Navy Department of Awards Web Service (NDAWS)

User Guide

12 February 2025

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Record of Changes

Change Number	Date	Entered By	Reason for Change
Established	May 2020	P. Wilder	PERS-31 Division Director
Updated	Jan 2021	J. Winfield	PERS-312 Branch Head
Updated	July 2024	L. Metoyer	PERS-312 Branch Head
Updated	Feb 2025	L. Metoyer	PERS-312 Branch Head

1. Introduction

This user's guide serves as a systematic instruction for the use and navigation of the new Navy Department Awards Web Service (NDAWS) for entering Personal and Unit Awards. The application may be accessed through the BUPERS On-Line Website https://www.bol.navy.mil/ and uses Adobe Experience Manager (AEM), which operates best if used within the Google Chrome web browser. The guide is locally managed to support authorized users in submitting, endorsing and approving Personal Awards.

Feedback for a better user experience can be submitted to My Navy Career Center (MNCC) at 1-833-330-6622 or by emailing askmncc@navy.mil.

This user's guide does not address policy issues. For policy issues, refer to SECNAVINST 1650.1 (series), Navy and Marine Corps Awards Manual (SECNAVINST M-1650.1) and/or Manual of Military Decorations and Awards (DoD 1348.33-M) for amplifying instructions. The wet-signed certificate/citation remains the authoritative source for personal decorations.

Local BOL NDAWS users whom have the ability to enter awards on their awarding authority's behalf, also have the ability to enter valid, approved awards from previous commands into BOL NDAWS. Refer to Chapter 7 for guidance on how to perform this process.

MILL_NavyAwards.fct@navy.mil email box re-directed to MNCC/HRSC askmncc.fct@navy.mil.

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2. How to obtain access to BOL

All Navy personnel (who have a Common Access Card), 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 askmncc.fct@navy.mil to have the BOL account created.

3. Sharing Queues

Sharing Queues is an administrative tool intended to improve the functionality of this application for Awarding Authorities by allowing a "trusted agent" (e.g. Administrative Officer, Admin Leading Chief Petty Officer, Admin Leading Petty Officer, etc.) access to all award recommendations within the Endorser and Approving Authority's queue. Using this option will allow the trusted agent to endorse and approve/disapprove a personal military decoration on behalf of the endorser/approving authority.

Log onto BOL via Google Chrome. Select Navy Personnel Document Services from the main menu.

The following shows how to share a queue in the NDAWS application:

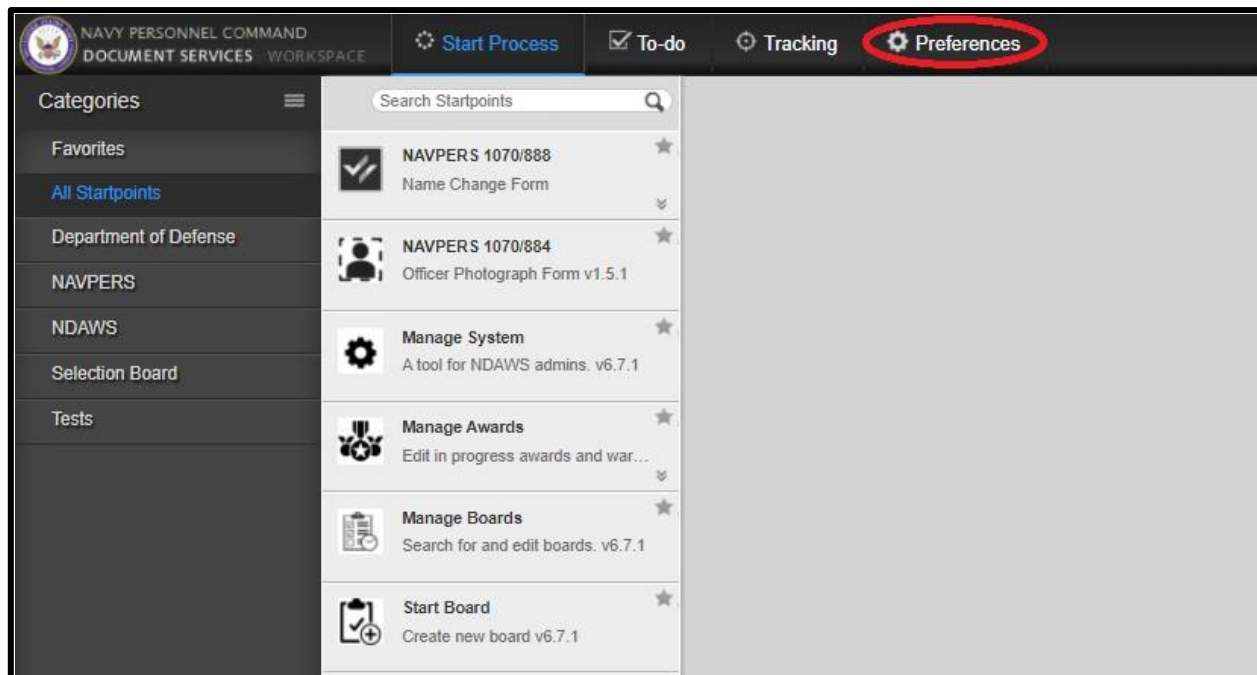1. Select the "Preferences" tab shown below Figure 1: *Queue Sharing*

Figure 1: Queue Sharing

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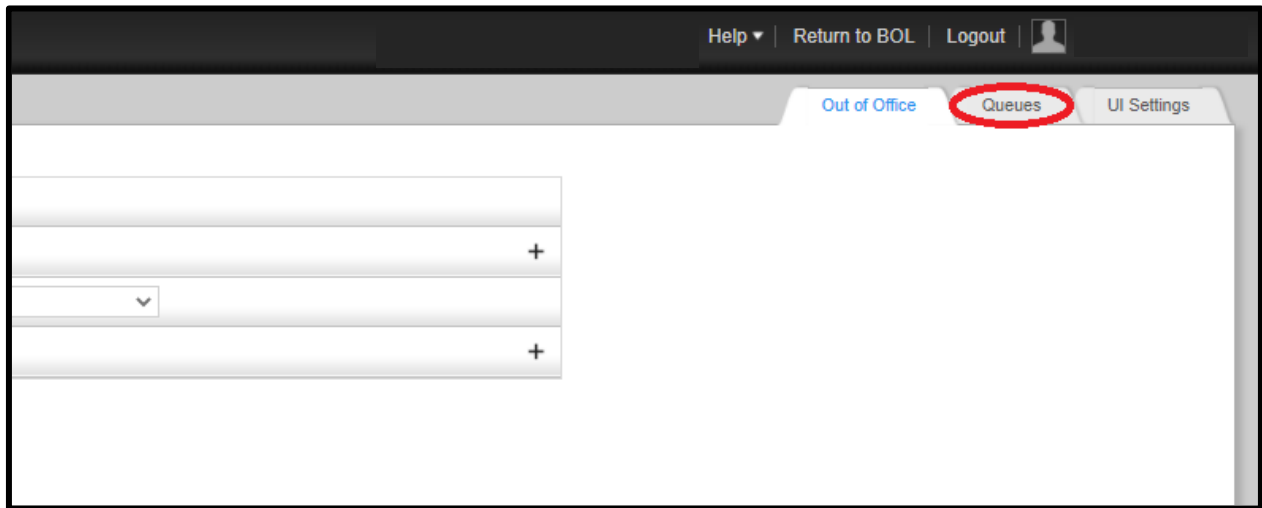2. Select the **"Queues"** tab shown in Figure 2 below.

