission SOP** listed in the document library on the Home Page
- This is a robust search tool. Use Personal Awards History for a “short cut” search using SSN only. **The Personal Awards History search can not be used to edit an entry.**

Cannot find server - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Address <https://awards.navy.mil/ndaws/nast>

Links Media Best of the Web Channel Guide Customize Links Free Hotmail Google HOT 92 JAMZ - Mega Old School and

Navy Department Awards Web Service
NDAWS

Awards Web Site **NDAWS**

Awards

- Home Page
- Personal Awards History
- Upload 1650 Form
- Upload CESMEL Form
- Add Personal Award
- Add Unit Award
- Add CESMEL Award

Reporting

- Consolidated Search
- NAVPERs Report
- SECNAV Combat Report

Change Mgmt

Site Administration

Site Notices

2. ----- Selection ----- [=]

3. ----- Selection ----- [=]

4. ----- Selection ----- [=]

Match ALL of the following selections From

5. ----- Selection ----- [=]

6. ----- Selection ----- [=]

7. ----- Selection ----- [=]

Results

369 Awards match the Search Criteria.
Click the following link to [download the current results in Excel format.](#)

369 items found, displaying 1 to 100. [First/Prev] 1, 2, 3, 4 [Next/Last]

ID	SSN	Last Name	First Name	Recm Awd	Appr Awd	Appr Da
1691369	000-00-0000	ADCOCK	DAVID	NC	SC	24-May-1
1552554	000-00-0000	ADLARD	ANTHONY	XX	XX	20-May-1
1552077	000-00-0000	AKIMOTO	KAZUMINE	NC	NC	25-Jul-19
1552086	000-00-0000	AL-RASHDI	SALEH	NC	NC	12-Dec-1
1552068	000-00-0000	ALAHMADI	SAAD	NC	NC	08-Feb-1
2109933	000-00-0000	ALCALA LUNA	ALBERTO	NC	NC	06-Oct-21
1054688	000-00-0000	ALIGHIERI	PIETRO	AS	AS	08-Apr-2
1715545	000-00-0000	ALLEN	TODD	NA	NA	22-Dec-1
1552078	000-00-0000	ALQAMES	AHMAD	NC	NC	22-Aug-1

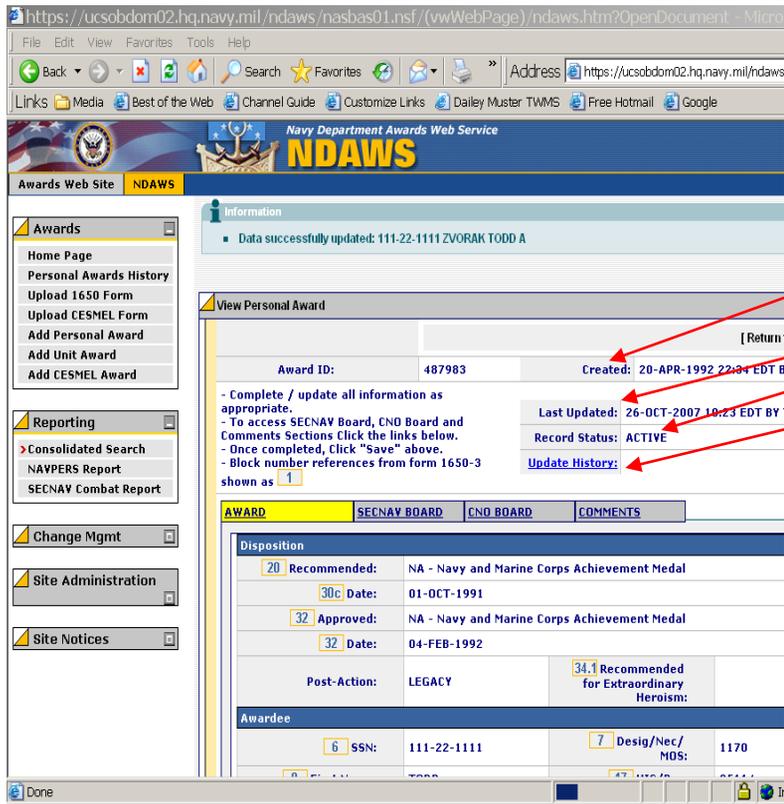
Done

2.

NDAWS – PERSONAL AWARD RESULTS

Records that match the search criteria are displayed.

- To view the detail information of a record, Click on the Award ID.
- To export the search results to an Excel Spread Sheet, Click the link **download the current results in Excel format**, found at the top of the results section.
- To initiate another search, enter the new Search Criteria into the upper portion of the screen, and Click **Search**.



3.

NDAWS – PERSONAL AWARD DETAIL SCREEN

Record details display

- The record will open in “**Read Mode**”.
- For users that have edit authority choose **Edit** in the upper right hand corner.
- Make changes and click **Save** you will receive a confirmation message that says **Data successfully updated**.
- Click **Return to List** to return to query page.
- **Created** – Shows date, time and name of individual who created record (names will not be displayed for entries that were uploaded using the 1650)
- **Last Updated** – Shows date, time and the last person to edit the entry
- **Record Status** – **DO NOT CHANGE, currently for SECNAV/CNO use only**
- **Update History** – Details the same information as Created and Last Updated (in the future this will be a more robust tracking feature)

Personal Award History

This screen allows a quick search on an individual SSN. The Award information displays details including: First Name, Last Name, Award, Merit Start, Merit End and Campaign.

1.

NDAWS – PERSONAL AWARD HISTORY

Click on **Personal Awards History**.

- This screen allows a quick search for personal previous awards
- Enter the SSN to search for Award History, then Click **Search**.
- For a more robust search, use **Consolidated Search** (see page 18)
- When entering previous awards on OPNAV 1650 use the Public Awards site and cut and paste onto 1650 <https://awards.navy.mil>

https://www.vworkgroup.com/ndaws/nasbas01.nsf/(vwWebPage)/ndaws.htm?OpenDocument - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Navy Department Awards Web Service
NDAWS

Awards Web Site **NDAWS**

Awards

- Personal Awards
- Personal Awards History
- Unit Awards
- Upload 1650 Form
- 1650 Data Entry

Boarding

- Schedule Board Meeting

Reporting

- AdHoc Search
- NAVPERs Report

Site Notices

Personal Awards History - Search by SSN

Search Criteria

Enter SSN below and then Click Search above.

SSN:

Results

First Name	Last Name	Rec Awd	Appr Awd	Date	Merit Start	Merit End	Campai
L CY	S	NA	NA	03/30/1990	01/02/1987	02/01/1990	
PETER	GARRIGAN	NC	NC	05/21/1996	02/01/1996	04/01/1996	
NICHOLAS	CERCONE	SS	BV	03/04/1997	06/02/1951	06/02/1951	
WILLIAM	GEDDES	NC	NC	04/28/2003	02/01/2001	10/01/2001	
INEZ	MARCHANT	NA	NA	06/06/2003	12/01/1998	01/31/2003	

2.

