

## PERS-312 NDAWS FREQUENTLY ASKED QUESTIONS (04 June 2026)

Questions regarding this FAQ may be addressed to My Navy Career Center (MNCC) at [askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil) or call 1-833-330-6622.

### Decorations and Medals (Awards) – MyNavy HR and NDAWS User Guide:

<https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/>

### What is the Navy Department Awards Web Service (NDAWS)?

NDAWS is the Navy's authoritative source of awards data. It is the primary means by which Personal Military Decorations (PMDs) are uploaded to the Official Military Personnel File (OMPF). NDAWS provides a weekly feed of data that is used to update other corporate data applications. These include the Navy Standard Integrated Personnel System (NSIPS), Fleet Training Management Planning System (FLTMPS), and the Officer Summary Record (OSR)/Performance Summary Record (PSR). A pproximately 3 - 4 weeks from the time an award is entered into NDAWS, it should populate completely across all platforms. Unfortunately, some data from NDAWS fails to update across all platforms. Guidance for applications that may be manually updated can be found in this FAQ.

### Who are the Points-of-Contact for the corporate data applications?

- NDAWS/OMPF - PERS-312 via MNCC, [askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil), 1-833-330-6622
- NSIPS - Navy Enterprise Service Desk via MNCC, [askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil), 1-833-330-6622
- OSR/PSR - BUPERS-072 via MNCC, [askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil), 1-833-330-6622
- BUPERS Online (BOL) - BUPERS-07, [bupers07-it-eoc@us.navy.mil](mailto:bupers07-it-eoc@us.navy.mil)
- FLTMPS – 1-850-452-1867, [ntmps\\_support@us.navy.mil](mailto:ntmps_support@us.navy.mil)
- CNO Awards [CNOAwards@us.navy.mil](mailto:CNOAwards@us.navy.mil).

### What Personal Military Decorations (PMDs) are entered into NDAWS?

- Flag Letter of Commendation
- Military Outstanding Volunteer Service Medal
- Navy and Marine Corps Achievement Medal
- Joint Service Achievement Medal (Joint Award - Entered into NDAWS by CNO Awards Only)
- Navy and Marine Corps Commendation Medal
- Joint Service Commendation Medal (Joint Award - Entered into NDAWS by CNO Awards Only)
- Air Medal (Entered into NDAWS by CNO Awards Only)
- Meritorious Service Medal (Entered into NDAWS by CNO Awards Only)
- Defense Meritorious Service Medal (Joint Award - Entered into NDAWS by CNO Awards Only)
- Bronze Star Medal (Entered into NDAWS by CNO Awards Only)
- Legion of Merit (Entered into NDAWS by CNO Awards Only)
- Defense Superior Service Medal (Joint Award - Entered into NDAWS by CNO Awards Only)

**\*\*\*NOTE:** Campaign and Expeditionary Medals are not entered into NDAWS. These awards are only reflected in NSIPS 'Honors and Awards'.

### How do I get a BOL account in order to access NDAWS?

Navy (Active Duty and Reserve) personnel who have a Common Access Card (CAC) have access to BOL and therefore have access to NDAWS. If a prospective user is a civilian, contractor, or a member of another branch of service and requires access to NDAWS, they must route a SAAR-N through their Chain of Command. Once the SAAR-N is complete, submit the request to BUPERS-07. Commands who need Submit PDF access need to submit a request to BUPERS-07.

## Who enters a PMD into NDAWS?

- Navy and Marine Corps PMDs:
  - o Command NDAWS Clerk/CPAs are responsible for entering awards for the Sailors within their Command. The NDAWS User Guide is a step-by-step guide to enter PMDs into NDAWS.
  - o If member has no NDAWS Clerk/CPA or no Navy O5 within Chain of Command, submit award to PERS-312 for NDAWS entry at [askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil).
  - o **\*\*\*NOTE:** Command NDAWS Clerk/CPA may submit previously awarded PMDs into NDAWS if Commanding Officer is a Navy O5. Please reference the NDAWS User Guide.
- Joint or US Army, US Air Force, US Coast Guard PMDs:
  - o Entered into NDAWS by CNO Awards only. Submit award and orders to CNO Awards via email at [CNOAwards@us.navy.mil](mailto:CNOAwards@us.navy.mil).
    - PERS-312 and CNO Awards are separate offices. PERS-312 does not have oversight of CNO Awards processing or timelines for completion.
- Foreign PMDs:
  - o Foreign PMDs may be accepted, retained, and worn only upon explicit written approval by the Chief of Naval Operations (CNO), Secretary of the Navy (SECNAV) or Secretary of Defense (SECDEF) depending on the level and type of award. Refer to SECNAV M-1650.1, Chapter 7 for details. A sample letter for submitting a request to accept and retain a foreign award can be requested from CNO Awards. Please submit the completed letter to CNO Awards with a copy of the award certificate (with English translation) and a color photo of the medal (or ribbon).
    - PERS-312 and CNO Awards are separate offices. PERS-312 does not have oversight of CNO Awards processing or timelines for completion.

Within 30-45 days of NDAWS entry, PMD will populate in OMPF, FLTMPs, NSIPS, OSR/PSR:

- If award does not populate in OMPF = Submit award to PERS-312 through MNCC
- If award does not populate in FLTMPs = FLTMPs cannot be manually updated/corrected
- If award does not populate in NSIPS = Submit award to Navy Enterprise Service Desk
- If award does not populate in OSR/PSR = Submit award to BUPERS-072 through MNCC
- If award duplicates in NDAWS = Submit "Duplicate Award" Request to PERS-312 through MNCC:
  - a. Provide Award, Merit Start – Merit End, Justification for Correction
- If award duplicates in OMPF = Submit "Duplicate Award" Request to PERS-312 through MNCC:
  - a. Provide Form Number, Doc ID, Award, Justification for Correction
- If award duplicates in OSR/PSR = Submit "Duplicate Award" Request to BUPERS-072 through MNCC.
- If award duplicates in NSIPS = Submit "Duplicate Award" request to Navy Enterprise Service Desk via MNCC.
- If award has typographical errors, originating Command must correct citation. Original citation will need to be removed and replaced with corrected copy.

## PMDs earned during prior service:

PMDs previously earned during prior service are not entered in NDAWS, nor the OSR/PSR. These awards can be submitted to **PERS-313** via MNCC for inclusion into the OMPF for selection board purposes. Ensure a copy of the DD-214 that documents the awards is also attached to the submission.

**My name in NDAWS is incorrect. What do I do?**

Send a request to MNCC stating that your name is incorrect within NDAWS. Be sure to include your SSN, DODID number, and full name (LAST, FIRST, MIDDLE).

**My e-mail/phone number in NDAWS is incorrect. What do I do?**

Log-in to BOL. Once on the BOL homepage, click "Update Info" on the blue bar at the top of the page. You should be able to change your profile within BOL. If after updating the information, the new e-mail address is not reflected in NDAWS, contact the BOL Help Desk via MNCC for assistance. Be prepared to provide your SSN, DoDID and full name. PERS-312 personnel do not have the ability to correct e-mail addresses or phone numbers within the NDAWS application.

**My command's address in NDAWS is incorrect. What do I do?**

Command addresses that populate in NDAWS are pulled from NAVACTSTAT database. If your address is incorrect, you will need to send an e-mail to PERS-455 via MNCC to update it.

**When searching 'Personal Awards Search' in NDAWS, the system states "Service member not found!"**

This error message populates when a Sailor has not had any awards entered into NDAWS.