Figure 2: Queue Tab

3. Next, view "Users current sharing my queue" by expanding the window with the "+" symbol to the right as shown in Figure *3*: Users Sharing My Queue
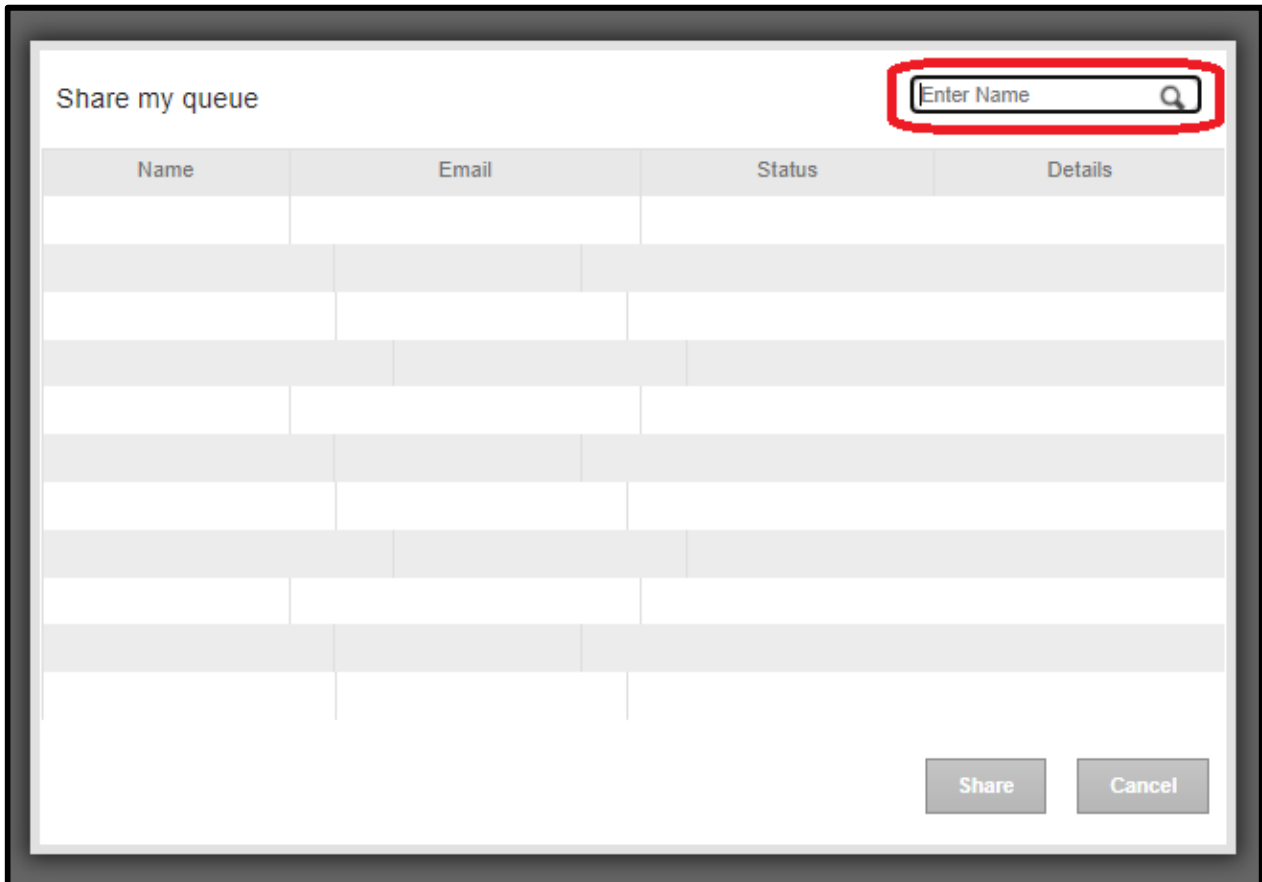

Figure 3: Users Sharing My Queue

4. Next, enter the name of the person desired to share the queue with (type last name first name in this format (Smith John)) and click the spyglass.

Note: *Users may share their queue with as many people as desired. Remember to update the shares as personnel rotate.*

Figure 4: Share My Queue Search

5. Once the list populates, select the person's name and then select the "Share" option.

Figure 5: Share Queue Display Page

The person's name will appear under the "Users currently sharing my queue" line as shown in

NOTE: *the selected person now can see all awards in the queue. To remove a person select the "X" next to remove that person's access to the queue.*

Figure 6: Shared Queue Results

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4. Procedures for Initiating a Personal Military Decoration recommendation

4.1 Browser selection and navigation to the application

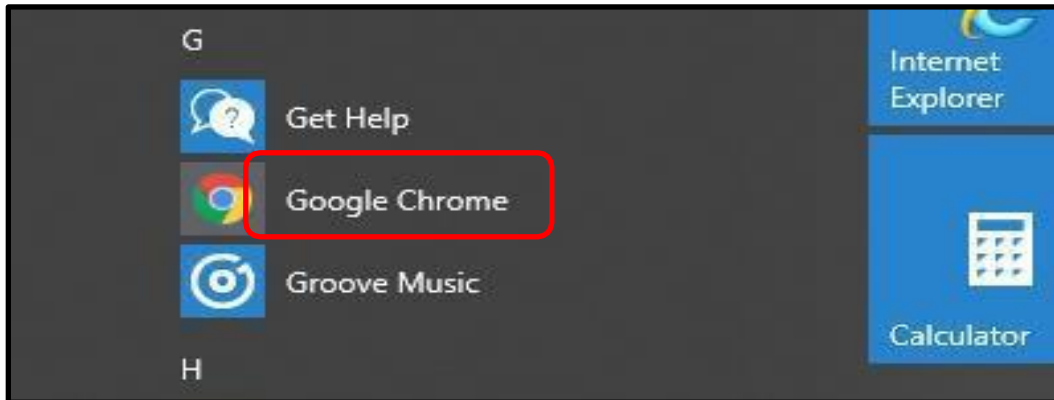1. Submitting a personal award begins by navigating to Google Chrome.

Figure 7: Google Chrome as displayed on Start Menu

2. In Google Chrome browser search space, type in the following web address: https://www.bol.navy.mil/ into the address bar as show in Figure 8.
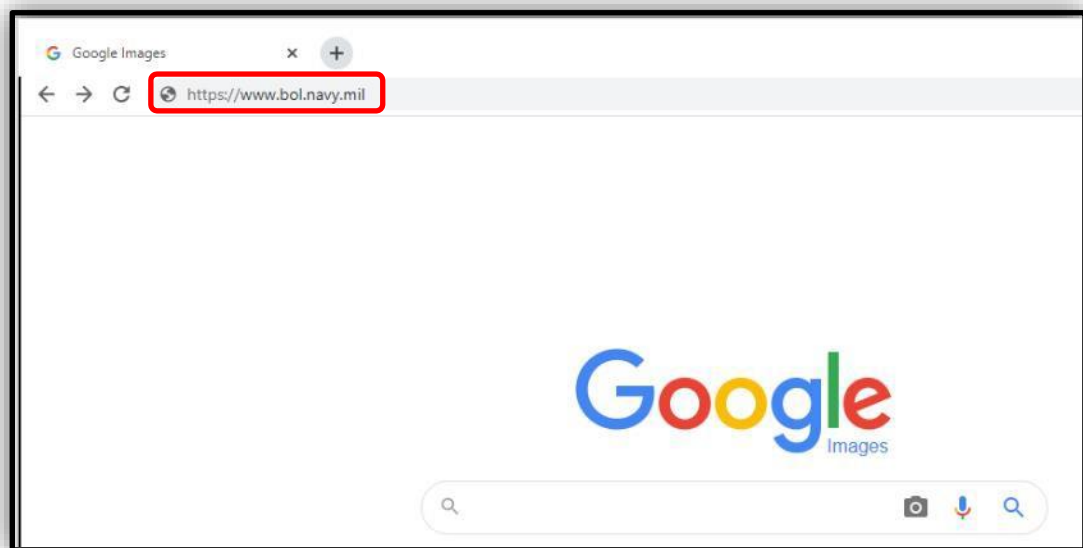
Figure 8: Browser URL

3. The following results page will be displayed: Select "Navy Personnel Command Document Services" as shown below in Figure 9.
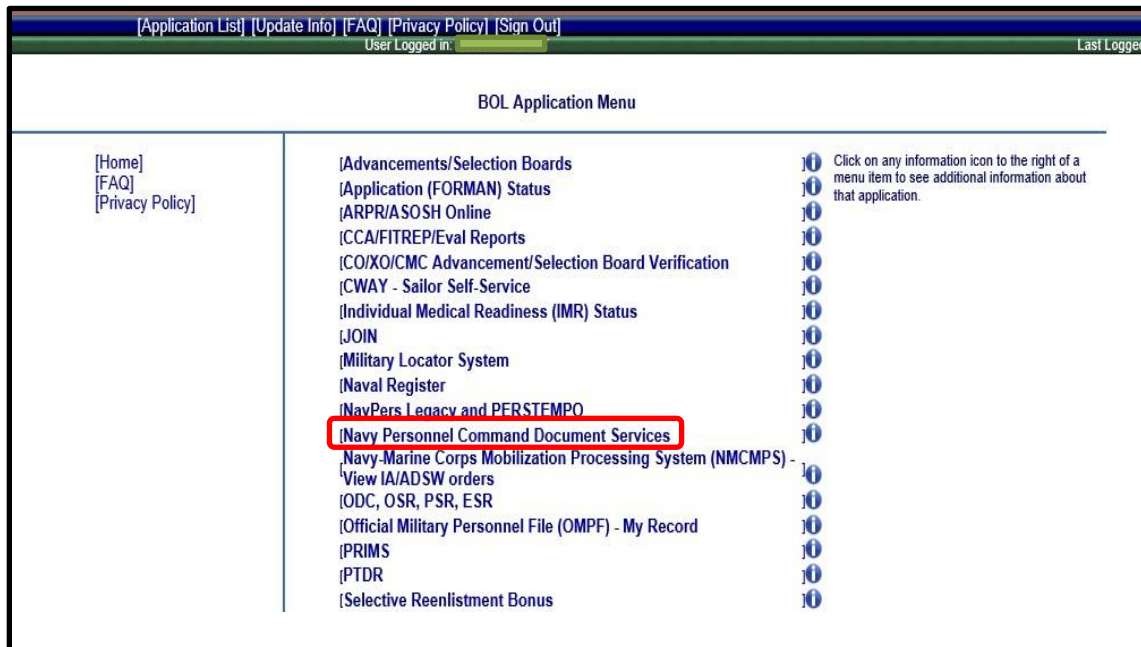
Figure 9: Navy Personnel Command Document Services