NDAWS – PERSONAL AWARD HISTORY RESULTS

Enter members' SSN.

The search results will contain the members first and last name, recommended and approved award, merit period and campaign, if any. To conduct another search, enter a new SSN and Click Submit.

Unit Awards

This screen allows searches on a number of different parameters to view the matching Unit Awards. The Unit Award information displays: Award ID, Cited Unit (command name), Recommended Award, Approved Award, Approved Award Date, Meritorious Period, Campaign and Award Remarks (details campaign for award type).

1. **NDAWS - Unit Award Search**

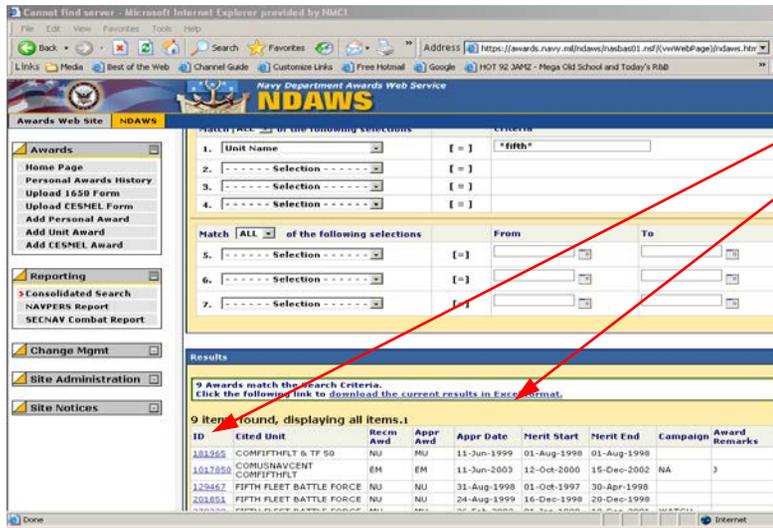
Currently Only Echelon II commands should be uploading Unit award recommendations that are being forwarded to CNO and/or SECNAV for adjudication.

The CNO awards branch is responsible for inputting JMUA and HSM approvals into NDAWS.

Only TYCOMS should enter Battle E winners into NDAWS.

To Search details for previous unit awards. Searches are done in the same manner as the personal awards search for details see page 18.

- Click on **Consolidated Search**
- Award Type Must be **Unit**
- Searches are done by using the criteria on the drop down menu. Wild card searches can be done by using the asterisk (ex. find a unit by using a portion of it's name – by placing asterisks before and after FIFTH will result in any unit that contains the word FIFTH anywhere within it's title; using an * after FIFTH will result in any unit that has the word FIFTH in the beginning of it's title; using an * before FIFTH will result in any unit that has the word FIFTH as the last word in it's title (Wild card searches can also be done for personal awards)
- By choosing the award **ID** you will be able to edit the information for the specific award if your logon has edit rights
- The majority of the Unit Names are acronyms used by the Navy which can be found in the Standard Navy Distribution List a link to this site can be found on <https://awards.navy.mil>; additional information can be found under the **Document Library** on the Home Page under NDAWS 2.0

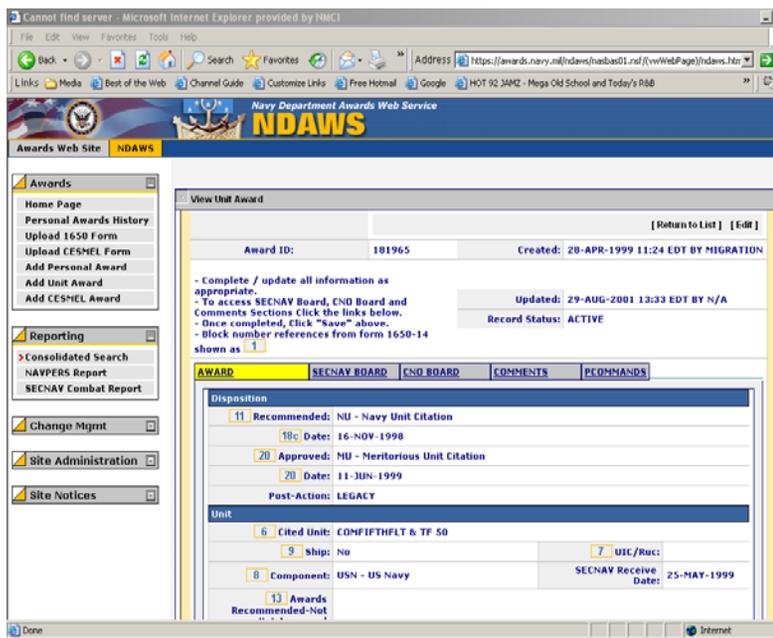


2.

NDAWS – UNIT AWARD SEARCH RESULTS

Records matching search criteria are displayed in the lower portion of the screen.

- To view the detail information of a record, Click on the ID.
- To export the search results to an Excel Spread Sheet, Click **download the current results in Excel format**, found at the top of the results section.
- To initiate another search, enter the new Search Criteria, and Click **Search**

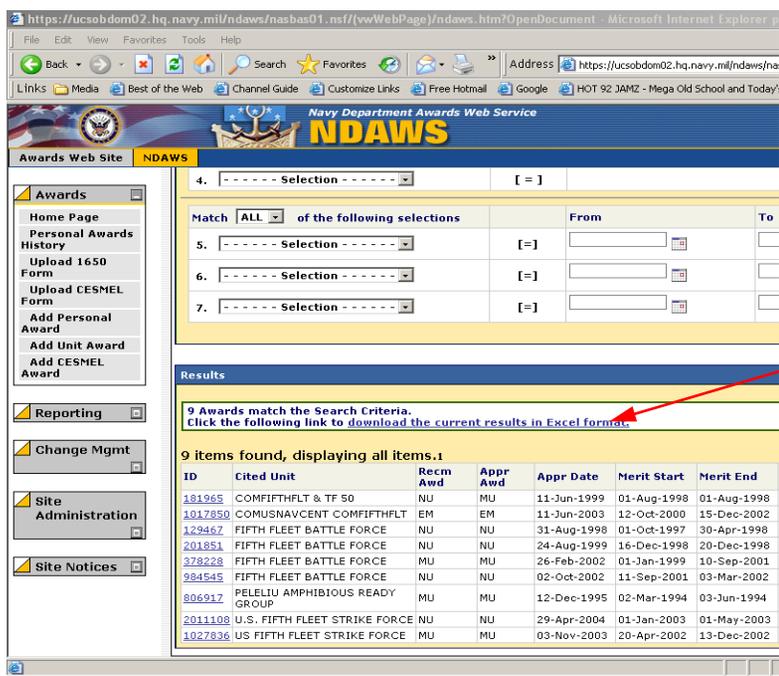


3.

NDAWS – UNIT AWARD DETAILS

Displays available details of the selected reward.

- The record will open in "Read Mode".
- Users that have edit authority SHOULD NOT make changes to any entry that has been processed by CNO and/or SECNAV.
- If you find an error in an entry for a Unit, Campaign and/or Service award, please contact the CNO Awards Branch.



