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NAVY AND MARINE CORPS AWARDS MANUAL



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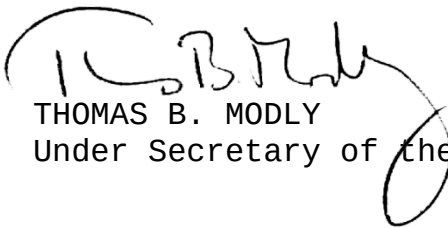
FOREWORD

This manual implements the policy established in Secretary of the Navy Instruction (SECNAVINST) 1650.1J, Department of the Navy Military Awards Policy. It includes specific criteria for each DON military award and procedures for recommending and approving awards.

This manual is effective immediately, and applies to all Navy and Marine Corps activities, installations, commands, ships and stations, as well as to the Office of the Secretary of the Navy (also known as the Secretariat), and the Offices of the Chief of Naval Operations and Commandant of the Marine Corps.

This manual may be downloaded from the Department of the Navy (DON) Issuances website:
<https://www.secnave.navy.mil/doni/default.aspx>. Comments or requests for assistance regarding this manual should be addressed to:

Navy Department Board of Decorations and Medals
720 Kennon Street SE, Suite 309
Washington, DC 20374-5023



THOMAS B. MODLY
Under Secretary of the Navy

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REFERENCES

- (a) SECNAVINST 1650.1J
- (b) DoD Instruction 1348.33 of 21 December 2016
- (c) DoDM 1348.33 Volume 1, Manual of Military Decorations and Awards: Medal of Honor (MOH) of 21 December 2016
- (d) DoDM 1348.33 Volume 2, Manual of Military Decorations and Awards: DoD Service Awards-Campaign, Expeditionary, and Service Medals of 21 December 2016
- (e) DoDM 1348.33 Volume 3, Manual of Military Decorations and Awards: DoD-Wide Personal Performance and Valor Decorations of 21 December 2016
- (f) DoDM 1348.33 Volume 4, Manual of Military Decorations and Awards: DoD Joint Decorations and Awards of 21 December 2016
- (g) 10 U.S.C.
- (h) DoD Dictionary of Military and Associated Terms
- (i) MILPERSMAN 1306-102, Type Duty Assignment Codes of 27 April 2007
- (j) Marine Corps Manual of 13 May 1996
- (k) 5 U.S.C.
- (l) DoD Directive 1005.13 of 19 February 2002

CHAPTER 1

General Awards Policy

1.1. Introduction

a. Purpose. To provide amplifying guidance for implementing military award policy set forth in reference (a) and military award-related statutes, executive orders, and Department of Defense (DoD) regulations.

b. How to Use This Manual. This manual is intended to provide award originators, administrators, reviewers, and approving officials with sufficient guidance to properly and expeditiously originate, process, present, and record any of the military medals and ribbons currently authorized within the Department of the Navy (DON). It is a companion document to reference (a) and assumes the reader is familiar with the policies in that directive. This manual also provides DON-specific implementation guidance for the DoD policies and procedures set forth in references ([b](#)) through ([f](#)).

c. How the Manual is Organized. The first chapter contains general guidance applicable to most DON military awards. The user should read all of Chapter 1 prior to proceeding to any of the other chapters or appendixes. Each succeeding chapter provides guidance on a specific category or type of award. The appendixes provide detailed reference material, such as the criteria for each of the awards currently authorized, as well as detailed procedures

1.2. Overall Guidance on Military Awards

a. The purpose of DON military awards is to recognize deserving Service Members for acts of heroism, exceptionally meritorious achievement or service, and arduous or otherwise special service. The following paragraphs describe the major types of awards within the DON military awards program.

(1) Personal Military Decoration (PMD) are discretionary honors conferred upon individuals who have distinguished themselves by acts of valor or non-combat heroism, or by exceptionally meritorious achievement or service. PMDs are covered in detail in [Chapter 2](#) of this manual.

(2) Unit decorations recognize ships and other military units for collective demonstration of Extraordinary Heroism (EH) in combat, or for otherwise exceptionally meritorious achievement that clearly and distinctly, by nature and magnitude, places the unit's performance significantly above that of other units performing similar missions. Unit decorations are covered in [Chapter 3](#) of this manual.

(3) Campaign, Expeditionary, and Service (CE&S) medals and ribbons recognize individuals for participation in significant military operations, or otherwise unique or arduous service. CE&S awards are covered in [Chapter 4](#) of this manual.

(4) The Purple Heart (PH) and Combat Action Ribbon (CAR) are unique awards that do not fit squarely within any of the above categories, but share many similarities with PMDs that are addressed in [Chapter 2](#). See [Appendix 2B](#) for guidance on the PH, and [Appendix 2C](#) for guidance on the CAR.

b. Who Can Originate a Nomination for a Military Award

(1) A nomination for a PMD may be officially originated by a commissioned officer of the U.S. Armed Forces, who was senior in grade or position to the awardee at the time of the distinguishing act or the period of meritorious service. A nomination for a PMD may also be originated by a DoD civilian, equivalent to a GS-11 or above, who was senior in grade and position to the awardee. A civilian originator must be in a supervisory position to the awardee at the time of the distinguishing act or the period of meritorious service. If the originator is not the individual's commanding officer (CO), the nomination must be forwarded to the CO for endorsement and further forwarding up the chain of command to the award approval authority.

(2) A unit decoration nomination may be officially originated by the unit's Immediate Superior in Command (Navy), or immediate commander in the chain of command (Navy or Marine Corps). Under no circumstances may any member of the unit to be decorated officially originate such a nomination.

(3) Most CE&S awards do not require a specific nomination. The Service Member qualifies for the CE&S award if official documentation substantiates he or she meets the

criteria. An exception is the Military Outstanding Volunteer Service Medal ([MOVSM](#)), which requires a specific nomination.

(4) Procedures for originating nominations are found in [Chapter 2](#) (PMD, PH, and CAR), [Chapter 3](#) (unit decorations), [Chapter 4](#) (MOVSM), and [Chapter 8](#) (awards beyond time limits and for actions during past conflicts).

(5) PMDs and unit decorations must be originated as soon as practicable after the distinguishing act or period of service to be recognized. The specific time limits that apply to these awards are found in [Appendix 1A](#). The PH, CAR, and most CE&S awards do not have specific time limits. Nevertheless, the purpose and intent of the awards program demands that these must also be promptly originated and expeditiously processed.

(6) Awardees, and the family members of deceased awardees, have no official role in the nomination and approval process. Prior to the final award decision, it is neither necessary nor appropriate to disclose the existence of, or any details related to, any nomination for a PMD, unit decoration, PH, or CAR to anyone not directly involved in the award decision process. This includes disclosure of recommendations made by intermediate echelons of review. Exceptional care must be taken to avoid any disclosure of a Medal of Honor ([MOH](#)) nomination prior to an official decision announcement by the White House. Pursuant to reference ([c](#)), pre-decisional MOH nominations will be treated as FOR OFFICIAL USE ONLY.

c. Who can approve a DON military award. Unless specifically delegated in writing, approval authority within the DON for all military decorations, medals, and ribbons is retained by SECNAV. See reference ([a](#)) for award authority delegated by SECNAV to the Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC). For award authority further sub-delegated by CNO or CMC, contact the Service headquarters awards branches listed in [paragraph 1.3](#) below.

d. Who Can Present a Military Award

(1) Generally, the DON official who approves the award determines who will present it.

(2) All PMDs and the PH must be officially presented to the awardee (or next of kin if the awardee is deceased) in a dignified ceremony by a commissioned officer or DON official of rank appropriate to the level of award. In all cases, the presenting official must be senior in grade or position to the awardee. See [Chapter 2](#) for more guidance on presentation of a PMD and PH.

(3) Presentation of all other awards will be in accordance with CNO and CMC policies.

(4) Once presented or issued, awards are worn according the precedence established by CNO and CMC. The Service awards branches maintain current awards precedence charts on their websites, which are listed in paragraph 1.3.

e. Prohibition on Duplicative Awards

(1) Pursuant to reference ([b](#)), only one decoration (PMD or unit) will be made for the same act, achievement, or period of meritorious service.

(2) Awards covered under this provision include not only DON decorations, but also Joint/Defense decorations and decorations from other Military Services, federal agencies, and foreign nations. Policy guidance on these potential situations is found in the eligibility section of reference ([a](#)).

(3) Prior to nominating or approving awards, originators and approval authorities are responsible for verifying from official records that no conflicting awards exist, including awards nominated via other channels but not yet approved. A copy of any previously approved heroic or impact award citation must be included in the submission package for the meritorious service PMD.

(4) If duplicative decorations have been approved, one of them must be revoked. See the following section for guidance on revocation.

f. Who has Authority to Revoke or Rescind an Award

(1) Pursuant to 10 U.S.C. §8299, no military decoration medal, cross, bar, or associated emblem or insignia may be

awarded or presented to any individual if the service after the distinguishing act or period has not been honorable.

(2) In the event such conduct is discovered after an award is approved but before it is presented to the awardee, the award may be revoked by the official who approved it.

(3) CNO and CMC are delegated authority by reference (a) to revoke or rescind any CE&S award, or CAR, if it is later determined the criteria for the award had not been met, or the individual's service after the fact had not been honorable.

(4) SECNAV retains all authority to revoke a PMD, PH, or unit decoration once the award has been presented.

(5) After presentation, if an awardee's honorable service is questioned or if additional facts are discovered that call into question the appropriateness of the original approval of the award, forward the entire case and all supporting documentation to SECNAV, via the chain of command, for reconsideration.

(6) In all cases, SECNAV retains the authority to revoke or downgrade any award after approval or presentation if, in the judgment of the Secretary, the individual or unit did not merit the award, or if it is otherwise in the best interests of the Navy.

g. Reconsideration of Previous Award Decisions

(1) Pursuant to reference (b), 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. To meet this requirement, the information must be such that it reasonably would not have been known to the chain of command, and would have had bearing on the endorsements and ultimate decision. New information that merely adds detail to what was previously available will not meet the reconsideration requirement.

(2) Reference (b) also permits reconsideration of previous award decisions if there is evidence of material error or impropriety in the processing or adjudication of the original

nomination. Examples might include loss of accompanying or substantiating official documents or witness statements during the original routing of the award nomination; clearly incorrect application of official policy; or substantiated gender, religious, or racial discrimination. SECNAV is the sole authority for determining that any conclusion that material error or impropriety existed in any case previously adjudicated within the DON.

(3) A request for reconsideration for upgrade must include a completely new official award nomination for the higher award that meets all requirements in [Chapter 2](#) (for a PMD) or [Chapter 3](#) (for a unit decoration), and is endorsed by the chain of command at the time of the distinguishing act or period of service. If more than three years have passed since the distinguishing act or period of service, the additional procedures in [Chapter 8](#) must be followed. However, the nomination requirement for chain of command endorsement at the time of the act or service remains.

(4) A request for reconsideration of a previous award decision, other than upgrades, due to material error or impropriety must clearly articulate the nature of the alleged error or impropriety, and provide sufficient evidence to both establish the alleged error or impropriety. Such requests for reconsideration must clearly articulate the nature of the alleged error or impropriety, and provide sufficient evidence to clearly establish the alleged error or impropriety that would have had bearing on the original decision as to the level of decoration approved, or whether a decoration was merited at all. A disagreement with a prior award decision, or evidence of error that would not have reasonably affected the prior decision is insufficient to meet this standard. If more than three years have passed since the distinguishing act or period of service, the additional procedures in [Chapter 8](#) must be followed.

h. Classified Awards. Classified awards slow the approval process considerably. Therefore, every effort should be made to keep award nominations unclassified. Only those award nominations for the most sensitive operations should be forwarded as classified documents. In most cases, sufficient justification can be written into the Summary of Action (SOA) narrative at the unclassified level. For combat heroism awards this can be achieved by focusing the SOA on the individual's

heroic acts, and not including classified background information that does not factor into the degree of heroism and therefore the level of award. But in all cases the award nomination must have an unclassified Award Recommendation Form and unclassified proposed citation.

(1) All classified awards from Navy commands that require approval by the Director, Navy Staff (DNS), CNO, or SECNAV must be routed to the Navy Department Board of Decorations and Medals (NDBDM) for processing. Send an unclassified email to the NDBDM at SECNAV_awards@navy.mil and provide a contact phone number and classified email address. NDBDM will relay further instructions on how to submit the classified award nomination.

(2) For Marine Corps awards requiring CMC approval, the highest level of classification that may be processed is SECRET. In the rare instance in which information classified higher than SECRET is essential for proper adjudication, coordinate with CMC Marine Corps Chain of Command(MMMA) via unclassified email at smb_hqmc_pers_awards@usmc.mil.

1.3. Military Award Branches. For any military awards matter not covered by this manual, or for clarification of any of the policies and procedures herein, contact one of the following awards branches:

- a. Navy:
CNO Awards Branch (DNS-35):
2000 Navy Pentagon
Washington, DC 20350-2000
Email: CNO_awards.fct@navy.mil
Website:

<https://awards.navy.mil>

- b. Marine Corps:
Commandant of the Marine Corps
Military Awards Branch (MMMA)
2008 Elliot Road
Quantico, VA 22134
Email: smb_hqmc_pers_awards@usmc.mil
Website:

<https://www.manpower.usmc.mil/webcenter/portal/MMMA>

- c. Department of the Navy:
Navy Department Board of Decorations and Medals (NDBDM)
720 Kennon Street SE, Suite 309
Washington, DC 20374-5023
Email: SECNAV_awards@navy.mil
Website:

<http://www.secnav.navy.mil/mra/CORB/pages/ndbdm/default.aspx>

APPENDIX 1A

Timeliness Standards

1A.1. General. Timely origination of, and command action on, award nominations is vital to the success of the awards program. A nomination should be originated as soon as practicable following the distinguishing act or achievement, or end of the period of meritorious service. However, care must be taken to ensure nominations include sufficient detail to enable an informed decision by the awarding authority, and that the essential facts have been verified.

1A.2. Time Limits for PMDs

a. Policy

(1) Pursuant to reference (a), nominations for PMDs and unit decorations must be officially originated and entered into official channels within three (3) years of the distinguishing act or end of the period of meritorious service. Final action must be taken by the award approval authority within two (2) years of origination. In no case may an award be approved under delegated authority more than five (5) years after the distinguishing act or merit period.

(2) Unless further specified, award nominations should be submitted to arrive at the final awarding authority for adjudication at least 60 days prior to the desired presentation date, to allow sufficient time for administrative processing. For awards requiring review by more levels in the chain of command, additional time should be allowed.

b. Valor Time Limits. Nominations for valor decorations (i.e., MOH, Navy Cross (NX), Silver Star Medal (SS), and any medal with a "V" device) are a priority and warrant special handling pursuant to reference (b).

(1) Valor award nominations should be originated and entered into official channels within 45 days of the distinguishing act that justifies the award. For units with small footprint and little deployed administrative support, nominations will be originated within 45 days of return to home base.

(2) Each echelon of review will act upon valor award nominations within ten (10) working days of receipt.

(3) Final action must be taken on recommendations for the NX and all lower-level valor awards within 12 months of origination. For MOH nominations, within 12 months either a favorable MOH endorsement must be forwarded by SECNAV to the Secretary of Defense (SECDEF), or SECNAV must approve a lower award, or no award.

(4) Nominations for valor decorations will be given priority handling and attention. See Chapter 2, [TAB 13 of Appendix 2A](#), and [TAB 1 of Appendix 2D](#) for details.

c. Beyond the Limits. See [Chapter 8](#) for guidance on submitting nominations outside these time limits.

1A.3. Time Limits for the PH and CAR. There are no time limits for origination or final action on nominations for the PH and CAR.

1A.4. Time Limits for Unit Decorations

a. Policy

(1) Pursuant to reference (a), DON unit decorations must be entered into official channels within three (3) years of the distinguishing act or end of the period to be recognized. A final determination must be made within two (2) years of the nomination being entered into official channels, but in no case more than five (5) years after the distinguishing act or end of the period to be recognized.

(2) Award nominations should be submitted to arrive at the final awarding authority for adjudication at least 60 days prior to the desired presentation dates, to allow sufficient time for administrative processing. For awards requiring review by more levels in the chain of command, additional time should be allowed.

b. Beyond Time Limits. Outside of time limits the additional policies and procedures in [Chapter 8](#) apply.

1A.5. Time Limits for CE&S Awards. Eligibility for CE&S awards is a matter of service record verification, and generally is not subject to time limits.

1A.6. Provisions for consideration of nominations made outside time limits

a. Under Section 8298 of reference (g). If a nomination was officially originated within the specified time limits, but was lost or not acted upon due to inadvertence, the nomination may be submitted to SECNAV via the chain of command for consideration. A full explanation of the circumstances that caused the delay must accompany the nomination. "Administrative oversight" is not an acceptable explanation. See [Chapter 8](#).

b. Under Section 1130 of reference (g). In all other cases, out-of-time-limit award nominations will only be considered if referred to SECNAV by a Member of Congress under the provisions of Section 1130 of reference (g). See [Appendix 8A](#) for further guidance on consideration of award nominations under this process.

c. Under Section 1552 of reference (g). If the requirements for submission of an award nomination under Sections 8298 or 1130 cannot be met, and the Service Member (or next of kin of a deceased Service Member) still feels a material error or injustice occurred, he or she has the right to petition the Board for Correction of Naval Records (BCNR) for relief. This process is explained on the BCNR website:
<https://www.secnav.navy.mil/mra/bcnr/Pages/default.aspx>.

APPENDIX 1B
Acronyms, Abbreviations, and Definitions

1B.1. Acronyms and Abbreviations:

AAA	Anti-Aircraft Artillery
AH	Air Medal with "V" device
AOE	Area of Eligibility
ASN(M&RA)	Assistant Secretary of the Navy (Manpower and Reserve Affairs)
BSM	Bronze Star Medal
BV	Bronze Star Medal with "V" device
CAR	Combat Action Ribbon
CE&S	Campaign, Expeditionary, and Service
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
CO	Commanding Officer
CV	Navy and Marine Corps Commendation Medal with "V" device
DFC	Distinguished Flying Cross
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DON	Department of the Navy
DON/AA	Department of the Navy Assistant for Administration
DSM	Distinguished Service Medal
DUSN	Deputy Under Secretary of the Navy
EH	Extraordinary Heroism
E.O.	Executive Order
EOT	End of Tour
FMCR	Fleet Marine Corps Reserve
FMF	Fleet Marine Force
FR	Fleet Reserve
HFP	Hostile Fire Pay
HSM	Humanitarian Service Medal

IDP	Imminent Danger Pay
IED	Improvised Explosive Device
ISIC	Immediate Superior in Command
LOC	Loss of Consciousness
LOM	Legion of Merit
MOC	Member of Congress
MOH	Medal of Honor
MOVSM	Military Outstanding Volunteer Service Medal
MSM	Meritorious Service Medal
MTBI	Mild Traumatic Brain Injury
MUC	Meritorious Unit Commendation
NAM	Navy and Marine Corps Achievement Medal
NATO	North Atlantic Treaty Organization
NC	Navy and Marine Corps Commendation Medal
NDBDM	Navy Department Board of Decorations and Medals
NM	Navy and Marine Corps Medal
NROTC	Naval Reserve Officer Training Corps
NUC	Navy Unit Commendation
NX	Navy Cross
OSD	Office of the Secretary of Defense
PCR	Personnel Casualty Report
PH	Purple Heart
P.L.	Public Law
PMD	Personal Military Decoration
PNOK	Primary Next of Kin
PTSD	Post Traumatic Stress Disorder
PUC	Presidential Unit Citation
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SOA	Summary of Action
SS	Silver Star Medal
TBI	Traumatic Brain Injury
U.S.C.	United States Code
USMC	United States Marine Corps
USN	United States Navy
USPHS	U.S. Public Health Service

1B.2. Definitions:

a. AOE. The designated geographic area where Service Members have specifically deployed to participate in a designated U.S. military operation for which a specific campaign, expeditionary, or service medal has been authorized. When a CE&S medal is authorized, the AOE will be defined, and only Service Members who deployed within the AOE are authorized the award.

b. Armed Forces or Armed Services of the United States. All components of the U.S. Navy, U.S. Marine Corps, U.S. Army, U.S. Air Force, and U.S. Coast Guard.

c. CE&S Awards. Recognize Service Members for participation in military campaigns, expeditions, or other significant military operations, and for otherwise meritorious military service. The subcategories are:

(1) Campaign award. Recognizes active participation in a war, or significant military operation of long duration, normally combat.

(2) Expeditionary Award. Recognizes direct participation in military operations against an armed opposing force or military operations where Service Members are exposed to the imminent threat of hostilities.

(3) Service Award. Recognizes either participation in military operations that do not involve conflict with an armed enemy or military service meeting specific criteria found in references (a), (b), and (d).

d. Decoration. An award bestowed upon an individual or unit for a specific personal act of gallantry or meritorious service/achievement. One cannot qualify for or earn a decoration. It is a discretionary honor and conferred by the chain of command.

e. Device. Referred to as an appurtenance in previous versions of the Awards Manual, an accessory authorized to be attached to a medal or ribbon.

(1) "V" device. Denotes a PMD was awarded for valor.

(2) "C" device. Denotes a PMD was awarded for meritorious service or achievement performed under combat conditions.

(3) "R" device. Denotes a PMD was awarded for hands-on employment of a weapons system or other warfighting activities, performed remotely without personal physical combat risk that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target), through any domain.

(a) Direct Impacts. "Hands-on" employment of a weapons system or other activities that had direct, immediate, and on-site effects on the outcome of an engagement or other operation intended to have an effect upon the target.

(b) Domain. Described as air, land, maritime, space, and cyberspace domains in accordance with reference ([h](#)).

f. Gallantry. Nobility of behavior or spirit. Heroic courage.

g. Naval Service. Service in the U.S. Navy, U.S. Marine Corps, and all Reserve components thereof. Also includes the U.S. Coast Guard and its Reserve component when operating under statutory control of the Navy.

h. Official Channels. Entered into official channels means received by the first commanding officer in the chain of command. This is the first level of command with personnel dedicated to processing awards, and the echelon where most verification of accuracy and completeness occurs.

i. PMD. A military decoration bestowed upon an individual to recognize valor, meritorious service or achievement under combat conditions, remote impacts on combat operations, non-combat heroism, or non-combat meritorious service or achievement.

(1) End of Tour (EOT) Award. A decoration recognizing outstanding meritorious service at the conclusion of a tour of duty. These awards may cover the entire tour of duty, plus any extensions, but cannot include travel or terminal leave periods.

EOT decorations are normally only awarded for meritorious service for periods of service greater than 12 months.

(2) Impact (specific achievement) Award. Performance that exceeds that expected by virtue of grade and experience, based on a single specific act or accomplishment that covers a short period of time with definite beginning and ending dates.

(3) Meritorious Service. Performance that exceeds that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty.

(4) Meritorious Service or Achievement Under Combat Conditions. Meritorious service or achievement while personally exposed to hostile action or while at significant risk of exposure to hostile action. See also "C" device.

j. Service Member. A member of the Armed Forces of the United States.

k. Unit. A ship or other organization, normally battalion/squadron or larger, composed primarily of military personnel, under military command, and charged with carrying out a military mission or function

l. Unit Decoration. A decoration bestowed on a military unit to recognize the heroic or meritorious service or specific achievements of that unit. Specifically, the Presidential Unit Citation ([PUC](#)), Navy Unit Commendation ([NUC](#)), and Meritorious Unit Commendation ([MUC](#)).

m. Valor. An act or acts of heroism by an individual above what is normally expected while engaged in direct combat with an enemy of the U.S., or with an opposing foreign or armed force, while exposed to enemy hostilities and at personal risk. Synonymous with combat heroism.