4. The Navy Personnel Command Document Services page will then open and provide menu options as shown in Figure 10.
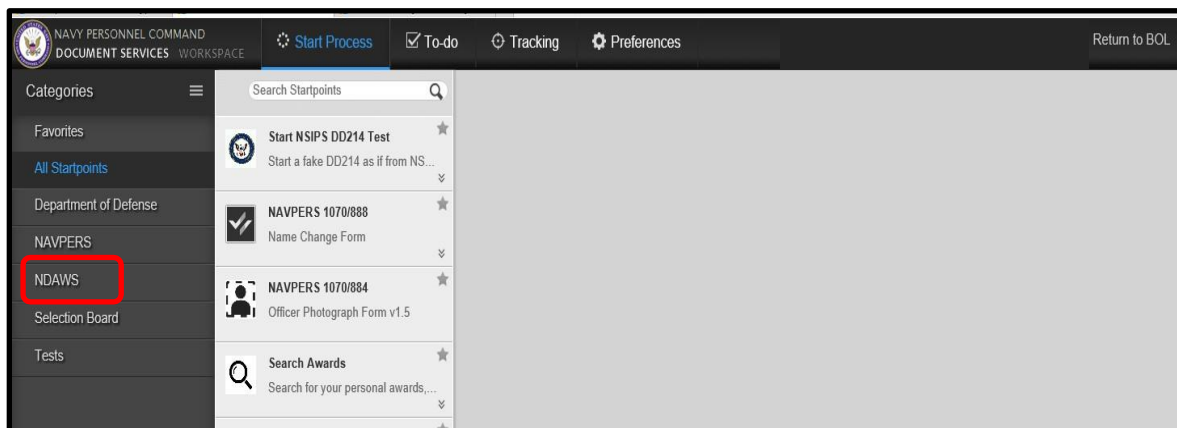

Figure 10: Document Services Menu Selection

4.2   Initiating an award recommendation

Select "Start Personal Award Recommendation" as shown in Figure 11.
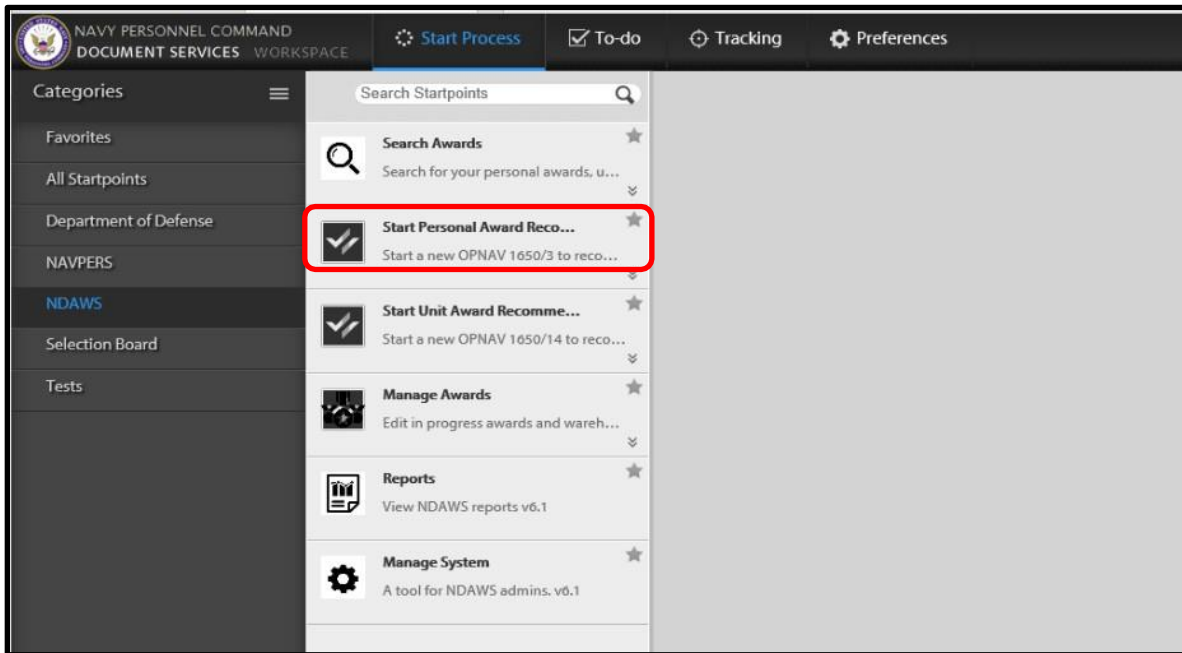
Figure 11: Initiate Personal Award Recommendation

1. The following page will be displayed as shown in Figure 12. The originator will complete the required fields on the form.

2. Enter the Unit Identification Code (UIC) of the originating command. Select "Search" and the remaining information will appear.

3. Enter the UIC of the command of the "Awarding Authority". Select "Search" and the remaining information will appear.

4. Administrative POC will auto-populate with the information of the individual entering the information.

5. Enter either the email address (as recorded in BOL) or SSN of the Approving Authority. Select 'Search' and the remaining information will appear.

6. Originator. The originator must be a commissioned officer, higher in rank than the individual being recommended for the award. In the event the originator and submitter are the same, select "Yes". If the originator is different from the submitter, enter the DoDID or email address of the originator. Select "Search" and the remaining information will appear.

Figure 12: From/To

NOTE: *Required fields will change from Red to Green once complete.*

Figure 13: From/To Screen Originator

7. Next, the user will enter the awardee's information as shown in Figure 8. This is executed by entering the awardee's DoDID then select "Search". Complete all required fields (marked in Red) for Awardee Details.

8. By clicking on the "Load Previous Awards" button, all awards in the NDAWS database will populate in the field for the awardee. Select "Next" to move to the next data element.

NOTE: *Required fields will change from Red to Green once complete.*

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Figure 14: Awardee Details

Figure 15: Endorsements

9. Complete the summary of action field.

Note: This version of NDAWS does not have the ability to save the data as the award is processed. Therefore, it is recommended to use MS Word to draft a Summary of Action, copy and paste into the data field inside the application. Select "Next" when complete.

Note: Fields will change from Red to Green once complete.

Figure 16: Summary of Action/Justification

10. Verify and certify the electronic signature and facts of the Summary of Action. Select either "Known to Me" or "Matter of Record" as applicable, then select "Submit".

Note: *Fields will change from Red to Green once complete.*

Verify Step

Please fill the following form.

PERSONAL AWARD RECOMMENDATION
F...
Privacy Act Statement on Page 4

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED
COMPLETE MAILING ADDRESSES ARE REQUIRED

| 1. FROM: | 1a. UIC / RUC | 2. TO: | 2a. UIC / RUC |
| ADDRESS: | | ADDRESS: | |

| 3. COMMAND POC:
NAME: A
EMAIL: fr | 4. PHONE:
(DSN):
(COM):90 | 5. EXP DATE OF ACTIVE DUTY (DD-Mmm-YYYY):
5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: |

| 6. SSN or DoD ID | 7. DESIG/NEC/MOS | 8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): |

| 9. NAME (LAST, FIRST, MIDDLE, SUFFIX) | 10. RETIREMENT   TRANSFER   SEPARATION   SPECIFIC ACHIEVEMENT |

| 11. COMPONENT ⌄ | 12. NEW DUTY STATION AND ADDRESS (Home address for retirement/separation) |

13. PAYGRADE AND RATING

14. WARFARE QUALIFICATION   15. UNIT AT TIME OF ACTION/SERVICE   16. DUTY ASSIGNMENT

☐ I certify this is an electronic signature and submitting constitutes a legal signature.*

I certify the facts contained in the summary of actions are:

Known To Me   ⬤ OFF

Matter Of Record   ⬤ OFF

Submit

4.3   Endorsements

The below email notification, as referenced in Figure 18, will be sent to endorsers in the order listed on the OPNAV 1650/3 informing them they have been assigned a task. Log into NDAWS as in the previously discussed in this document.

NOTE: The task ID will be in the email subject title and the Award serial number will be displayed in the body of the email.
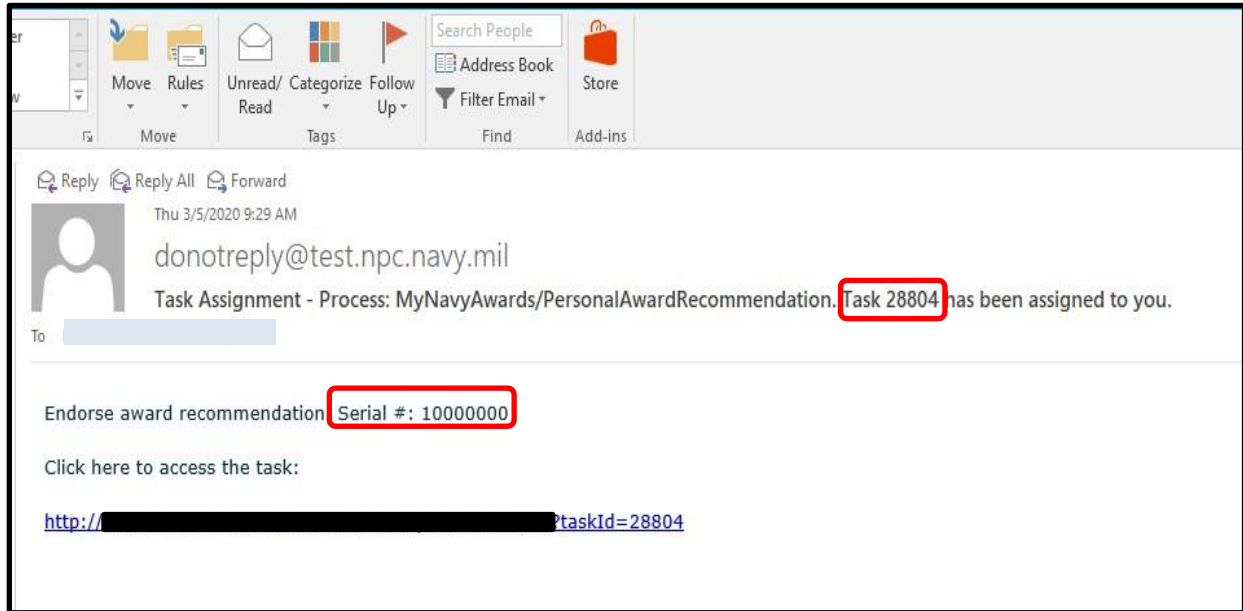

