

# Navy Department of Awards Web Service (NDAWS)

## User Guide

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**DEPARTMENT OF THE NAVY**  
NAVY PERSONNEL COMMAND  
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## 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 MNCC at 1-833-330-6622 or by emailing [askmncc@navy.mil](mailto: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.

Any awards sent to the [MILL\\_NavyAwards.fct@navy.mil](mailto:MILL_NavyAwards.fct@navy.mil) mailbox that are approved AFTER 14July2020 will be returned to the submitter for submission into BOL NDAWS.

**NOTE:** *When sending awards to the NavyAwards functional mailbox, please do not send multiple awards in a single .pdf document. Send the OPNAV 1650/3 (if available) and the wet-signed certificate in as individual .pdf documents, regardless if the awards are for the same Service Member or multiple Service Members. This will aid in expediting updates to the application.*



## 2. How to obtain access to BOL

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 [NPC\\_IT\\_SERVICE\\_DESK@navy.mil](mailto:NPC_IT_SERVICE_DESK@navy.mil) to have the BOL account created.



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### 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 LCPO, Admin LPO, etc.) access to all award recommendation 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*

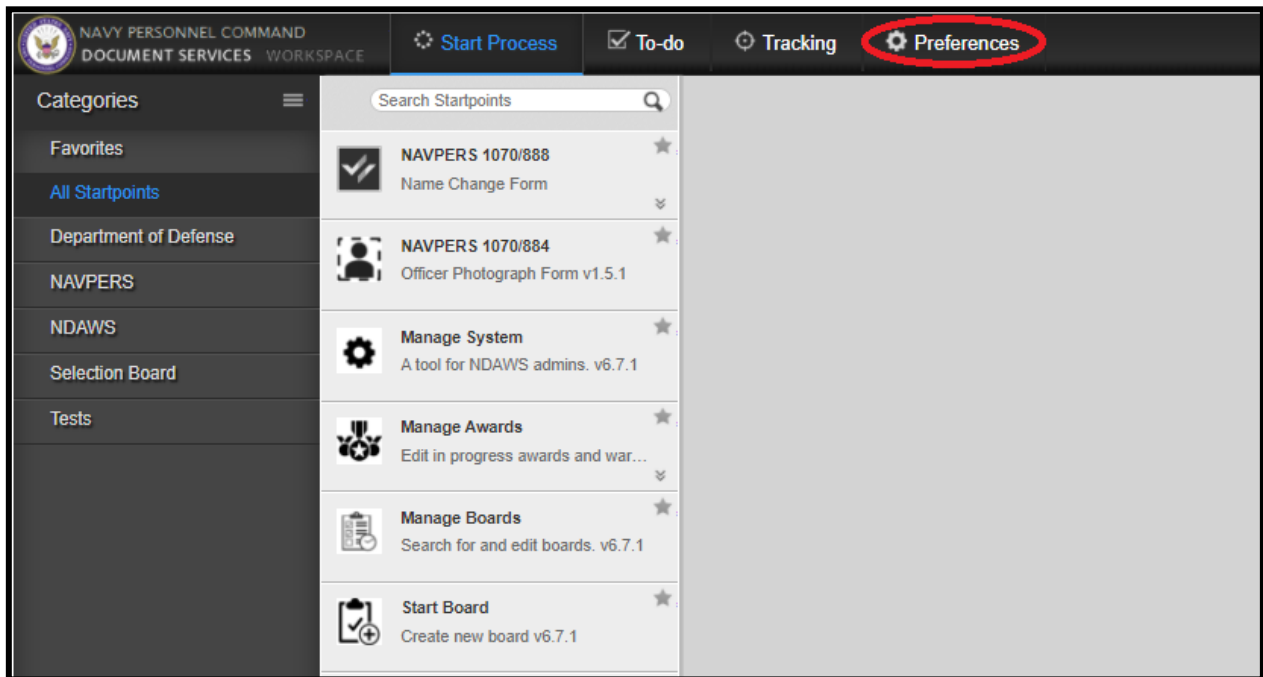


Figure 1: Queue Sharing





2. Select the “Queues” tab shown in Figure 2 below.

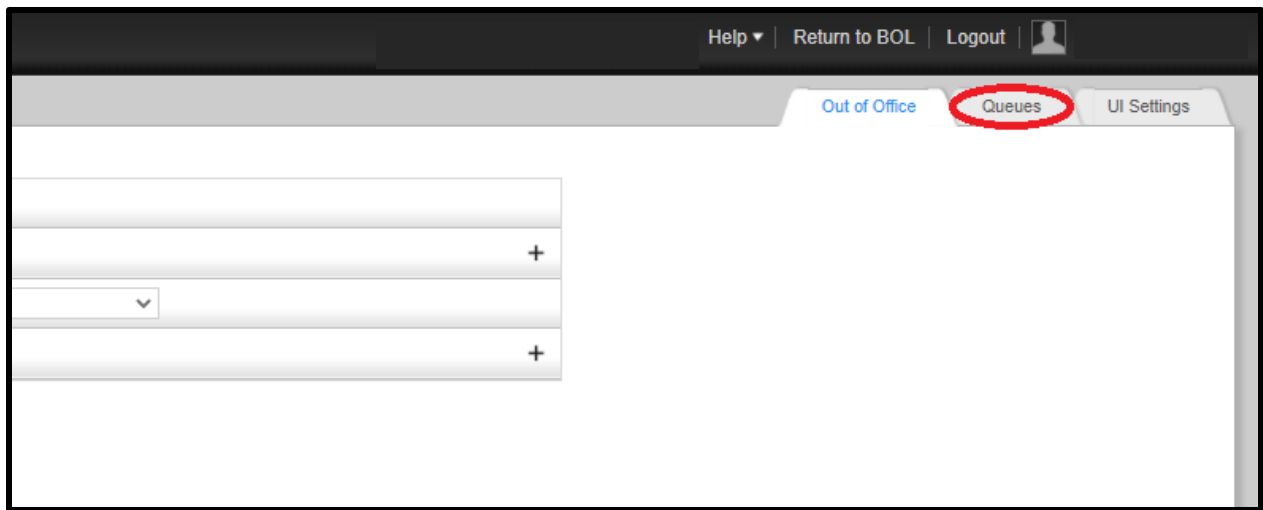


Figure 2: Queue Tab

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

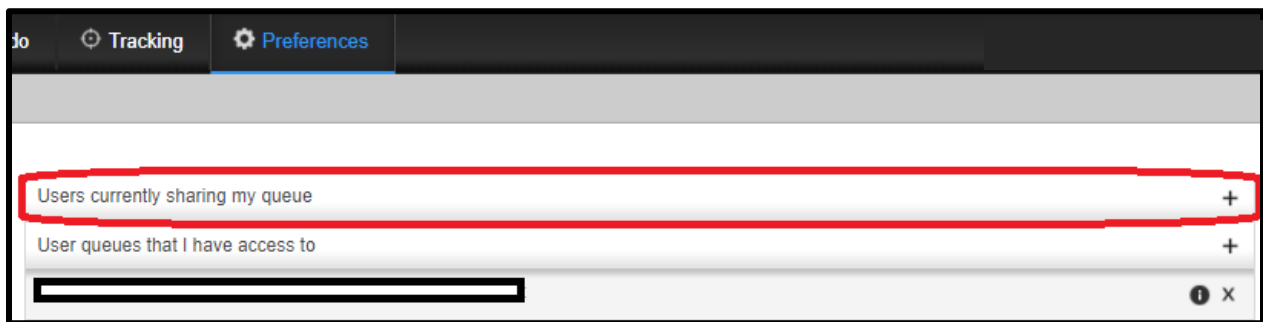


Figure 3: Users Sharing My Queue



- 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.

Share my queue

Enter Name

Name	Email	Status	Details

Share Cancel

Figure 4: Share My Queue Search

- Once the list populates, select the person’s name and then select the “Share” option.



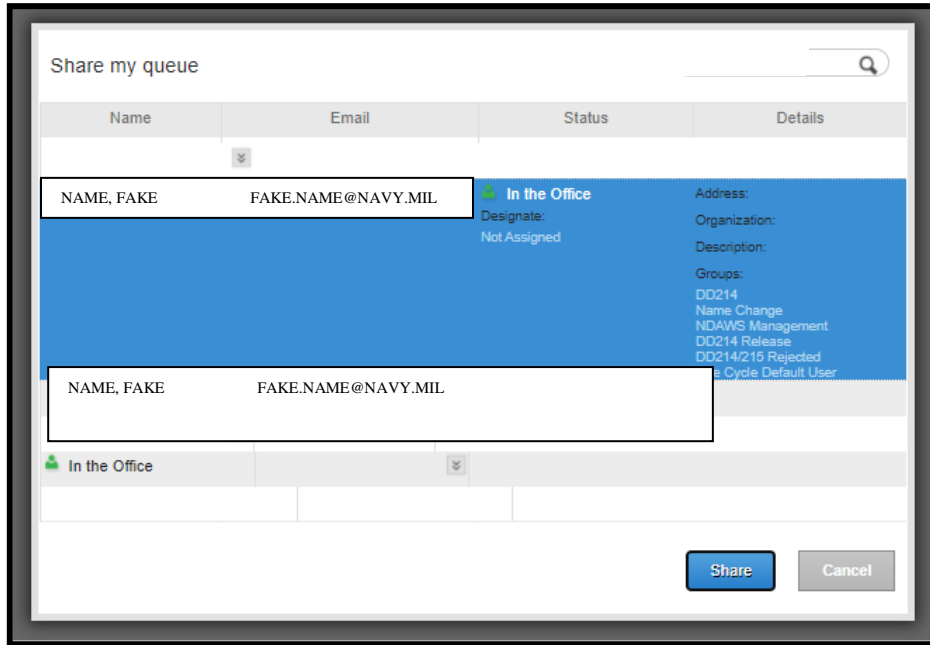


Figure 5: Share Queue Display Page

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

Figure 5: Share Queue Display Page

**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



## 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.

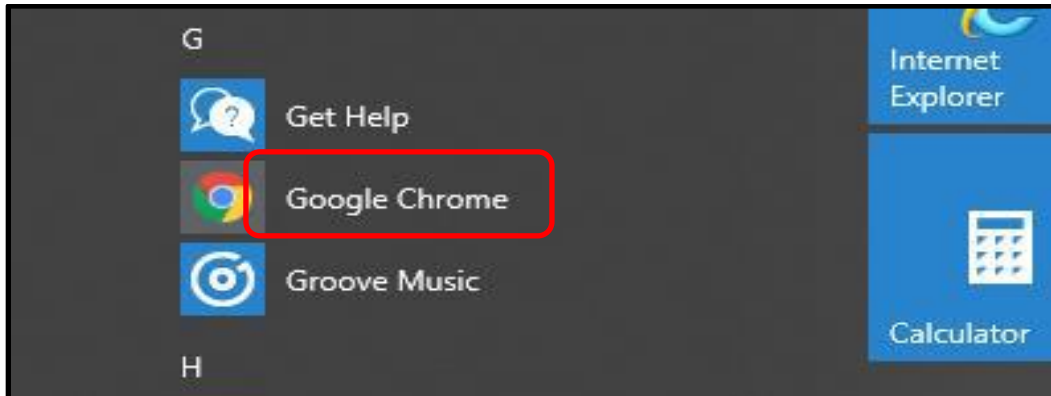


Figure 7: Google Chrome as displayed on Start Menu

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.