CHAPTER 2

Personal Military Decorations

2.1. General Policy. DoD and DON policy for PMDs is set forth in references (a)-(c) and (e). The following key PMD policy provisions are reiterated from the references:

a. PMDs are discretionary honors conferred upon an individual in recognition of valor, non-combat heroism, or exceptionally meritorious achievement or service. Table 1 shows the DON PMD, in descending order of precedence, and their authorized uses. See [Appendix 2A](#) for criteria specific to each PMD.

b. PMDs are the most prestigious and selective military awards, awarded in recognition of extraordinary, unusual, or outstanding acts or services. They should only be nominated and approved when the facts and circumstances clearly merit such special recognition.

(1) To merit a PMD, an act or service must have been above and beyond normal expectancy. Superior performance of normal duties does not alone justify a PMD. Recipients of PMDs must have brought distinction upon themselves by their acts or accomplishments.

(2) To preserve the prestige and motivational value of our DON PMD, they must be judiciously awarded in accordance with the published criteria and the standards established by past awards within the Navy and Marine Corps.

(3) Posthumous awards, awards on occasion of retirement, and awards to foreign persons must all meet the same high standards as would justify an award of that same PMD to a living active duty Service Member.

c. Prohibition of Duplicate Recognition. Pursuant to reference (b), the same act, accomplishment, or period of meritorious service may not be recognized by more than one PMD. This includes any military PMD awarded under authority of Congress, the President, the SECDEF, or the Secretaries of the Military Departments. It also includes personal decorations awarded by other federal agencies and friendly foreign nations.

Table 1. DON PMD and Their Authorized Uses

Title of Decoration	Valor Only (No Device)	Valor If with "V" Device	Meritorious Service or Achievement Under Combat Conditions "C" Device	Remote Combat Impacts "R" Device	Non-Combat Heroism (No Device)	Other Specific Achievement (No Device)	Other Meritorious Service (No Device)
Medal of Honor	•						
Navy Cross	•						
Distinguished Service Medal			•			•	•
Silver Star Medal	•						
Legion of Merit			•	•		•	•
Distinguished Flying Cross		•	•		•	•	
Navy and Marine Corps Medal					•		
Bronze Star Medal¹		•	See Note 1				
Meritorious Service Medal²		See Note 2	See Note 2	•		•	•
Air Medal		•	•		•	•	•
Navy and Marine Corps Commendation Medal		•	•	•	•	•	•
Navy and Marine Corps Achievement Medal			•	•		•	•
¹ The "C" device is not authorized. All awards for non-valorous achievement or service must satisfy the requirements for personal exposure to hostile action or significant risk of exposure to hostile action. ² The "V" and "C" devices are not authorized. This PMD is of equivalent level to the BSM in degree of merit. Accordingly, if the achievement or service was performed under combat conditions, the BSM is the appropriate award.							

(1) A PMD for a singular act of valor or non-combat heroism does not preclude approval of a PMD for meritorious service covering that period.

(2) Similarly, a specific achievement (i.e., impact) award during a tour does not preclude approval of an EOT PMD, provided the specific achievement justifying the impact award is not mentioned in the SOA or citation of the EOT award.

d. Who May Nominate Someone for a PMD. DON PMD nominations may only be officially originated by a commissioned officer of the U.S. Armed Forces, who was senior in grade or position to the awardee at the time of the distinguishing act or the period of meritorious service. A nomination for a PMD may also be originated by a DoD civilian, equivalent to a GS-11 or above, who was senior in grade and position to the awardee.

e. Time Limits. See [Appendix 1A](#).

f. Mandatory Consideration of Official PMD Nominations. The originator of a PMD may voluntarily withdraw the nomination before a final decision is made. However, once a PMD nomination is originated and entered into official channels, it may only be disapproved or downgraded by the official who has authority to approve the nominated award. Intermediate echelon commanders/officials may recommend a lower award, or outright disapproval, but may not refuse to endorse and forward the nomination to the ultimate approval authority.

g. Premature Disclosure. Existence of a PMD nomination shall not be publicly disclosed, nor disclosed to the awardee, until final action has been taken. See [paragraph 1.2.b.\(6\) of Chapter 1](#) of this manual for further guidance on preventing premature disclosure.

h. Requirement for Honorable Service. Pursuant to 10 U.S.C. §8299, no PMD may be presented to any individual whose service after the distinguishing act or period has not been honorable. See reference ([a](#)) and [Chapter 1](#) of this manual for further guidance on revocation.

i. Ceremonial Presentation. PMDs are intended as public recognition of heroism, achievement, service, and sacrifice.

Accordingly, PMDs shall be presented in a suitable dignified ceremony to the awardee, or to a designated representative of the deceased in case of a posthumous award, by a commissioned military officer or other DoD official of appropriate grade and position. See paragraph 2.2 below for additional guidance on presentation of PMDs.

j. Upgrade of Previously Approved PMDs. See [Chapter 1](#), and if beyond time limits, [Chapter 8](#).

k. Nominations for the PH and CAR. Although they are not categorized as PMDs, the PH and CAR are nominated and processed, in much the same manner as PMDs. For criteria and procedures applicable to the PH and the CAR, see [Appendix 2B](#) and [Appendix 2C](#), respectively.

2.2. General Outline of the PMD Nomination and Approval Process. Although the specifics differ by type of award, the same general process is followed for all PMDs, the PH, and the CAR in [Table 2](#).

Table 2 . General PMD Nomination and Approval Process
A nomination is officially originated.
The chain of command reviews and makes recommendations on the nomination by endorsing it.
The award approval authority takes final action.
The approved award (if any) is presented to the awardee.
The final action and approved award (if any) is entered into official records.

a. Originating a PMD Nomination

(1) A nomination for a PMD may only be officially originated by a commissioned officer of the U.S. Armed Forces, who was senior in grade or position to the awardee at the time of the distinguishing act or the period of meritorious service. A nomination for a PMD may also be originated by a DoD civilian, equivalent to a GS-11 or above, who was senior in grade and position to the awardee., and who by virtue of his or her supervisory position had some knowledge of the distinguishing act or meritorious performance.

(2) A PMD nomination should only be originated after reviewing the general award policies in reference ([a](#)), [Chapter 1](#)

of this manual, [paragraph 2.2.d](#), and the criteria for the various PMDs in [Appendix 2A](#).

(3) See [Appendix 2D](#) for more detailed guidance on preparing a PMD nomination.

(4) The nomination must be addressed to the official who has authority to approve the level of PMD recommended by the originator. The official with award approval authority must be in the awardee's chain of command at the time of the distinguishing act, or the end of the period of meritorious service.

b. Endorsements by the Chain of Command

(1) If the originator is not the awardee's CO, the originator must submit the PMD nomination to that CO for endorsement. If the CO has authority to approve the award nominated, he or she will take final action on the nomination. If not, the CO must endorse it indicating his or her recommendation on the Award Recommendation Form.

(2) While the CO may recommend disapproval (code ZZ), i.e., approval of no PMD, the CO may not terminate the nomination unless the CO has authority to approve the level of PMD nominated by the originator. For example, if the nomination is for a MSM, but the CO can only approve a [NAM](#), the CO may indicate "NA" (the code for a NAM) on the award form, but must still forward the nomination to the officer in the chain of command with MSM approval authority.

(3) Other intermediate commanders between the originator and the award approval authority must also endorse the nomination, indicating their recommended level of award on the Award Recommendation Form using the 2-letter codes in [Table 11](#), and then forward the nomination to the next officer in the chain of command.

(4) Nominations for valor PMDs require special handling. Each echelon of review must act on such nominations within 10 working days of receipt from the lower echelon. See [TAB 1 of Appendix 2D](#) for further guidance on required content and handling of valor PMD nominations.

c. Required Actions by the Award Approval Authority

(1) Pursuant to reference ([a](#)), officials with delegated award authority must take one of the following actions on any officially originated PMD nomination:

(a) Approve the PMD nominated;

(b) Approve a lower award;

(c) Approve a higher award (upgrade), if so empowered, or recommend a higher award to the appropriate awarding authority farther up the chain of command;

(d) Disapprove the nomination outright (code ZZ); or

(e) Return the recommendation for further clarification or justification. However, if such additional information is not forthcoming, the nomination must be acted upon on its own merits.

(2) The official who approves a PMD may either present the decoration or designate the official who will present it. If the award is posthumous, the awarding authority also designates the representative of the deceased who will receive the PMD, normally the primary next-of-kin.

d. Presentation of PMD and the PH

(1) As stated in paragraph 2.1.i of this chapter, PMDs and the PH shall be presented in a dignified ceremony by a commissioned officer or DoD official who is senior in grade or position to the awardee.

(2) Pursuant to 10 U.S.C. §1132, no DON official may enter a federal, state, local, or foreign correctional facility to present a decoration to a person who is incarcerated due to conviction of a serious violent felony.

(3) The presenting official and awardee shall be in the appropriate uniform of the day if still in active service. Awardees no longer in active service may receive the PMD wearing appropriate civilian attire.

(4) In case of a posthumous award, the PMD shall not be pinned on the clothing of any family member or representative of the deceased. The PMD will be handed to the designated recipient, either in the case supplied with the medal, or in a presentation case or "shadow box" prepared by the presenting command.

(5) For a first award of any PMD or the PH, the awardee shall be presented with a full size medal, service ribbon, and original citation and certificate. If any device was authorized by the awarding authority (e.g., a V, C, or R), the device shall be attached to the suspension ribbon of the medal prior to its ceremonial presentation.

(6) Living recipients are only presented a PMD medal set with device (if applicable) upon the first award. For subsequent awards of the same PMD, the recipient is only provided the appropriate device(s) along with the original citation and certificate, i.e., no medal set is provided for second and subsequent awards to living awardees. This does not preclude pinning a medal on the uniform of the recipient for display purposes only during the ceremony.

(7) For posthumous awards, the designated representative of the deceased shall be presented a PMD medal set regardless of whether it is a first or subsequent award. Any authorized devices shall be attached to the suspension ribbon of the medal prior to presentation.

(8) In addition to the medal set, the recipient shall also be presented a folder containing the original PMD citation and certificate, or combination citation/certificate, depending on the PMD (see [Appendix 2A](#)).

(9) The commander or official who approves the PMD or PH is responsible for procuring the medal set, device(s), and citation and certificate folder, and providing to the presenting official (if different from the approving official). The awardee is responsible for procurement of miniature medals and any desired duplicate medals and/or ribbons for wear on multiple uniforms.

e. Entry into Official Records. PMD nominations, and the final action taken, are recorded in the Services' central awards tracking systems (Navy: NDAWS, Marine Corps: Improved Awards Processing System (IAPS). Approved awards must also be entered into the awardee's Official Military Personnel File (OMPF).

APPENDIX 2A
PMD Criteria

*Decorations are listed in order of precedence.

TAB	DECORATION (Listed in order of precedence)
<u>1</u>	Medal of Honor (MOH)
<u>2</u>	Navy Cross (NX)
<u>3</u>	Distinguished Service Medal (DSM)
<u>4</u>	Silver Star Medal (SS)
<u>5</u>	Legion of Merit (LOM)
<u>6</u>	Distinguished Flying Cross (DFC)
<u>7</u>	Navy and Marine Corps Medal (NM)
<u>8</u>	Bronze Star Medal (BSM)
<u>9</u>	Meritorious Service Medal (MSM)
<u>10</u>	Air Medal
<u>11</u>	Navy and Marine Corps Commendation Medal (NC)
<u>12</u>	Navy and Marine Corps Achievement Medal (NAM)
<u>13</u>	The "V" Device and PMD for Valor
<u>14</u>	PMD for Non-Combat Heroism
<u>15</u>	The "C" Device and PMDs for Meritorious Achievement Under Combat Conditions
<u>16</u>	The "R" Device and PMD for Remote Impact on Combat Operations
<u>17</u>	Extraordinary Heroism Benefit(EH)

TAB 1
Medal of Honor

- a. Authorization: 10 U.S.C. §8291.
- b. Effective Dates: On or after 12 April 1861.
- c. Criteria and Eligibility Requirements

(1) Awarded by the President, in the name of Congress, to a member of the U.S. Naval Service for conspicuous gallantry and intrepidity at the risk of his or her own life above and beyond the call of duty:

(a) While engaged in an action against an enemy of the United States; or

(b) While engaged in military operations involving conflict with an opposing foreign force; or

(c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) There must be no margin of doubt or possibility of error in awarding this honor. Therefore, the evidence supporting the nomination must establish proof of the awardee's actions beyond a reasonable doubt.

(3) The act must be so outstanding that it clearly distinguishes the awardee's gallantry above all lesser forms of bravery. It must be the type of deed that if not done would not have subjected the individual to any justifiable criticism or censure.

(4) Although the risk to one's own life must be above and beyond the call of duty, the awardee need not be killed or wounded in order to be considered for the MOH. The degree of heroism inherent in the act is more important than the resultant impact on the awardee.

(5) Because award of the MOH is inherently credit for EH in the line of duty, the criteria for EH in [TAB 17 of Appendix 2A](#) must also be met.

(6) The next lower decoration is the [NX](#).

d. Foreign Personnel. The MOH may not be awarded to foreign personnel.

e. Procedures. MOH nominations must be prepared in accordance with the requirements for all valor decorations, which are in [TAB 1 of Appendix 2D](#). See reference (c) for the format and additional administrative requirements for MOH nomination packages submitted to the SECDEF for consideration.

f. Approval Authority. The President is the final approval authority for the MOH. However, a MOH nomination may be disapproved or downgraded by SECNAV. Only those MOH nominations favorably endorsed by SECNAV will be forwarded to SECDEF for further consideration.

g. Subsequent Awards. Should an individual be approved for a second MOH for a separate and distinct heroic act, a separate MOH with unique inscription on the reverse shall be presented. Both medals may be worn at the same time.

h. Authorized Devices. None.

i. Appurtenances. The recipient, or representative of a deceased recipient, shall be entitled to a MOH Flag. See reference (c) for details. Living recipients are also entitled to a MOH rosette for wear on civilian attire, and a duplicate MOH for display purposes.

j. Special Benefits. Reference (c) describes specific benefits and privileges extended to living MOH recipients.

TAB 2
Navy Cross

- a. Authorization: 10 U.S.C. §8292 and E.O. 13830.
- b. Effective Date: On or after 6 April 1917.
- c. Criteria and Eligibility Requirements

(1) Awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself by extraordinary heroism that does not justify award of the MOH:

(a) While engaged in an action against an enemy of the United States; or

(b) While engaged in military operations involving conflict with an opposing foreign force; or

(c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force, in which the United States is not a belligerent party.

(2) To merit this decoration, the act must be performed in the presence of great danger and must render the individual conspicuous among his or her comrades. The NX is awarded for a singular act of valor, and cannot be justified by an accumulation of minor acts of heroism.

(3) Because award of the NX is by law credit for EH in the line of duty, the criteria for EH in [TAB 17 of Appendix 2A](#) must also be met.

(4) For further guidance on all valor PMDs see [TAB 13 of Appendix 2A](#).

(5) The next higher decoration is the [MOH](#). The next lower decoration is the [SS](#).

d. Foreign Personnel. The NX may be awarded to foreign military personnel.

- e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five gold stars.

g. Authorized Devices. 5/16-inch stars (gold or silver) to represent subsequent awards.

TAB 3
Distinguished Service Medal

- a. Authorization: 10 U.S.C. §8293 and E.O. 13830.
- b. Effective Date: On or after 6 April 1917.
- c. Criteria and Eligibility Requirements

(1) Awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself by exceptionally meritorious service to the United States in a duty of great responsibility.

(a) To justify this decoration, an exceptional performance of duty is required, clearly above that normally expected, which has contributed materially to the success of a major command or project.

(b) In general, DSM is awarded to those officers in principal commands at sea (or in the field) whose service is such as to justify the award. Historically, principal commands have been those such as numbered fleets, major task forces, Marine Corps divisions or air wings, and Marine Corps amphibious or expeditionary task forces larger than a division. However, this does not preclude award of the DSM to any individual whose service is so exceptional as to meet the high standards of this medal. If there is any doubt as to the degree of merit or level of responsibility involved, the [LOM](#) or [MSM](#) are more appropriate awards.

(c) By longstanding custom and practice, the DSM is not awarded in recognition of acts of heroism.

(2) The combat conditions "C" device may be authorized if during the period the recipient was exposed to hostile action or at significant risk of such exposure. See [TAB 15 of Appendix 2A](#) for more guidance on the "C" device.

(3) The next lower decoration is the [LOM](#).

d. Foreign Personnel. The DSM will not be awarded to foreign personnel. The highest award authorized for foreign personnel, other than for acts of heroism, is the [LOM](#) in one of the four degrees.

e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold star. A 5/16-inch silver star is worn in place of five gold stars.

g. Authorized Devices

(1) 5/16-inch stars (gold or silver) to represent subsequent awards.

(2) "C" Device to denote the performance was under combat conditions on or after 7 January 2016. See [TAB 15 of Appendix 2A](#) for further guidance on the "C" device.

TAB 4
Silver Star Medal

- a. Authorization: 10 U.S.C. §8294 and E.O. 13830.
- b. Effective Date: On or after 7 December 1941.
- c. Criteria and Eligibility Requirements

(1) Awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself by gallantry in action, although not to a degree justifying the [MOH](#) or [NX](#):

(a) While engaged in an action against an enemy of the United States; or

(b) While engaged in military operations involving conflict with an opposing foreign force; or

(c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) The SS is awarded for singular acts of valor, i.e., for heroism over a very brief period, such as one or two days of a battle. The SS will not be awarded for an accumulation of lesser acts of heroism over time, none of which by itself would justify this decoration. Nor will the SS be awarded in recognition for any period of meritorious service, regardless of the scope or impact of such service.

(3) For further guidance on all valor PMDs see [TAB 13 of Appendix 2A](#).

(4) While extraordinary heroism is not required, the act performed must render the individual conspicuous and well above the standard expected. See the criteria for EH in [TAB 17 of Appendix 2A](#).

(5) The next higher decoration is the [NX](#). The next lower decoration is the [BSM](#) or [DFC](#).

d. Foreign Personnel. The SS may be awarded to foreign military personnel.

e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five gold stars.

g. Authorized Devices. 5/16-inch stars (gold or silver) to represent subsequent awards.

TAB 5
Legion of Merit

- a. Authorization: 10 U.S.C. §1121 and E.O. 13830.
- b. Effective Date: On or after 8 September 1939.
- c. Criteria and Eligibility Requirements

(1) Awarded without reference to degree to members of the Armed Forces of the United States, or in one of the four degrees to members of the armed forces of friendly foreign nations, for exceptionally meritorious conduct in performing outstanding services.

(2) Historically, the LOM has been awarded for performance comparable to that required for the [DSM](#), but in a duty of lesser though considerable responsibility. (By law the DSM may only be awarded for performance in "a duty of great responsibility". See [TAB 3 of Appendix 2A](#) for discussion of great responsibility.) The LOM has normally been awarded to officers in principal commands ashore or lesser commands at sea. However, this does not preclude award of the LOM to individuals whose service is so exceptional as to meet the high standards of this decoration.

(3) Performance of duties normal to the grade, branch, specialty, assignment, or experience of an individual does not justify the LOM regardless of the billet.

(4) The LOM may be awarded in recognition of specific achievement or sustained meritorious performance. However, the LOM may not be awarded in recognition of any act of heroism.

(5) The LOM may be awarded with the "C" or "R" device. See [TAB 15](#) and [TAB 16](#) of this Appendix for further guidance on the device criteria, respectively.

(6) The next higher decoration is the [DSM](#). The next lower decoration is the [MSM](#), [BSM](#) or [DFC](#).

d. Foreign Personnel. The LOM may be awarded to foreign military personnel, but only in one of the four degrees. See [Chapter 6](#) for further guidance on awards to foreign personnel.

e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards

(1) Each subsequent award to a member of the Navy or Marine Corps is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five gold stars.

(2) See [Chapter 6](#) for subsequent awards of the LOM to foreign personnel.

g. Authorized Devices

(1) 5/16-inch stars (gold or silver) to denote subsequent awards.

(2) "C" device to denote the performance was under combat conditions on or after 7 January 2016. See [TAB 15 of Appendix 2A](#) for further guidance on the "C" device.

(3) "R" device to denote the performance had direct but remote impact on combat operations on or after 7 January 2016. See [TAB 16 of Appendix 2A](#) for further guidance on the "R" device.

(4) The combat distinguishing device, also known as the combat "V", was authorized on the LOM from 8 September 1939 to 4 April 1974 and from 17 January 1991 to 6 January 2016. The "V" device is not authorized on the LOM for any award covering any period of time on or after 7 January 2016.

TAB 6
Distinguished Flying Cross

- a. Authorization: 10 U.S.C. §8295 and E.O. 13830.
- b. Effective Date: On or after 6 April 1917.
- c. Criteria and Eligibility Requirements

(1) May be awarded to any eligible person identified in [paragraph c.\(1\)\(a\)](#) below who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself either by heroism or by extraordinary achievement while participating in aerial flight. The DFC is a multi-purpose decoration that may be awarded for valor, non-combat heroism, meritorious achievement under combat conditions, or meritorious achievement not involving combat. In all cases, the DFC is an impact award only – it shall not be awarded in recognition of any sustained period of performance.

(a) Eligible persons:

1. Any member of the Armed Forces of the United States, including a member not on active duty, who, while participating in an aerial flight aboard an aircraft or spacecraft, performs official duties incident to such membership.

2. Any member of the armed forces of a friendly foreign nation who, while serving with the Armed Forces of the United States, participates in an aerial flight aboard an aircraft or spacecraft and performs official duties incident to such membership.

3. Civilians are not eligible for the DFC.

(b) To justify the DFC for heroism, an act in the face of danger is required, well above those actions performed by others engaged in similar flight operations.

(c) A justifying act of extraordinary achievement must have resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from other persons in similar circumstances. Historically, establishing a

new record in aerial flight has not in itself qualified as an extraordinary achievement deserving of the DFC.

(2) Awards will be made only to recognize singular acts of heroism or extraordinary achievement, and will not be made in recognition of sustained performance. See [TAB 13](#) and [TAB 14](#) of Appendix 2A for further guidance on awards for valor and non-combat heroism, respectively.

(3) The next higher decoration is the [SS](#) or [LOM](#). The next lower decoration is the [Air Medal](#) or [NM](#).

d. Foreign Personnel. The DFC may be awarded to foreign personnel. See [Chapter 6](#) for further guidance to award foreign military members.

e. Procedures. See [Appendix 2D](#).

f. Subsequent Award. Each subsequent award is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five gold stars.

g. Authorized Devices

(1) 5/16-inch stars (gold or silver) to denote subsequent awards.

(2) "V" device

(a) On or after 7 January 2016, the "V" device shall be authorized on the DFC to signify the award was made for valor (i.e., combat heroism). See [TAB 13 of Appendix 2A](#) for further details.

(b) From 4 April 1974 until 6 January 2016, the combat distinguishing device, also known as the combat "V", was authorized to denote the award was either for valor or for extraordinary achievement while exposed to personal hazard incident to direct participation in combat operations.

(3) "C" device. On or after 7 January 2016, the DFC may be awarded with the "C" device to denote the award was made for extraordinary achievement under combat conditions. See [TAB 15 of Appendix 2A](#) for further details.

TAB 7
Navy and Marine Corps Medal

- a. Authorization: 10 U.S.C. §8296.
- b. Effective Date: On or after 7 December 1941.
- c. Criteria and Eligibility Requirements

(1) Awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself by heroism not involving actual conflict with the enemy. Although many past awards were for heroism involving lifesaving, the NM is not solely a lifesaving medal. It may be awarded for any heroic act not involving direct conflict with the enemy. However, for acts of lifesaving, or attempted lifesaving, the action must have been performed at the risk of one's own life.