Figure 18: Endorsement Email Notification

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4.4   Endorsing a Personal Military Decoration recommendation

1. Upon logging into NDAWS, endorser will select the "To-Do" tab.
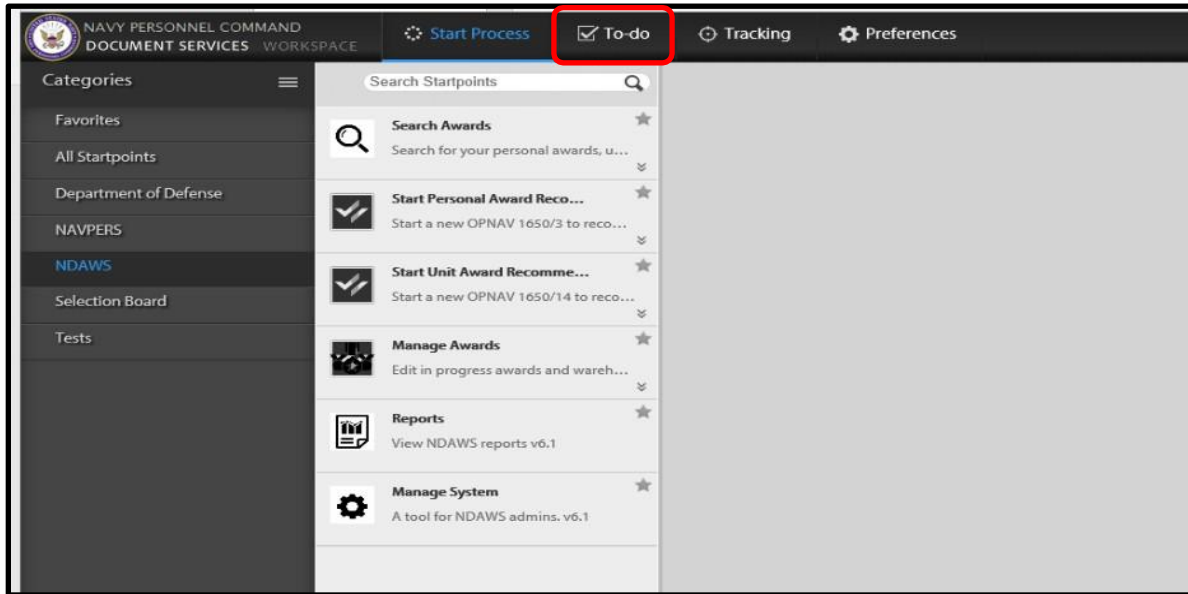

Figure 19: To-Do Tab

2. The "Endorse Award" page will be displayed. Select "Endorse Award Recommendation". The user must pay close attention and identify the correct task ID number and serial number that was displayed in his/her notification email.
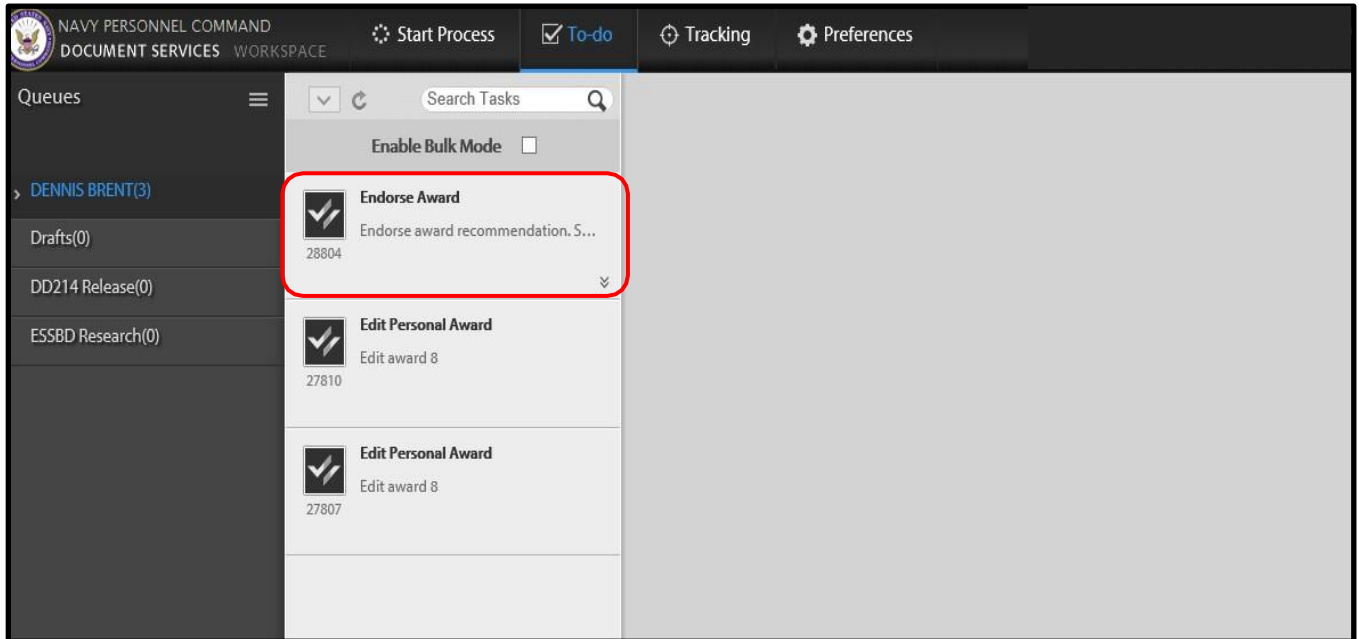

Figure 20: Endorse Award

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3. The following "Endorse Award" page will be displayed for the Endorser to review the award with the options to endorse the award.

Figure 21: Endorse Award Option

Figure 22: Return to Originator Option

4. The following "Certify Endorsement" page is displayed.

Follow the below steps:

a) Toggle to select Recommended or Not Recommended.
b) Select the award from the drop-down option menu.
c) Toggle to certify the users' electronic signature.
d) Select "Complete"

NOTE: *Once certified, the endorsement is complete and the award routed to the next Endorser and/or Awarding Authority.*

Figure 23: Certify Endorsement

4.5   Awarding Authority

The following email notification will be sent to the Awarding Authority for an assigned task in NDAWS.

1. Log into NDAWS as previously discussed in this document.

NOTE*: The task ID will be in the email subject title. Award serial number will be displayed in the body of the email.*
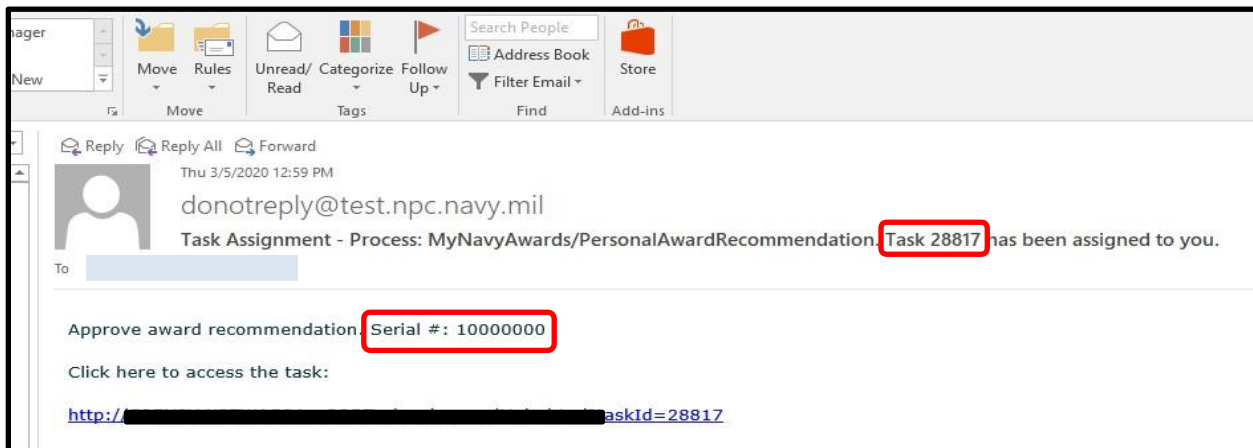

Figure 24: Awarding Authority Email Notification

2. The following Awarding Authority "To-Do" page will be displayed. Select the "To-Do" tab.
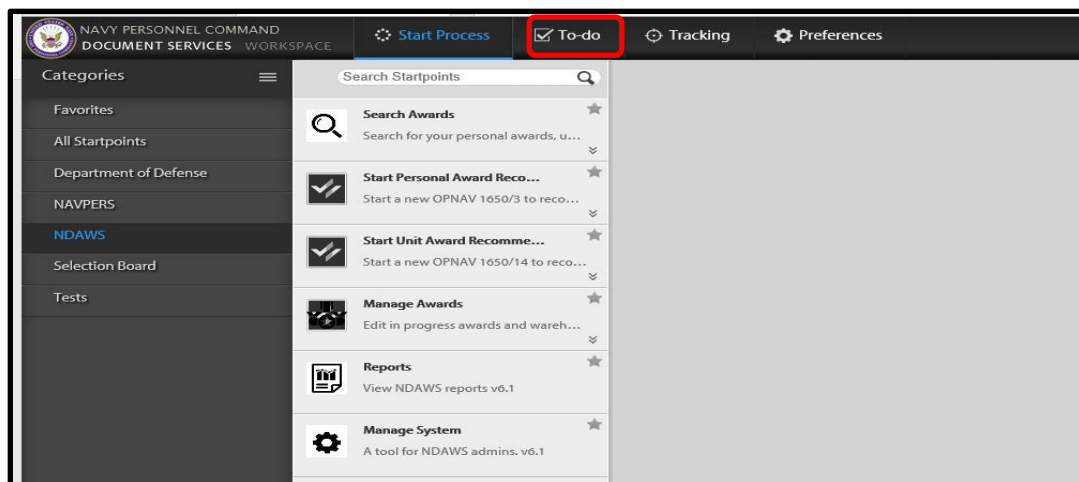

Figure 25: Awarding Authority "To-Do"

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3. The next page displayed is the Awarding Authority-Fleet approval page. Select "Awarding Authority-Fleet" and ensure that the correct task ID number and serial number are selected.