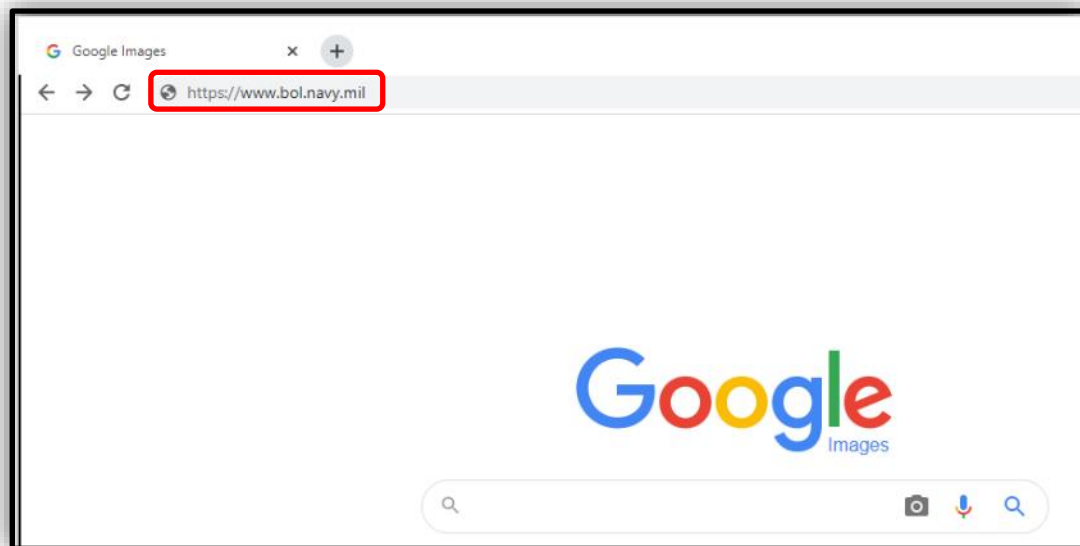


Figure 8: Browser URL



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

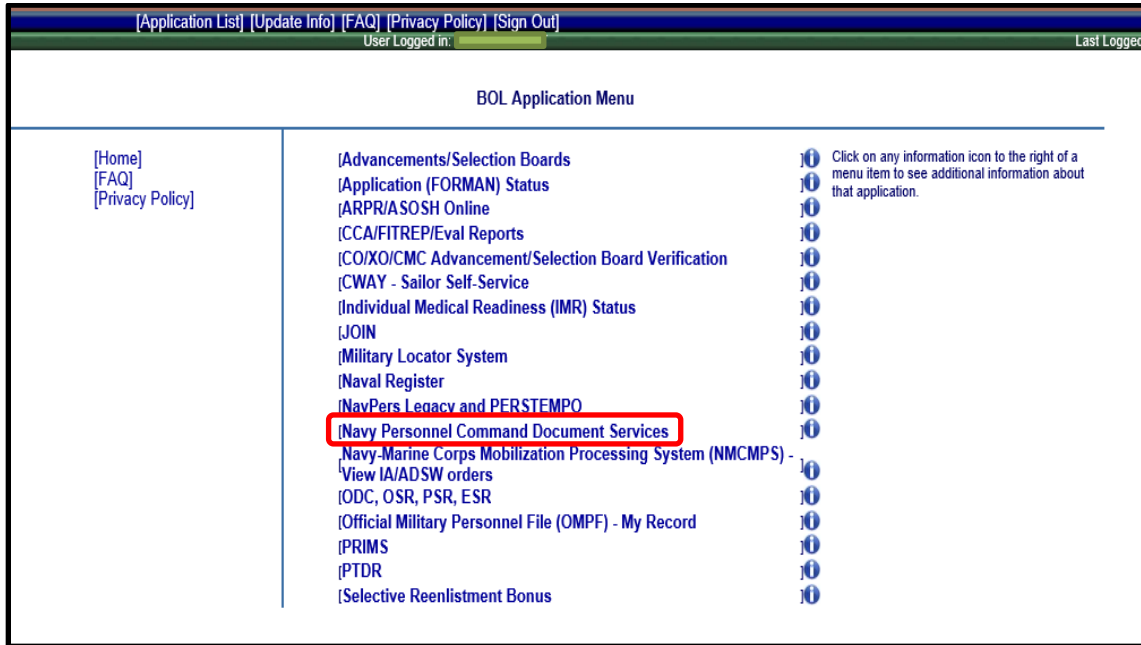


Figure 9: Navy Personnel Command Document Services

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

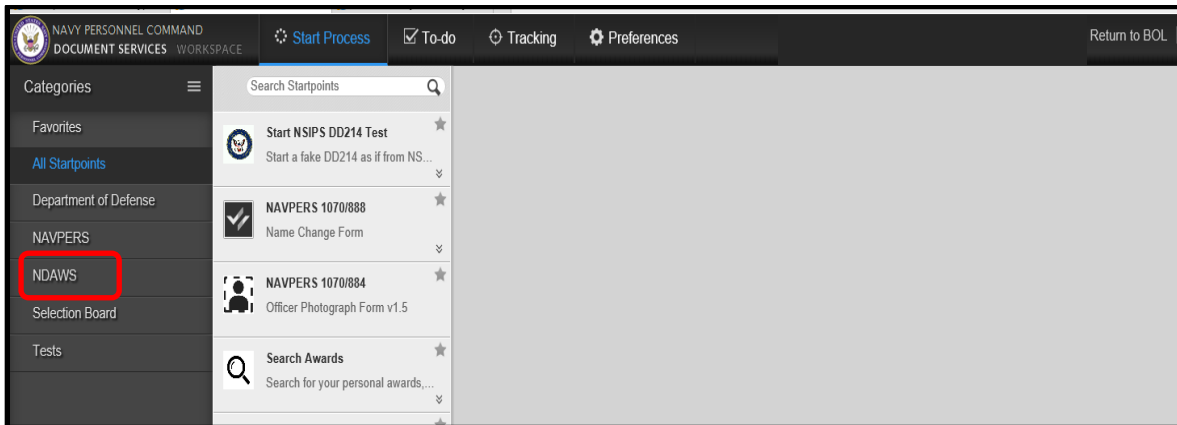


Figure 10: Document Services Menu Selection



## 4.2 Initiating an award recommendation

Select “Start Personal Award Recommendation” as shown in Figure 11.

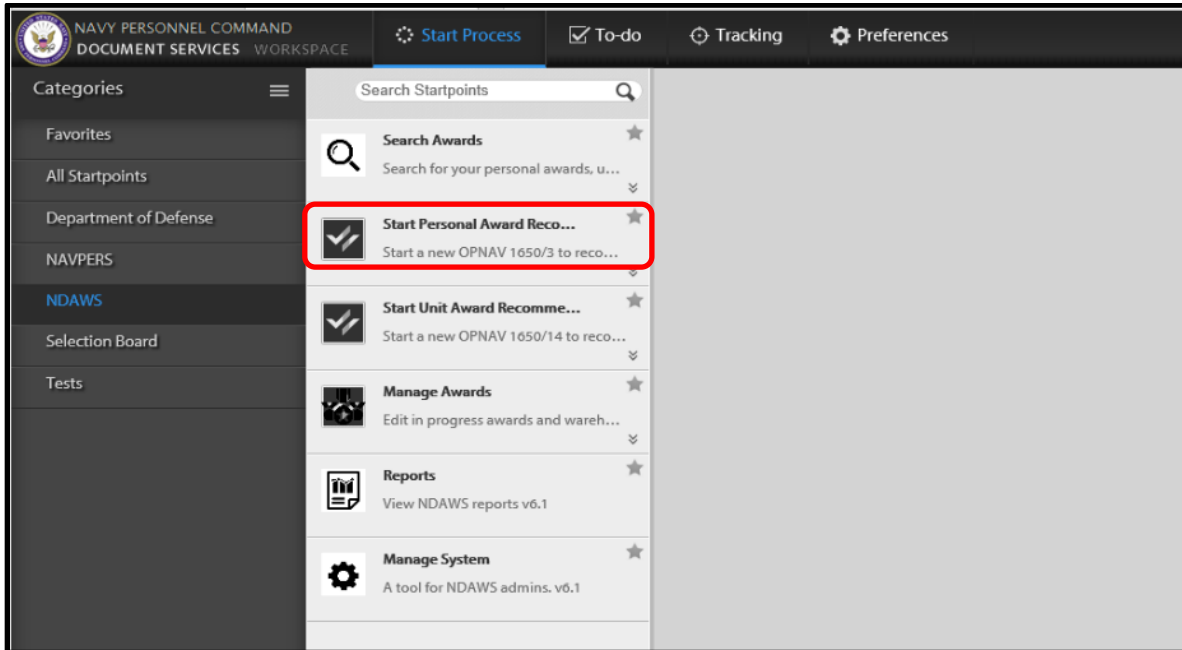


Figure 11: Initiate Personal Award Recommendation



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 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.



The screenshot shows the 'From/To' form in the NDAWS system. The form is divided into two main columns: 'From' and 'To'. The 'From' column contains fields for 'UIC\*' (highlighted with a red box and labeled '1'), 'Name\*', and 'Address\*'. Below these is the 'Administrative Point of Contact' section, which includes a 'Note: Admin POC info will be auto populated with the logged in User's Information.' and several redacted fields (highlighted with a red box and labeled '3'). The 'Originator' section at the bottom of the 'From' column has a 'Same as Administrative Point of Contact' checkbox set to 'YES' (highlighted with a red box and labeled '5') and several redacted fields. The 'To' column starts with a 'Fleet' dropdown menu, followed by 'UIC\*' (highlighted with a red box and labeled '2'), 'Name\*', and 'Address\*'. Below this is the 'Approving Authority' section, which includes a 'DoDID\* or Email' field with a 'Search' button, and 'Rank or Rating' and 'Full Name\*' fields. At the bottom of the 'To' column is an 'Email' field (highlighted with a red box and labeled '4') and a 'Commercial Phone\*' field. A note at the bottom right of the form reads: 'Note: Search for Awarding Authority using the DoDID Number or Email. Contact your Admin Dept. for assistance.'

Figure 12: From/To

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



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Originator

Same as Administrative Point of Contact

YES

Search

DSN

Note: If Admin POC and Originator are different, then you must toggle to "No" and then enter the Originator's DoDID Number to search.

Contact your Admin Dept. for assistance

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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From/To **Awardee** Award Endorsements Justification Verify/Sign

**Awardee Details**

<input type="text" value="DoDID*"/> <small>This Field is a required field.</small>	<input type="button" value="Search"/>	<input type="text" value="Full Name*"/> <small>This Field is a required field.</small>	<input style="border: none; text-align: right; padding-right: 5px;" type="text" value="Paygrade*"/> <small>This Field is a required field.</small>	<input type="text" value="Rank/Rate*"/> <small>This Field is a required field.</small>
<b>Member not found</b>		<input type="text" value="Warfare Qual*"/> <small>This Field is a required field.</small>	<input type="text" value="Desg/NEC/MOS*"/> <small>This Field is a required field.</small>	<input style="border: none; text-align: right; padding-right: 5px;" type="text" value="Component*"/> <small>This Field is a required field.</small>
		<input type="text" value="Years Served"/>		

End Date of Active Duty

Duty Assignment\*

Address (next duty station or home address)

Previous Personal Decorations and Period Recognized (exclude combat ribbons)

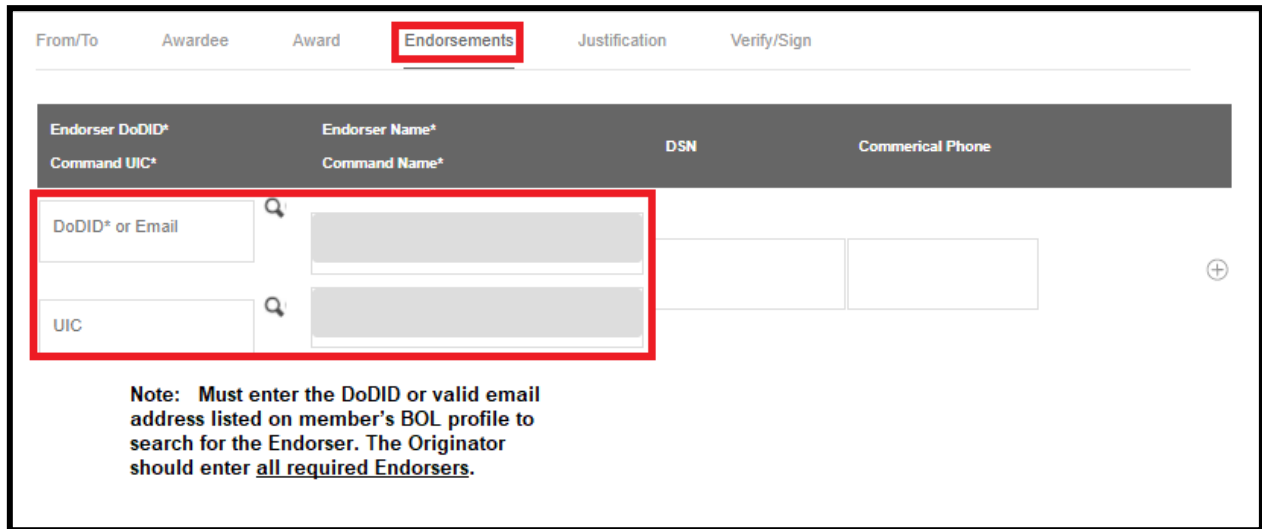
<input type="button" value="Load Previous Awards"/>	<b>Note: The Awardee's Previous Awards will populate.</b>
---	---

Personal Awards Recommended (not yet approved)

<input type="button" value="Load Pending Awards"/>	<input type="text"/>
--	----------------------

Figure 14: Awardee Details





From/To    Awardee    Award    **Endorsements**    Justification    Verify/Sign

Endorser DoDID*	Endorser Name*	DSN	Commercial Phone
Command UIC*	Command Name*		
DoDID* or Email			
UIC			

**Note:** Must enter the DoDID or valid email address listed on member's BOL profile to search for the Endorser. The Originator should enter all required Endorsers.

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.