1.

NDAWS – REPORTS

▶ Select Consolidated Search from the menu

- Reports can be done in the same manner as looking for previous awards, see page 18 for details.
- Enter as much or as little information as required to produce the desired report.
- Click **Search** to submit the request.

Report results will display

- To refine or start a new search, update the Search Criteria and Click **Search**.
- To export the report to an Excel spreadsheet, Click the link **download the current results in Excel format**. Any messages will display in a box, just above the report output.

Cited Unit	Component	Recmd Awd	Appr Awd	Merit Start	Merit End	Originating Command	Campaign	Appr Awd Date	Awd Aut
181965 COMFIFTHFLT & TF 50	USN	MU	MU	1-Aug-98	1-Aug-98			11-Jun-99	S
1047850 COMUSNAVCENT COMFIFTHFLT	USN	EM	EM	12-Oct-00	15-Dec-02		NA	11-Jun-03	S
129467 FIFTH FLEET BATTLE FORCE	USN	MU	MU	1-Oct-97	30-Apr-98			31-Aug-98	S
201851 FIFTH FLEET BATTLE FORCE	USN	MU	MU	16-Dec-98	20-Dec-98			24-Aug-99	S
378228 FIFTH FLEET BATTLE FORCE	USN	MU	MU	1-Jan-99	10-Sep-01		WATCH	26-Feb-02	N
984545 FIFTH FLEET BATTLE FORCE	USN	MU	MU	11-Sep-01	3-Mar-02		FREED	2-Oct-02	S
806917 PELELU AMPHIBIOUS READY GROUP	USN	MU	MU	2-Mar-94	3-Jun-94			12-Dec-95	S
201108 U.S. FIFTH FLEET STRIKE FORCE	USN	MU	MU	1-Jan-03	1-May-03	T.J. KEATING	IFREE	29-Apr-04	S
1027836 US FIFTH FLEET STRIKE FORCE	USN	MU	MU	20-Apr-02	13-Dec-02		FREED	3-Nov-03	N

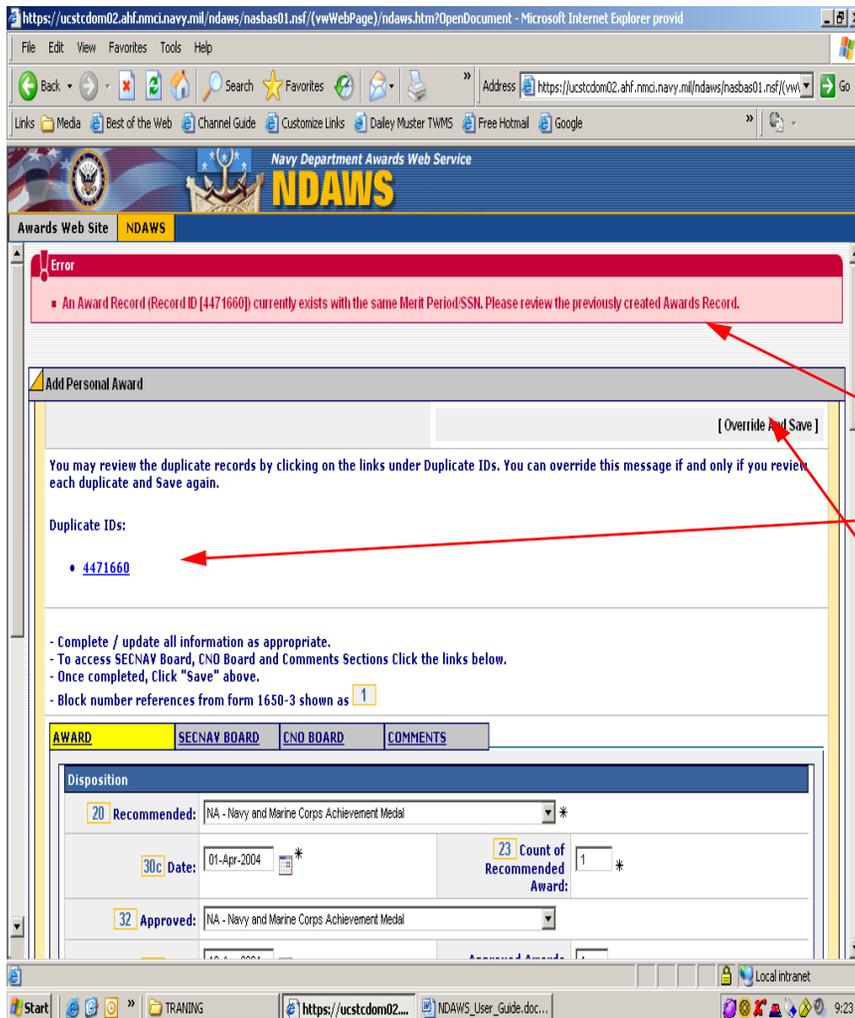
2.

Sample NDAWS Excel Spreadsheet

Downloading NDAWS data onto an Excel Spreadsheet can be done with both personal and unit awards

Errors

Error	What to do
Runtime and configuration errors, (i.e. database or other computer resources become unavailable or are experiencing an error.	Call or email the Help Desk and provide the exact error message (703) 695-9093; hqwebhelp.opnav@hq.ahf.nmci.navy.mil
System Error: <message>	Contact Help Desk and relay error message
Field validation error messages	Contact CNO Awards Branch (202) 685-1770. Provide specific information as to which field has caused the error and relay the exact content of the error message
Specific Award Errors or questions	You may contact the CNO Awards Branch for additional information pertaining to awards and NDAWS at (202) 685-1767. You can also refer to SECNAVINST 1650.1H and the home page of the site
	DO NOT call or email the help desk with award questions



1.

DUPLICATING AWARD ENTRIES

▶ New Feature for Duplicate Award Entry Errors

When entering awards that have been previously approved, please verify that the award is not already in NDAWS. The merit dates for most award entries will read as such:

- 01 Jan 2003 to 01 Dec 2003

However, if you enter the same award using specific days it will save into NDAWS.