Figure 26: Awarding Authority
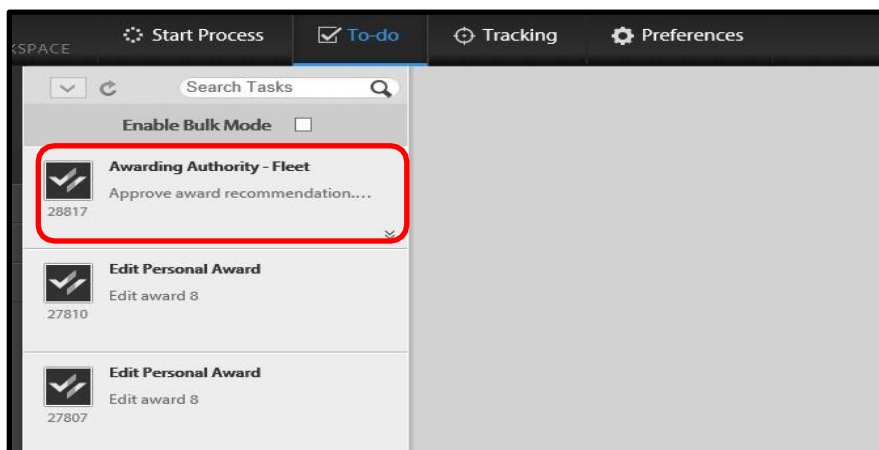
4. The Awarding Authority may also return the award to the originator as shown in Figure 28*: Awarding Authority Return to Originator* Choose whichever option fits the circumstance and select "Next".
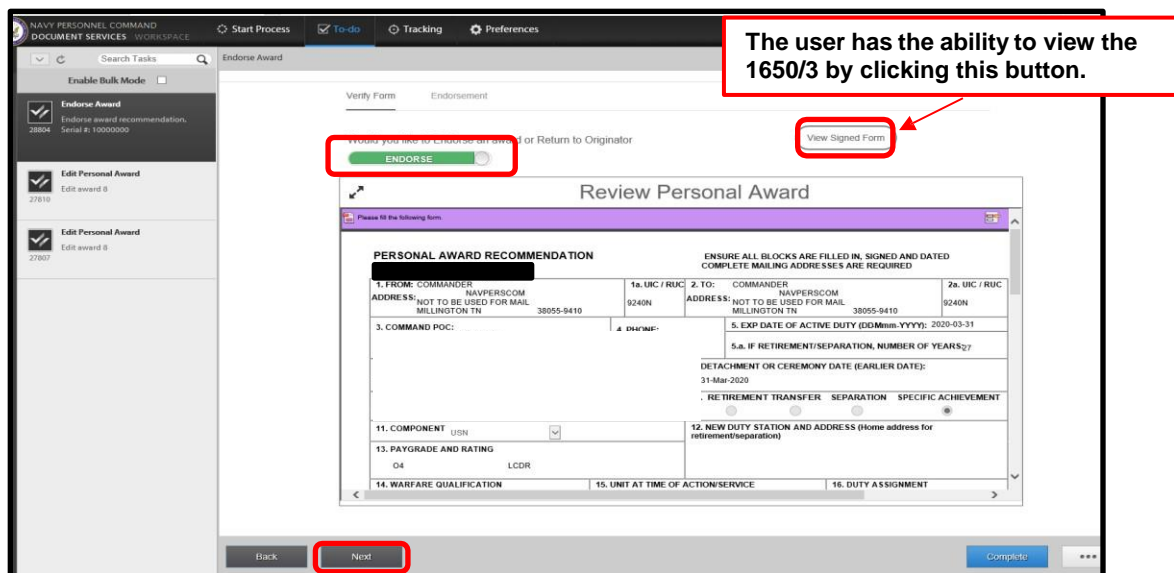

Figure 27: Awarding Authority Approve Award

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5. If not returned to originator and ready to approve the award, the Awarding Authority will then:

Certify his/her electronic signature. Mark the Check Box "I certify this is an electronic signature and submitting constitutes a legal signature". This will present the "Signature line" and the field will be populated with the name of the user. Read the NOTE below.

NOTE: This field is a free text field and if an administrative assistant is processing the 1650/3 via the "Shared Queue" feature, the administrative assistant will type the Name, Rank/Grade, Component and Title of the approving authority.

6. Approve or Disapprove the recommended award

7. Upload the Wet-Signed Citation

8. Enter date for release to OMPF (If disapproved, do not enter a date for release to OMPF).

9. Select "Complete"

10. Once "Complete" is selected, the recommended award is Approved or Disapproved as the final adjudication. It is highly recommended for the Awarding

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Authority to share his/her queue (refer to paragraph 4) with the Admin POCs to process/upload citations with a signed certificate (wet signature). As mentioned earlier in this document, the signed certificate/citation is considered the authoritative document by PERS-31.

NOTE: "Date to release to OMPF" must be after the award has been presented. On this date, the application will submit the OPNAV 1650/3 and the uploaded, wet-signed certificate/citation to the Service Member's OMPF automatically. These documents will be viewable in the Service Member's OMPF the next day.

Figure 29: Awarding Authority Electronic Signature

5. Removing/Terminating Awards from Queues

Awards entered but not finished through the Approving Authority's queue may be terminated and removed from the system.

1. Select "To-Do" in the top left corner and navigate to the appropriate Approving Authority queue.
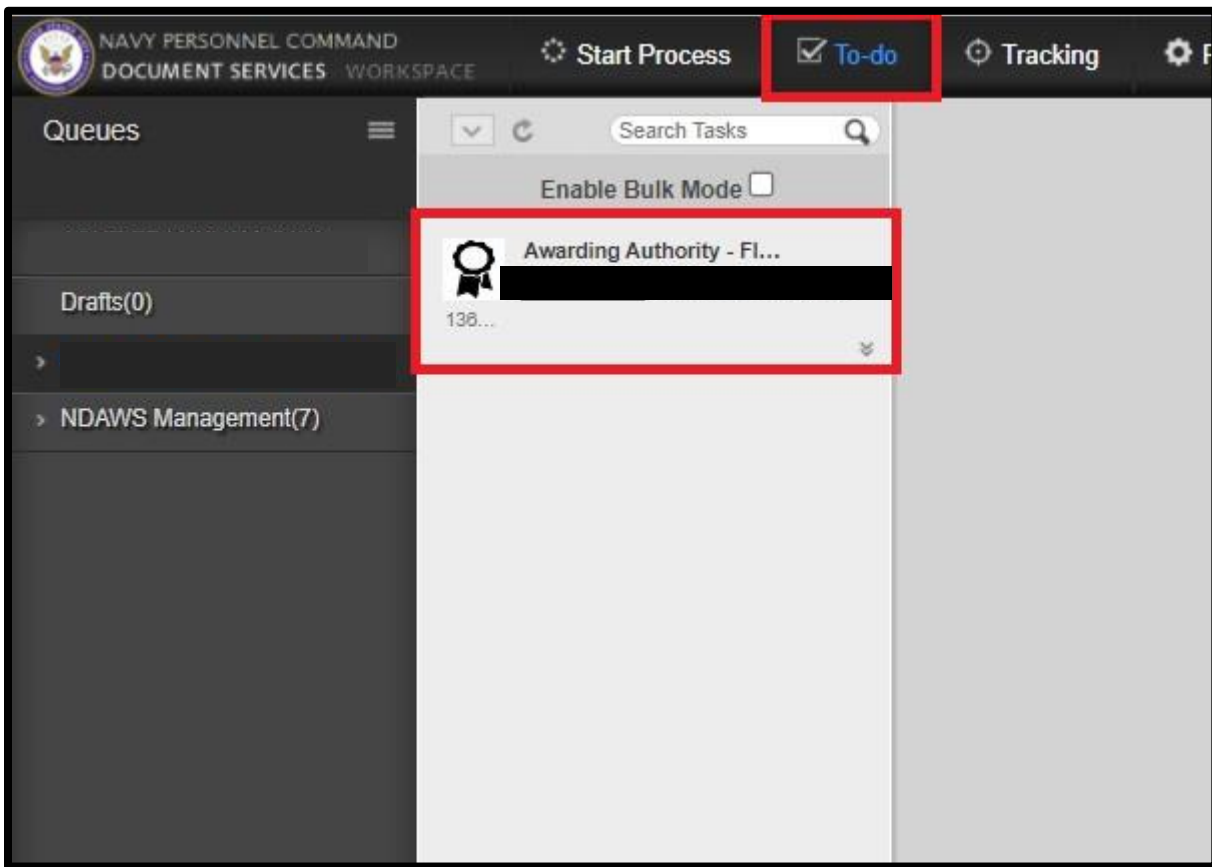