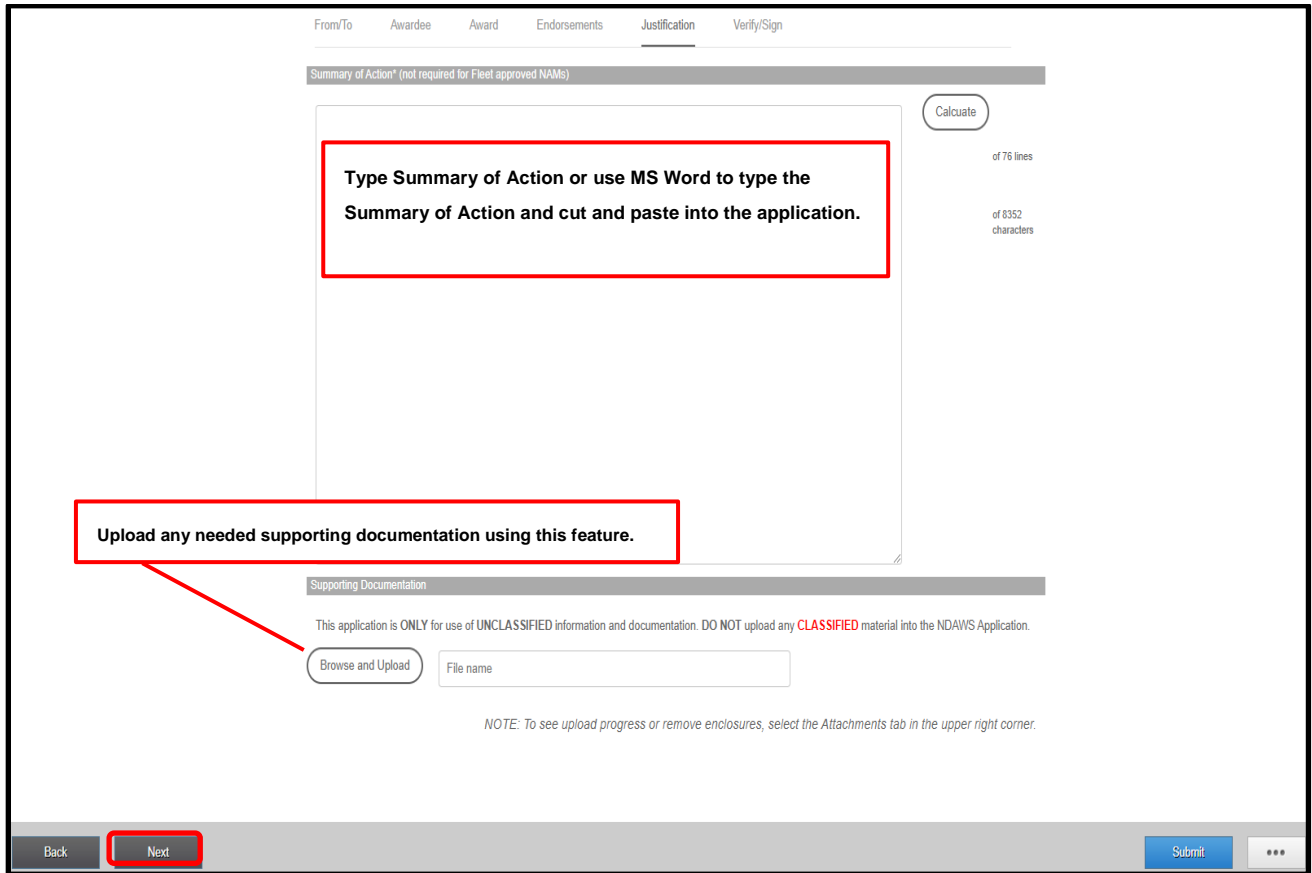


Figure 16: Summary of Action/Justification

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.



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### Verify Step

Please fill the following form.

---

**PERSONAL AWARD RECOMMENDATION**  
F: [REDACTED]

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

1. FROM: ADDRESS:		1a. UIC / RUC	2. TO: ADDRESS:		2a. UIC / RUC
3. COMMAND POC: NAME: p EMAIL: f		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 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
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

Figure 17: Verify/Sign



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### 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.*

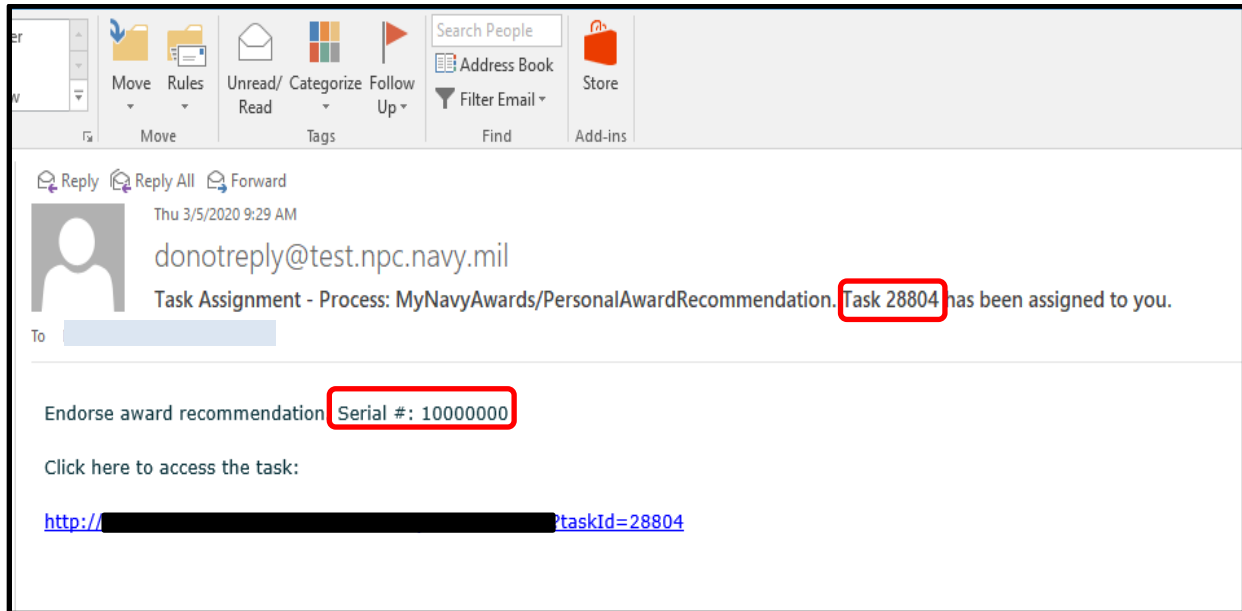


Figure 18: Endorsement Email Notification



#### 4.4 Endorsing a Personal Military Decoration recommendation

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

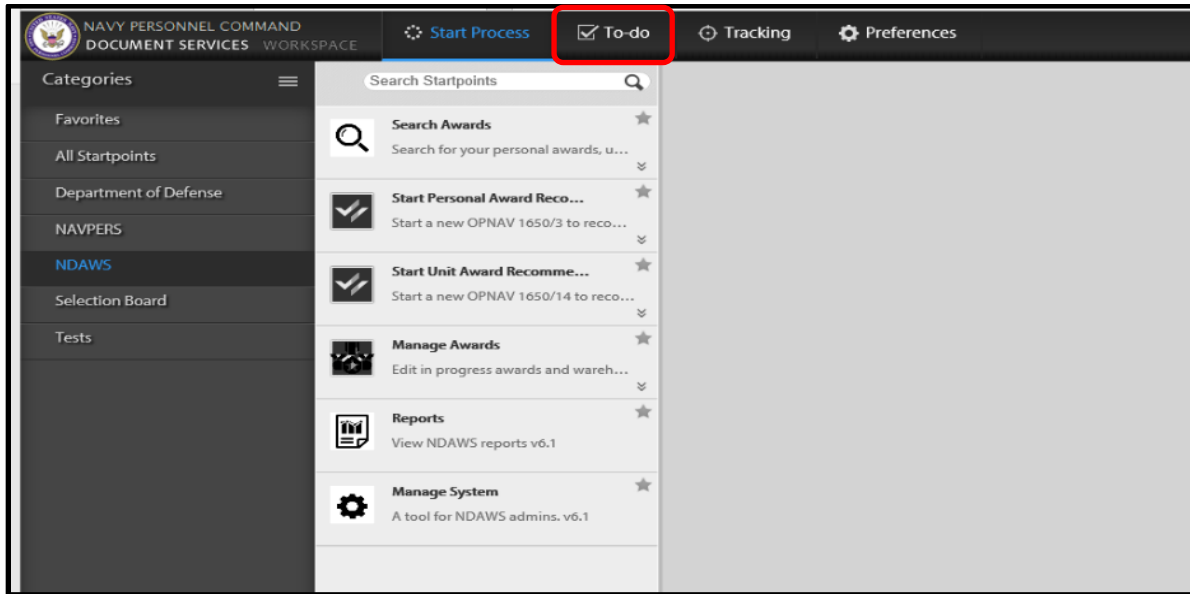


Figure 19: To-Do Tab



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.

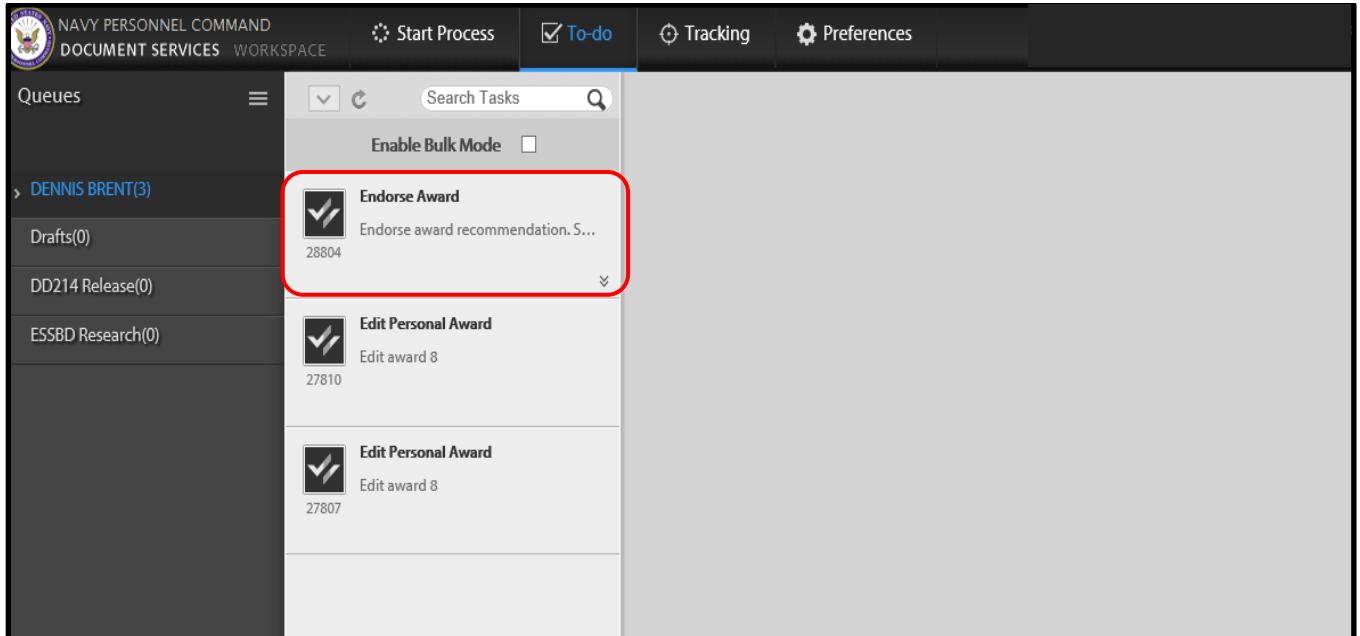


Figure 20: Endorse Award





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

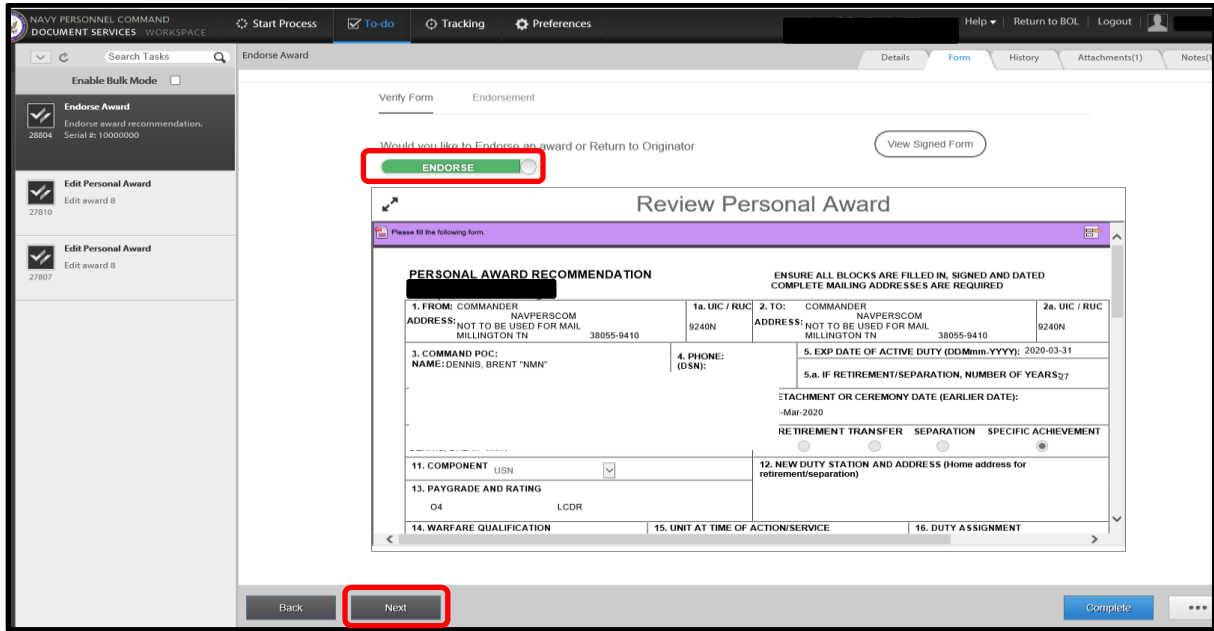


Figure 21: Endorse Award Option

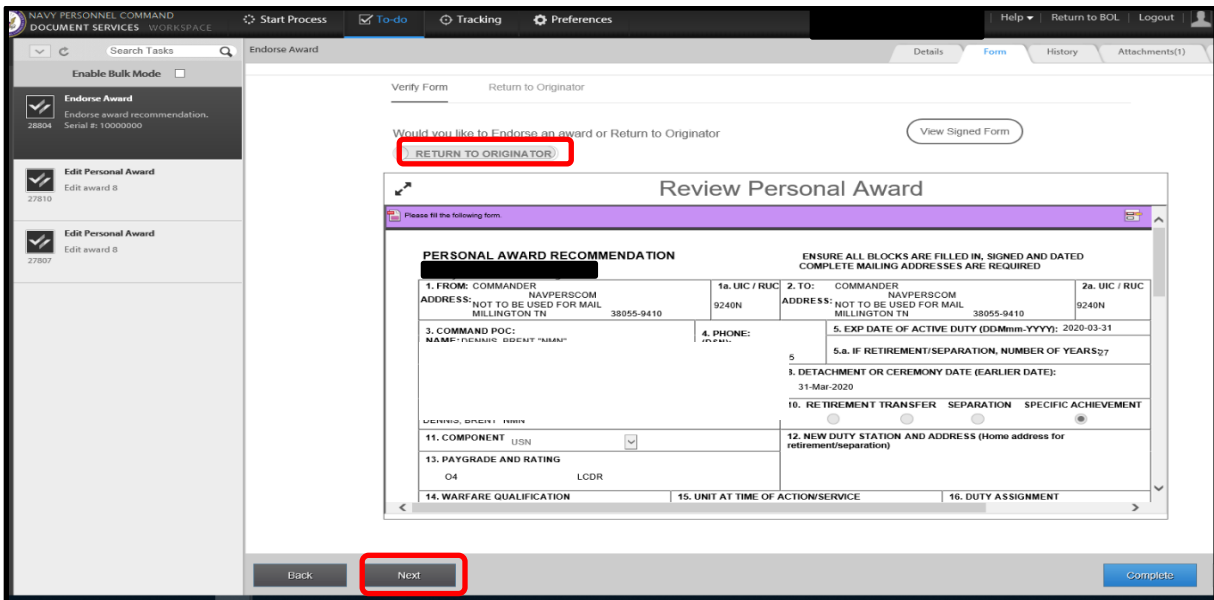


Figure 22: Return to Originator Option



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.