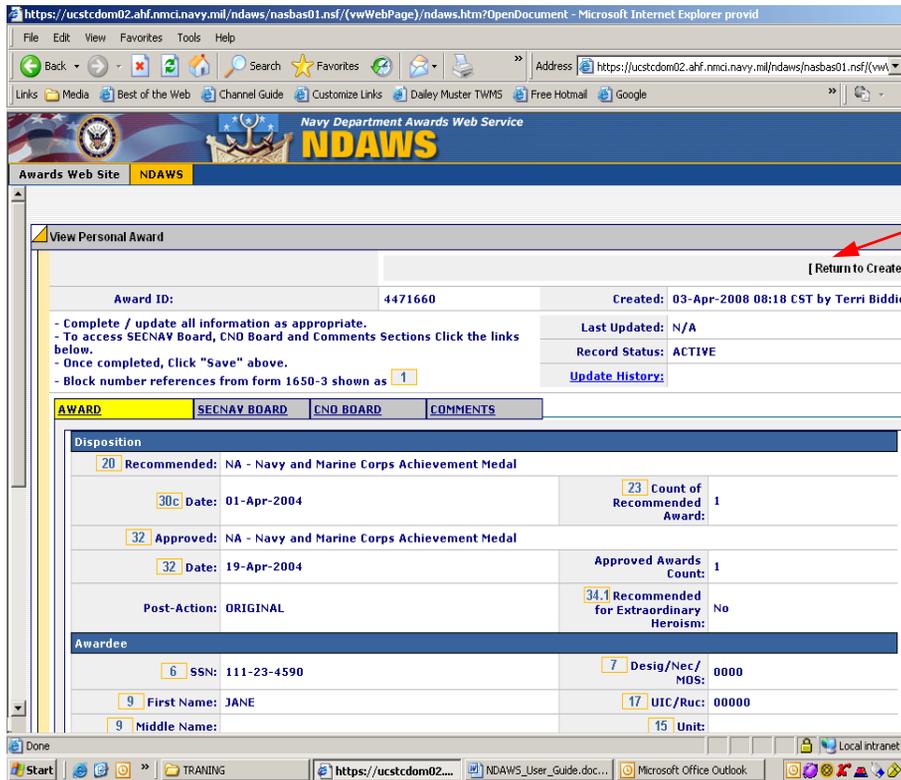
- 22 Jan 2003 – 15 Dec 2003

This is actually a duplicate entry. **DO NOT** add the same award using different merit days. If you try to enter an award and there is an award in the system for the same merit period, upon hitting save, the following message will be displayed: **"An Award Record (Record ID #) currently exists with the same Merit Period/SSN. Please review the previously created Awards Record."**

To view the award that is already in NDAWS click on the Record ID # for the previous award under Duplicate IDs. Once you have reviewed the record and have determined that it is the same award that you are trying to enter, at this point you do not have to do anything more.

To continue adding the entry see below.

Override and Save – Use to save entry only after determining that it is not a duplicate award entry.



2.

ADDING A DUPLICATE AWARD

▶ New Feature for Duplicate Award Entry

To the right is the screen of the previous award that was brought up by clicking on the award ID. At this point if you want to continue to add the award choose the **Return to Create** button and you will be taken back to the screen where you were adding the award. You will then choose **Override and Save** and the entry will be saved.

You can currently use the **Override and Save** to add multiple Strike/Flight Air Medals. This feature will be enhanced in the future.

GENERAL GUIDANCE FOR UNIT AWARDS

Only Echelon II commands should be entering Unit award recommendations that are being forwarded to CNO and/or SECNAV for approval; commands should not be entering approved Service, Campaign or Joint awards into NDAWS, if you have record of an approval that is not in NDAWS, please contact the CNO awards branch.

1. The following general guidance is provided with the attached acronym listings to ensure consistent acronyms and annotations are used when making entries in NDAWS. If you are not authorized to enter approved awards for units and commands, use this guidance to query previously approved entries.

a. Spell out all cities, states or countries completely. Do not abbreviate.

Examples: JACKSONVILLE vice JACKS
CUBI POINT vice CUBI PT

b. Do not add a state or country after a city.

Examples: WASHINGTON vice WASHINGTON DC
NAPLES vice NAPLES ITALY

c. Do not use parentheses around words or numbers except for (-) and the ship series LCI (G), (L), (M), (R), LCS (L), LCT (5) and LM (R)

Example: SOC vice (SOC)

d. Do not use quotations around words or numbers.

Example CIVILIANS ONLY vice "CIVILIANS ONLY"

e. Do not use backslashes within detachments, units or commands. Leave an extra space instead of a backslash.

Example: COMRNCF FIRST RESCERIGADE vice COMRCF/FIRST RESCBRIGADE

f. Fleet commands should be spelled out as 6FLT, 7FLT, etc.

Examples: 6FLT vice 6THFLT, SIXTH FLEET, or SIXTHFLT
6FLT BAND vice SIXTHFLT BAND

g. Do not spell out a number or use an RD, ST, TH, after a number.

Examples: 3" vice THREE
3 vice 3RD
3 RIVERINE AREA INTOFF vice THIRD RIVERINE AREA INTOFF

h. Do not use a period to abbreviate a word or term.

Example: For the word Saint use an ST vice ST.

i. The term "TEAM" and "ELEMENT" should be spelled out completely unless it is part of an established acronym containing the word.

j. Do not use "USS" or parentheses when entering Ships

Example: Use BOXER LHD 4 vice USS BOXER (LHD 4)

k. Do not spell out the phonic alphabet. Use only the first letter of the word.

Example: DET A vice DET ALFA

l. Use the symbol for "and" vice the word. Leave a space before and after the "and" symbol.

Example: Use "&" vice the word 'and'

m. The most commonly used general acronyms:

<u>Acronym</u>	<u>Word</u>
CL	Clinic
COMP	Component
FLIGHT PERS	Flight Personnel
FLT	Fleet

HDQTRS	Headquarters
PART	Participating
PART AIRCREWS	Participating Aircrews
PART CREWMEMBERS	Participating Crewmembers
PART ELEMENTS	Participating Elements
PART MEMBERS	Participating Members
PART PERS	Participating Personnel
PLT	Platoon
TAD PERS	Temporary Active Duty Personnel

n. Insert a tack symbol for the following types of training ships:

T-AFS
T-AGOS
T-AGS
T-AO
T-AKR
T-AP
T-AT F

Commands & Acronyms

A

Acquisition	ACQ
Administrative Support Unit	ADMINSUPPUNIT
Advisory Group	ADVGRU
Air Anti-Submarine Squadron	VS (former)
Afloat Training Group	AFLOATTRAGRU
Air Anti-Submarine Support Unit	AIRASUPPU
Airborne Early Warning Squadron	VW
Aircraft Ferry Squadron	VRF
Air Test & Evaluation Squadron	VX
Air Transport Evacuation Squadron	VREVAC
Air Transport Squadron	VR
Alaskan Sea Frontier	ALSEAFRON
All Weather Attack Squadron	VAAW
All Weather Fighter Squadron	VFAW
Alternate Net Control Division	ANCD
American Liaison U.S. Naval Attaché	ALUSNA
Amphibious Assault Landing Craft	PHIBASSLCETU
Experimental Trails Units	
Amphibious Construction Battalion	PHIBCB
Amphibious Construction Unit	PHIBCUNIT
Amphibious Corps Signal Battalion	PHIBCORPS SIGBN
Amphibious Force	PHIBFOR
Amphibious Force Atlantic	PHIBLANT
Amphibious Group	PHIBGRU
Amphibious Ready Group	PHIBREADYGRU
Amphibious Squadron	PHIBRON

Antarctic Development Squadron	VXE
Antarctic Support Activity	ANTSUPPACT
Anti-Submarine Warfare Group	ASWGRU
Anti-Submarine Warfare Operational Center	ASWOC
Armed Forces Courier Service	AFCS
Armed Forces Police	AFP
Armed Guard Crew	AGC
Assault Craft Division	ACDIV
Assault Craft Unit	ACU
Atlantic Fleet Polaris Material Office	PMOLANT
Atlantic Forward Area Support Team	LANTFAST
Attack Carrier Air Wing	CVW
Attack Squadron	VA
Audio Visual	AV