(2) Navy Reserve or Marine Corps Reserve personnel involved in lifesaving or attempted lifesaving incidents may be considered for the NM even when they were in an inactive status at the time of the heroic act.

(3) The NM may be awarded for heroic acts that occur in a combat zone but not in a direct engagement with the enemy.

(4) Whether the NM is appropriate hinges on the level of personal risk experienced by the awardee. It must be clearly established that performance of the act placed the awardee in life-threatening danger.

(5) See [TAB 14 of Appendix 2A](#) for more guidance on PMDs for non-combat heroism.

(6) The next higher decoration is the [DFC](#). The next lower decoration is the [Air Medal](#) or [NC](#).

d. Foreign Personnel. The NM may be awarded to foreign personnel. See [Chapter 6](#) for further guidance on awards to foreign military personnel.

- e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five gold stars.

g. Authorized Devices. 5/16-inch stars (gold or silver) to denote subsequent awards.

TAB 8
Bronze Star Medal

a. Authorization: E.O. 11046, subject to the provisions of 10 U.S.C. §1133.

b. Effective Date: On or after 7 December 1941.

c. Criteria and Eligibility Requirements

(1) Awarded to any person who, while serving in any capacity with the Armed Forces of the United States, distinguishes himself or herself by heroic or meritorious achievement or service not involving participation in aerial flight under the following circumstances:

(a) While engaged in an action against an enemy of the United States; or

(b) While engaged in military operations involving conflict with an opposing foreign force; or

(c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) Pursuant to 10 U.S.C. §1133, after 30 October 2000, the BSM may only be awarded to a member of a military force who:

(a) At the time of the events for which the decoration is to be awarded, was serving in a geographic area in which Hostile Fire Pay (HFP) or Imminent Danger Pay (IDP) was authorized in accordance with 37 U.S.C. §310, or Hazardous Duty Pay (HDP) in accordance with paragraphs (1) or (3) of 37 U.S.C. §351(a); or

(b) Receives HFP or IDP in accordance with 37 U.S.C. §310, or, HDP in accordance with paragraphs (1) or (3) of 37 U.S.C. §351(a), as a result of the action or events justifying award.

(3) The BSM is a multipurpose decoration that can be awarded either in recognition of combat heroism/valor, or in

recognition of meritorious achievement or service under combat conditions.

(4) BSM for valor (code BV).

(a) The BSM may be awarded to recognize singular acts of valor that do not justify award of the [MOH](#), [NX](#), or [SS](#).

(b) When the BSM is awarded for valor, the "V" device shall be authorized (code BV). See [TAB 13 of Appendix 2A](#).

(5) BSM for meritorious achievement or service under combat conditions (code BS).

(a) The BSM may also be awarded for meritorious service under combat conditions that is of a lesser degree than that required for award of the [DSM](#) or [LOM](#). See [TAB 15 of Appendix 2A](#) for further guidance on awards under these circumstances.

(b) Pursuant to reference ([b](#)), the BSM may only be awarded for meritorious achievement or service when during the award period the recipient was either personally exposed to hostile action, or was at significant risk of exposure to hostile action.

(c) Receiving special pay (i.e., IDP, HFP, or HDP), or qualifying for a campaign medal do not in themselves make a person eligible for the BSM under DoD regulations. The law limits award of the BSM to within areas designated for special pay. But a person could be serving within such an area in a relatively secure location where he or she was neither exposed to hostile action or at significant risk of exposure. In that case, the person would not be eligible for the BSM or for any PMD that included the "C" device.

(6) The next higher decoration is the [SS](#) or [LOM](#). The next lower decoration is the [NC](#).

d. Foreign Personnel. The BSM may be awarded to foreign personnel. See [Chapter 6](#) for guidance on awards to foreign military personnel.

e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five (5) gold stars.

g. Authorized Devices

(1) 5/16-inch stars (gold or silver) to denote subsequent awards.

(2) "V" device

(a) On or after 7 January 2016, the "V" device is worn on the BSM to denote the award was made in recognition of valor.

(b) From 7 December 1941 to 7 January 2016, the combat distinguishing device, also known as combat "V", was authorized on the BSM either to signify the award recognized an act of valor, or to signify the award recognized a period of meritorious service while exposed to personal hazard involving direct participation in combat operations.

(3) Note that neither the "C" device nor the "R" device is authorized on the BSM.

(a) The criteria for the BSM and the "C" device require that the recipient must have been exposed to hostile action or at significant risk of such exposure. Therefore, adding the "C" is unnecessary and redundant.

(b) By contrast the criteria for the BSM and the "R" device are mutually exclusive. The "R" device is only authorized when the person is not exposed to hostile action or at significant risk of such exposure. Therefore, one cannot be simultaneously eligible for both the "R" device and the BSM.

TAB 9
Meritorious Service Medal

- a. Authorization: E.O. 11448, as amended by E.O. 12312.
- b. Effective date: On or after 16 January 1969.
- c. Criteria and Eligibility Requirements

(1) Awarded to any member of the Armed Forces of the United States, or any member of the armed forces of a friendly foreign nation, who distinguishes himself or herself by outstanding meritorious achievement or service.

(2) Neither statute nor regulations prohibit award of the MSM for service in a combat zone, combat zone tax exclusion area, or area authorized for HFP, IDP, or HDP. However, the MSM is not authorized for recognition of meritorious achievement or service under combat conditions, i.e., if during the recognition period the awardee was personally exposed to hostile action, or at significant risk of exposure to hostile action. See [TAB 15 of Appendix 2A](#) for PMDs that are authorized under combat conditions.

(3) The next higher decoration is the [LOM](#). The next lower decoration is the [NC](#).

d. Foreign Personnel. The MSM may be awarded to foreign personnel. See [Chapter 6](#) for guidance on awards to foreign military personnel.

e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five (5) gold stars.

g. Authorized Devices

(1) 5/16-inch stars (gold or silver) to denote subsequent awards.

(2) On or after 7 January 2016 the "R" device is authorized to denote the performance had direct but remote impact on combat operations. See [TAB 16 of Appendix 2A](#) for more guidance on the "R" device.

TAB 10
Air Medal

- a. Authorization: E.O. 9158, as amended by E.O. 9242-A.
- b. Effective Date: On or after 8 September 1939.
- c. Criteria and Eligibility Requirements

(1) May be awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself by meritorious achievement while participating in aerial flight.

(2) To be eligible for the Air Medal, the individual must have been under flight orders as part of an aircrew. Any other personnel, whether being transported or performing temporary airborne command and control functions for ground or surface forces, are not eligible.

(3) Since the middle of World War II, the Air Medal has been awarded both for specific achievement or heroism during a single mission, and for sustained performance on a point, or so-called strike/flight, basis. The policies and awarding practices have evolved to the point where the Air Medal is effectively two different awards: the [Single Mission Air Medal](#) (formerly referred to as Individual Award) and the [Strike/Flight Air Medal](#).

- d. Single Mission Air Medal (codes AF, AH, and A1)

(1) This is a personal decoration for achievement or heroism while participating in aerial flight, but not to a degree that justifies the [DFC](#). The single mission Air Medal may be used to recognize any of the following provided they involved participation in aerial flight:

(a) Acts of combat heroism/valor (code AH). When awarded for valor, the Air Medal must include the "V" device. See [TAB 13 of Appendix 2A](#).

(b) Achievement under combat conditions (code A1). The combat conditions "C" device must be authorized if the awardee was personally exposed to hostile action, or at

significant risk of such exposure, during the mission. See [TAB 15 of Appendix 2A](#). The next higher decoration is the [DFC](#).

(c) Acts of non-combat heroism (code AF). See [TAB 14 of Appendix 2A](#). The next higher decoration is the [NM](#).

(d) Meritorious achievement not involving combat and not involving heroism (code AF). The next higher decoration is the [DFC](#).

(2) The Single Mission Air Medal may only be awarded to personnel who were assigned to flight duty on official orders as part of the aircrew. Personnel who may be temporarily aboard the aircraft for other purposes, such as being transported, are not eligible for the Air Medal.

(3) The next lower decoration is the [NC](#).

(4) Authorized Devices. All devices are worn on one Air Medal decoration.

(a) The first and subsequent awards of the Single Mission Air Medal are denoted by a 3/16-inch gold Arabic numeral on the ribbon to the wearer's right. For example, the first award would be represented by wearing a gold numeral "1". The "V" and "C" devices, if authorized, are worn in the center of the ribbon according to the Services' uniform regulations.

(b) "V" device (code AH). Worn on the ribbon to denote the award recognized an act of valor. Only authorized for a Single Mission Air Medal. Not authorized on the Strike/Flight Air Medal. See [TAB 13 of Appendix 2A](#) for more on the "V" device.

(c) "C" device (code A1). Worn on the ribbon to denote the achievement occurred while under combat conditions. Only authorized on the Single Mission Air Medal. Not authorized on the Strike/Flight Air Medal. See [TAB 15 of Appendix 2A](#) for more on the "C" device.

(5) Procedures. See [Appendix 2D](#) for procedures for nominating a Single Mission Air Medal, which are the same as for nominating any other PMD for heroism or exceptionally meritorious achievement.

e. Strike/Flight Air Medal (code AS).

(1) The AS is an award for sustained performance while participating in aerial flight under combat or near-combat conditions. Historically, the AS has been awarded on a point basis, i.e., upon accumulation of a certain number of points.

(2) Points may only be accumulated by flying missions in operations SECNAV specifically designates as eligible for the AS. Operations and areas previously designated eligible for the AS are listed in [Table 3](#).

(3) Requests to designate future operations for AS eligibility must be forwarded to SECNAV via the operational chain of command, and must be favorably endorsed by the Navy or Marine Corps component commander within the geographic combatant command concerned.

(4) A standard formula has been in use throughout the DON since the Vietnam era. Each award of the AS requires 20 points. Points are accumulated based on the type of mission and the degree of exposure to the enemy's anti-aircraft capabilities. The key factor in determining points per mission is not the type of aircraft or technical nature of the mission, but rather the degree to which the mission engages the enemy and exposes the aircrew to the effects of the enemy's weapons capabilities.

(a) Strike (2 points)

1. A sortie that enters hostile airspace and, while at significant risk of exposure to hostile action, delivers ordnance against the enemy, inserts/extracts assault forces, or engages in Combat Search and Rescue operations.

2. Any sortie engaged by the enemy also counts as a Strike.

3. Every aircraft in the sortie need not deliver ordnance or be engaged by the enemy. If the aircraft was part of the Strike sortie, the aircrew are credited 2 points.

4. Also counting as a Strike is an electronic countermeasures mission that transmitted effects that directly suppressed enemy activity in order to allow friendly forces to employ ordnance or assault an objective, or that directly disrupted an enemy attack on friendly forces.

(b) Flight (1 point). Any other combat sortie into hostile/contested airspace that does not count as a Strike.

(c) Direct Combat Support Mission (.4 points/mission or .08 points/hour). Missions that do not count as Strikes or Flights, and do not encounter enemy opposition.

1. Typically, these are patrol, reconnaissance, or refueling missions that do not place the aircrew at significant risk of exposure to hostile aircraft or air defenses, but do lend vital support to Strike or Flight combat missions. It is not the specific type of aircraft or mission, but rather the flight profile that distinguishes the Direct Combat Support mission from the Strike or Flight.

2. If any Direct Combat Support mission was engaged by the enemy, the mission would be credited as a 2-point Strike mission vice a Direct Combat Support mission.

3. If the duration of the Direct Combat Support mission is 5 hours or less, it is credited 0.4 pts as a "mission." If longer than 5 hours, each hour counts 0.08 points. Fractions of an hour can also be credited (e.g., 6 hours and 5 minutes = 6.1 hours = .488 points).

(5) Administrative and logistics flights between established airbases or secure areas and/or ships are not considered direct combat support sorties do not count toward the AS.

(6) Credit of missions toward the AS must be based upon official documentation (e.g., logbook entries) certified by the squadron commander or their designee. It is especially important that Strikes are clearly identified with remarks in the logbook.

(7) If an individual receives a [DFC](#), Single Mission Air Medal, or any other PMD in recognition of performance during

a specific mission, the points for that mission can still be credited toward an award of the AS.

(8) Once credited, points toward the AS do not expire. If sufficient points are not accumulated within a specific operation, points earned may be carried forward and applied to a future award of the AS. Therefore, commanders and aircrew members must be diligent in ensuring logbooks are kept up to date and certified.

(9) The time limit for submitting a nomination for the AS is three years from the date of the mission that reaches or surpasses the required point threshold. After that, the case must be submitted according to the procedures in [Chapter 8](#) of this manual.

(10) Officers of the rank of captain/colonel (O-6) or above shall not be eligible for award of the AS unless the sorties involved were required in the performance of their regular duties. Recommendations involving O-6 officers will be forwarded to CNO or CMC for final decision. Recommendations involving officers O-7 and above will be forwarded to ASN (M&RA) via CNO/CMC.

(11) Approval authorities must remain consistent with the original intent of the AS, which is to recognize the unique hazards of sustained exposure to the threats posed by enemy aircraft and enemy air defenses. The AS is not merely an achievement award for flying a certain number of missions.

(12) Authorized Devices. All devices are worn on one Air Medal decoration.

(a) The first and subsequent awards of the AS are denoted by a 3/16-inch bronze numeral worn on the ribbon to the wearer's left.

(b) The "V" and "C" devices are not authorized when awarded a Strike/Flight Air Medal. However, only one Air Medal decoration is worn, therefore, a Service Member awarded a separate AS and A1 awards would wear all devices on one ribbon.

(13) Procedures. AS is nominated in the same manner as a Single Mission Air Medal and other PMDs. See [Appendix 2D](#).

The difference is the SOA need only include the missions credited toward the award and the total points. Multiple awards of the AS may be nominated on the same nomination form. For example, if the individual had accumulated 40 points, a single nomination could be submitted for both the first and second awards of the AS.

Table 3: Air Medal (Strike/Flight) Eligibility Periods

Area or Operation	Time Period
Vietnam	4 Jul 65 - 28 Mar 73
Operation URGENT FURY (Grenada)	23 Oct 83 - 2 Nov 83
Lebanon	1 Oct 83 - 31 Oct 84
Operation EL DORADO CANYON (Libya)	Mar 86 - Apr 86
Operation PRAYING MANTIS (the Gulf)	18 Apr 88 - 19 Apr 88
Operation JUST CAUSE (Panama)	20 Dec 89 - 31 Jan 90
Operation DESERT STORM	17 Jan 91 - 28 Feb 91
Operation SOUTHERN WATCH	27 Aug 92 - 18 Mar 03
Operation DENY FLIGHT (Bosnia)	1 Jul 92 - 20 Dec 95
Operation JOINT ENDEAVOR	15 Dec 95 - 16 Dec 96
Kosovo	24 Mar 99 - 31 Dec 03
Operation ENDURING FREEDOM (Afghanistan Only)	11 Sep 01 - 31 Dec 14
Operation ENDURING FREEDOM (other locations)	11 Sep 01 - TBD
Operation FREEDOM's SENTINEL	1 Jan 15 - TBD
Operation IRAQI FREEDOM	19 Mar 03 - 31 Aug 10
Operation NEW DAWN (Iraq)	1 Sep 10 - 31 Dec 11
Operation ODYSSEY DAWN (Libya)	19 Mar 11 - 31 Mar 11
Operation UNIFIED PROTECTOR (Libya)	1 Apr 11 - 31 Oct 11
Operation OAKEN SONNET	21 Dec 13 - 21 Dec 13
Operation INHERENT RESOLVE	15 Jun 14 - TBD
Operation ODYSSEY LIGHTNING	1 Aug 16 - 17 Jan 17
Operation PACIFIC EAGLE - PHILIPPINES	5 Oct 17 - TBD

TAB 11
Navy and Marine Corps Commendation Medal

a. Authorization: ALNAV of 11 January 1944 created the Commendation Ribbon. A medal pendant was later added and the decoration became the Navy Commendation Medal. On 19 August 1994, SECNAV changed the name to the Navy and Marine Corps Commendation Medal.

b. Effective Date: On or after 7 December 1941.

c. Criteria and Eligibility Requirements. The NC is a multi-purpose decoration that may be awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself by heroic or meritorious achievement or service. To merit this award, the acts or services must be accomplished or performed in a manner above that normally expected, and sufficient to distinguish the individual above those performing similar services. The NC may be awarded in recognition of:

(1) Act(s) of valor that do not justify the BSM with "V", or the Air Medal with "V" when aerial flight is involved. When the NC is awarded for valor (code CV), the "V" device shall be authorized. See [TAB 13 of Appendix 2A](#).

(2) Act(s) of non-combat heroism that do not justify the NM, or the [Air Medal](#) if aerial flight is involved. See [TAB 14 of Appendix 2A](#). When the NC is awarded for non-combat heroism, no letter device is authorized.

(3) Meritorious Achievement or Service under Combat Conditions. A single achievement or a period of service worthy of special recognition, but not to the degree required for the BSM, or the [Air Medal](#) with "C" device when aerial flight is involved. When the NC is awarded under this circumstance, the "C" device shall be authorized (code C1). See [TAB 15 of Appendix 2A](#).

(4) Meritorious Achievement or Service not under Combat Conditions. A single achievement or a period of service worthy of special recognition, but not justifying the MSM, or the [Air Medal](#) when combat is not involved. If the NC is awarded for specific achievement, i.e., an impact award, and the achievement

had direct but remote impact on combat operations, the "R" device may be authorized (code C2). See [TAB 16 of Appendix 2A](#) for further guidance on the "R" device.

(5) The NC is the lowest decoration for valor and non-combat heroism. The next lower decoration is the [NAM](#).

d. Foreign Personnel. The NC may be awarded to foreign military personnel. See [Chapter 6](#) for further guidance on awards to foreign military personnel.

e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five (5) gold stars.

g. Authorized Devices

(1) 5/16-inch stars (gold or silver) to denote subsequent awards.

(2) "V" device

(a) On or after 7 January 2016 the "V" device denotes the award was for valor. See [TAB 13 of Appendix 2A](#) for further details.

(b) The combat distinguishing device, also known as combat "V", was authorized on the NC from 7 December 1941 to 6 January 2016 to denote the award was for valor, or was for meritorious service while exposed to hazards of participation in combat operations. The latter use of the "V" is no longer authorized.

(3) "C" device to denote the meritorious achievement or service was under combat conditions on or after 7 January 2016. See [TAB 15](#) of this Appendix for further details.

(4) "R" device to denote the meritorious achievement had direct but remote impact on combat operations on or after 7 January 2016. See [TAB 16](#) of this Appendix for further details.

(5) For each award of the NC, only one letter device ("V", "C", or "R") may be authorized. If the awardee previously received or subsequently receives another NC with a different letter device, the devices are worn according to the parent Service's uniform regulations.

TAB 12
Navy and Marine Corps Achievement Medal

a. Authorization: SECNAVINST 1650.16 of 1 May 1961 created the Secretary of the Navy Commendation for Achievement, which later became the Navy Achievement Medal. On 19 August 1994 SECNAV changed the name to the Navy and Marine Corps Achievement Medal, but the acronym NAM remains in common use and is therefore used throughout this manual.

b. Effective Date: On or after 1 May 1961.

c. Criteria and Eligibility Requirements. The NAM is a multipurpose decoration that may only be awarded to members of the Armed Forces in paygrades O-4 and below. The award may be authorized for specific achievement (i.e., as an impact award) or for sustained meritorious service. The performance shall be of such merit as to warrant more tangible recognition than is possible by a fitness report or performance evaluation, but which does not justify a [NC](#).

(1) Professional achievement that merits the award must:

(a) Clearly exceed that which is normally required or expected, considering the individual's grade or rate, training, and experience; and,

(b) Be an important contribution of benefit to the United States and the Naval Service.

(2) Leadership achievement that merits the award must:

(a) Be noteworthy;

(b) Be sustained so as to demonstrate a high state of development or, if for a specific achievement, be of such merit as to earn singular recognition for the act(s); and,

(c) Reflect most creditably on the efforts of the individual toward the accomplishment of the unit mission.

(3) The NAM shall not be awarded in recognition of any act of valor or non-combat heroism. For the PMD authorized to

recognize valor and non-combat heroism see [TAB 13](#) and [TAB 14](#) of this Appendix, respectively.

(4) The next higher decoration is the [NC](#).

d. Foreign Personnel. The NAM may be awarded to foreign military personnel. See [Chapter 6](#) for further guidance on awards to foreign military personnel.

e. Procedures. See [Appendix 2D](#).

f. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold star on the ribbon. A 5/16-inch silver star is worn in place of five (5) gold stars.

g. Authorized Devices

(1) 5/16-inch stars (gold or silver) to denote subsequent awards.

(2) "C" device to denote the performance was under combat conditions on or after 7 January 2016. See [TAB 15](#) of this Appendix for details.

(3) "R" device to denote the performance had direct but remote impact on combat operations on or after 7 January 2016. See [TAB 16](#) of this Appendix for details.

(4) The combat distinguishing device, also known as the combat "V", was authorized on the NAM from 17 July 1967 to 4 April 1974 and from 17 January 1991 to 6 January 2016. The "V" device is no longer authorized on the NAM.

(5) For each award of the NAM, only one letter device ("C" or "R") may be authorized. If the awardee previously received or subsequently receives another NAM with a different letter device, the devices are worn according to the parent Service's uniform regulations.

TAB 13
The "V" Device and PMD for Valor

a. General. Reference (b) defines valor as an act (or acts) of heroism by an individual above what is normally expected while engaged in direct combat with an enemy of the United States, or an opposing foreign or armed force, with exposure to enemy hostilities and personal risk. An individual does not have to be wounded or killed in order to be eligible for a valor decoration. [Table 4](#) shows the DON PMD that may be awarded in recognition of acts of valor.

Table 4. DON PMD for Valor
Medal of Honor
Navy Cross
Silver Star Medal
Distinguished Flying Cross with "V" device
Bronze Star Medal with "V" device
Air Medal with "V" device
Navy and Marine Corps Commendation Medal with "V" device

b. Criteria

(1) To justify a valor decoration the distinguishing act must have been performed:

(a) While engaged in an action against an enemy of the United States; or

(b) While engaged in military operations involving conflict with an opposing foreign force; or

(c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

(2) A decoration for valor is not restricted by rank or grade, or by rating, warfare qualification, or military occupational specialty. Nor shall any quotas be established limiting the number of awards for valor that may be approved for a given mission, area of operations or time period.

(3) Effective 7 January 2016, DoD restricted use of the 1/4-inch letter "V" device to only denote that a PMD recognizes an act of valor.

(4) Because the [MOH](#), [NX](#), and [SS](#) are only awarded in recognition of singular acts of valor, the "V" device is unnecessary and is not authorized.

(5) When the [DFC](#), [BSM](#), [Air Medal](#), or [NC](#) are awarded for valor, the "V" device is mandatory.

(6) The [MOH](#), [NX](#), [SS](#), or [DFC](#), [BSM](#), [Air Medal](#), or [NC](#) with "V" may only be awarded in recognition of a singular act of valor, i.e., valorous actions spanning a day or a brief battle.

c. Historical Notes

(1) From 1946 until 2016, the Navy and Marine Corps called the "V" the Combat Distinguishing Device, or the Combat "V". It signified the awardee had been exposed to personal hazard involving direct participation in combat operations during the period of the award. Many decorations with "V" prior to 2016 were in fact for valor, but some were for meritorious service in a combat environment.

(2) Prior to 7 January 2016, the [LOM](#) and [NAM](#) had previously been awarded with the Combat "V". Since neither of those medals may be awarded for valor, the "V" device is no longer authorized.

(3) For awards made under combat conditions, but not for valor, see [TAB 15 of Appendix 2A](#).

d. How to Prepare a Valor Nomination

(1) See [Appendix 2D](#) for general procedures common to all PMDs.