Figure 30: Selecting Proper Approval Authority Queue

2. Select the award to remove. Select "Claim & Open" in the bottom right corner.

Figure 31: Selecting an Award to remove from Queue

3. Select the "Endorse" slider to change it to "Return to Originator". Select "Complete" in the bottom right corner.

Figure 32: Returning Unwanted Award to Originator

4. Enter the justification for returning the award to Originator.

5. Select "Complete" in the bottom right corner.

Figure 33: Return to Originator Justification

6. The award is now returned to the Originator. If user is the Originator, go to the queue and select the award.
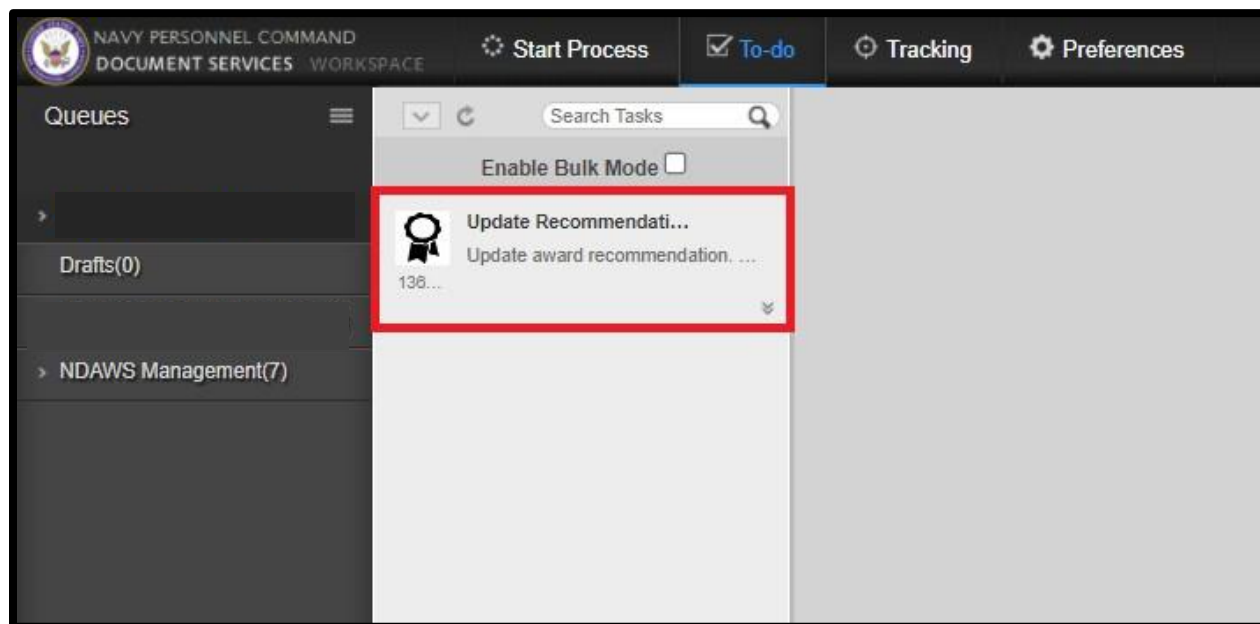

Figure 34: Originator Selecting a Returned Award

7. Select "Discard" in the bottom right corner.

8. Select "OK" on the confirmation pop-up.

Figure 35: Discarding an In-Progress Award

Figure 37: Selecting Award in Approving Authority's Queue

6. Once the award is selected, select, "Claim and Open".

Figure 38: Claiming and Opening

7. Once the award opens, the (1650/3) will be in the View Panel, click the "Next" button on the bottom.

Figure 39: View Panel for Approving Authority

8. The Approving Authority approval screen will open. Follow steps 1 through 5.

Figure 40: Approving Authority Screen

6. Entering Older Approved Awards into BOL NDAWS

Once verified in BOL NDAWS a valid award is not entered for a Service Member by performing a search on the Service Member's award record, use the below guidance to enter the award.

NOTE *** It is the users responsibility to ensure the validity of the award. If there is no signed 1650/3 for the award, only the certificate, it is highly recommended to locate the award to be listed on a FitRep/EVAL for the Service Member or on their NAVPERS 1070/604 or NAVPERS 1070/880. If there are questions concerning the validity of the award, contact the issuing command to verify authenticity. Keep in mind, if processing the award, a digital signature will be on the 1650/3 inside the application stating it is a valid award. ***

NOTE *** Before processing an award in BOL NDAWS and sending that award to the Service Member's OMPF, the approving authority must to share the queue with the user. Refer to the shared queues section of the NDAWS Users Guide for directions. ***

NOTE *** Have a copy of the BOL NDAWS Users Guide on hand for reference. ***

1. Log onto BOL (Using Google Chrome) > NPC Document Service > Start Personal Award Recommendation

2. Complete the blocks inside BOL NDAWS using the original 1650/3 from the old award. Enter the To and From UICs from the 1650/3/certificate. Leave the user as the Administrative POC and the Originator. Use the current approving authority as the Approving Authority for the award even though he/she was not the Approving Authority for this older award. This will allow the user to route the award to the Approving Authority's queue for processing.

3. Complete all data blocks on the From/To, Awardee and Award Tabs (tabs listed at the top) on the application page. On the older awards that are previously approved and presented to the Service Member, do not enter any endorsers on the award. Otherwise, it will route the award to the endorser again for verification.

4. Justification, enter "See Citation."

5. Verify/Sign...follow the steps on page 16 of this User's Guide and click "Submit". This will send the award to the approving authority's queue (the approving authority listed on the first page of the award in the application).