B

Beach	BCH
Beach Group	BCHGRU
Beach Jumper Unit	BJU
Beach Master Unit	BMU
Beach Party	BCHPARTY
Bermuda Sector ASW Group Tactical	Bermuda Sector Support Center ASWGRUTSCEN
Boat Support Unit	BSU
Bombing Squadron	VB
Branch Clinic	BRCL
Branch Dental Clinic	BRDENCL
Branch Medical Clinic	BRMEDCL

Cargo Handling Battalion (NAVCARGOBN)	CHB
Cargo Handling & Port Group	CHPG
Carrier Airborne Early Warning Squadron (CARAEWRON)	VAW
Carrier Airborne Early Warning Training Squadron	RVAW
Carrier Air Wing (CARAIRWING)	CAW
Carrier Anti-Submarine Air Group	CVSG
Carrier Air Group	CAG
Carrier Division	CARDIV
Carrier Group	CARGRU
Carrier Strike Group	CARSTRKGRU
Center For War Gaming & the Navy Field Operational Intelligence Office Detachment	CWG & NFOIO DET SUPPELEM NWC
Support Element, Naval War College	
Classic Buoyant Elements	CLASSIC BUOYANT
Coastal Division	COSDIV
Coastal Flotilla	COSFLOT
Coastal Group	COSGRU
Coastal Squadron	COSRON
Coastal System Center	COSSYSSEN
Coastal System Laboratory	COSSYSLAB
Coastal Zone	COSZON
Coastal Surveillance Center	COSSURCEN
Coastal Surveillance Force	COSSURFOR
Combat Logistics Battalion	CLB
Combined Joint Interagency Task Force	CJITF
Combined Joint Special Operations Task Force	Combined JSOTF

Combined Joint Task Force Horn of Africa	CJTF HOA
Command Third Fleet	COM3FLT
Commandant 17 th Naval District	COM 17
Commander in Chief, Specified Command, Middle East	CINCSPECOMME
Commander in Chief U.S. Atlantic Fleet	CINCLANFLT
Commander in Chief U.S. Pacific Fleet	CINCPACFLT
Commander Air Anti-Submarine Wing	COMAIRASWING
Commander Anti-Submarine Warfare Wing Pacific	COMASWWINGPAC
Commander Carrier Group	COMCARGRU
Commander Reconnaissance Attack Wing	COMRECONATKWING
Commander Reserve Tactical Support Wing	COMRESTACSUPPWING
Commissary Store	COMSYSTO
Communication Center	COMMCEN
Communication Message Center	COMMSGCEN
Communication Security	COMMSEC
Communication Station	COMMSTA
Communication Unit	COMMUNIT
Component	COMP
Composite Photographic Squadron	VCP
Composite Pier Det	COMPPIERDET
Composite Squadron	VC
Construction Battalion Center	CBC
Construction Battalion Maintenance Unit	CBMU
Construction Battalion Reconnaissance Units	CBRU
Construction Battalion Unit	CBU
Correctional Center	CORRCEN
Correctional Custody Center	CORRCUSTCEN
Cruiser Destroyer Flotilla	CRUDESFLOT
Cruiser Destroyer Force, Atlantic	CRUDESANT

Cruiser Division

CRUDIV

D

Defense Mapping Agency	DMA
Definitive Operations Reports Analysis Division	DORA
Destroyer Development Group	DESDEVGRU
Destroyer Division	DESDIV
Destroyer Squadron	DESRON
Detachment	DET
Direct Support Element	DIESUPPELE
Disease Vector Ecology & Control Center	DISVECTECOLCONCEN
Diving & Escape Training Department	DIVESCTRADEPSUBTRACENPAC
Submarine Training Center, Pacific	

E

Electronic Attack Squadron (VAQRON)	VAQ
Environmental Preventive Medicine Unit	EPMU
Escort Squadron	CORTRON
Expeditionary Strike Group	EXSTRKGRU
Explosive Ordnance Disposal	EOD
Explosive Ordnance Disposal Group	EODGRU
Explosive Ordnance Disposal Mobile Unit	EODMU
Explosive Ordnance Disposal Team	EODT
Explosive Ordnance Disposal Training & Evaluation Unit	EODTRAEVAL UNIT
Explosive Ordnance Disposal Unit	EODU
Explosive Ordnance Disposal Operations Support Unit	EODOSU

F

Fighter Attack Squadron	VFMA
Fighter Squadron (FITRON)	VF
Fleet	FLT
Fleet Air Intelligence Support Center	FAISC
Fleet Air Photographic Squadron	VD
Fleet Air Reconnaissance Squadron (FAIRECONRON)	VQ
Fleet Air Support Unit	FASU
Fleet Air Wing	FAW
Fleet Area Control & Surveillance Facility	FACSFAC
Fleet Aviation Specialized Operational Training Group, Atlantic	FASOTRAGRULANT
Fleet Aviation Specialized Operational Training Group, Pacific	FASOTRAGRUPAC
Fleet Ballistic Missile Operational Test Support Unit	FBMOPTESTSUPPU
Fleet Combat Camera Group	FCCG
Fleet Combat Direction System Support Activity	FLTCOMBATDIRSSACT
Fleet Composite Squadron	VC
Fleet Composite Operational Readiness Support Group	FCOMPOPREADSUPGRU
Fleet Composite Operational Readiness Group	FCOMPOPREADGRU
Fleet Intelligence Center	FIC
Fleet Logistic Support Squadron (FLELOGSUPPRON)	VR/VRC
Fleet Mobile Photo Group	MOPHOTOGRU
Fleet Ocean Surveillance Information Center Reserve Unit	FOSICRESUN
Fleet Ocean Surveillance Information Facility/U.S. Naval Current Support Group	FOSIF CSG

Fleet Ocean Surveillance Information	FOSIF WESTPAC
Facility Western Pacific	
Fleet Readiness Center	FLTREADCEN
Fleet Religious Support Activity Atlantic	FRSALANT
Fleet Support Detachment	FSD
Fleet Support Office	FSO
Fleet Surgical Team	FLTSURGTEAM
Fleet Tactical Support Squadron (Former)	VR/VRC
Fleet Training Group	FTG
Fleet Weather Central	FWC
Fleet Weather Facility	FWF
Flight Personnel	FLIGHT PERS

G

Group	GRU
-------	-----

H

Harbor Clearance Unit	HCU
Harbor Defense Unit	HDU
Headquarters	HDQTRS/HQ
Headquarters Support Activity	HSA
Heavy Attack Squadron	VAH
Heavy Photographic Squadron	VAP
Helicopter Anti-Submarine Squadron(HELANTISUBRON)	HS
Helicopter Anti-Submarine Squadron Light	HSL
Helicopter Anti-Submarine Wing	HSWING
Helicopter Attack Light Squadron	HAL
Helicopter Combat Support Squadron	HC
Helicopter Combat Support Training Squadron	HELSUPPTRAON

