Frequently Asked Questions

How do I get a BOL account?
All Navy personnel (who have a CAC), have access to BOL, therefore have access to BOL NDAWS. If the user is a civilian who requires access to BOL NDAWS, route a SAAR-N through the users command requesting access. Once the SAAR-N is complete, send a copy to SUPERS07_IT_EOC.FCT@navy.mil to have the BOL account created.

Awards from Other U.S. Services for Navy Personnel
In accordance with the current Navy Awards Instruction (SECNAVINST 1650.1J), Navy and Marine Corps personnel assigned on orders to an Army, Air Force, or Coast Guard command for a period in excess of 179 days may accept, retain, and wear any non-heroism PMD proffered by that Service up to and including the Meritorious Service Medal (MSM). If a Sailor was not assigned on orders to a unit in excess of 179 days, then they are not eligible to a decoration from that respective branch of service. An award nomination should be submitted to their parent Navy command for consideration of an appropriate Navy decoration instead.

For Sailors who have received an award from another branch of service (Army/Air Force/Coast Guard (not to include the USMC)) and the award is not entered into BOL NDAWS, an OMPF quality .pdf scan of that award, along with a copy of the orders that sent the member to the other service command, should be sent to usn.ncr.dns.mbx.cno-awards@us.navy.mil for processing. Once DNS-13 verifies the member was eligible for the other service award, they will enter it into BOL NDAWS.

Awards earned while serving in other branches of service
Awards earned while serving in other branches of service (achievement medals and higher) do not go into BOL NDAWS or on the OSR. These awards can be emailed to MILL_OMPF-CHG@navy.mil for inclusion into the OMPF for selection board purposes. Ensure a copy of the DD-214 from the other branch of service that has these awards documented is included with the awards.

Awards from Foreign Services for Navy Personnel
IAW SECNAV M-1650.1, Chapter 7, foreign personal decorations may be accepted, retained, and worn only upon explicit written approval by CNO (DNS-13 (formerly DNS-35)). SECNAV M-1650.1 restricts the wear of this personal decoration solely to occasions when attending a public function of the awarding country, or in the house of, or in the honor of a public official or distinguished citizen of the awarding country. On occasions when a foreign personal decoration is authorized for wear, all other foreign personal decorations, approved by the Chief of Naval Operations for acceptance, retention, and wear may be worn.

Nominating Foreign Military Member for Navy Awards
CO’s may nominate an award for a friendly foreign military member and have it routed to SECNAV via the chain of command. SECNAV is the awarding authority for DoN decorations (MSM and below) to foreign military members. Send these awards and all supporting documentation to usn.ncr.dns.mbx.cno-awards@us.navy.mil.
**Revoking an Award, Before or After Presentation**

In accordance with SECNAVINST 1650.1J, any award may be revoked by the official who approved it prior to presentation. However, after any PMD (personal military decoration), PH, or unit decoration has been presented, SECNAV is the sole authority for revocation. A letter to revoke previously approved award may be submitted to SECNAV via the chain of command with justification on the reason why the award has to be revoked. Include the original OPNAV Form 1650/3 and the approved Navy Commendation Medal certificate, and the new nomination for an upgrade. Reconsideration for upgrade of a previously approved award, or a previously reviewed and disapproved award nomination, requires presentation of new, substantive, and relevant material evidence not available when the original decision was made. Please refer to Chapter 1 of the SECNAV M-1650.1 for further guidance on reconsideration of previous award decisions. SECNAV Awards email address is secnavawards@navy.mil.

**I have missing awards that are not entered into BOL NDAWS or my OMPF. What do I do?**

There are a couple options here. If the award is a recent award (within the last 24 months), you should contact the awarding command and ask they process the award into BOL NDAWS, which will feed a copy of the award to your OMPF and update corporate data. If it is an older award, or you are unable to get the award entered by the approving command, your current command’s awards team should be able to can enter the award for you.

**My award is showing correctly in BOL NDAWS, OMPF but not in NSIPS, what do I do?**

You need to send a copy of the award certificate and a copy of your BOL NDAWS awards profile from NPC Document service to the NSIPS Helpdesk asking that they update your NSIPS record. Their email is nesd_nsips@us.navy.mil.

