NAVY AWARDS FREQUENTLY ASKED QUESTIONS (28 JUL 2023)
Questions regarding this FAQ may be addressed to Mill_NavyAwards.fct@navy.mil

Decorations and Medals (Awards) – MyNavy HR: https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/

NDAWS Users Guide:
https://www.mynavyhr.navy.mil/Portals/55/Career/RecordsManagement/NDAWS%20User%20Guide%20-%20APR2021%20signed.pdf?ver=RM9eaLR2UE1iSfprBJHc4Q%3d%3d

What is NDAWS?
The Navy Department Awards Web Service (NDAWS) is the Navy's authoritative source of awards data. It is the primary means by which personal military decorations (also known as PMDs or personal awards) are uploaded to the OMPF. Upon entry of an award in NDAWS, the OMPF is normally updated within 24 hours. NDAWS provides a weekly feed of data that is used to update other corporate data applications. These include NSIPS, FLTMPS and the OSR/PSR. It should take about 3 - 4 weeks from the time an award is entered into NDAWS before it is populated 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 elsewhere in this FAQ. Campaign, Expeditionary and Service awards (also known as CE&S or unit awards) are entered into NDAWS for commands. These entries are normally made by SECNAV, CNO or TYCOM.

Who are the points-of-contact for the corporate data applications?
NDAWS/OMPF - PERS-312, Mill_NavyAwards.fct@navy.mil (for FLOC, MOVSM, NAM and higher)
NSIPS – To be determined
OSR/PSR - BUPERS-072 via MNCC/HRSC, askmncc.fct@navy.mil, 1-833-330-6622
FLTMPS – N/A

I have questions concerning personal awards policy. Who can I contact?
The CNO Awards office may be contacted for assistance or to have questions answered. Their email address is CNOAwards@us.navy.mil. Examples of policy-related questions are those pertaining to eligibility for awards, approval authority for wearing foreign awards, etc.

How do I get a BUPERS Online (BOL) account?
Navy (active duty and active reservists) personnel who have a 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 who requires access to NDAWS, they must route a SAAR-N through their command requesting access. Once the SAAR-N is complete, send it to bupers07_it_eoc.fct@navy.mil to have the BOL/NDAWS account created.

Personal awards for Navy personnel from other branches of service
In accordance with the current Navy awards instruction (SECNAVINST 1650.1J), Navy personnel assigned on orders to another branch of service 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). An OMPF-quality, PDF scan of the award from the other branch (Army/Air Force/Space Force/Coast Guard (not to include the USMC)), along with a copy of the orders to the other-service command, must be sent to CNOAwards@us.navy.mil. Once DNS-13 verifies the Sailor is eligible for the award, they will enter it into NDAWS. If a Sailor was not assigned on orders to the unit in excess of 179 days, they are not eligible for a decoration from that branch of service. An award nomination should be submitted to their parent Navy command for consideration of an appropriate Navy decoration instead.

Joint awards presented to Navy personnel
An OMPF-quality, PDF scan of the joint award, along with a copy of the orders that sent the Sailor to the joint command, must be sent to CNOAwards@us.navy.mil. Once DNS-13 verifies the Sailor was eligible for the award, they will enter it into NDAWS.

Personal awards earned while serving in other branches of service
Personal awards earned while serving in other branches of service (achievement medals and higher) are not entered in NDAWS nor do they go into 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 that documents the awards is also attached to the e-mail.

Foreign personal military decorations presented to Navy personnel
IAW SECNAV M-1650.1, Chapter 7, foreign personal military decorations may be accepted, retained, and worn only upon explicit written approval by CNO Awards (DNS-13). 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. As per SECNAV M-1650.1, Chapter 7, awards from the United Nations and NATO such as NATO Meritorious Service Medal should be submitted via the same procedures as submitting a foreign award presented to a Sailor. A sample letter for submitting a request to accept and retain a foreign award can be requested from the Navy Awards team. Please submit the letter with a copy of the award certificate (with English translation) and a color photo of the medal (or ribbon) to CNOAwards@us.navy.mil.

Revoking a personal 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 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 navyboardofdecorations@us.navy.mil.