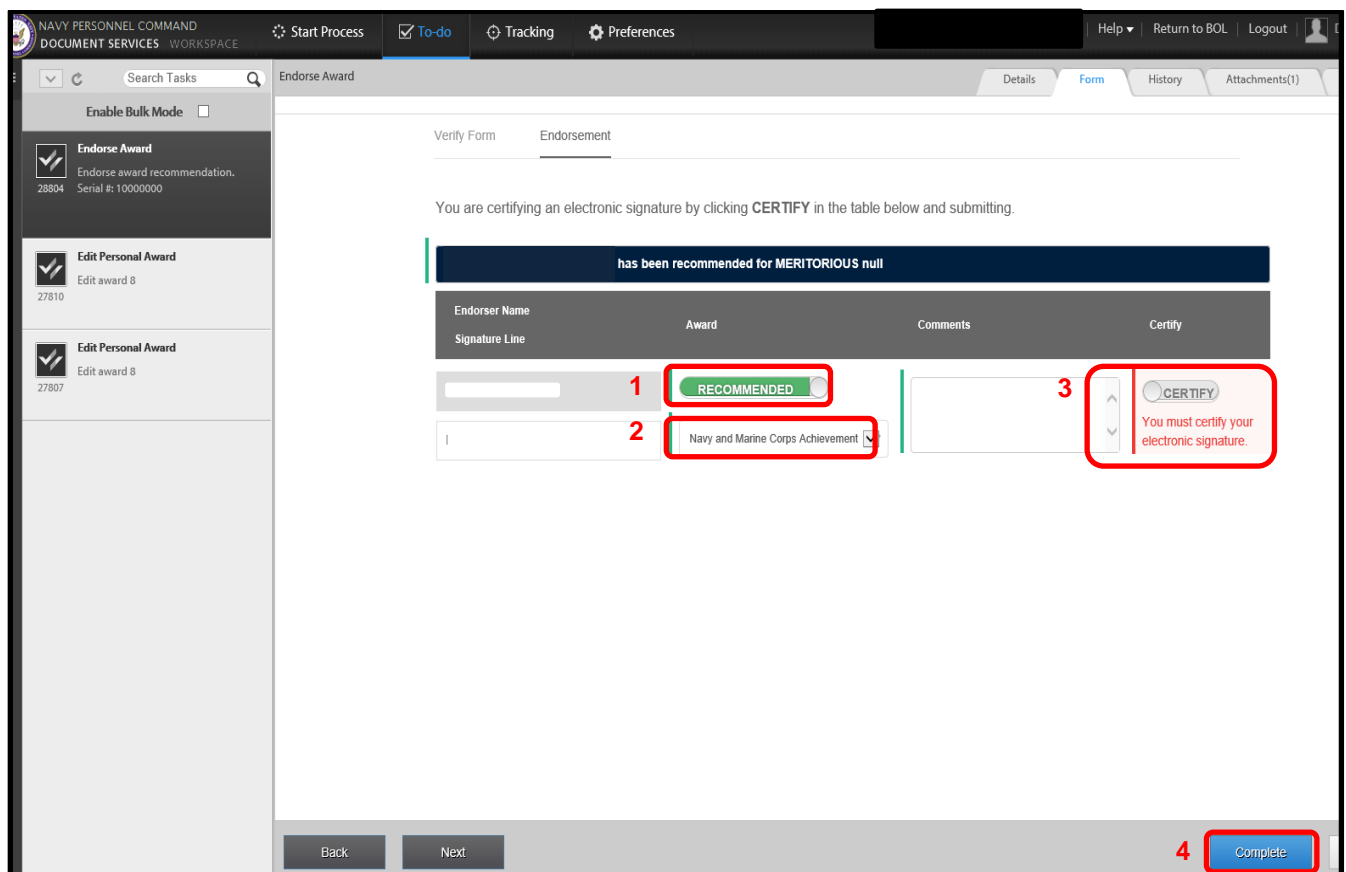


Figure 23: Certify Endorsement



### 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.

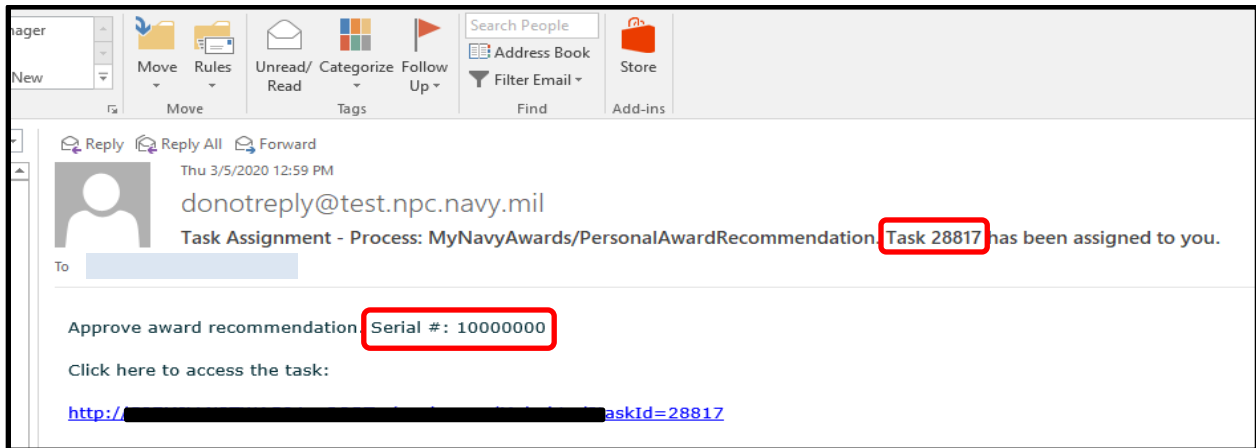


Figure 24: Awarding Authority Email Notification

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

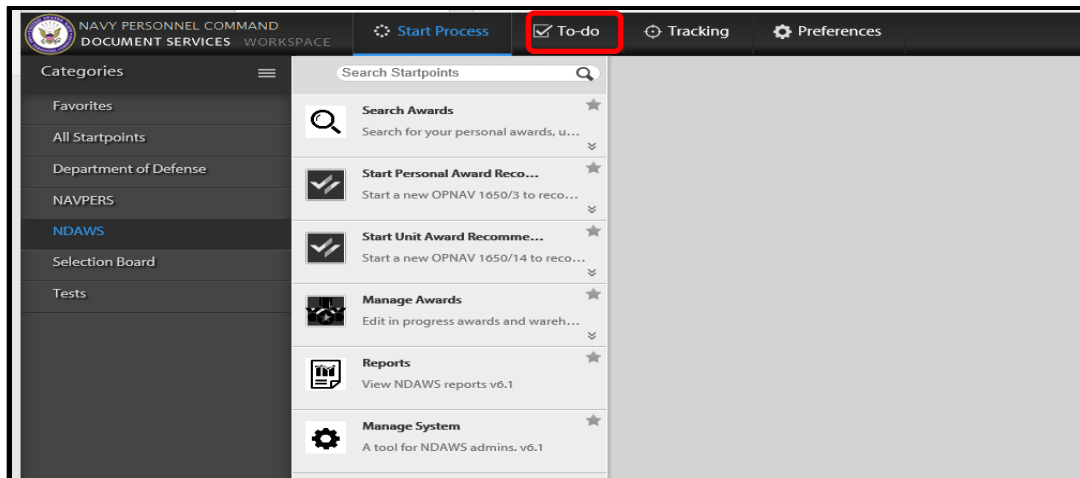


Figure 25: Awarding Authority "To-Do"



- 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.

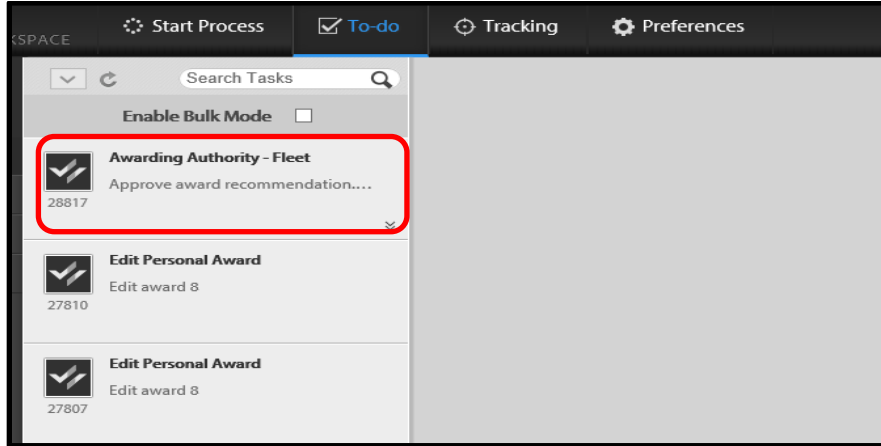


Figure 26: Awarding Authority

- 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”.

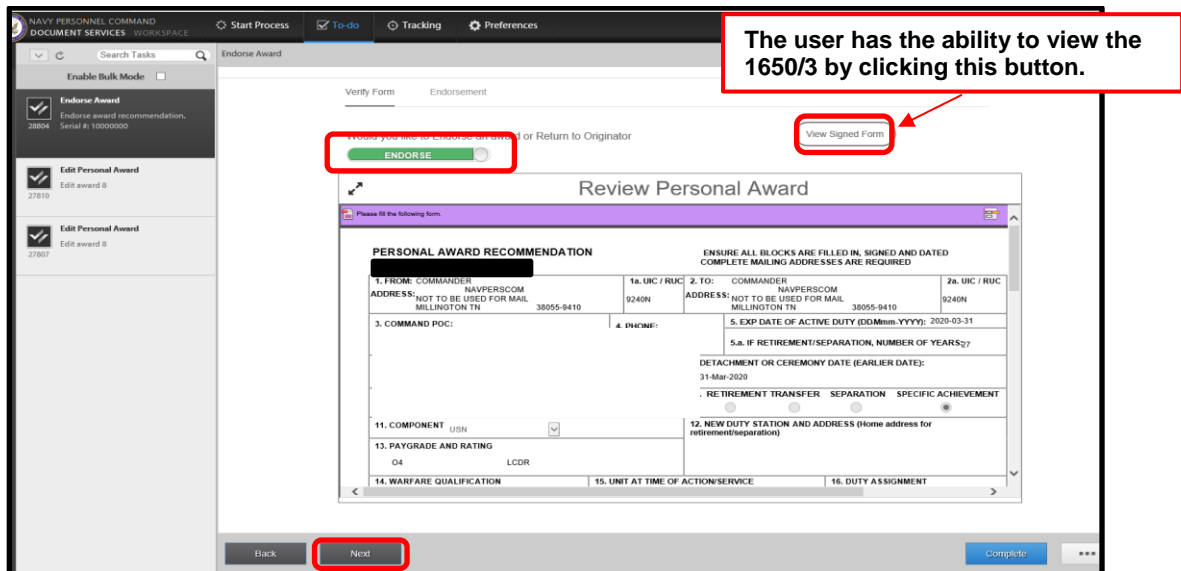


Figure 27: Awarding Authority Approve Award



NAVY PERSONNEL COMMAND  
DOCUMENT SERVICES WORKSPACE

Start Process | Endorse Award | Tracking | Preferences | Help | Return to BOL | Logout

Search Tasks | Endorse Award

Enable Bulk Mode

Endorse Award  
Endorse award recommendation.  
2804 Serial #: 10000000

Edit Personal Award  
27916 Edit award 0

Edit Personal Award  
27907 Edit award 0

Verify Form | Return to Originator

Would you like to Endorse an award or Return to Originator View Signed Form

**RETURN TO ORIGINATOR**

Review Personal Award

Please fill the following form.

**PERSONAL AWARD RECOMMENDATION**

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

1. FROM: COMMANDER NAVPERSCOM  
ADDRESS: NOT TO BE USED FOR MAIL  
MILLINGTON TN 38055-9410

1a. UIC / RUC: 9240N

2. TO: COMMANDER NAVPERSCOM  
ADDRESS: NOT TO BE USED FOR MAIL  
MILLINGTON TN 38055-9410

2a. UIC / RUC: 9240N

3. COMMAND POC:

4. NAME:

5. EXP DATE OF ACTIVE DUTY (DDMMYY): 2020-03-31

5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: 27

1. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 31-Mar-2020

6. RETIREMENT TRANSFER SEPARATION SPECIFIC ACHIEVEMENT

11. COMPONENT USN

12. NEW DUTY STATION AND ADDRESS (home address for retirement/separation)

13. PAYGRADE AND RATING: O4 LCDR

14. WARFARE QUALIFICATION

15. UNIT AT TIME OF ACTION/SERVICE

16. DUTY ASSIGNMENT

Back **Next** Complete

Figure 28: Awarding Authority Return to Originator

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.