(2) See [TAB 1](#) and [TAB 3](#) of Appendix 2D for requirements specific to valor nomination packages.

TAB 14
PMDs for Non-Combat Heroism

a. General. The key factor distinguishing valor from non-combat heroism is whether the act occurred while under enemy fire or in the face of the enemy. Heroism during actual combat engagements is valor. (See [TAB 13 of Appendix 2A](#) for guidance on valor decorations.) For award purposes, all other acts of heroism are classified as non-combat heroism. [Table 5](#) lists the DON PMDs authorized for recognition of acts of non-combat heroism, in descending order of precedence.

Table 5. DON PMDs for Non-Combat Heroism
Distinguished Flying Cross (DFC)
Navy and Marine Corps Medal (NM)
Air Medal (AF)
Navy and Marine Corps Commendation Medal (NC)

b. Criteria

(1) The NM was specifically created to recognize heroism not involving direct conflict with the enemy, and may not be awarded for any other purpose. The other PMDs in [Table 5](#) are multi-purpose and may be awarded for other reasons. See the appropriate tabs of this appendix for detailed criteria of each PMD.

(2) When awarded for non-combat heroism, the PMDs in [Table 5](#) are not restricted with regard to geographic location or military operation. They may be awarded for non-combat heroism within a combat zone, tax exclusion area, or area authorized for IDP, HFP, or HDP, provided the heroic act did not occur during an actual combat engagement.

(a) Example 1: A helicopter crashes in a reservoir in a combat zone, but the friendly forces are not under enemy fire. A Service Member enters the reservoir at risk to their own life to save the passengers and crew, this is an act of non-combat heroism.

(b) Example 2: A corpsman advances into the open under enemy fire, or within enemy direct-fire weapons range, to render aid to a fallen Marine. Although the corpsman was not actually engaging the enemy, this is an act of valor. The

corpsman would be eligible for a valor decoration, and nomination for a non-combat heroism award such as the [NM](#) would be inappropriate.

(3) The [DFC](#) and [Air Medal](#) may only be awarded for acts of non-combat heroism if the circumstances involved participation in aerial flight, and the awardee was on flight orders as part of an aircrew.

(4) The [NM](#) and [NC](#) are not restricted in this way, in that they may be awarded for acts of non-combat heroism involving aerial flight, as well as those performed in ground, surface, or subsurface circumstances.

(5) A key consideration in determining the appropriate award is that in order to qualify for the [NM](#), the awardee must have voluntarily placed his or her own life in peril.

(6) Awards for non-combat heroism may be eligible for benefits of extraordinary heroism in the line of duty, as described in [TAB 17 of Appendix 2A](#). Therefore, any official approving an award for non-combat heroism must make an EH recommendation.

(a) All awards of the [NM](#) and [DFC](#), including the complete nomination package and any supporting evidence/documentation, must be forwarded immediately after approval to the NDBDM for an EH determination in accordance with the procedures in [TAB 17 of Appendix 2A](#).

(b) All other awards will only be forwarded if the awarding authority is recommending EH. Otherwise the award will only be reviewed for EH upon transfer of the awardee to the Fleet Reserve or Fleet Marine Corps Reserve.

c. How to Prepare a Nomination for a Non-Combat Heroism PMD

(1) See [Appendix 2D](#) for procedures common to all PMD nominations.

(2) See [TAB 2](#) and [TAB 3](#) of Appendix 2D for requirements specific to non-combat heroism nomination packages.

TAB 15
The "C" Device and PMDs for Meritorious Achievement Under Combat Conditions

a. General. When worn on a PMD the "C" device denotes the decoration was awarded in recognition of meritorious service or achievement under combat conditions. This is defined in reference (b) as performance while personally exposed to hostile action, or at significant risk of exposure to hostile action. The determination of whether these conditions are met is made on a case-by-case basis, and is not inherent in performing duties within any geographic area or in support of any particular named operation or campaign. [Table 6](#) shows DON PMDs that may be awarded in recognition of meritorious service or achievement under combat conditions.

Table 6. DON PMDs for Performance Under Combat Conditions
Distinguished Service Medal with "C" device
Legion of Merit with "C" device
Distinguished Flying Cross with "C" device
Bronze Star Medal
Air Medal with "C" device
Navy and Marine Corps Commendation Medal with "C" device
Navy and Marine Corps Achievement Medal with "C" device

b. Criteria

(1) Pursuant to reference (b), to be eligible for any of the PMDs in [Table 6](#), during the period of the award the recipient must have been personally exposed to hostile action, or been at significant risk of exposure to hostile action:

(a) While engaged in action against an enemy of the United States; or

(b) While engaged in military operations involving conflict with an opposing foreign force; or

(c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) Authorization of the "C" device is based on the specific circumstances under which the service or achievement

was performed, and not merely by the geographic location where performed or the unit to which assigned. For example, the fact that the service was performed in a combat zone, a combat zone tax exclusion area, or an area designated for special pay (e.g., IDP, HDP, or HFP) is not in itself sufficient to qualify for the BSM or any PMD with a "C" device. The Service Member must have been personally exposed to hostile action, or at significant risk of exposure to hostile action.

(3) The "C" device is not restricted by rank or grade, or by rating, warfare qualification, or military occupational specialty. Nor will any quotas be established at any level limiting the number of awards with "C" device that may be approved for a given operation or time period.

(4) The "C" device is not authorized on the BSM. The criteria for the [BSM \(see TAB 8\)](#) requires that a recipient was either personally exposed to hostile action, or was at significant risk of exposure to hostile action. Since the BSM is only awarded under combat conditions, adding a "C" device to it would be redundant.

(5) The "C" device is not authorized on the [MSM](#). The MSM is awarded for meritorious achievement or service in circumstances where there was no exposure, or significant risk of exposure, to hostile action. Therefore, an MSM cannot have a "C" device.

c. How to Prepare a "C" Device Nomination

(1) See [Appendix 2D](#) for procedures common to all PMD nominations.

(2) See [TAB 4 of Appendix 2D](#) for requirements specific to "C" device nomination packages.

TAB 16
The "R" Device and PMDs for Remote Impact on Combat Operations

a. General. The intent of the "R" device is to provide more distinctive recognition of personnel whose actions deliver significant effects on the enemy, or have direct and immediate impact on the success of friendly force military operations, but whose physical location outside the enemy threat envelope precludes them from receiving combat awards or combat devices. [Table 7](#) lists the DON PMDs that may be awarded with the "R" device.

Table 7. DON PMDs for Remote Impact on Combat Operations
Legion of Merit with "R" device
Meritorious Service Medal with "R" device
Navy and Marine Corps Commendation Medal with "R" device
Navy and Marine Corps Achievement Medal with "R" device

b. Criteria

(1) Pursuant to reference ([b](#)), the "R" device is worn on certain PMDs to denote the award involved the direct hands-on employment of a weapon system, or other warfighting activities, that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target). The action must have been performed through any domain, in circumstances in which the individual was neither personally exposed to hostile action, nor at significant risk of exposure to hostile action:

(a) While engaged in action against an enemy of the United States; or

(b) While engaged in military operations involving conflict with an opposing foreign force; or

(c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) The "R" device will only be authorized on the decorations in [Table 7](#) if the award was for specific achievement, aka an impact award. The "R" device will not be authorized on

any PMD awarded in recognition of sustained meritorious performance, such as an end of tour or retirement award.

(3) The "R" device is not restricted by rank or grade, or by rating, warfare qualification, or military occupational specialty. Nor shall any quotas be established limiting the number of PMDs with "R" device that may be awarded for a given mission, operation, area of operations, or deployment.

c. "R" Device Examples. Below are some situations that are generally consistent with the intent of the "R" device, and some that are not consistent with the intent of the "R" device. The lists are not exhaustive, and are only provided to assist awarding authorities in making determinations in specific cases.

(1) Situations consistent with the "R" device:

(a) Personnel executing a ship-to-shore or surface-to-surface weapon system strike on the enemy.

(b) Personnel employing weapon systems in a surface-to-air engagement that disrupts or denies enemy attack on or surveillance of friendly forces.

(c) Fire direction center and gun line personnel in an artillery or rocket battery that delivers ordnance on the enemy from a location not within range of the enemy's weapons.

(d) Operators of an unmanned system executing a kinetic strike or other type of mission that delivers effects on the enemy.

(e) Operator of an unmanned system providing direct and immediate real-time support vital to the success of forces engaged in combat or conducting a raid or hostage rescue. Providing directly to such forces real-time intelligence and analysis that is deemed vital to the success of the mission may also qualify.

(f) A Joint Terminal Attack Controller or Forward Air Controller controlling close air support delivering ordnance on an enemy, but from a location outside the range of the enemy's weapons capability.

(g) Personnel directly performing active cyber activities that disrupt the adversary's capabilities or actions.

(h) In all the foregoing examples, the individuals involved must not have been exposed to hostile action, nor at significant risk of exposure to hostile action. If they had been, the combat conditions "C" device would be authorized vice the "R" device.

(2) Situations that are generally not consistent with the intent of the "R" device:

(a) Commanders and staff personnel engaged in decision making and command, control, and coordination processes; logistical and combat service support operations; or other support operations.

(b) A Staff Judge Advocate providing legal justification and rules of engagement prior to an artillery or air strike.

(c) Personnel engaged in intelligence, surveillance, and reconnaissance activities that do not involve direct and immediate real-time participation in a specific in-theater mission.

(d) An intelligence officer providing intelligence enabling the identification of an enemy target prior to the engagement of the target by artillery or air strike.

(e) Personnel performing functions that support, but do not control and operate, weapon systems or platforms. These may include, but are not limited to, fueling, arming, or maintaining weapons systems or platforms, and any other activity not immediately related to employing the weapon system.

(f) Personnel providing general support to numerous operations over an extended period of time. The "R" device is only authorized for PMDs awarded in recognition of a specific achievement, such as the impact of one's direct and significant remote participation in a single in-theater mission.

(g) Any support activities that neither involve hands on employment of a weapons system or warfighting activity, nor have an immediate impact on the enemy.

(h) Any activity during the performance of which the individual was personally exposed to hostile action or at significant risk of such exposure. In such circumstances, the "C" device, vice the "R" device, would be authorized on any decoration awarded.

d. Prerequisites. The following are key necessary factors for authorizing the "R" device on any PMD:

(1) Must be an impact award; and

(2) Must have involved hands on employment of a weapons system, or similar control of a warfighting activity; and

(3) Must have had significant and immediate impact on the enemy; and

(4) Must have been performed from a remote location not exposed to enemy fire or at significant risk of such exposure.

e. How to Prepare a "R" Device Nomination

(1) See [Appendix 2D](#) for procedures common to all PMD nominations.

(2) See [TAB 5 of Appendix 2D](#) for requirements specific to "R" device nomination packages.

TAB 17
Extraordinary Heroism Benefit

a. General Guidance

(1) Pursuant to 10 U.S.C. §8330, an enlisted member who is transferred to the Fleet Reserve (FR) or Fleet Marine Corps Reserve (FMCR), and who has been credited by SECNAV with EH in the line of duty, shall have his or her retainer pay increased by 10 percent. 10 U.S.C. §12739 allows for the same benefit for enlisted non-regular (e.g., reserve) retired pay.

(2) Whenever SECNAV personally approves any PMD for heroism, an EH determination will be made simultaneously with the award approval.

(3) Whenever any PMD for heroism, [NM](#) or higher, is approved under delegated authority, the awarding authority shall forward a copy of the entire award nomination package via the chain of command to the NDBDM for EH determination. The approving authority and intermediate echelon commanders must make an EH recommendation (yes or no) consistent with the guidance in [paragraph b](#) below.

(4) Upon approving any PMD for heroism below the [NM](#) level, the award approval authority will make his or her EH recommendation in Block 32 (Navy) or Block 24 (Marine Corps) of the Award Recommendation Form. The award will be retained in files in accordance with records management requirements.

(5) Upon submitting an official request for retirement or transfer to the FR or FMCR, any enlisted member who has previously received a PMD for heroism may request EH determination via the Service headquarters retirement branch. The Service headquarters will forward the request, along with any award documentation submitted by the member or contained in the member's OMPF, to NDBDM for final determination.

b. EH Evaluative Criteria

(1) The approval documents for any decoration for heroism approved under delegated awarding authority shall include an EH recommendation by the approving official. In making a favorable EH recommendation the awarding authority must

compare the heroic act(s) with other acts of heroism and believe it stands out well above other acts of heroism. The individual must have distinguished himself/herself beyond those who have already earned distinction for heroism.

(2) The following are longstanding official DON standards for determining whether an act of heroism constitutes EH:

(a) The individual must have performed a worthwhile act or an act that was considered worthwhile at the time. Needless or foolish risking of life or tempting of fate is not considered worthwhile.

(b) The act must have been performed voluntarily. This requirement should not be applied so strictly as to exclude from consideration individuals, who in carrying out orders, do more of their own volition than could ordinarily be expected under the circumstances.

(c) Whether the individual chose not to seek cover or chose to leave a place of comparative safety in order to perform the act, without being issued a direct order to do so and without being forced into the more dangerous situation by circumstances over which the individual had no control.

(d) Whether there would have been cause for justifiable criticism, censure, or blame, had the individual not performed the action(s) cited. Individuals who failed to perform the duties expected of their grade and experience, and for which they had been trained, might be considered candidates for censure rather than praise.

(e) The act performed must not have been motivated solely by a desire for self-preservation.

c. By law the [NX](#) is awarded for "extraordinary heroism" that does not merit award of the [MOH](#). Because the MOH and NX are inherently credit for EH, the actions for which a member is nominated for the MOH or NX must meet the EH evaluative criteria in [paragraph b](#) above.

Appendix 2B Purple Heart

2B.1. Introduction

a. Authorization: E.O. 11016, as amended, subject to the provisions of 10 U.S.C. §1129, §1129a, and §1131, and Public Law 104-106.

b. Effective Dates:

(1) On or after 6 April 1917: Basic criteria are effective.

(2) On or after 7 December 1941: Certain wounds from friendly fire can qualify.

(3) On or after 28 March 1973: Certain wounds resulting from Terrorist Attacks and Peacekeeping operations can qualify.

(4) On or after 17 May 1998: Civilians are no longer eligible.

(5) On or after 11 September 2001: Certain Mild Traumatic Brain Injuries (MTBI) that do not result in loss of consciousness may qualify.

c. Criteria

(1) Awarded to members of the Armed Forces of the United States who, while serving under competent authority in any capacity with an Armed Force of the United States were wounded, killed, or died of wounds received under any of the following circumstances:

(a) In action against an enemy of the United States;
or

(b) In any action with an opposing armed force of a foreign country in which the Armed Forces of the United States are or have been engaged; or

(c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force, in which the U.S. is not a belligerent party; or

(d) As the result of an act of any such enemy or opposing armed force; or

(e) As the result of an act of any hostile foreign force; or

(f) While being taken captive or while being held as a Prisoner of War (POW).

1. For purposes of award of the PH, a person is considered a POW if the person is eligible for the [POW Medal](#) pursuant to 10 U.S.C. §1128 and reference (d).

2. A POW is limited to one PH for wounds inflicted by the enemy during the entire period of captivity.

3. If the POW dies while in captivity, it will be presumed the death resulted from enemy action, and the PH will be presented to the next-of-kin, unless there is clear and convincing evidence to the contrary.

4. A second PH can be awarded to a POW if there is evidence the person was wounded by enemy action while being taken into captivity. For example, if a pilot was wounded while being shot down, and then later tortured while a POW, the person would be entitled to two PHs.

(g) On or after 28 March 1973, as a result of international terrorist attack against the United States or a foreign nation friendly to the U.S., recognized as such an attack for purposes of award of the PH by SECNAV, or jointly by the Secretaries of the Military Departments concerned if members from more than one Military Department are killed or wounded in the attack. SECNAV retains all authority to award the PH under these circumstances;

(h) On or after 11 September 2001, in an attack that was motivated or inspired by a foreign terrorist organization, pursuant to 10 U.S.C. §1129a. SECNAV is the sole authority for award of the PH under these circumstances;

(i) On or after 28 March 1973, as a result of military operations while serving outside the territory of the United States, as part of a peacekeeping force; or

(j) On or after 7 December 1941, by friendly weapon fire while directly engaged in armed conflict other than as the result of an act of an enemy of the United States, an opposing armed force, or a hostile foreign force.

(2) For award of the PH there exist both circumstantial and severity thresholds that must both be met. First, the wound must have resulted from enemy action. Second, the wound must have been of such severity that it necessitated treatment, not merely examination, by a medical officer. If the wound does not meet both of these standards, the PH may not be awarded.

2B.2. Amplifying Guidance

a. Clarification of: *"the wound resulted from enemy action."*

(1) Reference (e) defines "wound" as an injury to any part of the body from an outside force or agent.

(2) When considering a nomination for the PH, the key issue that commanders must take into consideration is the degree to which the enemy caused the injury. The fact that the intended recipient was deployed to a combat zone to participate in a combat operation is not in itself sufficient to establish the injury resulted from enemy action. There are many types of injuries that could be sustained in a combat zone that do not qualify for the PH.

(3) If the wounds or injuries resulted from the actions of individuals who were unknown or unidentified, the Service Member's CO shall make the determination whether the unknown individuals were enemy combatants.

(4) Outside of a combat zone, wounds caused by the action of unknown individuals, or as a result of criminal actions, will not be presumed to have resulted from enemy action, and will not qualify for award of the PH. The singular exception would be if the incident was deemed an international terrorist attack in accordance with paragraphs 2B.1.c.(1)(i) and

(h) above. SECNAV is the sole authority for approving the PH under this exception.

b. Clarification of: *"the wound necessitated treatment by a medical officer at time of injury."*

(1) Reference (e) defines "medical officer" as a physician with officer rank.

(2) Medical officers are distinct from other personnel who may be involved in the treatment of wounds, such as physician extenders or basic corpsmen or medics. Physician extenders are physician assistants, nurse practitioners, independent duty corpsmen, special forces medics, and special amphibious reconnaissance corpsmen. Basic corpsmen and medics are neither medical officers nor physician extenders.

(3) Sometimes a wound severe enough to necessitate treatment by a medical officer must be treated by a physician extender, corpsman, or medic at a forward deployed location because evacuation to a facility with a medical officer is not feasible.

(a) The commander with PH approval authority may award the PH if he or she determines the wound would have normally necessitated treatment by a medical officer had one been available.

(b) This determination can be made based upon the information provided in Personnel Casualty Reports (PCR) or review of the Service Member's medical record by the supervising medical officer, or upon the advice of the commander's staff surgeon after review of the medical documentation available. Pursuant to reference (e), there must be a written statement from a medical officer substantiating the determination.

(4) Evaluation by a medical officer solely to determine the extent of an injury does not meet the PH threshold if it is determined the injury could have been adequately treated by a physician extender or a corpsman/medic. Likewise, a decision by a medical officer to treat a minor wound that a corpsman could have adequately treated does not justify award of the PH.

c. Friendly Fire Incidents. Navy and Marine Corps personnel receiving the wounds as a result of friendly fire may be eligible for the PH if they were actively engaging the enemy at the time of the injury.

d. Multiple Wounds. One PH will be awarded for wounds received at the same instant or from the same missile, force, explosion, or agent. For example, if a person received fragmentation wounds to multiple parts of the body from an enemy mortar round, that would qualify for one PH. However, if a person received a gunshot wound at the outset of an engagement and later received fragmentation wounds or a subsequent gunshot wound during the same engagement, that would qualify for two PH.

e. Foreign Military. The PH may not be awarded to foreign personnel.

2B.3. Examples of Qualifying and Non-Qualifying Injuries

a. Qualifying Injuries. Enemy-related injuries that are consistent with historical DON standards for award of the PH:

(1) Injury caused by an enemy bullet, shrapnel, or other projectile created by enemy action (e.g., fragmentation, gunshot wounds, lacerations);

(2) Injury caused by enemy-placed mine or Improvised Explosive Device (IED);

(3) Injury caused by enemy-released chemical, biological, or nuclear agent;

(4) Injury caused by a vehicle or aircraft crash resulting from enemy fire;

(5) Perforated eardrum;

(6) Second and third degree burns;

(7) Smoke inhalation severe enough to cause first to third degree burns to the respiratory tract;

(8) Corneal abrasions;

(9) Moderate or severe/penetrating Traumatic Brain Injuries (TBI). See additional information in [paragraph 2B.4](#) of this Appendix; or

(10) MTBI or concussion severe enough to cause either Loss of Consciousness (LOC) or restriction from full duty for a period 48 hours or more due to persistent signs, symptoms, or clinical finding, or impaired brain function. See additional information in [paragraph 2B.4](#) of this Appendix for further guidance on MTBI.

b. Non-Qualifying Injuries. Injuries that are not consistent with DON standards for award of the PH:

(1) Post-Traumatic Stress Disorder (PTSD) or combat stress injuries;

(2) MTBI that neither resulted in LOC nor restriction from full duty for a period greater than 48 hours due to persistent signs, symptoms, or clinical findings of impaired brain function;

(3) Injuries suffered due to an accident that is not caused by the effects of enemy weapons, even if the accident occurs in a combat zone;

(4) Cold and heat related injuries;

(5) Hearing loss and tinnitus;

(6) Disease, unless the result of an enemy or terrorist nuclear, biological, or chemical attack;

(7) Abrasions, unless of a severity to be incapacitating;

(8) Bruises, unless the result of enemy action and severe enough to require treatment by a medical officer;

(9) Soft tissue injuries (e.g., ligament/tendon/muscle strains or sprains);

(10) First degree burns; or

(11) Any injury received resulting from friendly fire when the individual was not in the midst of a combat engagement at the time of the injury.

2B.4. TBI

a. TBI are classified into three categories: severe/penetrating, moderate, and mild.

(1) A severe/penetrating TBI or a moderate TBI inherently requires treatment by a medical officer and therefore will qualify for the PH if the wound resulted from enemy action.

(2) MTBI and concussion are frequently used interchangeably. MTBI is a medical term defining the physical injury to the brain from a blow or blast. Concussion is a layman's term describing impairment to brain function resulting from the injury (e.g., alteration of consciousness, LOC, or post-traumatic amnesia).

b. When MTBI May Qualify for the PH

(1) Varying levels of MTBI can produce signs, symptoms, and clinical findings of impaired brain function ranging from "seeing stars" and disorientation to post-concussive amnesia and LOC. Only the more severe instances of MTBI necessitate treatment by a medical officer, and therefore qualify for award of the PH. Although a medical officer may have to evaluate the Sailor/Marine based on displayed signs, symptoms, or findings of impaired brain function, such evaluation does not in itself mean the injury necessitated treatment by a medical officer.

(2) Historically, only those MTBI that resulted in LOC qualified for the PH. Recent research into MTBI effects and treatment has led to a clearer understanding of the relationship between the severity of an MTBI and the time required for brain tissue to recover and return to its normal state. Although there is currently no method to directly measure the severity of MTBI, the duration of the signs, symptoms or clinical findings of impaired brain function serve as a proxy for estimating MTBI severity.

(a) The mildest forms of MTBI may result in less severe cognitive impairment lasting minutes or hours, with no lasting damage to brain tissue or impaired brain function.

(b) In more severe cases of MTBI, the level of injury may result in irreversible damage to brain tissue with long term impairment of brain function.

(c) Research indicates that an MTBI without any accompanying LOC can result in signs, symptoms, or clinical findings of impaired brain function that last longer than those resulting from an MTBI with LOC. For these reasons, military neurologists now consider the duration of brain function impairment to be a more accurate measurement of the degree of brain injury than whether or not a LOC occurred.

(3) For MTBI that occurred on or after 11 September 2011, the injury will be considered severe enough to have necessitated treatment by a medical officer, and therefore qualified for the PH, if:

(a) The Service Member suffered a LOC of any duration; or

(b) The persistent signs, symptoms, or findings of functional impairment result in a medical officer disposition of "NOT FIT FOR FULL DUTY" for a period greater than 48 hours. This 48-hour restriction from return to full duty does not include assignment to administrative light duty solely to comply with screening protocols for concussive events.