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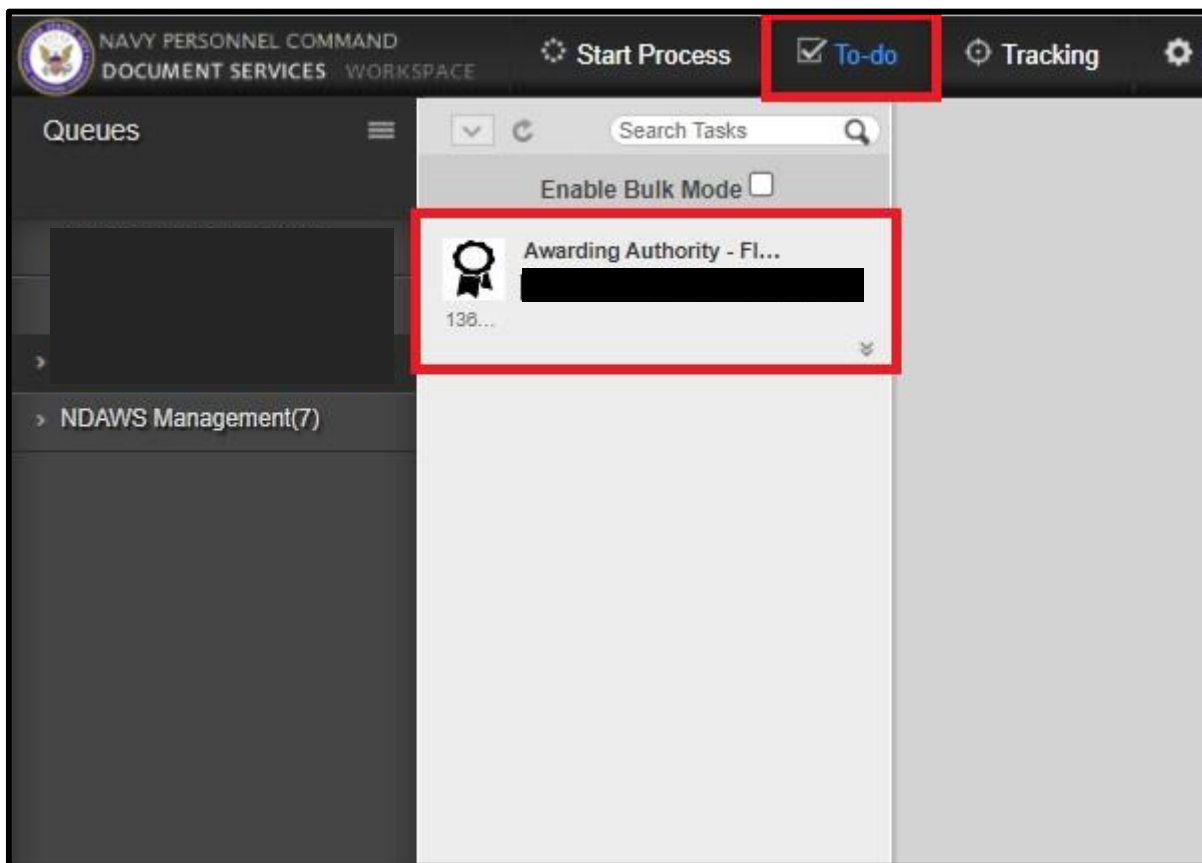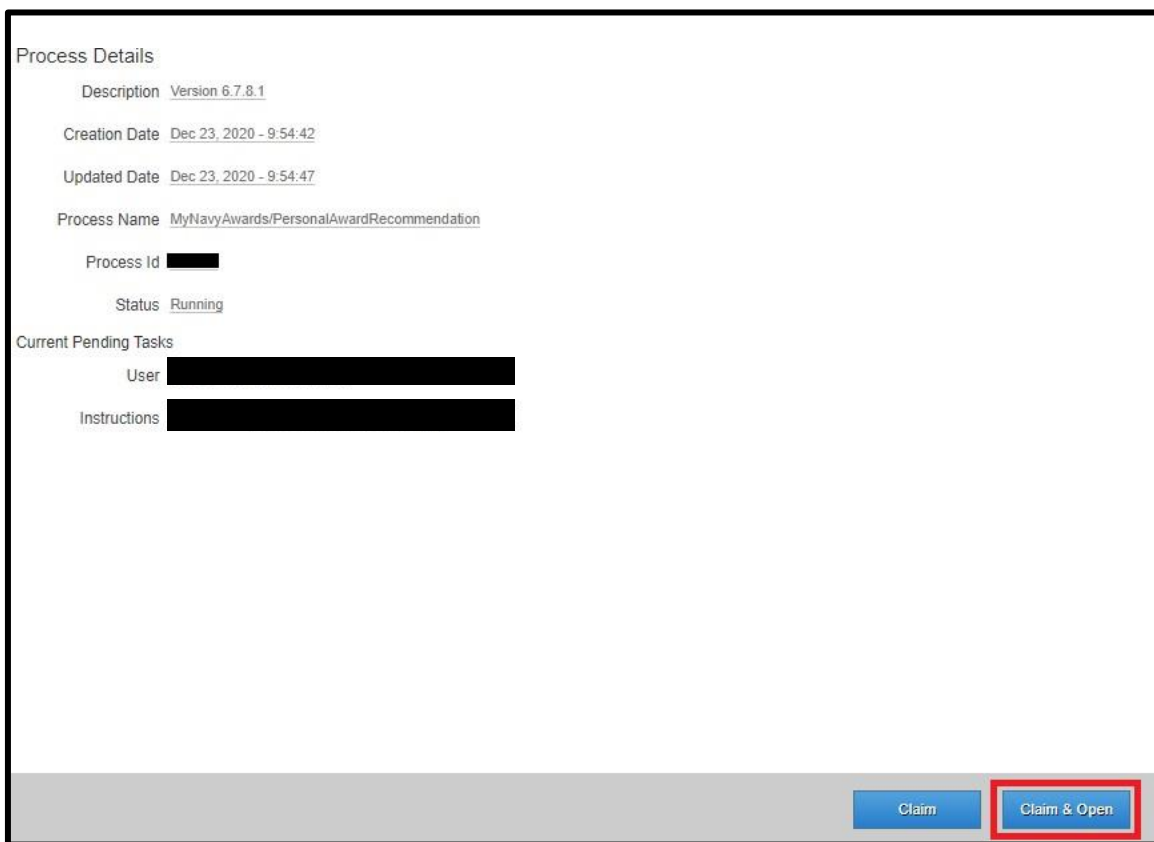6. Select the "To Do" tab at the top of the page and then click on the Approving Authority's queue (left-hand side of the page). The award will display in that queue.

7. Once the award is selected, select "Claim and Open".

8. Once the award opens, the (1650/3) will be in the View Panel, select "Next".

9. Follow the steps on page 26 of the user's guide.

NOTE *** *On the signature line for the approving authority, enter the name and title of the approving authority from the wet-signed certificate of the old award. Do not enter the current approving authority's information here. He/she did not approve the award. Once all of the information is entered and a PDF copy of the wet-signed certificate of the old award is uploaded, select "Complete" and the process is finished.*

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7. Searching for approved Awards

7.1 Searching for approved Personal Awards.

1. Log into NDAWS as in the previously discussed in this document.

2. Select the "Search Awards" tab as shown in Figure 41.
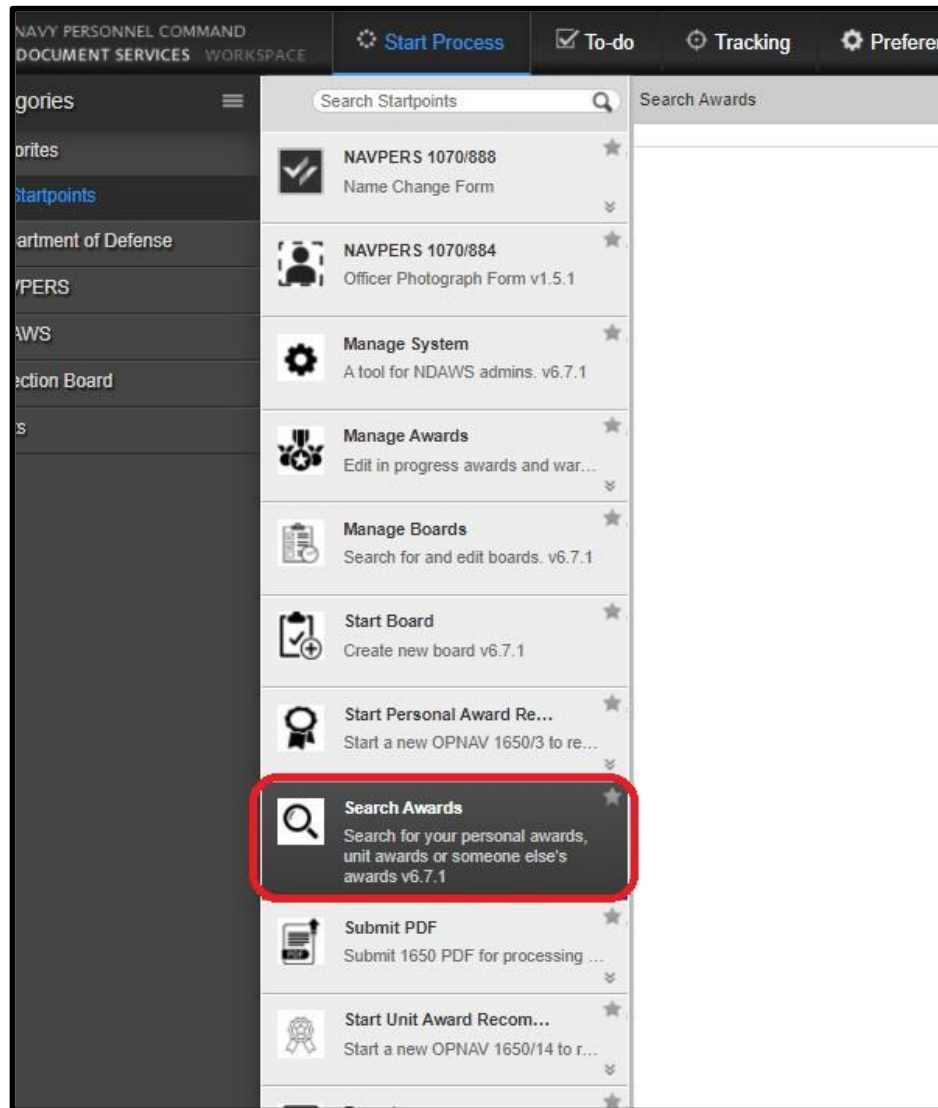
Figure 41: Search Awards

3. The user's approved personal awards will be listed under the "My Awards" tab as shown in Figure 42.

Figure 42: My Awards

7.2   Searching for Approved Unit awards.

From the "Search Awards" tab, select the "Unit Awards Search" tab as shown in Figure 43.

Figure 43: Unit Award Search

Figure 44 shows a screenshot of the returned results of approved Unit Awards when searching for "EISENHOWER".

Figure 44: USS EISENHOWER (CVN-69) Unit Awards

7.3   Searching for personal awards using the "Personal Awards Search" tab

From the "Search Awards" tab, select the "Personal Awards Search" tab as shown in Figure 45.

Figure 45: Search Personal Awards

8. Disconnected Operations

The following procedures are provided as a means to facilitate (1) disconnected operations and, (2) entering old personal awards that was not entered into the legacy NDAWS application before it was rendered "Read Only" on 06 May 2020.

By using the "Submit PDF" feature, the user has the ability to upload approved awards for commands who are underway or in Areas of Operation where there is not reliable internet connectivity. These commands will complete an OPNAV 1650/3 (Rev 03-20) PDF v3 form for each personal award and then send that completed PDF, along with a PDF copy of the wet-signed certificate to their ISIC or supporting command for upload into NDAWS. This capability allows those commands with limited internet access, the ability to process awards while underway or in remote areas.

Note: This access will be reserved for commands who are directly supporting commands and units that are deployed and have limited to no internet access. If you are attached to an ESCH III and above command that requires this level of access, submit a designation letter on command letterhead detailing why this elevated access is required to askmncc(at)navy.mil or call 1-833-6622 or 1-901-874 6622 to be routed to BUPERS-07.

Rate/Rank   Full Name   Email Address   Projected Rotation Date

9. Completing the OPNAV 1650/3 (Rev 03-20) PDF v3 form

Open a blank Disconnected Ops OPNAV 1650/3 (Rev 03-20) PDF v3 form.

1. For Box 1 and Box 2 - To, find command in the bottom right corner of the award. Type Commanding Officer, enter, Command name.