The screenshot shows the 'Awarding Authority - Fleet' interface. At the top, a dark blue bar states 'has been recommended for MERITORIOUS Navy and Marine Corps Achievement Medal'. Below this, a red box highlights a checkbox: '1 I certify this is an electronic signature and submitting constitutes a legal signature'. A red-bordered note box contains the text: 'Note: Once this block is checked, the "Signature Line" below will be presented. Ensure the Approving Authority's Name, Rank/Grade, Component and Title are correct.' The 'Signature Line' field is currently empty. Below, the 'This award is:' section shows '2 APPROVED' selected, with 'Navy and Marine Corps Achievement Medal' chosen from a dropdown. The 'Extraordinary Heroism Recommended' toggle is 'OFF'. A section for 'Attach signed certificate and indicate release date' includes a '3 Browse and Upload' button and a file name 'standard-form-180.pdf'. The 'Date to release to OMPF' field is '4 05/18/2020'. A table at the bottom has columns for 'Endorser Name', 'Award', 'Comments', and 'Certify'. The 'Award' column shows 'RECOMMENDED' and the 'Certify' column has a 'CERTIFY' button. At the bottom of the form are 'Back', 'Next', and '5 Complete' buttons.

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.

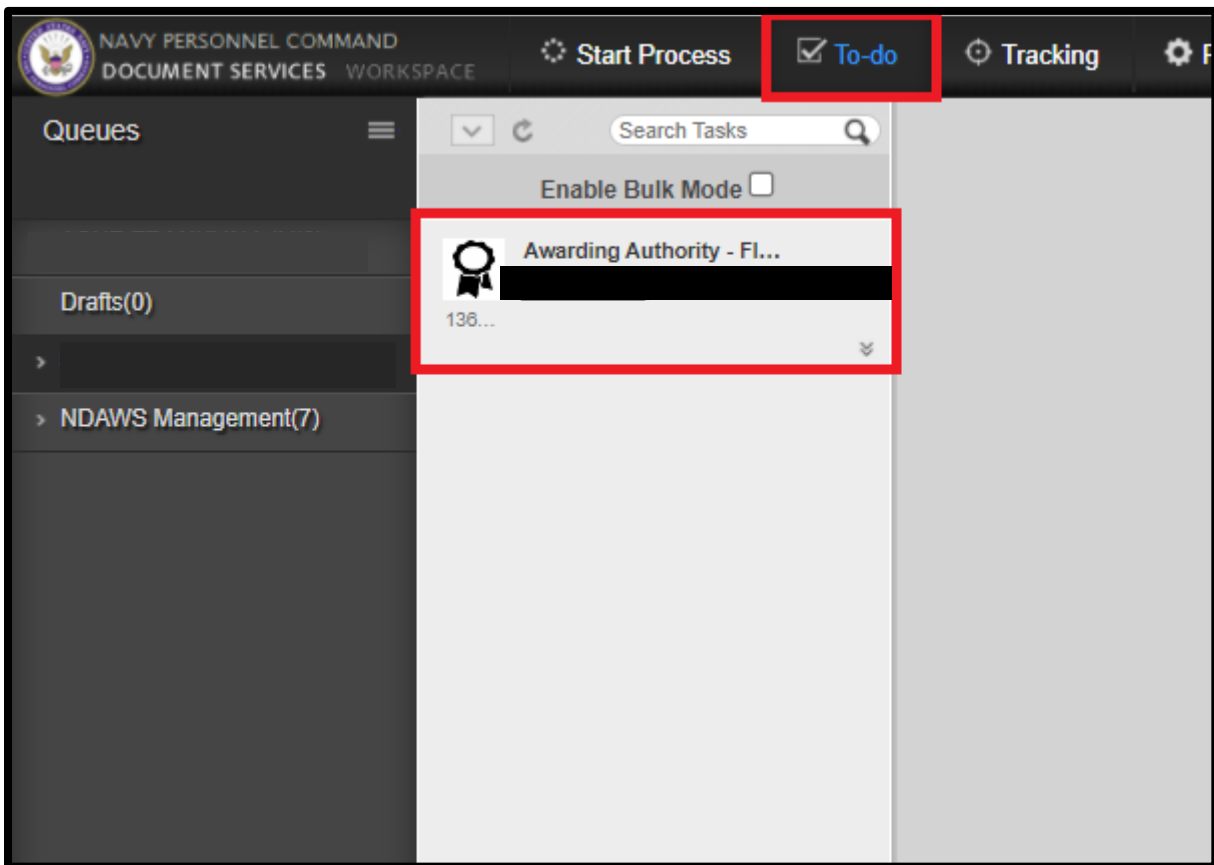


Figure 30: Selecting Proper Approval Authority Queue



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

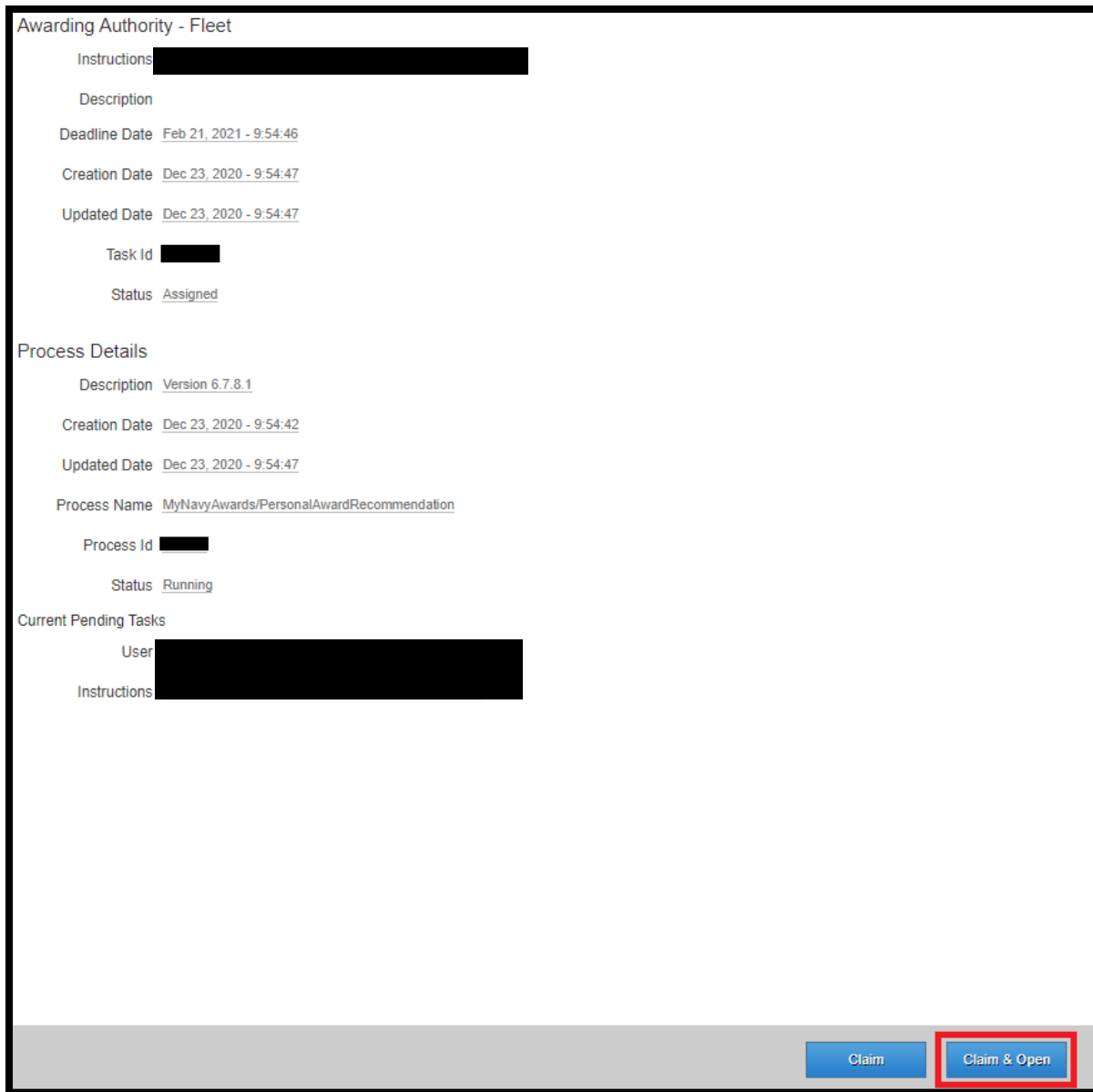


Figure 31: Selecting an Award to remove from Queue



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

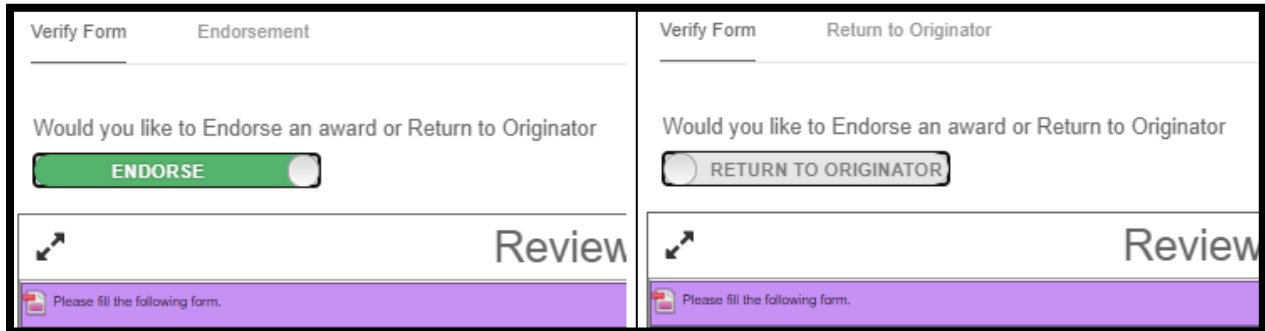


Figure 32: Returning Unwanted Award to Originator

4. Enter the justification for returning the award to Originator.
5. Select “Complete” in the bottom right corner.

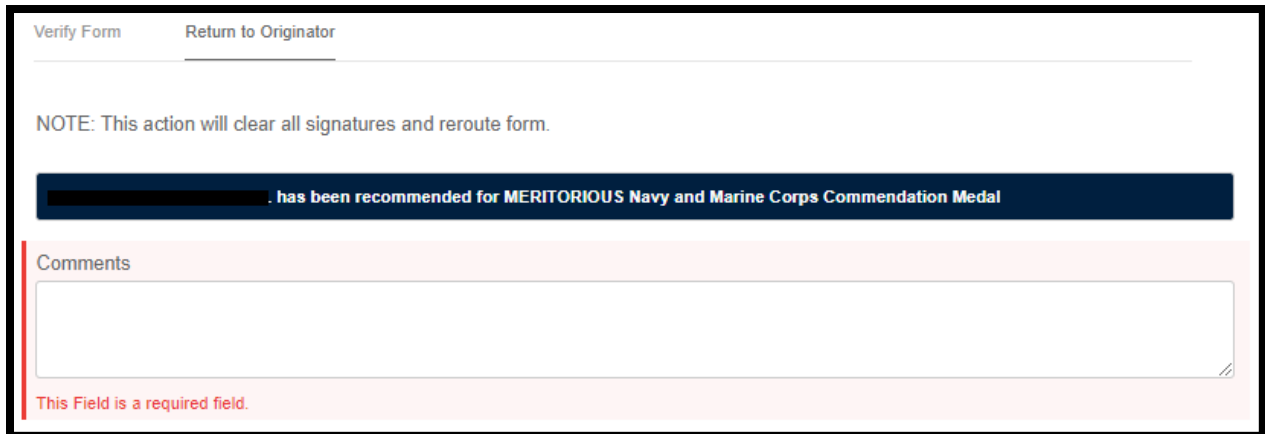


Figure 33: Return to Originator Justification



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

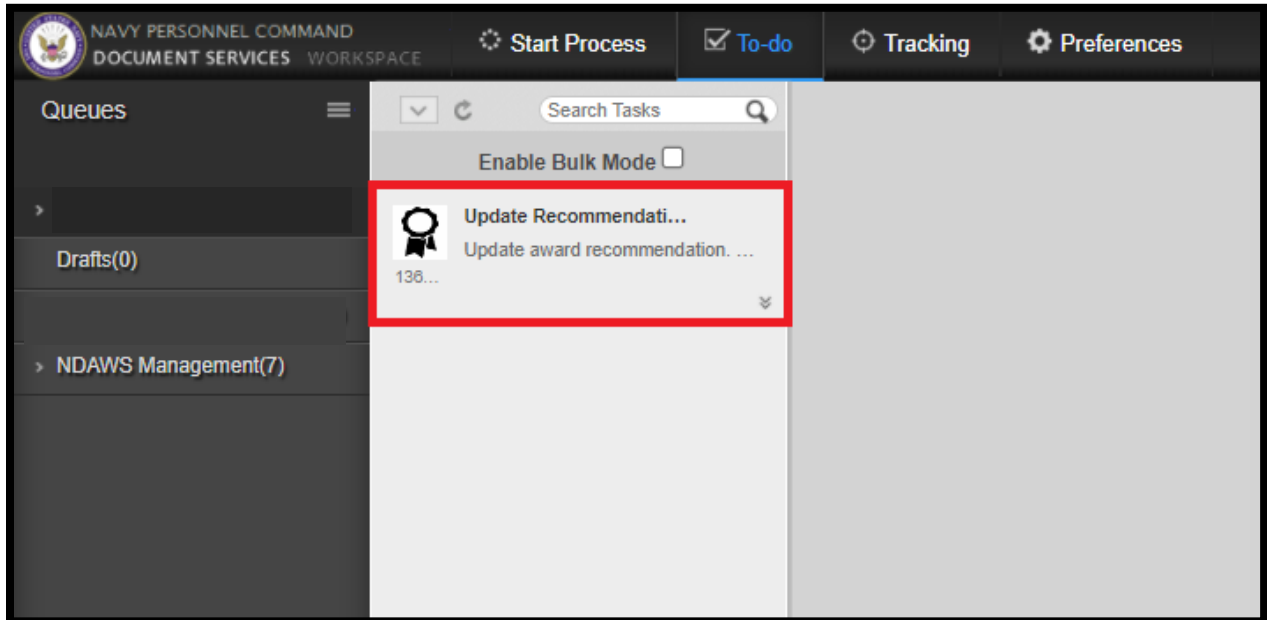


Figure 34: Originator Selecting a Returned Award



7. Select “Discard” in the bottom right corner.
8. Select “OK” on the confirmation pop-up.

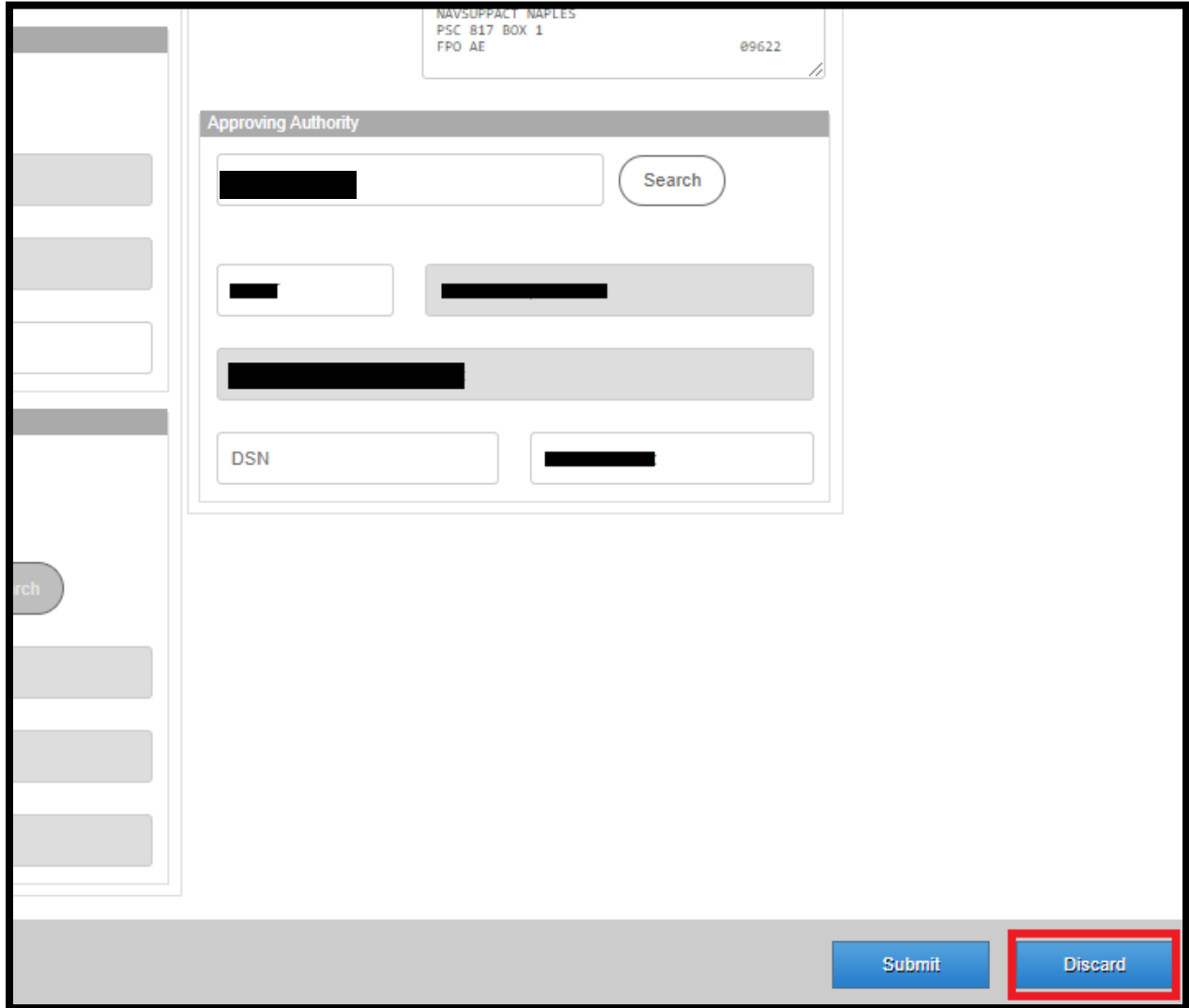


Figure 35: Discarding an In-Progress Award



## 6. Entering Joint Awards

Joint Awards are entered into BOL NDAWS by using the “Start Personal Award Recommendation” option inside the application. The various Joint Awards are populated under the “Recommended Award” box. This is currently the only process in place to enter Joint Awards inside the BOL NDAWS application.

### 6.1 Process for entering Joint Awards

Most Joint Awards are signed by Approving Authorities who are not Navy personnel. These Approving Authorities will not populate in BOL NDAWS (because they do not have a BOL account) if their information is entered into the approving authority block inside the application. Follow the below process for using the BOL NDAWS application to enter a Joint Award for a Navy Service Member.