(4) The signs, symptoms, or findings of brain function impairment must have manifested within the initial seven (7) day period following the concussive event. Diagnosis of MTBI by a medical officer or civilian physician weeks or months after a concussive incident will not justify award of the PH. This limitation ensures in part that the PH is not awarded for symptoms of PTSD or for a subsequent concussive injury that was not the result of enemy action.

2B.5. Administrative Procedures

a. Active Duty. Commanders at all levels must ensure that PCRs are submitted in accordance with MARADMIN 245-11, MCO

3040.4 Marine Corps Casualty Assistance Program, or MILPERSMAN 1770 Casualties and Survivor Benefits, and contain sufficient information for the PH approving authority to determine if the wound met the requirements for the PH. They must also ensure the PCR contains verification from a medical officer where the wound required treatment by a medical officer, or would have required treatment by a medical officer if one had been available. A sufficiently detailed description of the wound and treatment required must be provided to support the opinion of the medical officer. Phrases such as "treated by competent medical authority" do not provide sufficient information to make PH award determination.

b. Retroactive Awards. The updated standards for award of the PH for MTBI are retroactive to 11 September 2001. Personnel who sustained an MTBI on or after 11 September 2001 that was the result of enemy action, but who were not awarded the PH for that MTBI, may request reconsideration. See [Chapter 8](#) and [Appendix 8B](#) for further guidance.

c. Presentation. The PH will be presented by a commissioned officer or other appropriate DoD official in a suitable and dignified ceremony. Living recipients are only presented the medal on the first award. In accordance with E.O. 11016, a PH medal set will be provided to the next of kin of any person entitled to posthumous award of the PH regardless whether a previous award has been made.

d. Award Elements

(1) PH Medal Set (includes ribbon and medal).

(2) PH Certificate. See [Exhibit 1](#) for PH certificate format. There is no citation for the PH.

e. Subsequent Awards. Each subsequent award is denoted by a 5/16-inch gold. A 5/16-inch silver star is worn in place of five (5) gold stars.

f. Authorized Devices. 5/16-inch stars (gold or silver) to denote subsequent awards.

Exhibit 1. PH Certificate *



*Note the
certificate is
not to scale.

Appendix 2C
CAR

2C.1. Introduction

- a. Authorization: SECNAVNOTE 1650 of 17 February 1969.
- b. Effective Date: On or after 7 December 1941.
- c. Criteria

(1) Awarded to members of the Navy, Marine Corps, (and Coast Guard when the Coast Guard, or units thereof, operate under the control of the Navy) in grade O-6 and below.

(2) The principal eligibility criterion is that the individual must have rendered satisfactory performance under enemy fire while actively participating in a ground or surface combat engagement.

(3) Amplifying Guidance:

(a) IEDs. Retroactive to 7 October 2001, the following constitute active participation in a ground or surface engagement as applied to IEDs, mines, and scatterable munitions, with or without the immediate presence of enemy forces:

1. Direct exposure to the detonation of an IED, mine, or scatterable munition used by an enemy.

2. Direct action taken to disable, render safe, or destroy an active enemy-emplaced IED, mine, or scatterable munition while in the immediate proximity of the weapon such that the individual is at increased risk from the anticipated effects of the weapon if detonated.

3. An active IED, mine, or scatterable munition is defined as one having both a main or explosive charge and a functional fuzing/triggering mechanism. Caches of enemy IEDs, mines, or scatterable munitions that have not been emplaced by the enemy for detonation do not satisfy this criterion. Action taken solely to mark a suspected mine or IED does not satisfy this criterion, nor does employing remote mine clearing systems

or direct fire weapons to neutralize or destroy the mine or IED from outside the anticipated blast area of the weapon.

(b) Being awarded a PMD for valor necessarily qualifies an individual for the CAR.

(c) However, being awarded the PH does not automatically qualify a Service Member for the CAR. Neither does receiving a PMD with the "C" device, or being exposed to enemy fire, or threat of enemy fire.

(d) Personnel who are exposed to indirect fire are not normally eligible for the CAR unless they actively engage the enemy in retaliatory counter fire actions.

(e) Personnel participating in clandestine or special operations, who by the nature of their mission are restricted in their ability to return fire, and who are operating in conditions where the risk of encountering enemy fire was great, may be eligible for the CAR.

(f) The CAR will not be awarded in connection with aerial flight. The Strike/Flight Air Medal provides recognition for exposure to and participation in combat involving aerial flight. However, after being forced down, a pilot or aircrew member forced to escape or evade, may be eligible if the CAR criteria are otherwise met.

2C.2. Operations and Areas Designated for Award of the CAR

a. The CAR may only be approved under delegated authority for combat actions that take place within operations or areas specifically designated by SECNAV. See [Table 8](#) for previously designated operations.

b. Authority to approve the CAR is delegated explicitly in writing, and is not inherent in any delegation to approve awards of higher precedence. For example, a delegation to approve the Navy and Marine Corps Commendation Medal and below does not inherently include authority to approve the CAR.

c. Commanders who have been delegated authority to approve the CAR may only do so for the operation(s) in [Table 8](#) within

which they are currently commanding forces. Refer all other cases to CMC or CNO.

d. An individual may only be awarded one CAR per designated operation, regardless of the number of combat engagements in which the individual participated, or the number of different deployments the individual made in support of that operation.

Table 8: CAR Designated Operations	
Approved Area or Operation	Time Period
Southeast Asia	1 Mar 61 - 15 Aug 73
Dominican Republic	28 Apr 65 - 21 Sep 66 ¹
USS LIBERTY (AGTR 5)	8 Jun 67 - 9 Jun 67
USS PUEBLO (AGTR 2)	23 Jan 68
Operation FREQUENT WIND (Saigon evacuation)	29 Apr 75 - 30 Apr 75 ¹
Operation MAYAGUEZ	15 May 75 ¹
Operation URGENT FURY (Grenada)	24 Oct 83 - 2 Nov 83 ¹
Lebanon	20 Aug 82 to 1 Aug 84 ¹
Persian Gulf	COMNAVSPECWAR Task Unit Tango: 22 Sep 87 USS SAMUEL B. ROBERTS (FFG 58): 14 Apr 88 Operation PRAYING MANTIS: 18 Apr 88 (1) SAG BRAVO COMDESRON NINE STAFF embarked on (DD 976) USS MERRILL (DD 976) HSL-35 DET 1 USS LYNDE MCCORMICK (DDG 8) USS TRENTON (LPD 14) CONTINGENCY MAGTF 2-88 HSL 44, DET 5 (2) SAG CHARLIE USS WAINWRIGHT (CG 28) USS BAGLEY (FF 1069) HSL-35, DET 7 USS SIMPSON (FFG 56) HSL-42, DET 10 COMMANDER, NAVAL SPECIAL WARFARE TASK GROUP MIDDLE EAST FORCE SEAL TEAM TWO, THIRD PLATOON (3) SAG DELTA COMDESRON TWENTY-TWO USS JACK WILLIAMS (FFG 24) HSL-32, DET 2 USS JOSEPH STRAUSS (DDG 16) USS O'BRIEN (DD 975) HSL-33, DET 2 CC, SPEC BOAT UNIT TWELVE SEAL TEAM 5, PLATOON C USS ELMER MONTGOMERY (FF 1082): 3 Jul 88

Table 8: CAR Designated Operations Continued	
Approved Area or Operation	Time Period
Persian Gulf	USS VINCENNES (CG 49): 3 Jul 88
Persian Gulf MCM Operations specific units during	(1) 19 Nov 87 to 1 Apr 88; (2) 14 Apr 88 to 20 Apr 88; (3) 20 Apr 88 to 23 Apr 88; and (4) 2 Aug 90 to 10 Sep 91
Operation JUST CAUSE (Panama)	20 Dec 89 to 31 Jan 90 ¹
Operation SHARP EDGE	5 Aug 90 to 24 Aug 90 ¹
Operation DESERT STORM	17 Jan 91 to 28 Feb 91
SECNAV exception to policy for the following ships that operated north of 28.30N and west of 49.30E	17 Jan 91 to 28 Feb 91: USS ADROIT (MSO 509) USS AVENGER (MCM 1) USS BEAUFORT (ATS 2) USS BUNKER HILL (CG 52) USS CARON (DD 970) USS CURTS (FFG 38) USS DURHAM (LKA 114) USS FIFE (DD 991) USS FORD (FFG 54) USS FORT MCHENRY (LSD 43) USS PAUL F. FOSTER (DD 964) USS HAWES (FFG 53) USNS HASSAYAMPA (T-AO 145) USS HORNE (CG 30) USS IMPERVIOUS (MSO 449) USS JARRETT (FFG 33) USS KIDD (DDG 39) USS LASALLE (AGF 3) USS LEADER (MSO 490) USS LEFTWICH (DD 984) USS MACDONOUGH (DDG 39) USS MCINERNEY (FFG 8) USS MISSOURI (BB 63) USS MOBILE BAY (CG 53) USS NASSAU (LHA 4) USS NIAGARA FALLS (AFS 3) USS NICHOLAS (FFG 47) USS OKINAWA (LPH 3) USS OLDENDORF (DD 972) USNS PASSUMPSIC (T-AO 107) USS PORTLAND (LSD 37) USS PRINCETON (CG 59) USS RALEIGH (LPD 1) USS TRIPOLI (LPH 10) USS VREELAND (FF 1068) USS WISCONSIN (BB 64) USS WORDEN (CG 18)
	26 Feb 91: USNS COMFORT (T-AH 20)
	25 Feb 91 - 26 Feb 91: USS GUAM (LPH 9)

Table 8: CAR Designated Operations Continued	
Approved Area or Operation	Time Period
SECNAV exception to policy for the following ships that operated north of 28.30N and west of 49.30E	26 Feb 91: USS IWO JIMA (LPH 2)
	25 Feb 91 - 26 Feb 91: USS OGDEN (LPD 5)
	12 Feb 91 - 25 Feb 91: USS MISSOURI (BB 63) VC-6 Detachment EODMU Detachments
	19 Feb 91 - 24 Feb 91: USS RICHMOND K. TURNER (CG 20)
	16 Feb 91 - 28 Feb 91: USS VALLEY FORGE (CG 50)
	23 Mar 91: USS LEADER (MSO 490)
El Salvador	1 Jan 81 - 1 Feb 92
Operation RESTORE HOPE (Somalia)	5 Dec 92 - 31 Mar 95 ¹
Cambodia	1 Jun 92 - 15 Nov 93
Operation ASSURED RESPONSE (Monrovia, Liberia)	7 Apr 96 - 18 Apr 96 ¹
Kosovo Campaign	24 Mar 99 - 27 Jan 00
Operation ENDURING FREEDOM (Afghanistan Only)	11 Sep 01 - 31 Dec 14
Operation ENDURING FREEDOM (Other)	11 Sep 01 - TBD
Operation FREEDOM's SENTINEL	01 Jan 15 - TBD
Operation IRAQI FREEDOM	19 Mar 03 to 31 Aug 10
Operation NEW DAWN	1 Sep 10 to 31 Dec 11
Operation INHERENT RESOLVE	15 Jun 14 to TBD
Operation ODYSSEY LIGHTNING (Libya)	1 Aug 16 - 17 Jan 17
Operation PACIFIC EAGLE - PHILIPPINES	5 Oct 17 - TBD
¹ No ships qualified.	

2C.3. Administrative Procedures

a. CAR Nominations. A recommendation for the CAR will be originated and processed like a PMD nomination with the Award Recommendation Form. See [Appendix 2D](#) and [Table 11](#) for how to fill out the Award Recommendation Form and SOA. See [Table 9](#) below for required elements of a CAR Nomination.

Table 9. CAR Nomination Required Elements
Award Recommendation Form
Summary of Action (SOA)
Eyewitness Statements *
Other Supporting Documentation *

*Not required but aids in SOA validation for combat exposure and actions.

(1) In order to validate that CAR criteria has been met the nomination must be based on verifiable facts.

(2) Facts to validate criteria for a CAR nomination may include, but are not limited to:

(a) An SOA with a specific description of the individual actions approved by the chain of command at the time of the event; or

(b) Eyewitness statements, in accordance with [TAB 3 of Appendix 2D](#); or

(c) PCR, Situational Report, etc., in conjunction to support the SOA.

b. Award Elements. Only the CAR ribbon is issued upon first approval of the award. There is no corresponding medal, citation, or certificate. Creation of local certificates or citations is not authorized.

c. Subsequent Awards

(1) An individual may only be awarded one CAR per designated operation, regardless of the number of combat engagements in which the individual participated, or the number of different deployments the individual made in support of that operation.

(2) A subsequent award for qualifying in a different operation is denoted by wearing a gold 5/16-inch star on the ribbon. A silver 5/16-inch star is worn in place of five (5) gold stars.

d. Authorized Devices. 5/16-inch stars (gold or silver) to denote subsequent awards.

Appendix 2D How to Prepare a PMD Nomination

2D.1. This Appendix explains the elements of a PMD nomination package and how to prepare those elements. The hallmarks of a properly prepared PMD nomination are accuracy, brevity, and clarity. Nominations for these prestigious awards must be based on verified facts, and should be devoid of gratuitous superlatives and background information not directly relevant to the nominee's personal actions, or the impact of the nominee's actions.

a. The fundamental elements of a PMD nomination are listed in [Table 10](#).

Table 10 . Elements of a PMD Nomination
Award Recommendation Form
Summary of Action (SOA)
Eyewitness Statements (if required; see TAB 1 , TAB 2 , TAB 3)
Other Supporting Documentation (if available)
Proposed Citation

(1) Award Recommendation Form. The Navy and Marine Corps each use a different nomination form. The forms and instructions for their completion are found at:

(a) Navy: <https://www.cno.navy.mil/ndaws>.

(b) Marine Corps:
<https://www.manpower.usmc.mil/webcenter/portal/MMMA2>.

(c) See [Table 11](#) for two-letter award codes used on these forms.

(2) SOA

(a) The SOA is the narrative justification for the award. It must clearly and concisely describe the awardee's heroic actions or exceptionally meritorious accomplishments and the circumstances in which they occurred.

(b) A SOA is required for all PMD nominations submitted to SECNAV or ASN (M&RA) for approval, and for all PMD

nominations for personnel serving within the Office of the Secretary of the Navy.

(c) A SOA is required for all PMD nominations for Marine Corps personnel.

(d) For Navy personnel in Navy units, a SOA is required for all nominations for the Air Medal and above, all awards for combat or non-combat heroism, and all awards involving a "V", "C", or "R" device. For NC and NAM nominations for meritorious achievement or service, the SOA is optional. However, commanders with awarding authority may, at their discretion, still require the SOA as a matter of local policy, and may also require a SOA for awards approved at lower echelons within their commands.

(e) Content of the SOA:

1. The SOA is limited to two pages. The only exceptions are PMD SOAs for valor or non-combat heroism, which may require additional space to accurately describe the awardee's actions in detail and to include all the mandatory circumstantial information required by TAB 1 and TAB 2 of Appendix 2D. However, a one page SOA should suffice for most nomination submissions.

2. The SOA must focus on the specifics of the award nominee's actions. It should synthesize the key facts from witness statements (if required), official reports, and other official evidence. It must present an objective summary, citing specific accomplishments and their impact on the command's mission. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended.

3. The style should be straightforward and descriptive, not laudatory. Avoid generalities and excessive use of superlatives. The level of award approved is based on the facts, not the praise of the originator.

4. For PMD for valor or non-combat heroism, the SOA must not describe any heroic act that is not supported by a witness statement or other piece of official evidence included with the nomination. In this regard, the SOA is analogous to the Findings-of-Fact (FOF) portion of an official investigation,

in which each FOF must be linked to one or more enclosed items of evidence.

5. The award nominee's own account of his or her actions cannot form the factual basis of any PMD. Therefore, the SOA must not include any information that could only have been provided by, or learned from, the award nominee.

6. The SOA should not include a lot of "scene setting" information. Such information rarely makes a difference in the level of award approved. The SOA should also avoid description or explanation of the unit's performance beyond what is necessary to establish the award nominee's impact on the unit's mission and/or morale.

(3) Eyewitness Statements. These are required for all nominations for valor and non-combat heroism PMD. See [TAB 3 of Appendix 2D](#) for guidance on content and format of eyewitness statements.

(4) Other Supporting Documentation (not always required).

(a) If included, such documents must be official records, such as unit reports or logs, mission debriefs, or investigations.

(b) Unofficial non-governmental sources, such as personal letters and diaries and commercially published books, newspapers, and magazines, cannot form the factual basis for an award and will not be included in any PMD nomination.

(5) Proposed Citation. The proposed citation is an abstract containing highlights of the SOA.

(a) It must not introduce any new facts or details that are not in the SOA, eyewitness statements, or other official documentation.

(b) All PMD citations must be unclassified.

(c) See [Appendix 2E](#) for further guidance on preparing citations.

Table 11: Two Letter Codes Used on Award Recommendation Forms

AWARD	CODE	WITH “V”	WITH “C”	WITH “R”
Medal of Honor	MH		S1	
Navy Cross	NX			
Distinguished Service Medal	DM			
Silver Star Medal	SS			
Legion of Merit	LM		L1	L2
Distinguished Flying Cross	DX	DV	D1	
Navy and Marine Corps Medal	NM	BV		
Bronze Star Medal	BS			
Purple Heart	PH			
Meritorious Service Medal	MM			
Air Medal (Strike/Flight)	AS			M2
Air Medal (Single Mission)	AF			
Navy and Marine Corps Commendation Medal	NC			
Navy and Marine Corps Achievement Medal	NA			
Combat Action Ribbon	CR		N1	N2
Presidential Unit Citation ¹	PU			
Navy Unit Commendation ¹	NU			
Meritorious Unit Commendation ¹	MU			
Humanitarian Service Medal ²	HS			
Military Outstanding Volunteer Service Medal ²	OV			
No Award	ZZ			

¹ For Unit Decoration Award Recommendation Form guidance see [Chapter 3](#). These decorations are listed for convenience.

² These CE&S awards are listed for convenience, for further guidance see [Appendix 4A](#).

2D.2. Each TAB to this appendix provides some additional guidance specific to the type of PMD being nominated.

TAB	TYPE OF NOMINATION
1	Nominations for Valor PMD
2	Nominations for Non-Combat Heroism PMD
3	Eyewitness Statements
4	PMD Including the "C" Device
5	PMD Including the "R" Device

TAB 1
Nominations for Valor PMD

a. Valor decorations are the most prestigious of all military awards. They must be founded on verifiable facts and incontestable testimony of eyewitnesses. Therefore, the most important step in the nomination process is prompt gathering of evidence and witness statements.

b. A nomination for a valor PMD must include the elements listed in [Table 12](#).

Table 12 . Valor PMD Nomination Required Elements
Award Recommendation Form
Summary of Action (SOA)
Eyewitness Statements (minimum of 2)
Other Supporting Documentation (if available, not required)
Proposed Citation

(1) The Award Recommendation Form must also identify all persons nominated for awards stemming from the same action.

(a) All PMD nominations stemming from the same combat event/incident must be originated and processed together, and must be forwarded to the official who has authority to approve the highest decoration in the group.

(b) Commanders with delegated authority are not authorized to approve the lower level awards, and merely forward the higher award nominations up the chain. Adjudication of all related awards together ensures appropriate recognition of the relative merits of actions of co-actors.

(2) The SOA must include the information in [Table 13](#).

(3) Any official command report(s) that describes the awardee's actions or the result of his or her actions should be included as supporting documentation. If the awardee was wounded or killed during the action, documentation substantiating that fact (e.g., PCR and/or PH certificate) must also be included.

Table 13. Valor PMD SOA Required Information
Type of Mission. (e.g., company size of attack, hostage rescue, counter terrorism direct action raid, advising partner nation force)
Specific location the action took place. (Option to attach map(s) and/or photos if applicable)
Time of day (specify time zone); if at night include percent illumination.
Type of terrain.
Weather conditions.
Size, identification, disposition, and relative location of enemy force. (Option to attach map or drawing)
Size, identification, disposition, and relative location of own force. (Option to attach map or drawing)
Awardee's role and position within own force.
Degree of certainty awardee had as to the enemy situation before taking the action. (e.g., Did the enemy achieve complete surprise in launching this ambush? Did own force know exactly what they were facing due to intelligence, surveillance, and reconnaissance (ISR) and other means?)
Type and volume of enemy fire under which the heroic action occurred. (e.g., Special Action Force (SAF), machine gun (MG), heavy MG, mortar, hand grenade, rocket-propelled grenade (RPG), suicide vehicle-borne improvised explosive device (SVBIED))
Friendly Killed in Action/Wounded in Action/Prisoner of War (KIA/WIA/POW).
Enemy KIA/WIA/POW.
Was the awardee wounded? If so, the nature and extent of wounds, and whether they were suffered before, during, or after taking the heroic action? NOTE: The awardee does NOT have to be wounded or killed in order to be considered for any valor decoration, including the Medal of Honor.
Did awardee choose not to seek cover, or voluntarily leave a position of comparative safety to perform act(s), without being ordered to do so or being forced to leave the position due to circumstances beyond his/her control?
If exposed, number of times exposed, at what range from the enemy, and for what duration?
What was the impact of the awardee's actions on the enemy?
What was the impact of the awardee's actions on the success of own force mission?
Eyewitnesses to the action and their positions in the unit. List all and attach their sworn statements. See TAB 3 of Appendix 2D for Eyewitness Statement guidance.
Others who are/were recommended for personal decorations for this same combat action. All personnel nominated for heroism during the same combat action must be forwarded together.
Any additional relevant information not covered.

c. Timely Handling of Valor PMD Nominations

(1) Nominations for valor PMD must be originated and entered into official channels within 45 days of the distinguishing act. For units forward deployed with limited footprint and administrative support, nominations must be originated within 45 days of return to home station.

(2) Each echelon of review within the chain of command must take action on a valor PMD nomination within 10 working days of receipt from the subordinate echelon.

d. Common Mistakes with Valor PMD Nominations. The following is a list of common mistakes that can cause significant delays in the processing of valor award recommendations. To facilitate the processing of valor awards in a timely manner without compromising historical award standards, originators and each endorsing commander must ensure that recommendations are carefully reviewed and corrected before forwarding to the next commander in the endorsing chain. Doing so will help ensure that any errors or omissions are identified at the lowest level in the endorsing chain possible.

(1) Failure to provide sufficient detail of heroic actions necessary for reviewers to determine appropriate level of award.

(2) Failure to identify all personnel involved in the same action.

(a) Navy: Located in OPNAV form 1650/3 Block 24.

(b) Marine Corps: Located in NAVMC 11533 Block 21.

(3) Failure to ensure dates of action match on the Award Recommendation Form (OPNAV 1650/3 Block 25 or NAVMC 11533 SOA), citation, and eyewitness statements.

(4) Failure to include all required information in the SOA. See [Table 13](#).

(5) Eyewitness statements not signed by the witness and properly notarized. See [TAB 3 of Appendix 2D](#).

(6) Submitting a valor PMD nomination for an extended period instead of for a singular act of valor.

TAB 2
Non-Combat Heroism PMD Nominations

a. Requirements. The requirements for submission of nominations for non-combat heroism awards are similar to those for valor awards. Nomination requirements for non-combat heroism are listed in [Table 14](#).

Table 14. Non-Combat Heroism Nomination Required Elements
Award Recommendation Form
Summary of Action (SOA)
Eyewitness Statements (minimum of 2)
Other Supporting Documentation
Proposed Citation

b. Amplifying Guidance

(1) The SOA must establish the conditions under which the act(s) occurred to a degree sufficient for the reader to fully comprehend the level of danger to which the award nominee was exposed.