**My award is showing in BOL NDAWS and my OMPF but not in my OSR/PSR.**

BOL NDAWS provides a weekly feed of data that is used to update other corporate data applications. It should take about 3 weeks from the time an award is entered into BOL NDAWS before it is populated completely across all platforms. If award is reflecting accurately in BOL NDAWS and the OMPF and not on the OSR or PSR, print your full SSN in the upper right corner of the award, and send an encrypted e-mail to mill_p33awards@navy.mil. Use DOD SAFE link below to forward information. Provide password used after the information is uploaded in a separate e-mail to mill_p33awards@navy.mil.

**My award is showing in my OMPF but not in BOL NDAWS.**

Your supporting admin office will need to enter the award into BOL NDAWS. Once entered, this will create a duplicate of the award in the member’s OMPF. They will need to request the duplicate award is removed from the OMPF via an email to MILL_NavyAwards.fct@navy.mil.

**My award is showing in BOL NDAWS but not in my OMPF.**

Send a “quality” (it will be a permanent document in the OMPF) .pdf scanned copy of the missing award to MILL_NavyAwards.fct@navy.mil and state in the email “This award is showing in BOL NDAWS but not in the OMPF”. PERS-312 staff will verify the award is correctly showing in BOL NDAWS and then have it manually scanned into the applicable OMPF.

**My award is showing in BOL NDAWS but not in FLTMPS.**

FLTMPS is updated by a weekly data pull from BOL NDAWS. Unfortunately, some data from BOL NDAWS fails to update in FLTMPS. FLTMPS can’t be manually updated, it has to be updated system-to-system. PERS-312, BUPERS-07, NIWC New Orleans and the FLTMPS technical teams are working to resolve this issue.
**My award/s are incorrect in BOL NDAWS. How do I get them updated?**
You will need to complete the Awards Correction document and send it to MILL_NavyAwards.fct@navy.mil for processing. This document has two portions. The top portion of the document deals with correcting BOL NDAWS data and the bottom portion deals with correcting the member’s OMPF. Ensure all needed portions are completed before you send it to the NavyAwards mailbox. The Awards Correction document can be found on the MyNavyHR website under Decorations and Medals.

**Do all awards and qualifications get entered into BOL NDAWS?**
No. MOVSMs, FLAG LOCs, achievement medals and above get entered into BOL NDAWS. All awards with less precedence than these will be captured on the NAVPERS 1070/613 (page 13) and/or on the NAVPERS 1070/880 locally by the supporting admin office for the member, to include UNIT Awards. No qualifications (rifle/pistol/EAWS/ESWS/SS/PI/ect) will not be entered into BOL NDAWS. They will also be captured on a NAVPERS 1070/613 (page 13) or on the NAVPERS 1070/880 locally by the supporting admin office for the member.

**Why are my Unit awards not showing in my BOL NDAWS record?**
Unit awards are not entered into BOL NDAWS for members. Unit awards are captured for Units. Unit awards are documented in the members’ ESR by their supporting admin office by a NAVPERS 1070/613 (Page 13) or via the NAVPERS 1070/880 form.

**What commands will be given Submit PDF access?**
Submit PDF access is reserved for ESCH III and above commands who are directly supporting ships at sea or commands who are deployed to parts of the world where reliable internet connectivity is not available. Some exceptions are made to this policy depending upon the command requesting elevated access.

**My name in BOL NDAWS is incorrect. What do I do?**
Send an email to SUPERS07_IT_EOC.FCT@navy.mil stating that your name is incorrect within BOL NDAWS. Be sure to include your SSN, DODID, and full name (LAST, FIRST, MIDDLE).

**My e-mail/phone number in BOL NDAWS is incorrect. What do I do?**
Log-in to BOL and click “Update Info” on the blue bar at the top of the page. Here, you can change your phone number and e-mail address within BOL NDAWS.

**My Command Address in BOL NDAWS is incorrect. What do I do?**
Command addresses that populate in BOL NDAWS are pulled from NAVACTSTAT database. If your address is incorrect, you will need to have your Budget Submitting Office request PERS-4 update the command address in NAVACTSTAT.