Helicopter Maritime Strike Wing	HSM
Helicopter Mine Countermeasure Squadron	HM
Helicopter Sea Combat Wing, U.S. Atlantic Fleet	HSCWINGLANT
Helicopter Sea Combat Squadron	HSC
Helicopter Squadron	HMX
Helicopter Support Squadron	HELSUPPRON
Helicopter Utility Squadron	HU
Helicopter Training Squadron (HELTRARON)	HT
High Frequency Direction Finding Division	HDFDF

I

Inshore Fire Support	IFS
Inshore Operations Center	IOTC
Inshore Undersea Warfare Group	IUWG
Inspection & Survey, Board of	INSURV
Inspection & Survey, Sub-Board	SUBINSURV
Intelligence Analysis Division	IAD
Interim Mobile Logistic Support Group	IMLSG
Intermediate Support Base	ISB

J

Joint Functional Component Command	JFCC
Joint Public Affairs Office	JPAO
Joint Task Force	JTF
Joint Typhoon Warning Center	JTWCEN
Joint Warfare Analysis Center	JWAC

L

Landing Craft Personnel Large	LCPL
-------------------------------	------

Landing Craft Personnel Unit	LCPU
Landing Craft Unit	LCU
Landing Force Sixth Fleet	LANDING FORCE 6FLT
Light Attack Squadron	VAL
Light Photographic Squadron	VFP
Logistic Support Base	LSB

M

Marine Corps Recruiting Command	MCRS
Marine Corps Recruiting Station	MCRS
Marine Corps Reserve Support Center	MCRSC
Marine Fighter Attack Squadron	VMFA
Maritime Civil Affairs Team	MCAT
Maritime Expeditionary Security Squadron	MAREXSECRON
Medical Branch Clinic	MEDBRCL
Medical Clinic	MEDCL
Medical Research Unit	MEDRESUN
Medical Team	MEDTM
Mediterranean Mobile Environmental Team	MEDMET
Message Center	MSGCEN
Military Assistance Command Vietnam	MACV
Military District Washington DC	MDW
Military Provincial Health Assistance Program	MILHAP
Military Sealift Command	MSC
Military Sealift Command Office	MSCO
Military Sea Transportation Service	MSTS
Mine Division	MINEDIV
Mine Flotilla	MINEFLOT
Mine Squadron	MINERON
Mobile Amphibious News Team	MANT

Mobile Construction Battalion	MCB
Mobile Inshore Undersea Warfare Unit	MIUWU
Mobile Mine Assembly Group Unit	MOMOG UNIT
Mobile Missile Maintenance Unit	MMMU
Mobile Support Team	MST
Mobile Technical Unit	MTU
Mobile Training Team	MTT
Motor Torpedo Boat Squadron	MTBRON
Multi-National Corps	MNC
Multi-National Force	MNF
Multi-National Security Transition Command	MNSTC

N

National Naval Medical Center	NNMC
Naval Aerospace & Regional Medical Center	NARMC
Naval and Marine Corps Reserve Center	NMCRC
Naval Area Audit Service	NAVREAAUDSER
Naval Astronauts Group	NAVASTROGRU
Naval Air Facility	NAF
Naval Air Reserve Force	NAVAIRRESFOR
Naval Air Reserve Intelligence Unit	NARIU
Naval Air Station	NAS
Naval Air Support Unit	NASU
Naval Air Training Center	NATC CHOIR
Naval Astronautics Group	NAVASTROGRU
Naval Aviation Engineering Service Unit	NAESU
Naval Aviation Maintenance Training Detachment	NAVMATRADET
Naval Base	NAVBASE
Naval Broadcasting Service	NAVBCSTSVC

Naval Communication Area Master Station	NCAMS
Naval Construction Battalion	NCB
Naval Computer & Telecommunications Area Master Station	NCTAMS
Naval Construction Battalion Unit	NCBU
Naval Construction Battalion, U.S. Atlantic Fleet	CBLANT
Naval Construction Battalion, U.S. Pacific Fleet	CBPAC
Naval Construction Regiment	NCR
Naval Construction Regiment Composite Pier	NCR COMPPIER
Naval Construction Regiment Composite Pier Construction Team (Pier Team)	NCR COMPPIERCTM PIER TM
Naval Construction Training Unit	NCTU
Naval Dental Clinic	NDCL
Naval Damage Control Training Center	NAVDAMCONTRACEN
Navy Expeditionary Medical Facility	NAVEXPMEDFAC
Navy Expeditionary Intelligence Command	NAVEXINTCOM
Naval Facility	NAVFAC
Naval Forces	NAVFOR
Naval Hospital	NAVHOSP
Naval Hospital Corps School	NAVHOSPCORPSCOL
Naval Intelligence Liaison Officer	NILO
Naval Intelligence Processing Systems Support Activity	NIPSSA
Naval Intelligence Processing System Training Facility	NIPSTRAFAC
Naval Investigative Service	NIS
Naval Investigative Service Office	NISO
Naval Legal Service Office	NAVLEGSVCOFF

Naval Magazine	NAVMAG
Naval & Marine Corps Reserve Center	NMCRC
Naval Medical Clinic	NAVMEDCL
Naval Medical Research Unit	NAVMEDRSCHU
Naval National Recruiting Information Center	NNRIC
Naval Nuclear Power Unit	NPU
Naval Ocean Surveillance Information Center	NAVOCEANSURVINFOCEN
Naval Ordnance Disposal Facility	NAVORDDISPFAC
Naval Regional Dental Center	NRDC
Naval Regional Medical Center	NRMC
Naval Regional Medical Clinic	NRMCL
Naval Reserve Center	NRC
Naval Reserve Readiness Command	NAVRESREDCOM
Naval Reserve Component, Director of Naval Education & Training Unit	NR DNET
Naval Reserve Intelligence Division	NRID
Naval Reserve Intelligence Unit	NRIU
Naval Safety Center	NAVSAFECEN
Naval Shipyard	NAVSHIPYD
Naval School Explosive Ordnance Disposal	NAVSCOLEOD
Naval Special Warfare Unit	NAVSPECWARU
Naval Station	NAVSTA
Naval Submarine Medical Center	NAVSUBMEDCEN
Naval Support Activity	NAVSUPPACT/NSA
Naval Supply Depot	NSD
Naval Support Force	NAVSUPPFOR
Naval Support Unit	NAVSUPPU
Naval Telecommunication Center	NTCC
Navigational Aids Support Unit	NAVAIDSUPPUNIT