(2) See [TAB 3 of Appendix 2D](#) for guidance on eyewitness statements supporting awards for acts of lifesaving.

(3) Other supporting documentation may include:

(a) Official command report(s) that describe the award nominee's actions or the result of his or her actions.

(b) Documents that substantiate the circumstances and heroic actions taken (e.g., PCR, police reports).

(c) Not acceptable are unofficial non-government documents such as personal letters or diaries, or commercially published books or articles.

(4) Proposed citation. See [Appendix 2E](#) for specific guidance and examples for creating a citation.

TAB 3
Eyewitness Statements

a. General Guidance. All nominations for PMD for valor or non-combat heroism must be supported by eyewitness testimony.

(1) Such nominations must include statements from at least two eyewitnesses, but may include more. For MOH nominations, statements must be taken from all available eyewitnesses.

(2) Statements by the individual being nominated cannot form the factual basis for award of a PMD, and will not be included.

(3) The SOA narrative is an amalgam of facts established by the eyewitness statements. The originator of the PMD nomination can be one of the two required eyewitnesses, but if so, he or she must provide a sworn and notarized eyewitness statement separate from the SOA.

(4) The same eyewitness statement may be used to support PMD nominations for multiple individuals provided it clearly specifies the personal observations by the witness of each nominee's heroic actions. This is particularly appropriate and desirable when multiple individuals are being nominated for the same combat action or non-combat lifesaving event. The witnesses should make a single statement covering the totality of their personal observations, rather than multiple fragmentary statements.

b. Specific Requirements for Witness Statements. Each witness statement must:

(1) Be prepared on DA Form 2823, if available. If DA Form 2823 is not available, plain paper may be used instead. The DA Form 2823 can be downloaded at:
<https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx>;

(2) It must contain a clear and specific account of the witness' personal observations of the PMD nominee's actions in the witness' own words. It is particularly appropriate and helpful if the witness comments on the factors in paragraph c. and paragraph d. of this tab, depending on which type of event it is;

(3) Be written in the first person voice. This ensures the statement is unambiguous as to what the witness personally observed. Statements such as, "I then saw Sgt. Nominee fire..." are unambiguously the witness' own observations. By contrast, third person statements such as, "LT Maddox fired...", do not clearly indicate whether the witness personally observed that action;

(4) Not contain any hearsay, or any other information later learned by the witness about the PMD nominee's actions from some other source. The statement must be restricted to the personal observations of the nominee's actions by the witness. However, if the witness did not know the identity of the nominee at the time, but later learned this, it is appropriate to include that fact;

(5) Be legible. Handwritten witness statements are acceptable. If the handwriting is not legible, it must be accompanied by a typed transcription. Whenever possible the witness should certify the typewritten version as accurate and complete, and sign it;

(6) Be dated;

(7) Be signed and notarized. If the statement spans more than one page, and plain paper is used vice the DA Form 2823, the bottom of each page must be initialed or signed. Only the signature on the final page need be notarized. The notarization verifies the identity of the person signing the statement; and

(8) Include the witness's current address, phone number, and email.

c. Witness Statements for Valor PMD. It is helpful for witnesses to comment on the following in their statements:

- (1) Date and location of the combat action;
- (2) Terrain and weather conditions;
- (3) Enemy situation as understood by the unit at the time;
- (4) Enemy actions observed by the witness;

(5) Actions by the award nominee personally observed by the witness; and

(6) Degree to which, in the opinion of the witness, the award nominee voluntarily placed his or her life in peril.

d. Witness Statements for Non-Combat Heroism PMD. It is helpful for witnesses to comment on the following in their statements:

(1) The date and time of day;

(2) The precise location of the rescue or attempted rescue;

(3) Terrain and weather conditions, including amount and source of light, force of the wind, and condition and temperature of the water, if applicable;

(4) Specific actions taken by the award nominee as personally observed by the witness;

(5) Degree to which, in the opinion of the witness, the award nominee's life was in peril, and the degree to which the award nominee voluntarily placed himself/herself in peril;

(6) Names or descriptions of any other persons the witness personally observed assisting in the rescue; and

(7) The degree of cooperation on the part of the person(s) being rescued, based on the witness' own observations.

TAB 4
PMD Including the "C" Device

a. Requirements. PMD nominations in this category require the elements in [Table 15](#). Witness statements are not required.

Table 15 . Under Combat Conditions Nomination Requirements
Award Recommendation Form
Summary of Action (SOA)
Proposed Citation

b. Amplifying Guidance

(1) The "C" device must be explicitly indicated on the Award Recommendation Form. The codes for PMD that include the "C" device are in [Table 11](#).

(2) SOA must not only describe the accomplishments in sufficient detail to justify the level of award, but also clearly establish by description of circumstances that the accomplishments occurred while either exposed to hostile action, or while at significant risk of such exposure.

(3) Proposed citation

(a) The words "heroism" and "heroic" will not be used in any citation for a PMD approved for meritorious achievement under combat conditions. Heroism under combat conditions is valor, and a valor decoration is the more appropriate form of recognition.

(b) If approved by the award approval authority, the citation and certificate have specific authorized statements.

(c) See [Appendix 2E](#) for specific guidance and examples for creating a citation.

(4) Eyewitness statements are not required for justification of the "C" device, or when the [BSM](#) is awarded for meritorious achievement or service under combat conditions rather than for valor.

TAB 5
PMD Including the "R" Device

a. Requirements. PMD nominations in this category require the elements in [Table 16](#).

Table 16 . "R" Device Nomination Requirements
Award Recommendation Form
Summary of Action (SOA)
Proposed Citation

b. Amplifying Guidance

(1) Award Recommendation Form. The "R" device must be explicitly indicated on the Award Recommendation Form. The codes for PMD that include the "R" device are in [Table 11](#).

(2) The SOA must establish the conditions under which the act(s) occurred to a degree sufficient for the reader to fully comprehend the circumstances and specific impact.

(3) Proposed Citation. If approved by the award approval authority, the citation and certificate have specific authorized statements. See [Appendix 2E](#) for specific guidance and examples for creating a citation.

Appendix 2E

How to Prepare a PMD Citation and Certificate

2E.1. General

a. Content of The Citation. The citation, is derived from the SOA. Although a citation is laudatory and formalized, it must be factual. All citations must be unclassified. Any statement made in a citation should be traceable to a statement in the SOA, and in the case of awards for heroism, traceable to a piece of evidence such as the statement of an eyewitness.

b. Format Styles. The level of award dictates the style and format of the citation and or certificate.

(1) For the Air Medal and above, the citation and certificate are separate award elements. See [paragraph 2E.2](#) and [Exhibit 2](#) for citation guidance. See [paragraph 2E.3](#) and [Exhibit 3](#) for certificate guidance.

(2) For the NC and the NAM, the citation and certificate are combined and will be referred to as "Combination Citation/Certificate." See [paragraph 2E.4](#) and [Exhibit 4](#) for Combination Citation/Certificate guidance.

(3) For both styles, the basic parts or elements are:

- (a) Standard Introduction;
- (b) Number of the Subsequent Award (if applicable);
- (c) Standard Opening Sentence (specific to award);
- (d) Body of Citation;
- (e) Standard Closing Sentence;
- (f) Authorized Device (if applicable); and
- (g) Signature Block of the Awarding Authority.

(4) [Exhibit 2](#) and [Exhibit 4](#) illustrate basic elements.

Exhibit 2: Elements of a Citation*

Introduction	 THE SECRETARY OF THE NAVY The President of the United States takes pride in presenting the BRONZE STAR MEDAL posthumously (Gold Star in lieu of the Third Award) to SPECIAL WARFARE OPERATOR FIRST CLASS (SEA, AIR, AND LAND) JOHN S. DOE IV UNITED STATES NAVY for service as set forth in the following CITATION: For heroic achievement in connection with combat operations against the enemy on 6 November 2016 while serving as a Reconnaissance Team Leader with a Joint Task Force in support of Operation FREEDOM's SENTINEL. Petty Officer Doe displayed remarkable combat leadership and personal courage under fire while executing a raid to detain a high value enemy fighter. As he tactfully navigated his element through arduous terrain to the final blocking position to contain the target compound, he identified multiple armed enemy fighters in a defensive posture. Petty Officer Doe maneuvered his element to engage the two enemy combatants, eliminating the threat. As the assault force advanced, a third enemy fighter engaged the assault force with small arms fire from a barricaded position. Without hesitation or regard for his own safety, he selflessly exposed himself to protect his element while simultaneously returning fire. Petty Officer Doe neutralized the barricaded enemy fighter and was mortally wounded. His decisive action and sound tactical acumen undoubtedly protected the lives of his teammates and eliminated a significant threat in the region. By his bold actions, courage under fire, and total dedication to duty, Petty Officer Doe's reflected great credit upon himself and upheld the highest traditions of the United States Naval Service. Subsequent Award
Opening Sentence	
Body of Citation	
Closing Sentence	The V device for valor is authorized.
Authorized Device	For the President, Secretary of the Navy Signature

*Note the
citation is
not to scale.

2E.2. Citations for Air Medal and Above. See [Exhibit 2](#) or [Exhibit 5](#) for illustration.

a. Format. Citations must be prepared in accordance with [Table 17](#).

Table 17 . PMD Citation Format - Air Medal and Above
Text is both upper and lower case.
Font is Courier New size 12.
Portrait orientation.
Maximum 23 lines, from "For" to "Service".
Margins: top 2.0 inches, bottom 1.0 inch, left 0.7 inches, and right 0.5 inches.
One single paragraph from opening to closing sentence. The only exception is the Distinguished Service Medal, which is formatted into three paragraphs.
Fully justified to distribute the text evenly between the horizontal margins.
No jargon, acronyms, or abbreviations.
No classified information.
No bold, italics, or underline text emphasis.

b. Introduction

(1) The Introduction begins either:

(a) Living Recipient: "The President of the United States takes pleasure in presenting the (SPECIFIC AWARD) to"; or

(b) Deceased Recipient: "The President of the United States takes pride in presenting the (SPECIFIC AWARD) posthumously to"

(2) The grade, name, and service are in all uppercase letters and centered.

(a) For Navy enlisted personnel, as in Exhibit 2, three lines are used:

1. The first line is the rate. Warfare designation is not required, but if used, include only the primary designation.

2. The second line is the full name.

3. The third line is UNITED STATES NAVY.

(b) For Navy unrestricted officers use two lines. The first line with rank and name in all uppercase. The second line is UNITED STATES NAVY. For restricted officers, the second line is their staff corps in all uppercase, and the third line would be UNITED STATES NAVY.

(c) For Marine Corps personnel, only two lines are used. The first line is the rank and name in all uppercase. The second line is either "UNITED STATES MARINE CORPS" or "UNITED STATES MARINE CORPS RESERVE."

(d) For foreign personnel, follow these same guidelines, except substitute the appropriate foreign military service. For example, "ROYAL AUSTRALIAN NAVY"

c. Subsequent Awards. If this is not the first time this recipient has been awarded this particular PMD, the number of subsequent award is added in parentheses after the name of the award.

(1) For example, "MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the Second Award)".

(2) For a subsequent award of the Single Mission Air Medal use format, "AIR MEDAL (with Gold Numeral "2" for the Second Award)".

(3) For a subsequent award of the Strike/Flight Air Medal use format, "AIR MEDAL (with Bronze Numeral "2" for the Second Strike/Flight Award)". If more than one Strike/Flight Air Medal is being awarded in one submission use format, "AIR MEDAL (with Bronze Numeral "2" for the First through Second Strike/Flight Award)". See Exhibit 5.

d. Opening Sentence. The standard opening sentences shown in [Table 18](#) shall be used in all citations. There is no variation for awards that include the "R" device, i.e., the non-combat sentence shall be used.

Table 18: PMD Citation Standardized Opening Sentences

PMD	Opening Sentence
Medal of Honor	“For conspicuous gallantry and intrepidity at the risk of his (or her) life above and beyond the call of duty...” <i>e.g., For conspicuous gallantry and intrepidity at the risk of his life above and beyond the call of duty while assigned to a Joint Task Force in support of Operation ENDURING FREEDOM.</i>
Navy Cross	“For extraordinary heroism...” <i>e.g., For extraordinary heroism while serving as Vehicle Commander, Weapons Company, 3d Battalion, 7th Marines in Afghanistan on 18 June 2010 in support of Operation ENDURING FREEDOM.</i>
Distinguished Service Medal	<u>Non-Combat</u>: “For exceptionally meritorious service to the United States in a duty of great responsibility...” <i>e.g., For exceptionally meritorious service to the United States in a duty of great responsibility while serving as Commander, U.S. Pacific Fleet from August 2013 through August 2015.</i> <u>With “C” Device</u>: “For exceptionally meritorious service to the United States in a duty of great responsibility under combat conditions as...”
Silver Star Medal	“For conspicuous gallantry and intrepidity in action...” <i>e.g., For conspicuous gallantry and intrepidity in action while serving as Detachment Corregidor Commander while assigned to Naval Special Warfare Task Unit RAMADI in direct support of Operation IRAQI FREEDOM on 29 September 2006.</i>
Legion of Merit	<u>Non-Combat</u>: “For exceptionally meritorious conduct in the performance of outstanding service...” <i>e.g., For exceptionally meritorious conduct in the performance of outstanding service as Chief Judge of the Navy-Marine Corps Trial Judiciary from July 2016 to July 2018.</i> <u>With “C” Device</u>: “For exceptionally meritorious conduct in the performance of outstanding service under combat conditions as...”
Distinguished Flying Cross	<u>Non-Combat</u>: “For extraordinary achievement while participating in aerial flight...” <i>e.g., For extraordinary achievement while participating in space flight as Commander of the Shuttle Orbiter ATLANTIS 12 January 2008.</i> <u>With “V” Device</u>: “For heroism while participating in aerial flight...” <i>e.g., For heroism while participating in aerial flight as Flight Leader in support of Operation IRAQI FREEDOM on 2 April 2003.</i> <u>With “C” Device</u>: “For extraordinary achievement while participating in aerial flight under combat conditions as...” <i>e.g., For extraordinary achievement while participating in aerial flight under combat conditions as an F/A-18E pilot serving with Strike Fighter Squadron EIGHT SEVEN in support of Operation INHERENT RESOLVE.</i> <u>Non-Combat Heroism</u>: “For heroism and extraordinary achievement while participating in aerial flight...” <i>e.g., For heroism and extraordinary achievement while participating in aerial flight as a Pilot of an E-2C aircraft assigned to Carrier Airborne Early Warning Squadron ONE TWO ONE onboard USS DWIGHT D. EISENHOWER (CVN 69) while deployed with Commander, United States FIFTH Fleet in support of Operation ENDURING FREEDOM on 30 March 2010.</i>

Table 18: PMD Citation Standardized Opening Sentences Continued

Navy and Marine Corps Medal	<u>Non-Combat</u>: “For heroism...” e.g., <i>For heroism while serving as a Motor Transport Operator, Headquarters and Support Battalion, School of Infantry-East on 12 September 2014.</i>
Bronze Star Medal	<u>Combat</u>: “For meritorious achievement in connection with combat operations against the enemy (or “in connection with operations involving conflict with an opposing foreign force)...” e.g., <i>For meritorious achievement in connection with combat operations against the enemy as G-5 Plans Advisor, 215th Corps Advisor Team, II Marine Expeditionary Force (Forward), in support of Operation ENDURING FREEDOM from 1 March 2013 through 28 February 2014.</i> <u>With “V” Device</u>: “For heroic achievement in connection with combat operations against the enemy (or operations involving conflict with an opposing foreign force) ...” e.g., <i>For heroic achievement in connection with combat operations against the enemy on 29 January 2017, while serving as an Assault Team Member with a Joint Task Force in support of overseas contingency operations.</i>
Meritorious Service Medal	<u>Non-Combat</u>: “For outstanding meritorious achievement or service...” e.g., <i>For outstanding meritorious service while serving as Interim Director and Deputy Director of Psychological Health, Headquarters Marine Corps (Health Services) from January 2017 to January 2019.</i>
Air Medal (Single Mission)	<u>Non-Combat</u>: “For meritorious achievement while participating in aerial flight...” e.g., <i>For meritorious achievement while participating in aerial flight as an SH-60S pilot serving with Helicopter Sea Combat Squadron TWO ONE.</i> <u>With “V” Device</u>: “For heroic achievement while participating in aerial flight...” e.g., <i>For heroic achievement while participating in aerial flight as Air Mission Commander while attached to Marine Medium Helicopter Squadron 161, 3d Marine Aircraft Wing, I Marine Expeditionary Force in support of Operation IRAQI FREEDOM on 21 March 2003.</i> <u>With “C” Device</u>: “For meritorious achievement while participating in aerial flight under combat conditions as...” e.g., <i>For meritorious achievement while participating in aerial flight under combat conditions as an F/A-18E pilot serving with Strike Fighter Squadron SEVEN in support of Operation INHERENT RESOLVE.</i> <u>Non-Combat Heroism</u>: “For heroic achievement while participating in aerial flight...” e.g., <i>For heroic achievement while participating in aerial flight as aircraft Pilot in support of overseas contingency operations from 1 July 2015 to 12 July 2015 .</i>
Air Medal (Strike/ Flight)	<u>Combat</u>: “For sustained meritorious achievement while participating in aerial flight...” e.g., <i>For sustained meritorious achievement while participating in aerial flight as a Weapons Systems Officer for a Joint Task Force in support of Operation ENDURING FREEDOM and INHERENT RESOLVE from 19 March 2012 to 2 July 2015.</i>

e. Body of The Citation

(1) The first sentence of the body of the citation identifies the recipient by name. If the billet was not mentioned in the opening sentence it should be included in the first sentence of the body. Also describe the specific duty held, his or her accomplishments, and the outstanding personal attributes displayed.

(2) The smallest unit that will be identified in a citation will be a company, battery, squadron, ship, or SEAL Team. Only specify the chain of command to the point where the unit is precisely identified. For example, there is only one "USS DECATUR (DDG 73)" and only one "3d Battalion, 3d Marines", so there is no need to mention any higher echelons of command. Doing so only takes up valuable space in the citation that is better used to describe the awardee's accomplishments or heroic acts.

(3) The description of the individual's heroism or accomplishments must show clearly that they were sufficient to justify the award. The impact of the accomplishments may also be described.

(4) No new facts or details may be introduced by the proposed citation. All information in the citation must be derived from the Award Recommendation Form, SOA, eyewitness statements, and other official evidence included in the award nomination package.

(5) For a PMD awarded on the occasion of retirement, the last sentence of the body of the citation shall be in the form: "Master Sergeant Barnett's superior performance of duties culminated his 25 years of honorable and dedicated military service."

f. Closing Sentence

(1) There are only two formats for the closing sentence. Choose either one or the other, but do NOT mix the wording of both together. If you do, the result will be a grammatically incorrect sentence.

(a) Begin with the individual's name: "Lieutenant Commander Jaycox's professionalism, perseverance, and loyal dedication to duty reflected great credit on her and were in keeping with the highest traditions of the United States Naval Service." (Using this syntax, the three underlined attributes are the subject of the sentence and reflect credit on the object - the awardee.)

(b) Begin with the attributes: "By her attribute, attribute, and adjective dedication to duty, Lieutenant Commander Rolfes reflected great credit upon herself and upheld the highest traditions of the United States Naval Service." (Using this syntax the awardee reflects credit upon herself. Since the awardee is both the subject and the object of the sentence, the reflexive pronoun must be used.)

(c) Attributes appropriate to the individual and the act(s) or service being recognized should be used. Attributes may vary but commonly used attributes are listed in Table 18.

[Table 19.](#) Attributes Commonly Used in Citations

First & Second Attributes	Adjective for "dedication to duty"
courage under fire	complete
bold/decisive actions	total
exceptional professionalism	selfless
distinctive contributions	unwavering
initiative	unswerving
dynamic direction	steadfast
superb guidance	loyal
wise/keen judgement	
determination	
perseverance	

(d) If an award is given in the name of the President (i.e., Air Medal and above), then the individual has reflected "great credit" upon himself or herself.

(2) If the awardee is a Marine, the closing sentence of the citation ends "...highest traditions of the Marine Corps and the United States Naval Service."

(3) If the awardee is a member of Army or Air Force use "highest traditions of the United States Armed Forces."

(4) If the awardee is a member of the U.S. Public Health Service (USPHS), use the second format starting with "By her/him..." and end with "reflected great credit upon herself/himself and the USPHS."

(5) If the awardee is a member of a foreign navy or marine corps, use "...highest traditions of the naval service." (lowercase)

(6) If the awardee is a member of a foreign army, air force, or other military branch, use "...highest traditions of the armed forces." (lowercase)

g. Authorized Device Statement. If a device is authorized on the PMD, the citation must include the appropriate standard statement below (see [Exhibit 2](#) for placement):

(1) "The V device for valor is authorized."

(2) "The combat conditions C device is authorized."

(3) "The remote impact R device is authorized."

(4) "The Gold Numeral "1" to represent the First Award is authorized." (Single Mission Air Medal)

(5) "The Bronze Numeral "1" to represent the First Strike/Flight Award is authorized." (Strike/Flight Air Medal)
See [Exhibit 5](#).

h. Signature Block. The awarding authority signs below "For the President" and below the signature is the awarding authority's official title.

i. Templates. Electronic templates for PMD citations and certificates may be obtained by contact the awards branches listed at the end of Chapter 1.

Exhibit 3: Elements of a Certificate (Air Medal and Above)*

	
THE UNITED STATES OF AMERICA	
THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA HAS AWARDED THE	
BRONZE STAR MEDAL	
Subsequent Award	Authorized Device
— [GOLD STAR IN LIEU OF THE THIRD AWARD WITH V DEVICE FOR VALOR] —	
TO SPECIAL WARFARE OPERATOR FIRST CLASS (SEA, AIR, AND LAND) JOHN S. DOE IV	
UNITED STATES NAVY	
FOR	
HEROIC ACHIEVEMENT ON 6 NOVEMBER 2016	
Certificate Date	Signature Block
GIVEN THIS DAY OF	
	
SECRETARY OF THE NAVY	

*Note the certificate is not to scale.

2E.3. Certificates for Air Medal and Above. See [Exhibit 3](#) and [Exhibit 6](#) for illustration.

a. Format

- (1) Landscape orientation.
- (2) Font: Times New Roman 14.
- (3) All uppercase.

b. Rank, Name, And Service

(1) Limited to two lines. The first line will include the rank or rate followed by the name. The second line will be the parent service.

(a) Navy personnel:

1. Officers: rank and name, with staff corps (if applicable).
2. Enlisted: rate followed by primary warfare designator in parentheses, followed by full name.
3. UNITED STATES NAVY will be on the second line.

(b) Marine Corps personnel:

1. First line is rank and name.
2. Second line is either UNITED STATES MARINE CORPS or UNITED STATES MARINE CORPS RESERVE.

c. Subsequent Award. If applicable, the subsequent award will be listed beneath the pre-printed name of the decoration, and in all uppercase within parenthesis. For example:
(GOLD STAR IN LIEU OF THE THIRD AWARD)

d. Authorized Device. If a device is authorized, add a statement under the pre-printed name of the decoration in the following format:

(1) (WITH V DEVICE FOR VALOR)

(2) (WITH COMBAT C DEVICE)

(3) (WITH REMOTE IMPACT R DEVICE)

(4) If it is both a subsequent award and has an authorized device, include a combined statement, e.g., (GOLD STAR IN LIEU OF THIRD AWARD WITH V DEVICE FOR VALOR)

e. Date of Action. This date must match the date in the citation.

f. Certificate Date. This date must match the date the award was approved, i.e., the date the approval authority signed the official Award Recommendation Form approving the PMD.

