Frequently Asked Questions 14 Nov 22

How do I get a BOL account?
All Navy (Active and Active Reserve) personnel (who have a CAC), have access to BOL, therefore have access to BOL NDAWS. If the user is a civilian or a member from another branch of service who requires access to BOL NDAWS, they are to route a SAAR-N through their command requesting access. Once the SAAR-N is complete, send a copy to BUPERS07_IT_EOC_FCT@navy.mil to have the BOL account created.

Personal awards for Navy personnel from other branches of service
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 Sailor was not assigned on orders to a unit in excess of 179 days, they are not eligible for a decoration from that respective branch of service. An award nomination should be submitted to their parent Navy command for consideration of an appropriate Navy decoration instead.

For Sailors who have received an award from another branch of service (Army/Air Force/Space Force/Coast Guard (not to include the USMC)) and the award is not entered into BOL NDAWS, an OMPF quality .pdf scan of that award, along with a copy of the orders that sent the member to the other service command, should be sent to CNOAwards@us.navy.mil for processing. Once DNS-13 verifies the member was eligible for the other service award, they will enter it into NDAWS.

Personal awards earned while serving in other branches of service
Awards earned while serving in other branches of service (achievement medals and higher) do not go into NDAWS. 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 from the other branch of service that has these awards documented is included with the awards. These awards can be added to the member’s OSR (for officers) once they have been added to the member’s OMPF. The member will need to send copies of the awards and their DD-214 from the other branch of service to BUPERS-072 via their functional mailbox, MILL_P33Awards@navy.mil, for processing.

Personal awards for Navy personnel from foreign military services
IAW SECNAV M-1650.1, Chapter 7, foreign personal decorations may be accepted, retained, and worn only upon explicit written approval by CNO (DNS-13 (formerly DNS-35)). 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.

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 (personal military decoration), PH, 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 usn.ncr.ndbdm-washingtondc.mbx.secnav-awards-board@us.navy.mil.

I have questions concerning personal awards policy. Who can I contact?
PERS-312 does not dictate or update policy when it comes to PMDs and/or unit awards. You will need to contact the CNO’s Awards team for assistance to your questions. Their email address is CNOAwards@us.navy.mil.

I have missing personal awards that are not entered into BOL NDAWS or my OMPF. What do I do? There are a couple of options here. If the award is a recent award (within the last 24 months), you should contact the awarding command and ask that they process the award into BOL NDAWS. This will feed a copy of the award to the OMPF and update corporate data. If it is an older award, or you are unable to get the award entered by the approving command, your current command’s awards team should be able to enter the award for you.

My personal award is showing correctly in BOL NDAWS, OMPF but not in NSIPS, what do I do? Send a copy of the award certificate and a copy of your NDAWS awards profile from NPC Document Services to the NSIPS Helpdesk asking that they update your NSIPS record. Their email is nesd@nesd-mail.onbmc.mil. Their phone number is 1-833-637-3669.

My personal award is showing in BOL NDAWS and my OMPF but not in my OSR/PSR. NDAWS provides a weekly feed of data that is used to update other corporate data applications. It should take about 3 weeks from the time an award is entered into NDAWS before it is populated completely across all platforms. If the award is reflecting accurately in NDAWS and the OMPF and not on the OSR or PSR, print your full SSN in the upper right corner of the award, and send an encrypted e-mail to mill_p33awards@navy.mil. Use DoD SAFE to forward information. Provide password used after the information is uploaded in a separate e-mail to mill_p33awards@navy.mil.

My personal award is showing in my OMPF but not in BOL NDAWS. Your supporting admin office will need to enter the award into NDAWS. Once entered, this will create a duplicate of the award in the OMPF. Admin will need to submit an Awards Correction Document requesting the duplicate award be removed from the OMPF via an email to MILL_NavyAwards.fct@navy.mil.

My personal award is showing in BOL NDAWS but not in my OMPF. 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 “This award is showing in BOL NDAWS but not in the OMPF”. PERS-312 staff will verify the award is correctly showing in BOL NDAWS and then have it manually scanned into the OMPF.

My personal award is showing in BOL NDAWS but not in FLTMPS. FLTMPS is updated by a weekly data pull from NDAWS. Unfortunately, some data from NDAWS fails to update 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.

My personal award(s) is/are incorrect in BOL NDAWS. How do I get them updated? You will need to complete the Awards Correction Document and send it to
Do all awards and qualifications get entered into BOL NDAWS?
No. Only MOVSMs, FLAG LOCs, achievement medals and above are entered into BOL NDAWS. For those awards not eligible for entry into BOL NDAWS, such as unit awards, the member’s servicing Administrative/Personnel Office will make entries into the 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.

Personal qualifications earned by the member are not entered into BOL NDAWS. For awards of this nature, the member’s servicing Administrative/Personnel Office will make entries into the NSIPS/ESR. The following qualifications serve as examples

- Weapons qualifications (Marksmanship award for rifle and 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 unit awards not showing in my BOL NDAWS record?
Unit awards are not entered into NDAWS for individual members. Unit awards are only captured in NDAWS for units in receipt of the award. For members who were assigned to units in receipt of Unit awards, the member’s servicing Administrative/Personnel Office must confirm the member meets the eligibility criteria for the award and then document the unit awards into the member’s NSIPS/ESR.

What commands will be given Submit PDF 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 BOL NDAWS is incorrect. What do I do?
Send an email to BUPERS07_IT_EOC.FCT@navy.mil stating that your name is incorrect within BOL NDAWS. Be sure to include your SSN, DoDID, and full name (LAST, FIRST, MIDDLE).

My e-mail/phone number in BOL 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. There you can change your profile within BOL.

My command address in BOL NDAWS is incorrect. What do I do?
Command addresses that populate in BOL NDAWS are pulled from NAVACTSTAT database. If your address is incorrect, you will need to have your Budget Submitting Office request PERS-4 update the command address in NAVACTSTAT.