Navy Audit Office	NAVAUDOF
Navy Cyber Defense Operational Command	NAVCYBERDEFORPCOM
Navy Disease Vector Ecology & Control Center	DVECC
Navy Environmental & Preventative Medicine Unit	NAVENPVNTMEDU
Navy Field Operational Intelligence Office	NFOIO
Navy Flight Demonstration Team	BLUE ANGELS
Navy Information Operations Command	NIOC
Navy & Marine Corps Trail Judiciary	NAVMARCTJATJC
Activity Transatlantic Judicial Circuit	
Navy Medicine Manpower, Personnel	NAVMEDMPTECOM
Personnel & Education Command	
Navy Medical Logistics Command	NAVMEDLOGCOM
Navy Medical Research Center	NAVMEDRSCHCEN
Navy Medical Research Unit	NAVMEDRSCHU
Navy Office of Information	NAVINFO
Navy Operational Medical Institute	NAVOPMEDINST
Navy Operational Support Center	NAVOPSPTCEN
Navy Program Management Office	NAVPMOSSP
Strategic Systems Program	
Navy Safety and Environmental Training Center	NAVSAFENVTRACEN
Navy Technical Assistance Field Team	NTAFT
Navy Weather Service	NWS
Nucleus Landing Force	NULF

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Observation Squadron	VO
Oceanographic Development Squadron	VXN
Oceanographic Office	OCEANO
Oceanographic System	OCEANSYS

Oceanographic Unit	OCEANOUNIT
Officer in Charge of Construction	OICC
Oliver Hazard Perry Class Combat System Test Center	O H PERRY CLASS CSTC
Operations Control Center	OPCON

P

Pacific Forward Area Support Team	PFAST
Pacific Mobile Environmental Teams	PACMET
Participating	PART
Participating Aircrews	PART AIRCREWS
Participating Element	PART ELEMENT
Participating Members	PART MEMBERS
Participating Personnel	PART PERS
Patrol Bombing Squadron	VPB
Patrol Squadron (PATRON)	VP
Patrol Wing	PATWING
Patrol Wings Pacific Support Personnel	PATWINGSPAC SUPP PERS
Personnel Support Detachment	PERSUPPDET
Platoon	PLT
Public Works Center	PWC

R

Reconnaissance Attack Squadron	RVAH
Recruiting Area	CRUITAREA
Recruiting Command	CRUITCOM
Recruiting District	CRUITDIST
Reserve Harbor Clearance Unit	RHCU
Reserve Law Company	RESLAWCO
Reserve Security Group Units	RESSECGRUUNITS

Reserve Voluntary Training Units	RESVOLTRAUNITS
Resident Officer in Charge of Construction	ROICC
River Assault Division	RIVASSDIV
River Assault Flotilla	RIVASSFLOT
River Assault Squadron	RIVASSRON
River Division	RIVDIV
River Group	RIVGRU
River Section	RIVSEC
River Squadron	RIVRON
River Support Squadron	RIVSUPPRON

S

Scientific & Technical Intelligence	STIC
Scouting Squadron	SCOUTRON
Sea Control Squadron (SEACONRON)	VS
Security Group	SECGRU
Security Group Activity	SECGRUACT
Security Group Command	SECGRUCOM
Security Group Detachment	SECGRUDET
Security Group Direct Service Element	SECGRUDIRSERVELLE
Service Group	SERVGRU
Service School Command	SERVSCOLCOM
Service Squadron	SERVRON
Seventh Fleet Band	7FLT BAND
Ship Repair Facility	SHIPREFAC
Special Boat Unit	SPECBOATU
Special Operations Command Joint Forces Command	COMSOCJFCOM

Special Warfare Group	SPECWARGRU
Special Warfare Unit	SPECWARUNIT
Station	STA
Strike Fighter Squadron (STRKFITRON)	VFA
Submarine Development Group	SUBDEVGRU
Submarine Flotilla	SUBFLOT
Submarine Group	SUBGRU
Submarine Squadron	SUBRON
Submarine Surveillance Equipment Program Component	SUBSURVEQPROGCOMP
Surface Effect Ship Test Facility	SESTF
Support Facility	SUPPFAC
Support Force	SUPPFOR
Support Group	SUPPGRU
Surgical Platoon Cadre	SURGPLTCADRE
Surgical Team	SURGTM
Survival Training Department	SURVTRDEPT

T

Tactical Air Control Group	TACGRU
Tactical Air Control Squadron (TACRON)	VTC
Tactical Electronic Warfare Squadron (TACELRON)	VAQ
Tan So Nhut	TSN
Task Element	TE
Task Force	TF
Task Group	TG
Task Unit	TU
Temporary Active Duty	TAD
Temporary Active Duty Personnel	TAD PERS

Torpedo Squadron	VT (former)
Training Squadron (TRARON)	VT
Transient Personnel Unit	TRANSITPERSU
Trident Refit Facility	TRITRAFAC

U

Undersea Center	USEACEN
Undersea Construction Team	UCT
Underwater Demolition Team	UDT
U.S. Defense Representative	USDEFREP
US European Command Headquarters	USEUCOM
U.S. Naval Academy	USNA
U.S. Forces	USF
U.S. Joint Forces Command	USJFCOM
U.S. Navy Section U.S. Military Training Mission	USNS USMTS
U.S. Security Coordinator	USSC
U.S. Transportation Command	USTRANSCOM

V

Voluntary Training Unit	VTU
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W

Weapons Station	WPNSTA
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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

**STANDARD OPERATION PROCEDURE (SOP)
NAVY ELECTRONIC AWARD SUBMISSION**

Ref: (a) SECNAVINST 1650.1H
(b) NAVADMIN 177/04

1. Purpose. The purpose of this SOP is to advise Navy Department Awards Web Services (NDAWS) Authorities/Administrators as to the proper procedures for submitting an award electronically, using email and the NDAWS database. This SOP replaces the submission guidance in reference (a). The new procedure will be included in the next version of reference (a). Commands without established procedures are invited to follow the guidelines in paragraph 2. d. Reference (b) promulgated changes outlined in this SOP.

2. Discussion

a. New Procedure Effective Date. Effective immediately, any awards submitted electronically shall use the electronic 1650 found on the Navy Awards website or via CD-ROM from the Navy Publications Center.

b. Signatures. In order to prevent fraud in award submissions/approvals, it is important that required command signatures be obtained and retained on file by the awarding authority. Additionally, to assist in database collection, it is necessary to record the electronic signature on the 1650 form, as well. This is normally done after the actual signature is obtained.

c. Definitions

1) Award. An award, for the purpose of this SOP, may include a unit or personal award. It may include a pending or completed award.

2) Certificate. The landscaped document containing the embossed color picture of the award. All awards are accompanied by a signed certificate. The NDAWS Authority is responsible for mailing a copy of the approved certificate to BUPERS for inclusion in the service member's electronic record.

3) Citation. The document containing the 18-22 line summary of the specific actions of the unit or individual. Citations are required for Meritorious Service Medals and above (excluding the Purple Heart). The NDAWS Authority is responsible for mailing a copy of the approved personal award citation to BUPERS for inclusion in the service member's electronic record.

4) Completed Award. An award that has been approved by an awarding authority.

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5) Electronic Awards Package. An electronic awards package consists of the following three electronic documents (transmitted via disk, email or other electronic means):

- a) Scanned 1650 cover page, showing signatures
- b) Electronic 1650 form from the Navy Awards website. Includes the Summary of Action.
- c) For pending awards, also includes a Word version of the proposed certificate and citation (as applicable).
- d) Other supporting documentation as required by reference (a).