Exhibit 4: Elements of the Combination Citation/Certificate*

	
DEPARTMENT OF THE NAVY	
THIS IS TO CERTIFY THAT THE SECRETARY OF THE NAVY HAS AWARDED THE	
Introduction	Subsequent Award
	Authorized Device
NAVY AND MARINE CORPS COMMENDATION MEDAL (POSTHUMOUSLY) (GOLD STAR IN LIEU OF THE THIRD AWARD WITH V DEVICE FOR VALOR)	
TO SPECIAL WARFARE OPERATOR SECOND CLASS, JOHN L. DOE, JR UNITED STATES NAVY	
FOR HEROIC ACHIEVEMENT WHILE SERVING AS MEDIC WITH SPECIAL OPERATIONS TASK FORCE-NORTH ON 7 JULY 2018 IN SUPPORT OF OPERATION ENDURING FREEDOM. DURING A LARGE SCALE CLEARANCE OPERATION, ENEMY FORCES LAUNCHED A COORDINATED THREE-AXIS COUNTERATTACK ON PETTY OFFICER DOE'S COMBINED ELEMENT. AS HIS ELEMENT WAS MANEUVERING TO DOMINANT TERRAIN HIS VEHICLE HIT A BELT OF DAISY CHAINED EXPLOSIVES. DESPITE BEING MORTALLY WOUNDED, HE MANEUVERED THROUGH HEAVY FIRE TO REACH A WOUNDED TEAMMATE AND ADMINISTERED CRITICAL MEDICAL CARE. PETTY OFFICER DOE'S UNSWERVING DETERMINATION, COURAGE, AND COMPLETE DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.	
Certificate Date	Signature Block
	
NAVSO 1650/11 (REV. 7-93) NUN 0104-1.P 082 (800)	

*Note the citation/certificate is not to scale.

2E.4. Combination Citation/Certificate for the [NC](#) and [NAM](#). See [Exhibit 4](#) for illustration.

a. Administrative Format. Must be prepared on the pre-printed appropriate NAVSO 1650/11 (NC) or NAVSO 1650/12 (NAM). Combination Citation/Certificate must be prepared in accordance with [Table 20](#).

Table 20. PMD Combination Citation/Certificate Format – NC and NAM
All upper case type.
Times New Roman font with: Size 14 font for grade/rank, name, and Service; and Size 10 font for citation paragraph; and Size 10 font for subsequent award, authorized device, or posthumously, if applicable.
No more than 8 typewritten lines.
Landscape orientation.
Margins: one inch.
Fully justified to distribute the text evenly between the horizontal margins.
No jargon, acronyms, abbreviations.
No classified information may be included in the proposed citation.
No bold, italic, or underline text emphasis.

b. Introduction

(1) If the awardee is deceased, add “(POSTHUMOUSLY)”, centered, between the pre-printed name of the decoration and the “TO” line.

(2) The grade, name, and service are in all uppercase letters and centered horizontally and vertically between the pre-printed “TO” and “FOR”. Only two lines will be used.

(a) For Navy enlisted personnel, the first line is the rate and name in all uppercase. Warfare designation is not required, but if used, include only the primary designation on the first line. The second line is UNITED STATES NAVY.

(b) For Navy unrestricted officers, the first line is the rank and name in all uppercase. For restricted officers, on the first line after their rank and name is their staff corps in all uppercase. The second line is UNITED STATES NAVY.

(c) For Marine Corps personnel, the first line is the rank and name in all uppercase. The second line is either "UNITED STATES MARINE CORPS" or "UNITED STATES MARINE CORPS RESERVE."

(d) For foreign personnel, follow the above guidelines, except substitute the appropriate foreign military service, e.g., "REPUBLIC OF KOREA NAVY."

c. Subsequent Awards. If creating a citation for the first award this section is not applicable.

(1) For a combination citation/certificate the subsequent award is added under the pre-printed name of the decoration.

(2) For example, "(Gold Star in lieu of the Fourth Award)".

d. Authorized Device Statement

(1) The combination citation/certificate shall state the authorized device below the specific award and above the "TO" line. Authorized device statements are as follows:

(a) (WITH V DEVICE FOR VALOR)

(b) (WITH COMBAT C DEVICE)

(c) (WITH REMOTE IMPACT R DEVICE)

(2) If there it is a subsequent award with an authorized device (as shown in [Exhibit 4](#)) the statement will be combined, e.g., (GOLD STAR IN LIEU OF THE SECOND AWARD WITH V DEVICE FOR VALOR)

e. Opening Sentence. The standard opening sentences in [Table 21](#) shall be used. There is no variation for awards that include the "R" device, i.e., the non-combat sentence shall be used.

Table 21: NC and NAM Standardized Opening Sentences

PMD	Opening Sentence
Navy and Marine Corps Commendation Medal	<u>Non-Combat</u>: “Meritorious achievement (or service) while serving as...” e.g., <i>MERITORIOUS SERVICE WHILE SERVING AS ASSISTANT OPERATIONS OFFICER, 2D RECONNAISSANCE BATTALION, 2D MARINE DIVISION FROM JUNE 2014 TO MAY 2017.</i> <u>With “V” Device</u>: “Heroic achievement...” e.g., <i>FOR HEROIC ACHIEVEMENT WHILE ASSIGNED TO SEAL TEAM ONE ON 6 JUNE 2017.</i> <u>With “C” Device</u>: “Meritorious achievement (or service) while under combat conditions as ...” e.g., <i>MERITORIOUS ACHIEVEMENT WHILE UNDER COMBAT CONDITIONS AS THE OPERATIONS OFFICER-IN-CHARGE WITH A JOINT TASK FORCE FROM 4 NOVEMBER 2016 TO 14 NOVEMBER 2017 IN SUPPORT OF OPERATION FREEDOM’S SENTINEL.</i> <u>Non-Combat Heroism</u>: “Heroism while serving as...” e.g., <i>HEROISM WHILE SERVING AS ASSISTANT OPERATIONS OFFICER, 2D RECONNAISSANCE BATTALION, 2D MARINE DIVISION ON 25 JULY 2015.</i>
Navy and Marine Corps Achievement Medal	<u>Non-Combat</u>: “Professional achievement in the superior performance of his or her duties...” e.g., <i>PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HER DUTIES WHILE SERVING FROM NOVEMBER 2014 THORUGH JUNE 2016.</i> <u>With “C” Device</u>: “Professional (or leadership) achievement under combat conditions as ...” e.g., <i>PROFESSIONAL ACHIEVEMENT AS PLATOON COMMANDER WHILE SERVING FROM DECEMBER 2016 THORUGH JUNE 2016.</i>

f. Body of The Citation

(1) The body of the citation identifies the recipient by name, describes the specific duty held, his or her accomplishments, and the outstanding personal attributes displayed.

(2) The smallest unit that will be identified in a citation will be a company, battery, squadron, ship, or SEAL Team. Only specify the chain of command to the point where the unit is precisely identified. For example, there is only one "USS DECATUR (DDG 73)" and only one "3D Battalion, 3D Marines", so there is no need to mention higher echelons. Doing so provides no useful information and only takes up valuable space in the citation that is better used to describe the awardee's accomplishment or heroism.

(3) The description of the individual's achievements must show clearly that they were sufficient to justify the award recommended. The impact of the accomplishments can also be included.

(4) No new facts or details may be introduced by the citation. All information in the citation must be derived from the Award Recommendation Form, SOA, eyewitness statements, and other official evidence included in the nomination package.

(5) For an award presented at the time of retirement, add prior to the closing sentence a statement reflecting the Service Member's total number of years of service. For example, "Commander Finney's superior performance of duties culminated her 20 years of honorable and dedicated military service."

g. Standard Closing Sentence

(1) There are only two formats for the closing sentence. Choose either one or the other, but do NOT mix the wording of both together. If you do, the result will be a grammatically incorrect sentence.

(a) Begin with the individual's name: "Petty Officer Watson's attribute, attribute, and dedication to duty reflected credit on *him* and were in keeping with the highest traditions of the United States Naval Service."

(b) Beginning with the three attributes: "By *her attribute, attribute*, and dedication to duty, Petty Officer Pidgeon reflected credit upon *herself* and upheld the highest traditions of the United States Naval Service."

(c) Note that with the [NC](#) and [NAM](#), it is "credit," not "great credit."

(d) Attributes appropriate to the individual and the act(s) or service being recognized should be used. Commonly used attributes are in [Table 19](#).

(2) If the awardee is a Marine, the last sentence ends "... highest traditions of the Marine Corps and the United States Naval Service."

(3) If the awardee is a member of Army or Air Force use "... highest traditions of the United States Armed Forces."

(4) If the awardee is a member of USPHS, use the second format starting with attributes, and end with "...reflected credit upon *herself* and the USPHS."

(5) If the awardee is a member of a foreign Navy or Marine Corps, use "... traditions of the naval service." (lowercase)

(6) If the awardee is a member of a foreign army, air force, or other military branch, use "... highest traditions of the armed forces." (lowercase)

h. Signature Block. Type "For the" to the left of the pre-printed "SECRETARY OF THE NAVY" and add the awarding authority's title directly below "SECRETARY OF THE NAVY."

i. Certificate Date. This date must match the award approval authority signed the official Award Recommendation Form, thereby approving the NC or NAM.

j. Templates. Electronic templates for the NC and NAM combined citation/certificate can be obtained by contacting one of the awards branches listed at the end of [Chapter 1](#).

Exhibit 5: Air Medal (Strike/Flight) Citation*

	 THE SECRETARY OF THE NAVY WASHINGTON DC 20350-1000	
Introduction	The President of the United States takes pleasure in presenting the AIR MEDAL (First through Second Strike/Flight Award) to CRYPTOLOGIC TECHNICIAN FIRST CLASS JAMES P. HARP UNITED STATES NAVY for service as set forth in the following CITATION: For sustained meritorious achievement while participating in aerial flight as a Tactical Systems Operator for a Joint Task Force in support of Operation ENDURING FREEDOM from 23 August 2017 to 29 September 2017. Petty Officer Harp's contributions sustained the momentum of decisive combat operations against the enemy and was a linchpin to the success of the Joint Task Force. He supported multiple ground operations by providing real-time intelligence reports to special operations forces conducting combined assaults against enemy strongholds. His actions resulted in a significant disruption to enemy network operations in Afghanistan. By his superior professionalism, perseverance, and loyal devotion to duty in the face of hazardous flying conditions, Petty Officer Harp reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.	Subsequent Award
Authorized Device	The Bronze Numeral "2" to represent Two Strike/Flight Awards is authorized.	
	For the President, M. C. CARANCI Admiral, United States Navy Commander, U.S. Naval Forces Central Command	Opening Sentence Body of Citation Closing Sentence Signature Block

*Note the
citation is
not to scale.

Exhibit 6: Air Medal (Strike/Flight) Certificate*

	
THE UNITED STATES OF AMERICA	
THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA HAS AWARDED THE	
AIR MEDAL	
Subsequent Award	Authorized Device
[(THE BRONZE NUMERAL "2" FOR THE FIRST THROUGH SECOND STRIKE/FLIGHT AWARD)]	
TO CRYPTOLOGIC TECHNICIAN FIRST CLASS JANE P. DOE UNITED STATES NAVY	
Rank, Name, and Service	
FOR MERITORIOUS ACHIEVEMENT WHILE PARTICIPATING IN AERIAL FLIGHT FROM 12 MAY 2017 TO 30 SEPTEMBER 2017	
Certificate Date	Signature Block
GIVEN THIS 12TH DAY OF OCTOBER 2018	
	
FOR THE SECRETARY OF THE NAVY M. C. CARANCI ADMIRAL, U.S. NAVY COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND	
NAVSIG 1050/9 REV 7 89 0104-LF 987 0600	

*Note the
certificate is
not to scale.

Chapter 3 Unit Decorations

3.1. General Policy. DoD and DON policy for unit decorations is set forth in references (a), (b), and (d). The following are key policy provisions for the DON unit decorations, which are in descending order of precedence: [PUC](#), [NUC](#), and [MUC](#).

a. Purpose. Unit decorations are discretionary honors conferred to recognize ships and other military units for collective demonstration of heroism in combat or otherwise exceptionally meritorious achievement that clearly and distinctly, by nature and magnitude, place the unit's performance significantly above that of other units performing similar missions.

b. Eligibility. General policy on eligibility is in reference (a). Key aspects are below.

(1) A military unit is defined as a ship or other organization, normally battalion/squadron or larger, composed primarily of military personnel, under military command, and charged with carrying out a military mission or function.

(2) Eligibility to participate in DON unit decorations:

(a) U.S. military and DoD civilian personnel are eligible for the decoration provided they were physically present and participated in the action(s) for which the unit was cited, and during the award period were:

1. Permanently assigned to the decorated unit;
or

2. Permanently assigned to a unit on the list of participating units that accompanied the award approval; or

3. Temporarily assigned or attached to the decorated unit, or one of the approved participating units, for 30 days or more (or the entire period covered by the award if less than 30 days).

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4. Note: members of other Military Services may require permission from their parent Service in order to wear a DON PUC, NUC, or MUC ribbon on their uniforms.

(b) Reserve personnel on active duty for training, or any other personnel assigned on orders to the decorated unit, or a participating unit, for fewer than 30 days are not eligible unless the commanding officer of the decorated unit certifies these personnel made a significant contribution to the accomplishment recognized by the award. Reserve Component members are considered permanently assigned to an active command for which they have orders (IDT, AT, ADSW, ADT, IDTT, ADOS, etc..) and are deemed eligible for the award so long as they have completed at least 14 days on any form of these orders at the AUIC cited in the 1650/14 submission during the award period.

(c) Navy and Marine Corps units shall only be included on the participating unit list if they were attached to the decorated Navy/Marine Corps unit, or provided the decorated unit with significant direct support that was vital to accomplishing the mission(s) for which the unit is recognized. Units providing general support as part of their normal responsibilities will not be included.

(d) Military units of the U.S. Army, U.S. Air Force, or U.S. Coast Guard may be included as participating units in a PUC, NUC, or MUC nomination for a Navy or Marine Corps unit, with the following limitations:

1. The other Service unit must have either been attached to the decorated Navy/Marine Corps unit, or provided the decorated unit with significant direct support that was vital to accomplishing the mission(s) for which the unit is recognized. Units providing general support as part of their theater responsibilities will not be included.

2. Prior to approving any MUC, or forwarding any PUC or NUC nomination to SECNAV for approval, that includes an other-Service unit larger than a company or battery, CNO or CMC must obtain concurrence from the parent Service. Company/battery and smaller units, such as detachments, may be included without prior concurrence, but the individual Service Members of those units may require permission from their parent

Service in order to wear the DON unit decoration on their uniforms.

(e) In rare instances, the PUC, NUC, or MUC may be awarded specifically to a military unit of the U.S. Army, U.S. Air Force, or U.S. Coast Guard (when not operating as part of the Navy).

1. Such awards will generally be limited to combat situations in which the other-Service unit is attached to a deployed Navy or Marine Corps command.

2. No other-Service unit smaller than a ship, battalion, or squadron shall be nominated for such an award.

3. CNO or CMC must obtain concurrence from the parent Service prior to forwarding any PUC, NUC, or MUC nomination for an other-Service unit to SECNAV for approval.

(f) Foreign Personnel. Foreign military personnel may in some instances participate in U.S. unit decorations. See Chapter 6 for further guidance.

(g) Students. Military personnel in a student status in any military school, college, or academy are not eligible for unit decorations awarded to those institutions. Such awards recognize only the staff of the institution. SECNAV is the sole authority for approving any exception.

(h) Contractors are not eligible.

c. Criteria. See [Appendix 3A](#) for [PUC](#), [NUC](#), and [MUC](#) criteria.

d. Prohibition of Duplicate Recognition. No unit, or part thereof, may be awarded more than one-unit decoration, including a Joint Meritorious Unit Award, for the same act or period of service. However, award of a unit decoration does not preclude award of PMDs to deserving individuals within the unit. Similarly, award of a unit decoration does not in itself justify any PMD to a member of the unit, including the unit commander.

e. Who May Originate a PUC, NUC, or MUC Nomination. Pursuant to reference (a), unit decorations may only be

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officially originated by the unit's ISIC or the unit's next commander in the chain of command. Under no circumstances may the commander of the unit to be decorated, or any member(s) of the unit, officially originate a nomination for a unit decoration. See [paragraph 3.2](#).

f. Timeliness. See [Appendix 1A](#). Outside of time limits additional policies and procedures in [Chapter 8](#) apply.

3.2. Administrative Procedures

a. All nominations for unit decorations shall include the elements listed in [Table 22](#).

Table 22. Unit Nomination Required Elements
Award Recommendation Form (varies by Service)
Summary of Action (narrative justification)
List of Participating Units
Other Supporting Documentation (if applicable)
Proposed Citation

(1) Award Recommendation Form

(a) For Navy units, recommendations shall be prepared by completing OPNAV Form 1650/14 in its entirety. The instructions are available at <https://awards.navy.mil>.

(b) Marine Corps recommendations shall be prepared in the IAPS at <https://www.manpower.usmc.mil/webcenter/content/conn/WebCenterSpaces-ucm/path/Enterprise%20Libraries/MMMA2/Personal%20Awards%20Quickguide.pdf?lve>.

(2) SOA. A narrative justification not to exceed four pages.

(a) The narrative must be specific in establishing exactly what accomplishments or acts set this unit apart from similar units performing similar missions. The SOA must contain sufficient detail to enable the reviewing and approving authorities to adequately determine the appropriate level of award merited, if any.

(b) Copies of concise official unit reports

substantiating specific accomplishments, or other official documents of that nature, may be submitted as supporting material, but these shall not satisfy the requirement for a SOA.

(c) Voluminous documents recounting the entirety of a unit's activities during a period, such as command chronologies, shall not accompany any PUC, NUC, or MUC nomination. These types of documents create an administrative burden on the award system and are of no value in determining the appropriate level of decoration.

(d) The SOA must include an estimate of the total number of personnel who would be eligible to participate if the award were approved. The estimate should have a breakdown of officers, enlisted personnel, and civilians by parent Military Service.

(3) List of Participating Units. A complete list of all units recommended for participation, including Unit Identification Codes (UIC) and dates of attachment to the decorated unit. Navy units shall use Page 3 of OPNAV Form 1650/14 to list the participating units.

(a) The nomination package must identify whether any of the participating units were recognized by any previously approved decorations, or any nominations submitted but not yet approved, overlapping the merit period. If there are no such overlaps, the nomination package must include a statement to this effect.

(b) As stated in [paragraph 3.1.b.\(2\)](#) of this Chapter, units may not be included on this list unless they were attached to the decorated Navy/Marine Corps unit, or provided the decorated unit with significant direct support that was vital to accomplishing the mission(s) for which the unit is recognized. Units providing general support as part of their normal responsibilities will not be included.

(4) Other Supporting Documentation (if applicable). Other documentation may be submitted to corroborate or reinforce facts stated within the SOA, but such documents will not take the place of the required SOA.

(5) Proposed Citation. See [Appendix 3B](#).

3.3. Processing of Unit Nominations

a. Unit decoration nominations must be submitted to the approval authority via the chain of command.

b. Pursuant to reference ([a](#)), CNO and CMC may approve nominations for the MUC for the Navy and Marine Corps units within their authority. SECNAV takes final action on all nominations for the NUC or PUC, and all nominations for any unit not under the authority of CNO or CMC, including all nominations for foreign military units. See [Chapter 6](#) for additional guidance on awards to foreign personnel.

3.4. Actions After Approval of a PUC, NUC, or MUC

a. Presentation. Approved unit decorations will either be presented by SECNAV, CNO, or CMC, or forwarded to a designated official for presentation.

b. Award Elements

(1) Ribbons and Lapel Pins. There is no medal associated with the PUC, NUC, and MUC – only a ribbon. COs of DON military and civilian personnel who are determined eligible for a PUC, NUC, or MUC shall issue the appropriate ribbon or lapel pin, and document the issuance in the individual's official personnel record. The CO of the decorated unit shall procure and provide ribbons and lapel pins to any other-Service personnel included in the award.

(2) Citation

(a) The headquarters of the cited unit will hold the original citation. Copies shall be provided to any other participating units.

(b) Copies of unit citations may be placed in the individual service records of eligible personnel but this is not mandatory.

(3) Insignia for ships and units. Each separate activity that was part of or attached to a cited unit and participated in one or more of the actions for which the unit was cited, is authorized to display insignia as follows:

(a) Pennant. See Naval Telecommunications Procedures(NTP)-13(B).

(b) Streamer. Authorized for display on unit battle colors in accordance with current CNO or CMC directives.

c. Records Management. Approved unit decorations will be expeditiously entered into official records of all eligible personnel.

Appendix 3A
Unit Decoration Criteria

TAB	AWARD
1	Presidential Unit Citation (PUC)
2	Navy Unit Commendation (NUC)
3	Meritorious Unit Commendation (MUC)

TAB 1
Presidential Unit Citation

- a. Authorization. E.O. 10694 of 10 January 1957.
- b. Effective Date: On or after 16 October 1941.
- c. Criteria. Awarded as public evidence of deserved honor and distinction to any ship, aircraft, naval unit, or any Marine Corps aircraft detachment or higher unit, for outstanding performance in combat with the enemy.
 - (1) The intent of the PUC is to recognize specific acts of heroism on the part of the unit acting as a team.
 - (2) The unit must have distinguished itself by EH in action with the enemy, and exhibited gallantry and determination in overcoming such difficult and hazardous conditions so as to render itself outstanding compared to similar units participating in the same or similar engagements.
 - (3) Performance of duty in carrying out a mission under ordinary hazards of war, or participation in extended periods of combat duty, or in a large number of combat missions does not in itself justify the award.
 - (4) To justify this award, the unit must have clearly rendered itself conspicuous by action of a character comparable to that which would merit award of the NX to an individual.
 - (5) The PUC will normally only be awarded to units that have participated in a single combat action or successive actions covering relatively brief time spans. It is not reasonable to presume entire units could sustain NX level of heroism for an extended period of time except under the most unusual circumstances.
 - (6) Care must be taken to avoid awards for the performance of normal duty, or citation of large units for the actions of one or more of their component parts.

d. Subsequent Awards. Each subsequent award is denoted by wearing a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in place of five bronze stars.

e. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 2
Navy Unit Commendation

- a. Authorization. ALNAV 224 of 18 December 1944.
- b. Effective Date: On or after 7 December 1941.
- c. Criteria.

(1) Awarded to any ship, aircraft, detachment or other unit of the Navy or Marine Corps that has:

(a) Distinguished itself by outstanding heroism in action against the enemy, but not sufficiently to merit the [PUC](#); or

(b) Distinguished itself by extremely meritorious service not involving combat, but in support of military operations, such as to render the unit outstanding compared to similar units performing similar service.

(2) To justify the NUC, the unit must have performed service acting as a team of a character comparable to that which would merit the award to an individual of the SS for heroism, or the LOM for meritorious achievement.

(3) Normal performance of duty under the ordinary hazards of war, or participation in extended periods of combat duty or in a large number of combat missions, does not in itself justify the award.

(4) Care must be taken to avoid award for the performance of normal duty, or citation of large units for the actions of one or more of their component parts.

d. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in place of five bronze stars.

e. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 3
Meritorious Unit Commendation

- a. Authorization: SECNAV Notice 1650 of 17 July 1967.
- b. Effective Date: On or after 17 July 1967.
- c. Criteria. Awarded to any ship, Marine Regiment, Naval Construction Battalion, a Navy Air Wing or Marine Air Group, or any other unit of the Navy or Marine Corps that has distinguished itself, under combat or non-combat conditions, by either valorous or meritorious achievement that renders the unit outstanding compared to other units performing similar service, but not sufficient to justify award of the [NUC](#).
 - (1) To justify this award, the unit must have performed service of a character comparable to that which would merit award to an individual of the [BSM](#) or achievement of like caliber in a non-combat situation ([MSM](#)), to an individual. Normal performance of duty or participation in a large number of combat missions, does not in itself justify the award.
 - (2) Care must be taken to avoid award for the performance of normal duty, or citation of large units for the actions of one or more of their component parts.
- d. Subsequent Awards. Each subsequent award is denoted by wearing a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in place of five bronze stars.
- e. Authorized Devices. 3/16-inch star, bronze or silver.