Navy administrative support personnel who are responsible for entering Joint Awards for a command will need to have a Navy O6 and above Service Member share their BOL NDAWS Queue with them. This will allow them to route the Joint Award inside the application for processing and approval, which incorporates the award into the Service Member BOL NDAWS record and release the award documents to the Service Member’s OMPF. Refer to section 3 for information on sharing queues.

Once the queue has been shared, the administrative support staff is ready to proceed with entering the award into BOL NDAWS.

1. Log onto BOL (Using Google Chrome) > NPC Document Service > Start Personal Award Recommendation
2. Complete the blocks using the original documentation for the approved Joint Award. Enter the To and From UICs from the Joint Award documents and use the DoDID for the Navy O6 and above as the APPROVING AUTHORITY for the award. This will allow the ability to route the award to the Approving Authority's queue for processing. Leave the user as the Administrative POC and the Originator. Do not add any endorsers due to the fact this is an approved award. There is no need to route it for endorser approval again.
3. Complete all data blocks on the From/To, Awardee and Award Tabs (tabs listed at the top) on the application page.
4. Click on the “Justification” tab and enter the required information into the “Summary of Action” field.
5. Click “Verify/Sign”.



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From/To    Awardee    Award    Endorsements    Justification    **Verify/Sign**

### Verify Step

Please fill the following form.

**PERSONAL AWARD RECOMMENDATION**      ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED  
COMPLETE MAILING ADDRESSES ARE REQUIRED

Privacy Act Statement on Page 4

1. FROM: ADDRESS:		1a. UIC / RUC	2. TO: ADDRESS:		2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:		4. PHONE: (DSN): (COM):		5. EXP DATE OF ACTIVE DUTY (DDMmm-YYYY):	
5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):			
6. SSN or DoD ID	7. DESIGNEC/MOS	10. RETIREMENT    TRANSFER    SEPARATION    SPECIFIC ACHIEVEMENT			
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)		12. NEW DUTY STATION AND ADDRESS (Home address for retirement/separation)			
11. COMPONENT		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.\*

Your Signature Line\*

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

Known To Me        Matter Of Record   

**Submit**

Figure 36: Verify/Sign on Joint Awards

This will send the award to **YOUR** approving authority's queue (the approving authority listed on the first page of the award in the application).



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6. Click on the "To Do" tab at the top of the page and then select the Approving Authority's queue (left side of the page). The award will show in that queue.

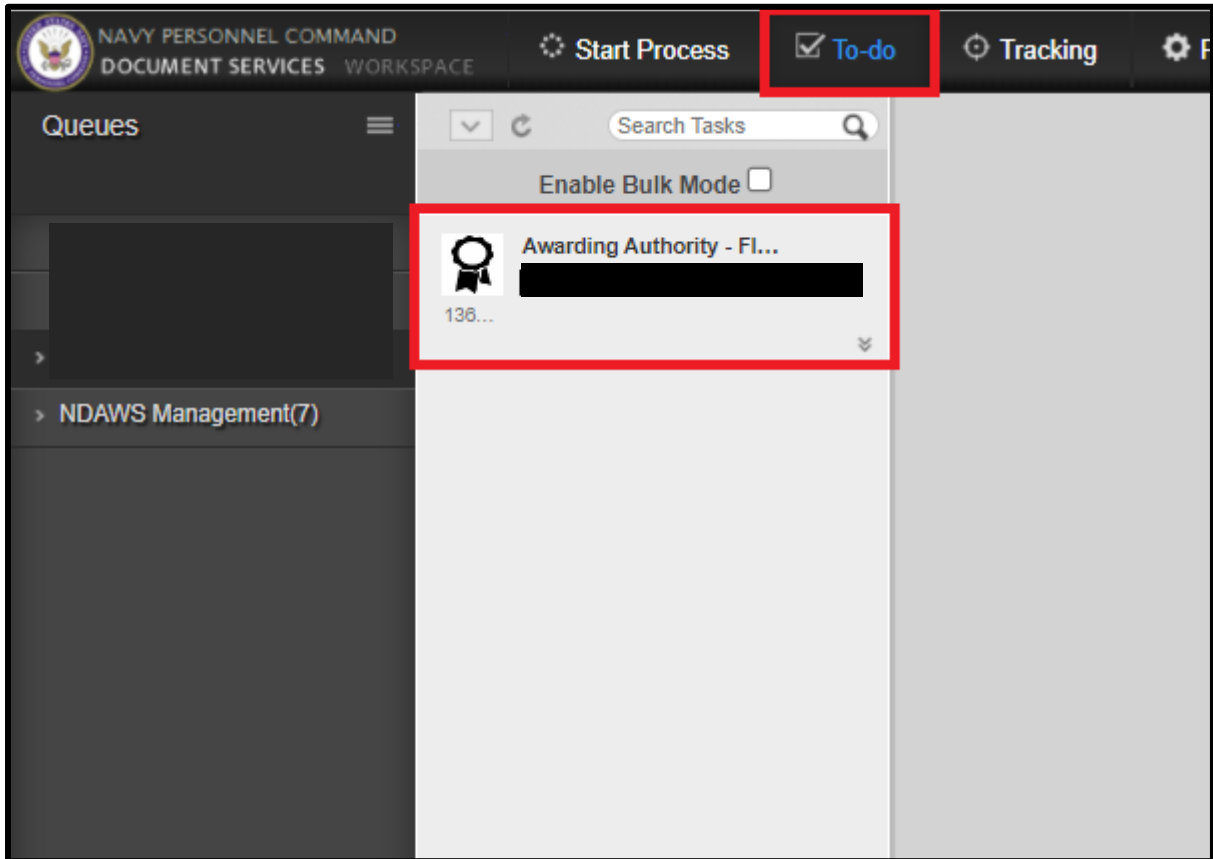


Figure 37: Selecting Award in Approving Authority's Queue

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

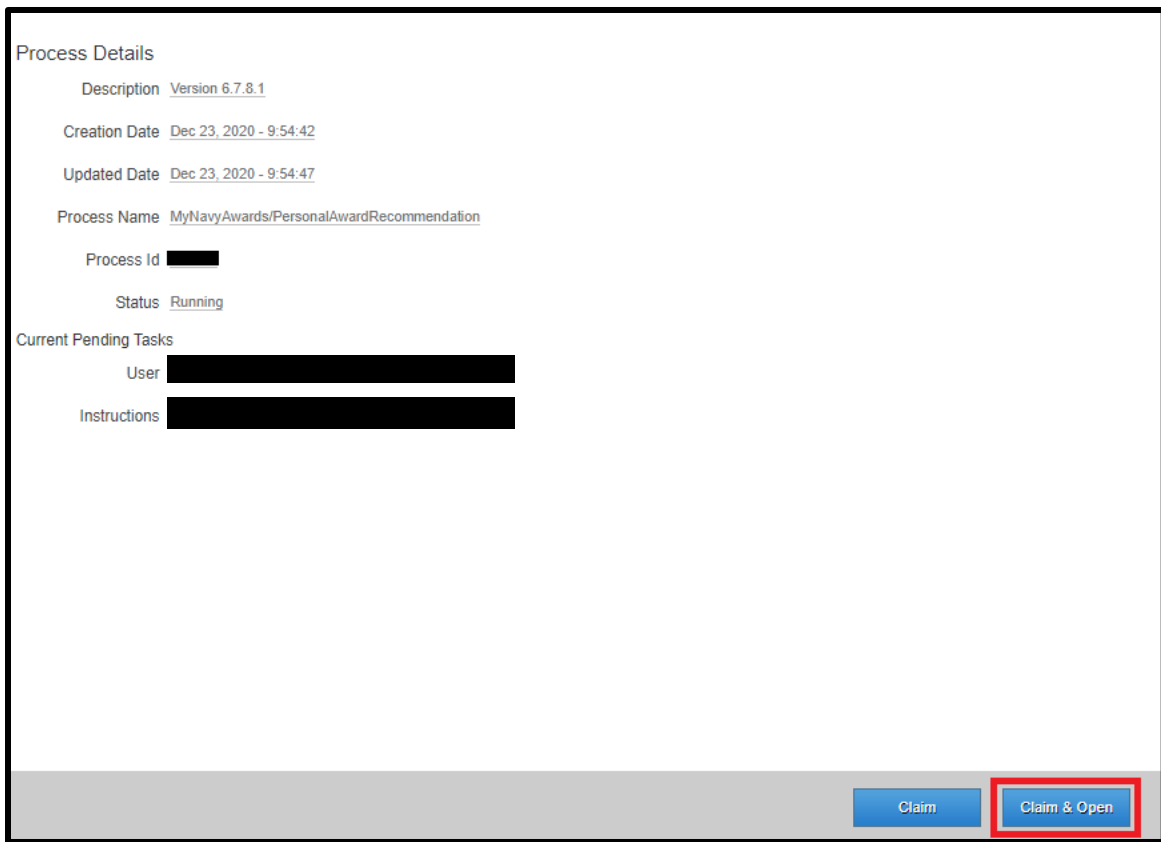


Figure 38: Claiming and Opening



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

Verify Form      Endorsement

Would you like to Endorse an award or Return to Originator

**ENDORSE**

[View Signed Form](#)

### Review Personal Award

Please fill the following form.