What personal awards can my command submit in NDAWS?
Commands/units whose Commanding Officer is a Navy Commander (O-5) may approve the submittal of the FLOC, MOVSM, and NAM. Commands with a Navy Captain (O-6) or above as the Commanding Officer may submit the afore-mentioned awards and above (see Instructions page on 1650/3 for listing of awards). Joint awards, even those signed by Navy, must be sent to CNO Awards for eligibility verification and concurrence.

I am attached to an FMF, Navy or joint command with no senior Navy officers onboard (or at the ISIC) to facilitate entering personal awards in NDAWS. How do I get my awards entered?
Sailors attached to these commands may have their admin support office submit the award(s) to Mill_NavyAwards.fct@navy.mil. The body of text in the e-mail must state, "The attached award is submitted to PERS-312 due to the absence of senior Navy officers which prevents our command from entering the award locally."

Can I submit my own award in NDAWS or to PERS-312?
No. Sailors must work with their supporting admin office to have awards entered in NDAWS or to have them submitted directly to PERS-312. Awards can be sent to PERS-312 by admin support personnel only under the specific circumstances described elsewhere in this FAQ.

I have missing personal awards that are not entered into NDAWS or the OMPF. What do I do?
If the award was recently presented (within the last 24 months), you should contact the awarding command and ask that they process the award into NDAWS. This will feed a copy of the award to the OMPF and update the corporate data applications, i.e. NSIPS, FLTMPS, OSR/PSR. If it is an older award, or you are unable to get the award entered by the approving command, your current command's administrative support office should be able to enter the award for you. If your Commanding Officer is a Navy Commander (O-5) and the award is higher than a Navy and Marine Corps Achievement Medal, your admin office should consult with the ISIC's admin office for assistance.

My personal award is in NDAWS but not in the OSR/PSR.
Obtain a clean, legible copy of the award certificate and send it to MNCC/HRSC (askmncc.fct@navy.mil) requesting that a case be opened to 'BUPERS-072/OSR Awards' to resolve the discrepancy. BUPERS-072 will compare the award to NDAWS and align the OSR/PSR to NDAWS. If there are errors in NDAWS, they will need to be corrected in NDAWS first. To limit duplicate manual entries, please allow 3-4 weeks for the OSR/PSR to update after an award is added to NDAWS before requesting a manual update to OSR/PSR.

*There is currently an issue with joint service awards (JSAM/JCOM) with 'C' device not showing on the OSR/PSR. Programmers are reviewing the issue and when resolved will be corrected for all awards. Individual Salesforce cases are not needed to be opened with MNCC/HRSC.

My personal award is duplicated in the OSR/PSR.
Describe the discrepancy in an email to MNCC/HRSC (askmncc.fct@navy.mil) and request that a case be opened to 'BUPERS-072/OSR Awards'. Type "Duplicate Award" in the subject line. BUPERS-072 will review the award in NDAWS and align the OSR/PSR. If there are errors in NDAWS, they will need to be corrected there first.

My personal award is in the OMPF but not in NDAWS.
Your supporting admin office will need to enter the award in NDAWS. This will create a duplicate of the award in the OMPF. The Awards Correction Document may be completed and then sent to Mill_NavyAwards.fct@navy.mil requesting removal of the duplicate award in the OMPF.

My personal award is in NDAWS but not in the OMPF.
Your supporting admin office must 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 "The submitted award is in NDAWS but not in the OMPF". PERS-312 staff will verify the award is in NDAWS and then send it to PERS-313 to have it manually scanned into the OMPF.

My personal award is in NDAWS but not 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.

How do I get a personal award corrected in NSIPS?
Currently, NSIPS cannot be manually updated. PERS-312, BUPERS-07, MNCC/HRSC and NSIPS/NESD technical teams are working to resolve the matter.

What is the purpose of the Awards Correction Document?
The Awards Correction Document is used to identify NDAWS entries that require removal/correction. It is also used to identify certain personal awards correspondence, i.e., 1650/3 or award certificates/citations that require removal from the OMPF. It is not used to identify awards that have yet to be entered into NDAWS or the OMPF. Guidance for awards not yet entered can be found elsewhere in this FAQ. A copy of the Awards Correction Document can be requested by e-mailing Navy Awards at Mill_NavyAwards.fct@navy.mil.

