

NDAWS Submit PDF User's Guide

September 2020

Personnel who have SUBMIT PDF access MUST verify the validity of an award before it is entered into NDAWS. If entering an older award and the member does not have a copy of the original 1650/3, you will need to contact the approving authority (command) to verify authenticity.

Open BOL in Google Chrome and log in using your CAC.

Find Navy Personnel Command Document Services and click it.

Click the NDAWS Tab on the left side of the screen. Click on Submit PDF. Click Personal under the Download Blank Form on the top right side. Download blank 1650 and save to folder/desktop. This will be the form you use for each award.

Open Blank 1650 form. If you have the 1650 with the award, copy information from old form into new form until you get to Box 32.

Box 32 must be completed with Award Type. **When you sign, highly suggested to save in the following format to aid in submitting correctly into NDAWS:** Last name of Sailor, Last 4 of SSN, Award Type 1650. (Example: Smith-1234-NAM-1650). Close PDF.

If the Certificate is presented without the 1650/3 V3 form or a wet signed 1650 form, open blank 1650/3 V3 and follow steps below.

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, use **Your** Name and Email address.
4. For Box 4 - Type in phone numbers as usual.
5. For Box 5 - Select date from **DROP DOWN** in order ensure proper format. **DO NOT TYPE IN 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 NEC (enlisted) or designator for officer. Type 0000 if unknown or NA.
9. For Box 8 - Select Date from **DROP DOWN** menu or **LEAVE BLANK**.
10. For Box 9 - Name, 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 - Fill out for transfers, retirements, and separations. Leave blank for Specific Achievement.
14. For Box 13 - Paygrade and Rating, must be filled in 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 - Fill out as usual.
16. For Box 15 - Fill out as usual.
17. For Box 16 - Fill out as usual.
18. For Box 17 - Type in UIC from Block 1a.
19. For Box 18 - Select Campaign from drop down menu.
20. For Box 18a - Operation can be NA or Unclassified.
21. For Box 19 - Fill out as usual.
22. For Box 20 - Select Recommended Award from drop down menu.
23. For Box 21 - Select **MERITORIOUS** or the box that fits the award being 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 you will 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** 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 -
 - 1- Select from the list the award abbreviation. Use award abbreviation, i.e. NC for Navy Commendation.
 - 2- Click whether Heroism is yes or no.
 - 3- Select date from **DROP DOWN** menu; (**must be entered before you sign the document**).
 - 4- Digitally sign and save as the Sailor's Last Name-Last 4 of SSN-1650. (Example: Smith-1234-1650) **Close PDF**.