**PERSONAL AWARD RECOMMENDATION** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED  
COMPLETE MAILING ADDRESSES ARE REQUIRED

**Privacy Act Statement on Page 4**

<b>1. FROM:</b> COMMANDING OFFICER ADDRESS: NAVSUPPORT NAPLES PSC 817 BOX 1 09622    FPO AE	<b>1a. UIC / RUC:</b> 46130	<b>2. TO:</b> COMMANDING OFFICER ADDRESS: NAVSUPPORT NAPLES PSC 817 BOX 1 09622    FPO AE	<b>2a. UIC / RUC:</b> 46130
<b>3. COMMAND POC:</b> NAME: [REDACTED] EMAIL: [REDACTED]	<b>4. PHONE:</b> (DSN): [REDACTED] (COM): [REDACTED]	<b>5. EXP DATE OF ACTIVE DUTY (DD-Mmm-YYYY):</b>  <b>5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:</b>	
<b>6. SSN or DoD ID</b> [REDACTED]	<b>7. DESIG/NEC/MOS</b> 0000	<b>8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):</b> 19-Feb-2020	
<b>9. NAME (LAST, FIRST, MIDDLE, SUFFIX)</b> [REDACTED]		<b>10. RETIREMENT    TRANSFER    SEPARATION    SPECIFIC ACHIEVEMENT</b> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	
<b>11. COMPONENT</b> USN                      ▼		<b>12. NEW DUTY STATION AND ADDRESS (Home address for retirement/separation)</b>	
<b>13. PAYGRADE AND RATING</b> E6    MA1			
<b>14. WARFARE QUALIFICATION</b>	<b>15. UNIT AT TIME OF ACTION/SERVICE</b>	<b>16. DUTY ASSIGNMENT</b>	

**Next**

Figure 39: View Panel for Approving Authority



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

AZC WINFIELD, JASON "NMN" has been recommended for MERITORIOUS Navy and Marine Corps Achievement Medal

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

2 Signature Line **Note: Once this block is checked, the "Signature Line" will be presented and populated with credentials for the person that is processing the award. Ensure the Approving Authority's Name, Rank/Grade, Component and Title off of the wet-signed certificate are entered here!!**

3 This award is:  Approved Award\*  Extraordinary Heroism Recommended  
**Ensure the correct award is populated here.**

4 **Browse and Upload** standard-form-180.pdf **Note: Browse the computer and upload a .pdf copy of the wet-signed certificate for this award**

Date to release to OMPF  
05/18/2020

Endorser Name	Award	Comments	Certify
Signature Line	<input checked="" type="radio"/> RECOMMENDED		<input type="radio"/> CERTIFY

5 **Complete**

Figure 40: Approving Authority Screen



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## 7. 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 that award is sent 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).



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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## 8. Searching for approved Awards

### 8.1 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.

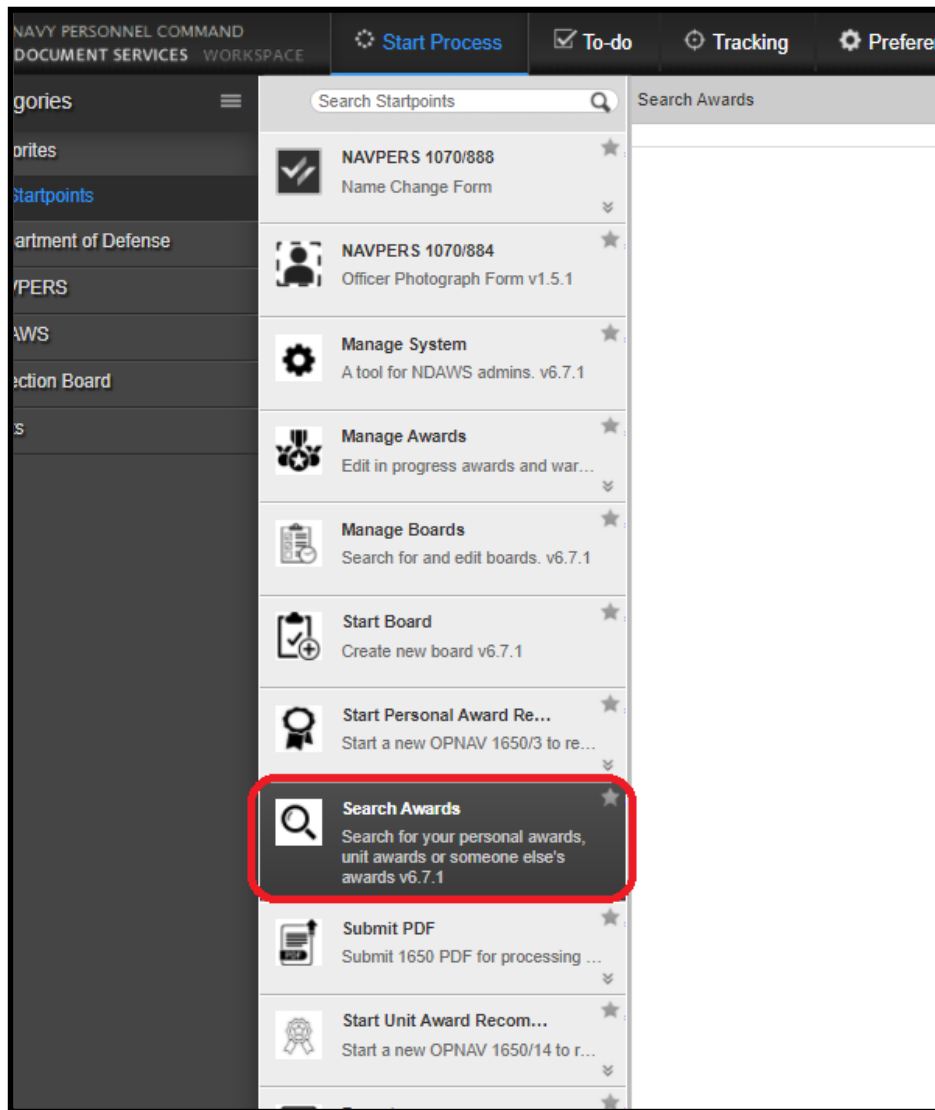


Figure 41: Search Awards



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

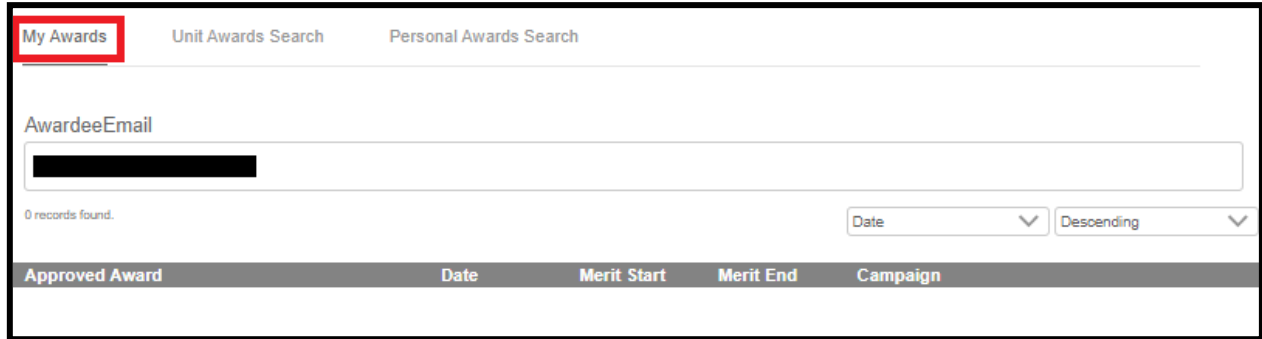


Figure 42: My Awards



## 8.2 Searching for Approved Unit awards.

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

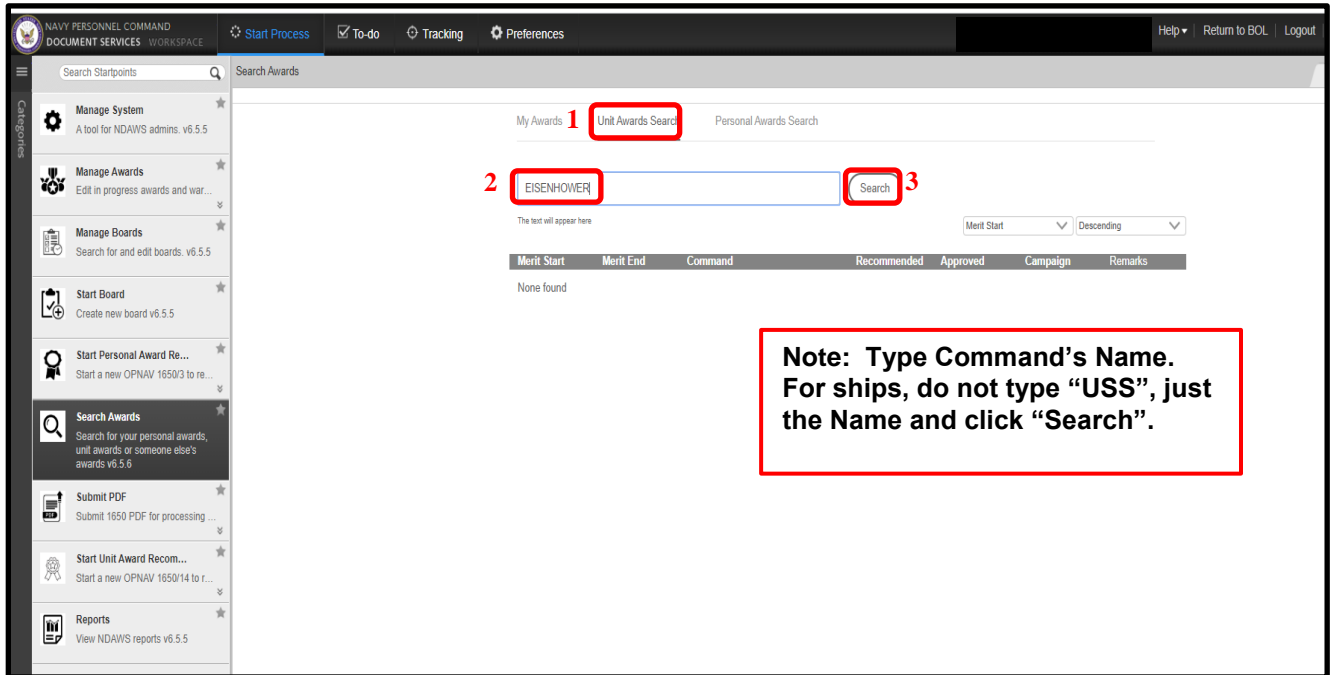


Figure 43: Unit Award Search



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

The screenshot displays the NDAWS interface with a search bar containing 'eisenhower' and a 'Search' button. Below the search bar, a table lists 44 records. The table has columns for Merit Start, Merit End, Command, Recommended, Approved, Campaign, and Remarks. The records show various awards for the USS EISENHOWER (CVN-69) and other commands, including the Navy E Ribbon and Navy Unit Commendation.