2. For Box 1a and 2a – Type in appropriate UIC.

3. For Box 3 – Command POC, enter user's information.

4. For Box 4 – Enter phone numbers.

5. For Box 5 – Select date from drop-down option menu to ensure proper format. DO NOT MANUALLY TYPE IN THE DATE.

6. For Box 5a – If this information is Not Applicable, LEAVE BLANK.

7. For Box 6 – SSN, DoDID or SSN is required. *NOTE: No dashes if using SSN.*

8. For Box 7 – DESIG/NEC/MOS, enter 4 character Navy Enlisted Classification (NEC) or designator for officer. Type 0000 if unknown or NA.

9. For Box 8 – Select Date from drop-down option menu or LEAVE BLANK.

10. For Box 9 – Name, Service Member's name must be entered in the format of Last Name, First Name, and Middle Initial, suffix.

11. For Box 10 – Mark as applicable.

12. For Box 11 – Component, will be USN or USNR.

13. For Box 12 – Complete for transfers, retirements, and separations. Leave blank for Specific Achievement.

14. For Box 13 – Paygrade and Rating, must be completed using the following format: Paygrade, Rate/Rank. (Example: E5 OS2, LT O3, CWO2 W2). These will be split into the two separate gray blocks.

15. For Box 14 – Complete as usual.

16. For Box 15 – Complete as usual.

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17. For Box 16 – Complete as usual.

18. For Box 17 – Type in UIC from Block 1a.

19. For Box 18 – Select Campaign from drop-down option menu.

20. For Box 18a – Operation can be NA or Unclassified.

21. For Box 19 – Complete as usual.

22. For Box 20 – Select Recommended Award from drop-down option menu.

23. For Box 21 – Select MERITORIOUS or the box that fits the award that is recommended.

24. For Box 22 – Can type in information or leave blank.

25. For Box 23 – Award Number, Award Number will be on the Certificate under the type of award. If nothing is there, it's the FIRST award, so use 1. Otherwise, use stated number. I.e. In Lieu of Fifth Award, use 5. Etc.

26. For Box 24 – Leave blank unless award is a Unit Award.

27. For Box 25 – Please use drop-down option menu for dates to ensure proper Format.

28. For Box 26 – Leave blank unless applicable.

29. For Box 27 – Geographic Area of Action/Service, enter as appropriate.

30. For Box 28 – Leave blank unless applicable.

31. For Box 29 – Mark as applicable.
32. For Box 30 – A-Type in information. C-Select date from drop-down menu. B-Digitally sign.

33. For Box 32 - Select from the list the award abbreviation. Use award abbreviation, i.e. NC for Navy Commendation.

34. Click whether Heroism is yes or no.

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35. Select date from drop-down menu; (must be entered before the document is signed).

36. Digitally sign and save as the Sailor's Last Name-Last 4 of SSN-1650. (Example: Smith-1234-1650)
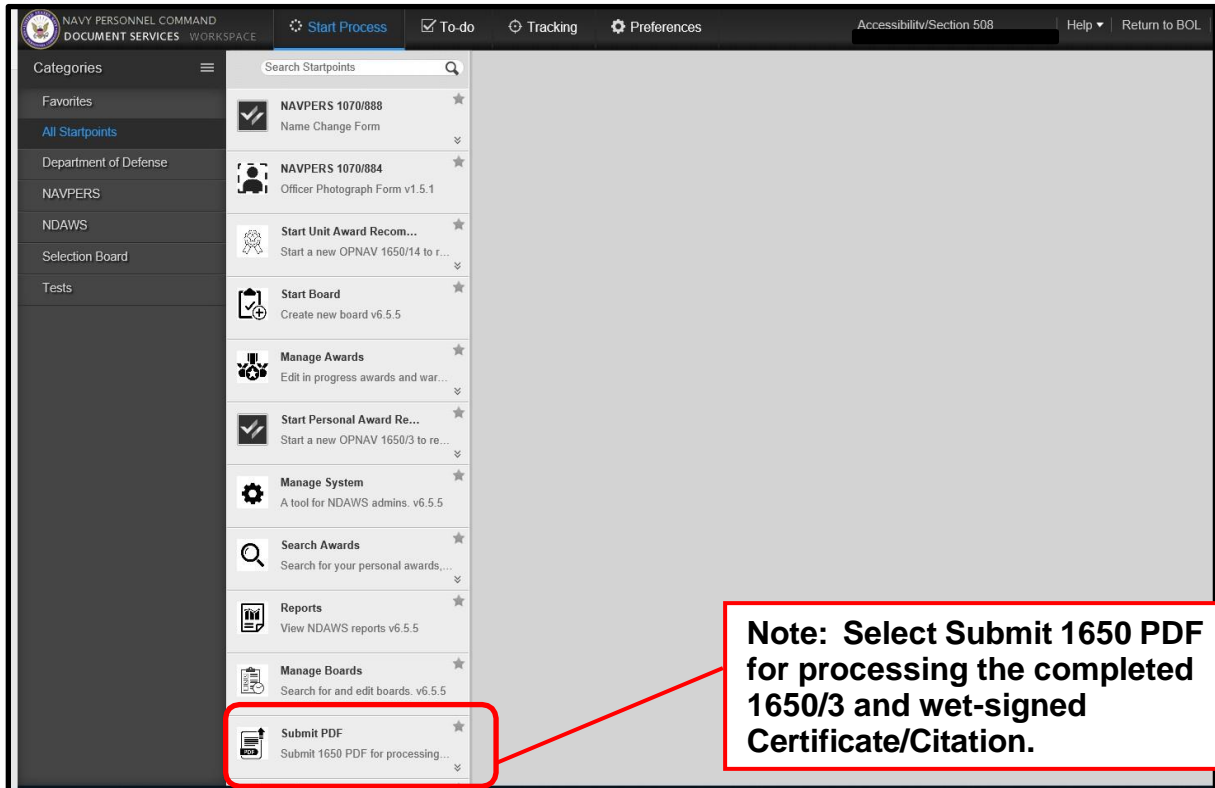
37. Close PDF.

Note: Select Submit 1650 PDF for processing the completed 1650/3 and wet-signed Certificate/Citation.

Figure 46: Submit PDF Option

38. Once the form is completed properly, return to NDAWS Screen in BOL. The following page will be displayed.

Figure 47: Browse/Upload

39. Click Submit PDF and Upload both the Certificate and the 1650 for the Service Member. Use dropdowns beside each to label them. For "Date of release to OMPF", if the award has been approved previously and presented, put in today's date and click Submit. This will complete the process. The award will be viewable in the Service Member's OMPF the following day.

40. The following page will be displayed. Select the Enclosure Type (1650 PDF or Certificate) using the drop-down option menu.

NOTE: *Both the citation and the OPNAV Form 1650/3 are required to be uploaded to proceed. Only PDF files can be uploaded. (No other file types are supported.)*

41. Enter the "Date to Release to OMPF" after the signed PDF certificate and signed PDF 1650/3 are both uploaded. Then Select "Submit".

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Figure 49: Date to Release to OMPF

NOTE: Awards with future dates will post to the OMPF on that date. NDAWS will immediately update the award list.

10. Other Service Awards (Army, Air Force, Coast Guard) 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 Personal Military Decoration (PMD0 proffered by that Service up to and including the Meritorious Service Medal (MSM). If a Navy Service Member was not assigned for the minimal required timeframe mentioned above, then they are not eligible to for an award from an Army, Air Force or Coast Guard command. If these other service commands wish to have the efforts of the Navy service member be recognized, then they should recommend to the service member's parent Navy command they be put in for consideration of an appropriate Navy decoration instead.

If a Navy service member has been awarded an PMD from another branch of service (Army/Air Force/Coast Guard) and that award has not been entered into the service member's BOL NDAWS record, they will need to forward the award along with a copy of the service member's orders to that branch of service to CNO_Awards.fct@navy.mil for verification and processing into BOL NDAWS.

For Navy members who earned awards (Achievement Medals and higher) while serving in other branches of service (Army/United States Marine Corps/Air Force/Coast Guard), those awards **WILL NOT** be entered into their Navy BOL NDAWS record. Only awards earned while serving in the Navy are entered into BOL NDAWS. These other service awards can be entered into the service member's Navy OMPF for selection board purposes. Send a quality .pdf copy of the award, along with a copy of the DD-214 reflecting the award was earned while serving in the other branch of service to askmncc.fct@navy.mil or call 1-833-6622 or 1-901-874 6622, attention to PERS-312 for processing.

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Appendix A. Acronyms and Abbreviations

The following acronyms and abbreviations are used in this document:

BOL   BUPERS on Line

BUPERS   Bureau of Navy Personnel Command

CAC   Common Access Card

CM   Content Manager

CSR   Customer Service Request

DoD   Department of Defense

EMPRS   Electronic Military Personnel Records System

IA   Information Assurance

ISIC   Immediate Superior in Command

IT   Information Technology

MNCC   My Navy Career Center

NDAWS   Navy Department Awards Web Service

NEC   Navy Enlisted Classification

NMCI   Navy Marine Corp Intranet

NPC   Navy Personnel Command

OMPF   Official Military Personnel File

OPS   Operations

PII   Personally Identifiable Information

POC   Point of Contact

PRD   Projected Rotation Date

SA   System Administrator

SOP   Standard Operating Procedures

SSN   Social Security Number

UIC   Unit Identification Code