6) Electronic signature/endorsement. This consists of typing the individual's signature, as they sign their name. Example: John A. Doe. It is preceded by /s/, to indicate this is an electronic signature. Example: /s/John A. Doe. If the signature block requires rank and/or title, this information must be typed in also. **DO NOT FORGET TO TYPE IN THE DATE OF THE SIGNATURE**. It is best to type in the signature and additional information AFTER the individual signs the award, so the signature block is not cluttered prior to the individual signing.

7) Multiple Awards. When a command has more than one award to electronically transmit. For multiple awards submitted to CNO/SECNAV, each awards package must be transmitted via its own separate email. See paragraph 2. c. 5) for the definition of electronic awards package.

8) NDAWS Authority. A command that is able to input data into the NDAWS database. Also referred to as "NDAWS Administrator."

9) Pending Award. An award that is awaiting final approval. Pending awards may be uploaded into NDAWS.

10) Personal Award Form. The official Navy personal award form, known as the "Personal Award Recommendation" or 1650/3, is available electronically via the Navy Awards website and via CD-ROM from the Navy Publications Center. It is the only approved personal award form, as it contains data fields to import into the NDAWS database. Use this form when submitting a personal award.

11) Unit Award Form. The official Navy unit award form, known as the "Unit Award Recommendation" or 1650/14, is available electronically via the Navy Awards website and via CD-ROM from the Navy Publications Center. It is the only approved unit award form, as it contains data fields to import into the NDAWS database. Use this form when submitting a unit award (LOC, MUC, NUC or PUC).

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12) Personal NDAWS Data. For individual service members, NDAWS contains only personal awards. Service, unit or campaign awards awarded to either the individual or his command/ship are not entered into NDAWS under the individual's SSN.

d. Submission Procedures to CNO/SECNAV. NDAWS Authorities/Administrators submitting awards requiring CNO/SECNAV approval must submit an awards package in two parts:

1) NDAWS 1650 Data Entry. Award must be entered in NDAWS as "pending" via the NDAWS system. The easiest method is to import the 1650 directly into the NDAWS database.

a) All signature lines must show the individual's name as they sign it, their rank and their position. The signature line will start with /s/ to indicate an electronic signature. The date of signature must be filled in.

b) **The 1650/3 and 1650/14 must contain a completed Summary of Action. It may not be attached as a separate document.**

2) Supporting Documentation. The following documents must be emailed using the subject line: AWARD SUBMISSION-LNAME (Two-digit code indicating type of award). Example: AWARD SUBMISSION-DOE (LM) email to margaret.baker@navy.mil. Unit award submissions should be emailed to christine.robinson@navy.mil.

a) The electronic 1650 submission, including electronic signatures (see "definitions" above)

b) A scanned copy of the 1650 cover page (only the cover page) showing the signatures AND date of signature of the originator and endorsers (as applicable).

c) The proposed citation in Word format. Scanned versions of this document will not be accepted. Approved format is indicated in reference (a). Files should be saved using the following naming procedure: LNAME (last name) FINITIAL (first initial) TWO-DIGIT AWARD CODE. Example: DOE John LM

d) Other supporting documentation as required by reference (a). Scanned documentation is preferred, but facsimiles will be accepted.

e. CNO and SECNAV UIC. When submitting awards to CNO use UIC: 00011. When submitting awards to SECNAV use UIC: 31707.

3. Action

a. CNO Awards Branch

1) Review email on a daily basis to identify email entitled "AWARD SUBMISSION" and check to ensure award is in NDAWS as "pending."

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2) Once award is approved, ensure that NDAWS electronic 1650 is updated with electronic endorsement/final approval signature information as indicated in paragraph 2. d. 1) a).

3) Ensure scanned copy of 1650 with final signature is retained for future attachment to NDAWS.

4) Return NDAWS Administrators awards submitted contrary to this policy, with no action taken.

b. NDAWS Administrators. Process awards as follows: (see paragraph 2.d. for awards submitted to CNO/SECNAV)

1) Completed (Approved) Award from within the chain-of-command

a) Receive approved awards from your chain-of-command. The preferred method is receiving the approved electronic 1650 that originated from the Navy Awards website via electronic means.

b) Enter received 1650 data into NDAWS database. Data can be inputted via two methods:

1 For hard copy (not the electronic approved 1650 from the website) via email, fax, personal delivery or snail mail: Award information must be hand-typed into NDAWS database, under the “Add Personal Award” button on the left side of the NDAWS website. Refer to your NDAWS user manual for inputting information.

2 For approved electronic 1650 from the website: Enter by uploading the 1650 from the approval authority via the “Upload 1650 form” button on the left side of the NDAWS website. Refer to your user manual for uploading details.

c) Mail a copy of the signed certificate (and citation, as applicable) for Navy personnel to Pers-313; for Marine Corps personnel mail both the 1650 and a copy of the signed citation/certificate to HQMC Manpower and Reserve Affairs. This means that the approval authority will have to send you (the NDAWS Administrator) a copy of the certificate (the shorter narrative) and a copy of the citation (longer version for Meritorious Service Medals and above). Do not use fax copies, as they do not clearly scan into Pers-3’s database (EMPRS). Send to:

Navy Personnel Command (PERS-313)
5720 Integrity Dr
Millington, TN 38055-3120

HQMC Manpower and Reserve Affairs MMA
3280 Russell Rd.
Quantico, VA 22134-5103

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2) Pending Award requiring action by NDAWS Administrator

a) Receive pending awards from your chain-of-command. The preferred method is receiving the approved electronic 1650 that originated from the Navy Awards website via electronic means. For originators who do not have access to email, they must send the award, in electronic format from the Navy Publications Center (the same 1650 that's on the website), via a disk up their chain for approval.

b) Enter received 1650 data into NDAWS database. Data can be inputted via two methods:

1 For hard copy (not the electronic approved 1650 from the website) via email, fax, personal delivery or snail mail: Award information must be hand-typed into NDAWS database, under the "1650 data entry" button on the left side of the NDAWS website. Refer to your user manual for inputting information.

2 For approved electronic 1650 from the website: Enter by uploading the 1650 from the originating authority via the "Upload 1650 form" button on the left side of the NDAWS website. Refer to your user manual for uploading details.

c) Take action on the award

1 Approval at your level. Conduct your normal procedures (boards, etc) and record approved award information in NDAWS. For awards approved at your level, you must complete the action listed in paragraph 2. d. 1) a).

2 Requires higher-level approval. You electronically endorse (see definitions above) and email 1650 and proposed certificate/citation to the next level in your chain-of-command.

c. Awards Approval Authority. Per reference (a), awards approval authorities are required to maintain a PERMANENT copy of the completed award. This permanent copy must include actual signatures (can be a fax or scanned version of the original signatures.)

SOP Approved:  Date: 2 Apr 2010
B. WILSON,
OPNAV Awards