NAVY AWARDS FREQUENTLY ASKED QUESTIONS 13 APR 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. As such, NDAWS provides a weekly feed of data that is used to update other corporate data applications. These applications include NSIPS, OSR/PSR and FLTMPS. It should take about 3 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. With the exception of FLTMPS, some corporate data applications may be manually updated. Guidance for applications that may be manually updated can be found later in this FAQ.

How do I get a BUPERS Online (BOL) account?
All Navy (Active and Active Reserve) personnel (who have a CAC) have access to BOL and therefore have access to BOL NDAWS. If a prospective user is a civilian or a member of another branch of service who requires access to BOL NDAWS, they must 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 another branch of service or joint command for a period in excess of 179 days may accept, retain, and wear any non-heroism PMD proffered by that service/command up to and including the Meritorious Service Medal (MSM). Sailors who have received an award from another branch of service (Army/Air Force/Space Force/Coast Guard (not to include the USMC)) or joint command and that 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 or joint command, should be sent to CNOAwards@us.navy.mil for processing. Once DNS-13 verifies the member was eligible for the other service/joint award, they will enter it into NDAWS. 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.

Personal awards earned while serving in other branches of service

Personal awards earned while serving in other branches of service (achievement medals and higher) do not go into 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 from the other branch of service that has these awards documented is included with the awards.

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. As per SECNAV M-1650.1, Chapter 7, awards from UN and NATO such as NATO Meritorious Service Medal should be submitted via the same procedures as submitting a foreign award to a Service member. A sample letter for submitting a request to accept and retain a foreign award can be requested from the Navy Awards team. Please submit this letter with a copy of the award certificate (with English translation) and a colored photo of the medal (or ribbon).

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. 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 awards, etc.

What level of 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 or Navy unit/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 offices 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 NPC Awards due to the absence of senior Navy leadership onboard. This prevents our command from entering the award in NDAWS locally."

I have missing personal awards that are not entered into BOL NDAWS or the OMPF. What do I do?
There are a couple of options here. 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 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 administrative support office should be able to enter the award for you. If the Commanding Officer is a Navy Commander (O-5) and the award is higher than a Navy and Marine Corps Achievement Medal, the ISIC should be consulted for assistance.

My personal award is in BOL NDAWS and the OMPF but not in the OSR/PSR.
Obtain a clean, legible copy of the award certificate and send it to MNCC via encrypted e-mail to askmncc.fct@navy.mil requesting that a case be opened to 'BUPERS-072/OSR Awards' to resolve the discrepancy.

My personal award is showing in the 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. The Awards Correction Document requesting the duplicate award be removed from the OMPF may be sent via an email to MILL_NavyAwards.fct@navy.mil.

My personal award is in BOL 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 BOL NDAWS but not in the OMPF". PERS-312 staff will verify the award is in BOL NDAWS and then send it to PERS-313 to have it manually scanned into the OMPF.

My personal award is in BOL 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.

My personal award(s) is/are incorrect in BOL NDAWS/OMPF. How do I get them updated?
Your admin team will need to complete the Awards Correction Document and send it to MILL_NavyAwards.fct@navy.mil for processing. This document has two portions. The top portion of the document deals with correcting/removing BOL NDAWS data and the bottom portion deals with removing OMPF awards correspondence, i.e., award certificate or digitally-signed 1650/3. A copy of the Awards Correction Document can be requested by e-mailing Navy Awards.

How do I get a personal award corrected in NSIPS?
Contact PERS-312 at Mill_NavyAward.fct@navy.mil for the latest available guidance on this issue.

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., 1650/3s 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.

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.

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?
Yes and No. PERS-312 is not capable/authorized to make edits to any award certificates in the OMPF. The awarding authority who signed off on the award may correct and 're-issue' the award. Once the awarding authority corrects and re-issues 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 BOL 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?
Per the NDAWS Users Guide, when submitting awards under the 'Shared Queue' feature, administrative personnel are to enter the name, grade, component and title of the approving authority in the free text field for that Block. The administrative assistant is verifying with their own digital signature that the name, grade, component and title in Block 32 matches what is on the award certificate.

Do all awards and qualifications get entered into BOL NDAWS?
No. Only the FLOC, MOVSM, NAM and above are entered into BOL NDAWS. Certain joint/other service awards may be entered if presented while a member of the U.S. Navy. 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 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 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 a member who was assigned to a unit in receipt of a unit award, the member's servicing administrative/personnel office must confirm the member meets the eligibility criteria for the award and then document the unit award into the member's ESR.

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 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. 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 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.