NOTE: NDAWS transactions create/upload three things; 1) an NDAWS entry, 2) a digitally-signed 1650/3 uploaded by NDAWS to the OMPF and 3) the award/citation that is uploaded by the user to the OMPF. The award certificate and 1650/3 will have negative Document ID numbers that are normally sequential or are very close to each other numerically. In order to completely remove an award that was submitted via NDAWS on or after 18 May 2020, all three items must be identified on the Awards Correction Document.

I have a duplicate personal award in NDAWS or the OMPF.
The Awards Correction Document is used to identify the duplicate NDAWS entry(ies) that require(s) removal. It is also used to identify any duplicate award certificates or 1650/3s that require removal from the OMPF. A copy of the Awards Correction Document can be requested by e-mailing Navy Awards at Mill_NavyAwards.fct@navy.mil.

Do wet-signed Personal Award Recommendations (OPNAV 1650/3) get uploaded along with award certificates?
No. Per the guidance provided in the NDAWS Users Guide, only the award certificate/award citation is uploaded to the OMPF. NDAWS creates a digitally-signed 1650/3 during the award submittal process. Uploading a command-generated, wet-signed 1650/3 creates a duplicate in the record.

My award certificate is mis-numbered, i.e., it states 'gold star in lieu of third award' when it should say 'gold star in lieu of second award'. Can I use the Awards Correction Document to fix this?
PERS-312 is not capable of editing any award certificates in the OMPF. The awarding authority who signed off on the award may correct and reissue the award. Once the awarding authority corrects and reissues the award, the Awards Correction Document may then be used to identify the mis-numbered award in the OMPF. The Awards Correction Document and corrected award may be sent by Admin to Mill_NavyAwards.fct@navy.mil. PERS-312 staff will verify the award is in NDAWS, remove the mis-numbered award from the OMPF and then send the corrected award to PERS-313 to have it manually scanned into the OMPF.

I am an Awards PO/Coordinator at my command. When entering awards in NDAWS, whose name, grade, component and title are entered in Block 32 of the digitally-signed 1650/3?
The field for Block 32 (Signature Line) defaults to the NDAWS user's information. Per the NDAWS User's Guide, when submitting awards under the 'Shared Queue' feature, administrative personnel are to replace their information with the name, grade, component and title of the approving authority. The name, grade, component and title in Block 32 should match what is on the award certificate.

Do all awards and qualifications get entered into NDAWS?
No. Only the FLOC, MOVSM, NAM and above are entered into NDAWS for individuals. Personal Military Decorations (PMD) from other branches of service or personal joint awards may be entered if awarded while a member of the U.S. Navy. For those awards not eligible for entry into NDAWS (for individuals) such as CE&S awards, the member's servicing administrative/personnel office will make entries into NSIPS/ESR under 'Honors and Awards'. For those awards that cannot be entered into NSIPS/ESR (those not listed in the awards drop-down menu), the supporting administrative/personnel office must record a "permanent" administrative remarks (Page 13) entry in NSIPS for inclusion into the member's record.

Qualifications earned by Sailors are not entered into NDAWS. The servicing administrative/personnel office will make those entries into NSIPS. The following quals serve as examples

- Weapons qualifications (marksmanship award for rifle or pistol) will be entered under Honors and Awards.
- Warfare qualifications such as EAWS/ESWS/SS/PJ/etc., will be entered under Training History.

Why are my CE&S (unit) awards not in my NDAWS record?
These awards are not entered into NDAWS for individual Sailors. They are only captured in NDAWS for commands in receipt of the award. For a Sailor who was assigned to a command in receipt of a CE&S award, the Sailor's servicing administrative/personnel office must confirm the Sailor meets the eligibility criteria for the award and then document it in the Sailor's ESR (NSIPS).

What commands will be given Submit PDF (Disconnect Ops) 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 NDAWS is incorrect. What do I do?
Send an email to BUPERS07_IT_EOC.FCT@navy.mil stating that your name is incorrect within NDAWS. Be sure to include your SSN, DoDID, 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 PERS-312 at Mill_NavyAwards.fct@navy.mil for assistance.

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 Mill_PERS455inbox@navy.mil to update it.