Merit Start	Merit End	Command	Recommended	Approved	Campaign	Remarks
2013-03-15	2013-06-13	DWIGHT D EISENHOWER CVN 69		Global War on Terrorism Expeditionary Medal		
2012-07-16	2012-12-01	DWIGHT D EISENHOWER CVN 69		Global War on Terrorism Expeditionary Medal		
2012-01-01	2012-12-31	DWIGHT D EISENHOWER CVN 69	Navy E Ribbon	Navy E Ribbon	NOT APPLICABLE	
2010-01-21	2010-07-04	DWIGHT D EISENHOWER CVN 69		Global War on Terrorism Expeditionary Medal		
2009-03-15	2009-07-06	DWIGHT D EISENHOWER CVN 69		Global War on Terrorism Expeditionary Medal		
2006-10-30	2007-05-04	EISENHOWER CARSTRKGRU	Navy Unit Commendation	Meritorious Unit Commendation	Operation ENDURING FREEDOM	
2006-10-30	2007-05-04	DWIGHT D EISENHOWER CVN 69		Global War on Terrorism Expeditionary Medal		
2006-01-01	2006-12-31	DWIGHT D EISENHOWER CVN 69	Navy E Ribbon	Navy E Ribbon	NOT APPLICABLE	
2000-05-20	2000-07-30	DWIGHT D EISENHOWER CVN 69	Armed Forces Expeditionary Medal	Armed Forces Expeditionary Medal		V
2000-05-20	2000-07-30	NSWTU EISENHOWER	Armed Forces Expeditionary Medal	Armed Forces Expeditionary Medal		V
1999-01-01	1999-12-31	DWIGHT D EISENHOWER CVN 69	Navy E Ribbon	Navy E Ribbon		
1999-01-01	2001-09-10	DWIGHT D EISENHOWER BATTLE (GR)	Meritorious Unit Commendation	Meritorious Unit Commendation		

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



### 8.3 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.

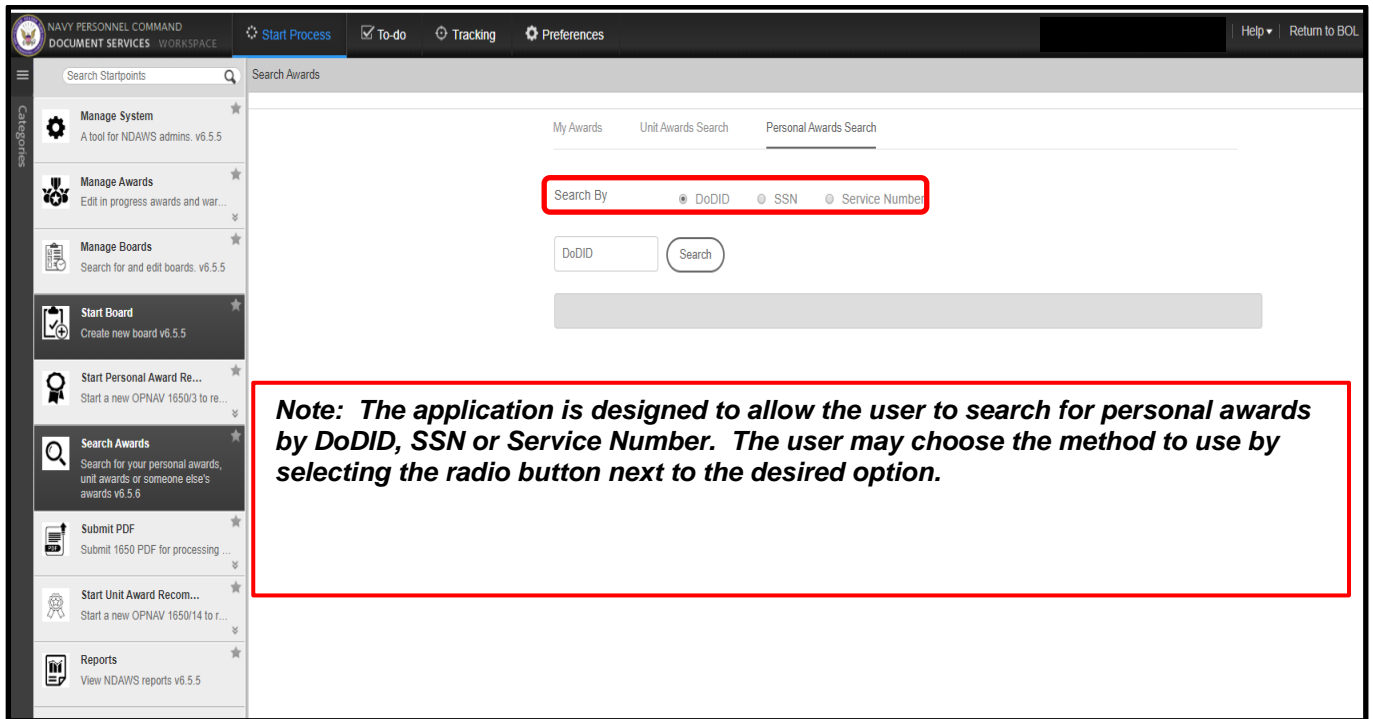


Figure 45: Search Personal Awards





## 9. 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 06May2020.

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:** *PERS-312 will make the final determination on granting SUBMIT PDF access inside the application. 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 [MILL\\_NavyAwards.fct@navy.mil](mailto:MILL_NavyAwards.fct@navy.mil) for review. Please include the following information for all personnel you are requesting elevated access be granted.*

Rate/Rank	Full Name	Email Address	PRD
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## 10. 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 NEC (enlisted) 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.

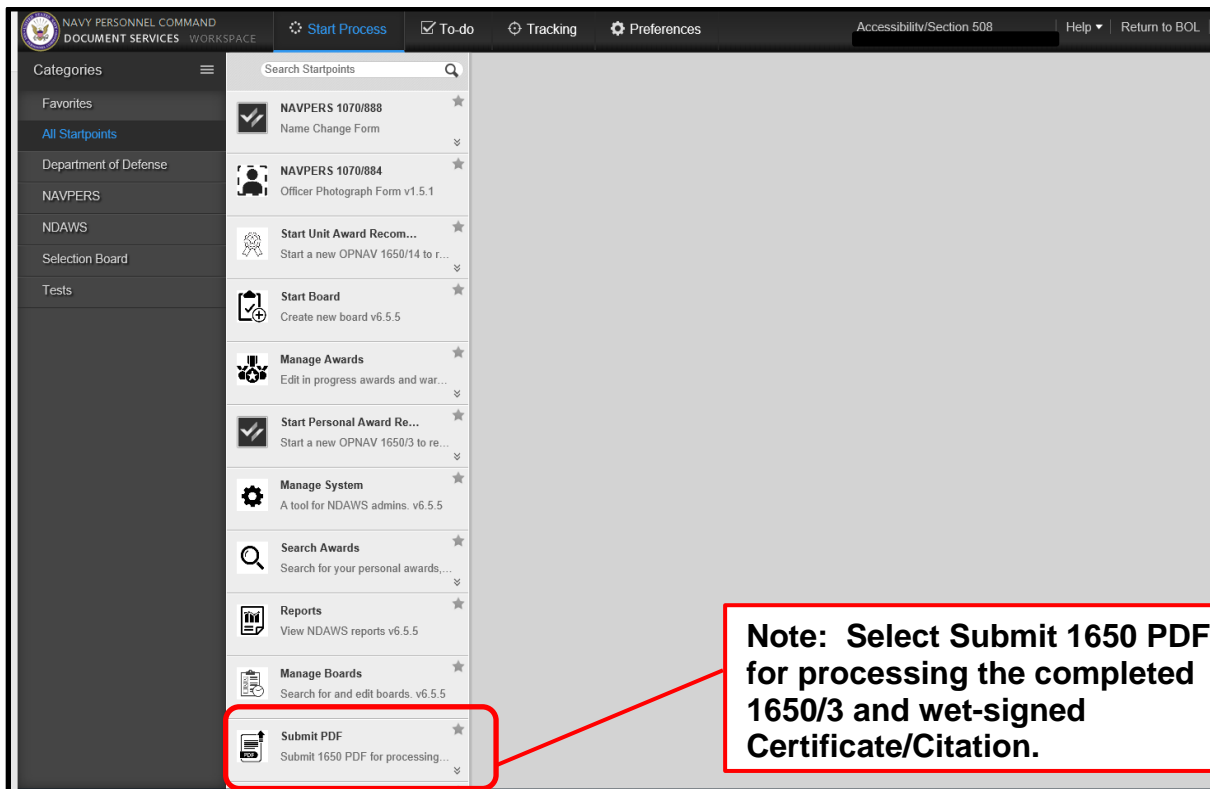


Figure 46: Submit PDF Option

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



Status of process will be sent to the following email Download blank form

Personal

Digitally signed PDF, signed certificate, and indicate release date

- Browse and upload digitally signed Personal Award Recommendation 1650/3 PDF and select Enclosure Type as '1650 PDF'
- Browse and upload scanned signed Certificate and select Enclosure Type as 'Certificate'
- Set 'Date to release to OMPF'

NOTE: This application is ONLY for use of UNCLASSIFIED information and documentation. DO NOT upload any **CLASSIFIED** material into the NDAWS Application.

**Note: Choose File to Upload will show on your desktop. Select the appropriate documents.** NOTE: To see upload progress or remove enclosures, select the Attachments tab in the upper right corner.

Date to release to OMPF

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”.



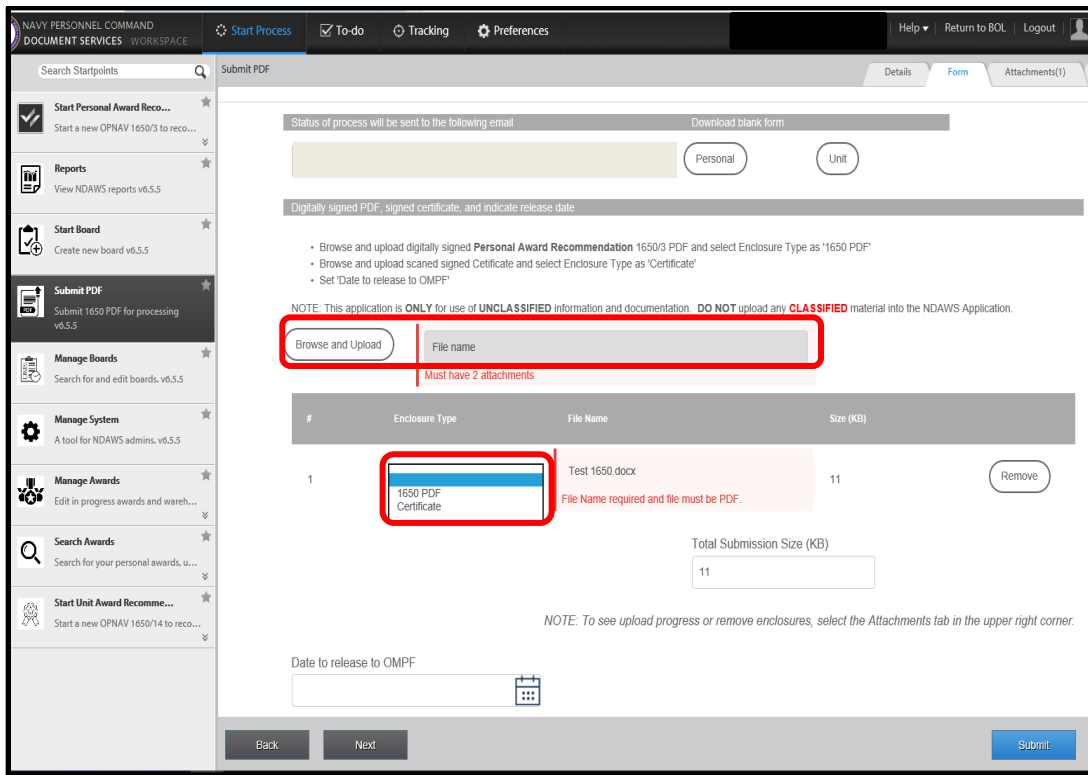


Figure 48: Attachment Options



NAVY PERSONNEL COMMAND  
DOCUMENT SERVICES WORKSPACE

Start Process To-do Tracking Preferences Help Return to BOL Logout

Search Startpoints Submit PDF Details Form Attachments(2) Note

Status of process will be sent to the following email Download blank form

Personal Unit

Digitally signed PDF, signed certificate, and indicate release date

- Browse and upload digitally signed **Personal Award Recommendation** 1650/3 PDF and select Enclosure Type as '1650 PDF'
- Browse and upload scanned signed Certificate and select Enclosure Type as 'Certificate'
- Set 'Date to release to OMPF'

NOTE: This application is **ONLY** for use of **UNCLASSIFIED** information and documentation. **DO NOT** upload any **CLASSIFIED** material into the NDAWS Application.

Browse and Upload File name

#	Enclosure Type	File Name	Size (KB)	
1	1650 PDF	Test 1650 PDF.pdf	33	Remove
2	Certificate	Test Citation PDF.pdf	33	Remove

Total Submission Size (KB)  
66

NOTE: To see upload progress or remove enclosures, select the Attachments tab in the upper right corner.

Date to release to OMPF  
2020-04-09

**Note: The "Date to Release to OMPF" date must be after the Awardee has been presented the award.**

Back Next Submit

Figure 49: Date to Release to OMPF



## 11. 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 PMD 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 a 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](mailto: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/USMC/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 [MILL\\_NavyAwards.fct@navy.mil](mailto:MILL_NavyAwards.fct@navy.mil) for processing.





## Appendix A. Acronyms and Abbreviations

The following acronyms and abbreviations are used in this document:

<b>BOL</b>	BUPERS on Line
<b>BUPERS</b>	Bureau of Navy Personnel Command
<b>CM</b>	Content Manager
<b>CSR</b>	Customer Service Request
<b>DoD</b>	Department of Defense
<b>EMPRS</b>	Electronic Military Personnel Records System
<b>IA</b>	Information Assurance
<b>ISIC</b>	Immediate Superior in Command
<b>IT</b>	Information Technology
<b>MNCC</b>	My Navy Career Center
<b>NDAWS</b>	Navy Department Awards Web Service
<b>NEC</b>	Navy Enlisted Classification
<b>NMCI</b>	Navy Marine Corp Intranet
<b>NPC</b>	Navy Personnel Command
<b>OMPF</b>	Official Military Personnel File
<b>OPS</b>	Operations
<b>PII</b>	Personally Identifiable Information
<b>POC</b>	Point of Contact
<b>PRD</b>	Projected Rotation Date
<b>SA</b>	System Administrator
<b>SOP</b>	Standard Operating Procedures
<b>SSN</b>	Social Security Number
<b>UIC</b>	Unit Identification Code



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