Appendix 3B
How to Prepare a Citation for a PUC, NUC, or MUC

3B.1. Preparation

- a. Citations must be prepared in accordance with [Table 23](#).

Table 23 . Unit Citation Format – PUC, NUC and MUC
Text is both upper and lower case.
Font is Courier New size 12.
Portrait orientation.
Maximum 27 lines, from “For” to “Service”.
Margins: top 2.5 inches, bottom 1.0 inch, left 0.7 inches, and right 0.5 inches.
A single paragraph from opening to closing sentence.
Fully justified to distribute the text evenly between the horizontal margins.
No jargon, acronyms, or abbreviations.
All dates shall be in the format date month year, <i>e.g.</i> , <i>12 December 2017</i> .
No classified information.
No bold, italic, or underline text.

- b. Unit Name. The name of the unit in the title line shall be in all uppercase.

(1) If the unit being cited is a ship, the format shall be “USS [SHIP NAME] [HULL NUMBER].” For brevity, in the remainder of the citation use only the ship name in uppercase, but not preceded by “USS” and not followed by the hull number. For example, use “USS DECATUR (DDG 73)” in the title line. Use “DECATUR” in the body of the citation.

(2) If the squadron, task force, or other unit has a number integral to the unit name, the number shall be spelled out and capitalized. For example, use “Special Projects Patrol Squadron TWO” in the title line. Use “VPU-2” or “the squadron” in the citation body.

- c. Opening and Closing Sentences. Citation opening and closing sentences must be prepared in accordance with Table 24.

- d. See Exhibits [7](#), [8](#), and [9](#) of this Appendix for examples of properly formatted unit decoration citations.

Table 24. Opening and Closing Sentences for Unit Decorations

Unit Decoration	Opening Sentence	Closing Sentence
Presidential Unit Citation	<u>Combat (only)</u>: “For extraordinary heroism against enemy forces from (date) to (date). NAME OF UNIT...” OR, <u>Combat (only)</u>: “For outstanding performance in action against enemy forces from (date) to (date). NAME OF UNIT...”	“By their outstanding courage, aggressive fighting spirit, and untiring devotion to duty, the officers, enlisted personnel, and civilian employees¹ of NAME OF UNIT reflected great² credit upon themselves and upheld the highest traditions of the (Marine Corps and the)³ United States Naval Service.”
Navy Unit Commendation	<u>Combat</u>: “For outstanding heroism in action against enemy forces from (date) to (date). The personnel of NAME OF UNIT...” <u>Non-Combat</u>: “For extremely meritorious service during assigned missions from (date) to (date). The personnel of NAME OF UNIT...”	“By their (two appropriate traits related to actions for award), and unfailing devotion to duty, the officers, enlisted personnel, and civilian employees¹ of NAME OF UNIT reflected great² credit upon themselves and upheld the highest traditions of the (Marine Corps and the)³ United States Naval Service.”
Meritorious Unit Commendation	<u>Combat</u>: “For valorous achievement from (date) to (date). The personnel of NAME OF UNIT...” <u>Non-Combat</u>: “For meritorious achievement from (date) to (date). The personnel of NAME OF UNIT...”	“By their (two appropriate traits related to actions for award), and unfailing devotion to duty, the officers, enlisted personnel, and civilian employees¹ of NAME OF UNIT reflected credit² upon themselves and upheld the highest traditions of the (Marine Corps and the)³ United States Naval Service.”
¹ Use only when civilian employees are specifically authorized to participate in the award. ² Use “great credit” in PUC or NUC citations. Use “credit” in MUC citations. ³ Add when a Marine Corps unit is the principal cited unit. Omit if Marine Corps units are only included on the list of units participating in a decoration to a Navy unit.		

Exhibit 7: Elements of a PUC Citation

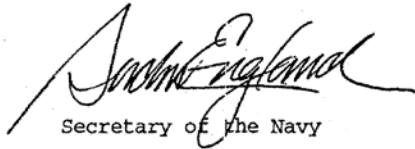
	
THE SECRETARY OF THE NAVY WASHINGTON, D.C. 20350-1000 3 November 2003	
The President of the United States takes pleasure in presenting the PRESIDENTIAL UNIT CITATION to	
I MARINE EXPEDITIONARY FORCE	Unit Name
for service as set forth in the following	
CITATION:	
For extraordinary heroism and outstanding performance in action against enemy forces in support of Operation IRAQI FREEDOM from 21 March to 24 April 2003. During this period, I Marine Expeditionary Force (MEF) (REIN) conducted the longest sequence of coordinated combined arms overland attacks in the history of the Marine Corps. From the border between Kuwait and Iraq, to the culmination of hostilities north of Baghdad, I MEF advanced nearly 800 kilometers under sustained and heavy combat. Utilizing the devastating combat power of organic aviation assets, coupled with the awesome power resident in the ground combat elements, and maintaining momentum through the herculean efforts of combat service support elements, I MEF destroyed nine Iraqi Divisions. This awesome display of combat power was accomplished while simultaneously freeing the Iraqi people from more than 30 years of oppression and reestablishing basic infrastructure in the country. During the 33 days of combat, to the transition to civil-military operations, I MEF sustained a tempo of operations never before seen on the modern battlefield, conducting four major river crossings, maintaining the initiative, and sustaining forces. The ferocity and duration of the campaign was made possible through the skills and determination of the Soldiers, Sailors, Airmen, Marines, and Coalition Partners comprising I MEF at all levels, all echelons, and in all occupational fields. By their outstanding courage, aggressive fighting spirit, and untiring devotion to duty, the officers and enlisted personnel of I Marine Expeditionary Force (REIN) reflected great credit upon themselves and upheld the highest traditions of the Marine Corps and the United States Naval Service.	Opening Sentence Body of Citation Closing Sentence
For the President,  Secretary of the Navy	

Exhibit 8: Elements of a NUC Citation

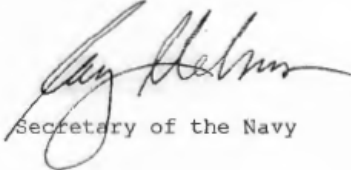
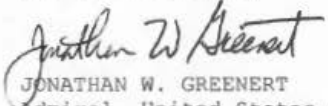
	
THE SECRETARY OF THE NAVY	
The Secretary of the Navy takes pleasure in presenting the NAVY UNIT COMMENDATION to	
USS INGRAHAM (FFG 61)	Unit Name
for service as set forth in the following	
CITATION:	
For exceptionally meritorious service during assigned missions from 23 March 2014 to 13 October 2014. In supporting Operation MARTILLO, Exercise UNITAS, and the Silent Forces Exercise, USS INGRAHAM conducted 278 flight operations, encompassing 983 mishap free flight hours and a 98 percent sortie completion rate. The ship also conducted 32 Right of Approach visits, 11 vessel boardings, 6 Airborne Use of Force actions, and 17 detainee transfers. INGRAHAM's effective coordination and employment of maritime, aerial, and land-based assets in support of Combating Transnational Organized Crime operations and Operation MARTILLO resulted in the interdiction or disruption of illegal contraband totaling more than \$560 million, detention of 29 suspects, and the successful capture of a self-propelled semi-submersible vessel, the first such vessel ever captured in the Eastern Pacific. INGRAHAM was extended in theater as the only U.S. Navy warship to participate in the 55 th evolution of Exercise UNITAS in Peru, significantly enhancing relationships with 15 partner nations. Sustained superior performance and adaptability to the diverse nature of national maritime tasking were the hallmarks of USS INGRAHAM's operations within U.S. Southern Command during this period. By their truly distinctive achievements, extensive enthusiasm, and unfailing devotion to duty, the officers and enlisted personnel of USS INGRAHAM reflected great credit upon themselves and upheld the highest traditions of the United States Naval Service.	Opening Sentence
	Body of Citation
	Closing Sentence
 Secretary of the Navy	

Exhibit 9: Elements of a MUC Citation

	
Chief of Naval Operations	
The Secretary of the Navy takes pleasure in presenting the MERITORIOUS UNIT COMMENDATION to	
COMMANDER, U.S. THIRD FLEET	Unit Name
for service as set forth in the following	
CITATION:	
For meritorious service from June 2013 to August 2014. The personnel of Commander, U.S. THIRD Fleet distinguished themselves through unprecedented performance as Executive Agent for Exercise RIM OF THE PACIFIC 2014. During this period Commander, U.S. THIRD Fleet planned and coordinated the world's largest international maritime exercise, featuring 22 nations, integrating 49 ships, six submarines, over 200 aircraft, 14 land forces, over 25,000 personnel, and the first-ever participation of the People's Liberation Army (Navy), resulting in a 20 percent increase over the previous largest maritime exercise. The flawless execution of RIM OF THE PACIFIC 2014 demonstrated the United States' strong commitment to the security and stability of the Pacific and ability to assemble a broad coalition of forces to perform the full spectrum of military operations. Their efforts led a multinational team in developing a robust scenario that guided exercise execution and accommodated national-level training objectives for the nations involved while balancing operational risk, geopolitical sensitivities, and constitutional restrictions. These efforts culminated in the production and incorporation of a Master Scenario Event List with over 1,000 scenario injects and myriad vignettes which drove critical operational decisions by Commanders at the Combined Task Force and Component level. Additionally, they coordinated the largest electromagnetic spectrum package ever submitted to the Federal Aviation Administration, balancing national policies to foreign militaries and safety of U.S. airspace. By their truly distinctive accomplishments, unrelenting perseverance, and unfailing devotion to duty, the officers, enlisted personnel, and civilian employees of Commander, U.S. THIRD Fleet reflected credit upon themselves and upheld the highest traditions of the United States Naval Service.	
For the Secretary,	
	
JONATHAN W. GREENERT Admiral, United States Navy	

Opening Sentence

Body of Citation

Closing Sentence

Chapter 4

Campaign, Expeditionary, and Service Awards

4.1. Categories Explained

a. Campaign Medals. Campaign medals are associated with the highest level of personal risk and hardship. They are intended to recognize deployed participation by Service Members in large-scale or long-duration combat operations. Eligibility for campaign medals is generally restricted to Service Members who are deployed to the geographic area of operations in which combat is actually occurring.

b. Expeditionary Medals. Expeditionary medals are associated with personal risk and hardship, but not to the same level as campaign medals. Expeditionary medals are intended to recognize deployed participation in small-scale and/or short-duration combat operations or military operations where there is an imminent threat of hostilities. Expeditionary medals may sometimes also be awarded to Service Members who are deployed in support of a major combat operation, but who are not within the geographic area of eligibility for the campaign medal for that operation.

c. Service Medals and Ribbons. Service awards are intended to recognize participation in other military operations, service during a specified period (such as a national state of emergency), or some service or duty of an otherwise arduous or special nature.

d. The official name of a medal does not always indicate its category. For example, the Southwest Asia Service Medal and the Vietnam Service Medal are both campaign medals.

4.2. Eligibility for CE&S Awards

a. Pursuant to reference ([a](#)), Navy and Marine Corps personnel are eligible only for CE&S awards issued by DoD or the DON. They are not eligible for CE&S awards issued by the other Military Services, or for CE&S awards issued by any federal department or agency outside DoD, or by any foreign nation.

b. Similarly, members of the other Military Services are not eligible for CE&S awards unique to the Navy and Marine Corps.

c. For CE&S medals and ribbons awarded across the DoD, the parent Service shall determine the eligible for its own members. Therefore, DON commands will only award CE&S medals to Navy and Marine Corps personnel and USPHS personnel permanently assigned to Navy and Marine Corps units. SECNAV is the sole authority for approving any exception.

d. Civilian employees and foreign personnel are generally not eligible for CE&S awards.

e. The specific eligibility for each CE&S award is in [Appendix 4A](#). The awards are listed in alphabetical order. See respective services websites for award precedence in [Chapter 1](#).

f. Under no circumstances will personnel or units receive the Afghanistan Campaign Medal ([ACM](#)), Global War on Terrorism Expeditionary Medal ([GWOTEM](#)), Iraq Campaign Medal ([ICM](#)) (see [Chapter 8](#)), Inherent Resolve Campaign Medal ([IRCM](#)), or Armed Forces Expeditionary Medal ([AFEM](#)) for the same action, time period, or service (i.e., deployment or tour in the designated operation area).

g. During the same deployment it is possible a Service member might perform duties within the AOE of different campaign and expeditionary medals. However, each day of qualifying service may only be credited toward one of these medals. For example, if during the same day a Service Member participated in missions within the AOE for both the [IRCM](#) and the [ACM](#), that day may be credited toward either the IRCM or the ACM, but not toward both.

Appendix 4A CE&S Awards Criteria and Eligibility

*Awards are listed alphabetically not in order of precedence.

TAB	AWARD
1	Afghanistan Campaign Medal (ACM)
2	Antarctica Service Medal (ASM)
3	Armed Forces Expeditionary Medal (AFEM)
4	Armed Forces Reserve Medal (AFRM)
5	Armed Forces Service Medal (AFSM)
6	Global War on Terrorism Expeditionary Medal (GWOTEM)
7	Global War on Terrorism Service Medal (GWOTSM)
8	Humanitarian Service Medal (HSM)
9	Inherent Resolve Campaign Medal (IRCM)
10	Korea Defense Service Medal (KDSM)
11	Marine Corps Combat Instructor Ribbon (MCCIR)
12	Marine Corps Drill Instructor Ribbon (MCDIR)
13	Marine Corps Expeditionary Medal (MCEM)
14	Marine Corps Good Conduct Medal (MCGCM)
15	Marine Corps Recruiting Ribbon (MCRR)
16	Marine Corps Security Guard Ribbon (MCSGR)
17	Marksmanship Awards (PM/RM)
18	Military Outstanding Volunteer Service Medal (MOVSM)
19	National Defense Service Medal (NDSM)
20	Navy Accession Training Service Ribbon (NATSR)
21	Navy and Marine Corps Overseas Service Ribbon (OSR)
22	Navy Arctic Service Ribbon (NASR)
23	Navy Basic Military Training Honor Graduate Ribbon (NBHGR)
24	Navy Ceremonial Duty Ribbon(NCDR)
25	Navy "E" Ribbon (NE)
26	Navy Expeditionary Medal (NEM)
27	Navy Good Conduct Medal(NGCM)
28	Navy Recruiting Service Ribbon (RS)
29	Navy Reserve Sea Service Deployment Ribbon (NRSSDR)
30	Prisoner of War Medal (POWM)
31	Sea Service Deployment Ribbon (SSDR)
32	Selected Marine Corps Reserve Medal (SMCRM)

TAB 1
Afghanistan Campaign Medal

a. Authorization. E.O. 13363, as amended by P.L. 109-163.

b. Effective Dates. 11 September 2001 – a date to be determined by SECDEF.

(1) [Table 25](#) lists operations and campaign phases eligible for the ACM.

(2) An up to date list is maintained at:
<https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>

Table 25. ACM Eligible Operations & Campaign Phases

Operation	Inclusive Dates
Operation ENDURING FREEDOM (Afghanistan Only)	11 Sep 01 - 31 Dec 14
Campaign Phase	Inclusive Dates
Liberation of Afghanistan	11 Sep 01 - 30 Nov 01
Consolidation I	1 Dec 01 - 30 Sep 06
Consolidation II	1 Oct 06 - 30 Nov 09
Consolidation III	1 Dec 09 - 30 Jun 11
Transition I	1 Jul 11 - 31 Dec 14
Operation	Inclusive Dates
Operation FREEDOM's SENTINEL	1 Jan 15 - TBD
Campaign Phase	Inclusive Dates
Transition II	1 Jan 15 - TBD

c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the ACM and campaign stars to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Criteria for the ACM is set forth in reference ([d](#)).

(1) Must have been permanently assigned, attached, or detailed to a unit operating in the AOE for 30 consecutive or 60 non-consecutive days, or meet one of the following criteria:

(a) Participated in a combat engagement, regardless of time in the AOE.

(b) While participating in an operation or on official duties, was killed or received wounds that required medical evacuation from the AOE, regardless of the time spent in the AOE. Medical evacuation for non-combat wounds also qualifies under this exception.

(c) Participated as a regularly assigned aircrew member flying sorties into, out of, within, or over the AOE in direct support of the designated military operation. Each day that one or more sorties are flown, into, out of, within, or over the AOE counts as one day toward the 30 consecutive or 60-day non-consecutive requirement.

(2) The AOE encompasses the land area of the country of Afghanistan and all airspace above such land area.

e. Option to Elect The ACM In Lieu Of The [GWOTEM](#)

(1) Prior to creation of the ACM, the GWOTEM had been awarded for qualifying participation in Operation Enduring Freedom (OEF)-Afghanistan.

(2) Service Members who were awarded the GWOTEM for service in Afghanistan between 11 September 2001 and 30 April 2005 may keep the GWOTEM. However, they have the option of receiving the ACM in place of the earlier GWOTEM as long as they meet the criteria for the ACM in paragraph d. above. This election must be properly documented in the individual's official service record, and once made is irrevocable. The service record entry must also indicate the stars authorized based on the time period(s) spent in the AOE.

(3) The ACM is the only campaign or expeditionary medal authorized for service in Afghanistan on or after 1 May 2005.

f. Award Elements. The ACM consists of a ribbon and medal set. No citation or certificate will be issued.

g. Subsequent Awards. A bronze star is worn on the ACM for each campaign phase in which the Service Member participated (see [Table 25](#)). Therefore, at least one star must be worn on the ACM ribbon.

(1) Only one star is authorized for each campaign phase, regardless of the number of deployments made within that same campaign phase.

(2) By contrast a single deployment that straddles two of the campaign phases would entitle the Service Member to wear two stars.

(3) A 3/16-inch silver star is worn in place of five bronze stars.

h. Authorized Devices

(1) 3/16-inch star, bronze or silver.

(2) Fleet Marine Force (FMF) Combat Operations Insignia.

(a) The FMF Combat Operation Insignia is a miniature bronze Marine Corps emblem that may be authorized for wear by Navy personnel attached to and operating with units of the Marine Corps Operating Forces, or by Navy personnel attached to Navy units operating with units of the Marine Corps Operating Forces, and under Marine Corps operational control. This is a restricted device; attachment to operations with a Marine Corps unit is not sufficient to establish eligibility. The Marine Corps unit and the individual must have been engaged in active combat action with an armed enemy during the period of the individual's service with the unit. Questions regarding eligibility for the FMF Combat Operation Insignia should be addressed via the Marine Corps chain of command; CMC (MMMA) is the final authority for eligibility.

(b) If authorized, the insignia is worn centered on the ribbon.

i. Administrative Procedures

(1) Navy Personnel

(a) Commands shall make the appropriate service record entries and issue the medals and campaign stars. The service record entry made at the time of the initial award of the ACM will also serve to authorize the first campaign star(s). Additional campaign stars require a subsequent service record

entry documenting the first day of qualifying service in that designated campaign phase.

(b) Navy personnel attached to DoD, Joint, or other non-DON commands who believe they meet the eligibility criteria should have their command confirm eligibility and submit the appropriate service record documentation to the awards branch in [Chapter 1](#).

(2) Marine Corps Personnel

(a) Commands shall make appropriate entries in Marine Corps Total Force System and the individual service record: COs issue the medals and bronze campaign stars.

(b) Each additional campaign star requires a separate service record entry documenting the first day of qualifying service in that designated campaign phase.

TAB 2
Antarctica Service Medal

- a. Authorization: P.L. 86-600 of 7 July 1960.
- b. Effective Date: On or after 1 January 1946 until a future date to be determined by SECDEF.
- c. Awarding Authority. CNO (DNS-35) is the awarding authority and maintains the list of eligible ships and units.
- d. Criteria and Eligibility. Criteria for the ASM is set forth in reference (d).
 - (1) AOE encompasses all of the Antarctica continent and all water and land area south of latitude 60 degrees South.
 - (2) For Land:
 - (a) Any member of the U.S. Armed Forces, U.S. citizen, or resident alien of the United States who participates as a member of a U.S. expedition in Antarctica.
 - (b) Any member of the U.S. Armed Forces, U.S. citizen, or resident alien of the United States who participates in a foreign Antarctic expedition, and who is under the sponsorship and approval of competent U.S. federal government authority.
 - (c) If the expedition falls under the DON, CNO may approve the award for any person who does not meet the criteria in [paragraph d.\(2\)\(a\)](#) or [paragraph d.\(2\)\(b\)](#) above, or the time requirements of participation stated in the paragraphs below, but who nevertheless participates in a U.S. Antarctic expedition at the invitation of a participating U.S. agency. This exception may only be granted if the commander of the U.S. military support force, as senior U.S. representative in Antarctica, determines the person shared the hardships and hazards of the expedition and that his or her service was outstanding and exceptional.

(3) For Sea:

(a) Any member of the U.S. Armed Forces, U.S. citizen, or resident alien of the United States who serves in a United States ship operating south of latitude 60 degrees South, in support of U.S. programs in Antarctica.

(b) From 1 June 1973 to 31 August 2008, the minimum time required was 30 days under competent orders to duty at sea or ashore, south of latitude 60 degrees South. Individuals assigned to duty at an outlying station on the Antarctic continent may qualify for the award after 15 days. The days do not have to be consecutive.

(c) On or after 1 September 2008, the minimum time required is 10 days under competent orders to duty at sea or ashore, south of latitude 60 degrees South. The days do not have to be consecutive.

(4) For Air:

(a) Any member of the U.S. Armed Forces, U.S. citizen, or resident alien of the United States who is a crew member of an aircraft flying to or from Antarctica in support of an Antarctic expedition.

(b) From 1 July 1987 to 30 September 1999, flight crews of aircraft providing logistical support from outside the Antarctic area may qualify for the award after 15 missions to a location south of latitude 60 degrees South. (One flight in and out during any 24-hour period equals one mission.)

(c) On or after 1 October 1999, flight crews of aircraft providing logistics support from outside the Antarctic area may qualify for the award after 10 missions to a location south of latitude 60 degrees South. (One flight in and out during any 24-hour period equals one mission.)

e. Foreign Military Personnel. The ASM may only be awarded to foreign military personnel under the exception stated in paragraph d.(2)(c) above. See reference (b) for additional guidance and limitations on awards to foreign military personnel.

f. Award Elements. The ASM consists of a ribbon and medal set. No citation or certificate will be issued.

g. Subsequent Awards

(1) Wintered Over clasp. The winter period is mid-March to early October. Personnel who stay on the Antarctica continent during the winter months are eligible to wear the bronze Wintered Over clasp on the suspension ribbon of the large medal. The gold clasp is authorized for the second wintering over period. The silver clasp denotes three or more periods of wintering over. Only one of the clasps may be worn.

(2) Wintered Over Disk. This device is worn on the service ribbon and suspension ribbon of the miniature medal in place of the wintered over clasp. The disk is worn with peninsula pointing up. The colors have the same meaning as for the clasp.

h. Authorized Devices

(1) The bronze, gold, or silver clasp with the words "Wintered Over" is worn on the suspension ribbon of the large medal only. Only one clasp may be worn on the suspension ribbon of the medal.

(2) The 5/16-inch bronze, gold, or silver disk with an outline of the Antarctic continent is worn on the service ribbon or the suspension ribbon of the miniature medal. The disk is worn with peninsula pointing up. Only one disk may be worn.

i. Procedures. Contact CNO (DNS-35) at the address listed in [Chapter 1](#).

TAB 3
Armed Forces Expeditionary Medal

a. Authorization: E.O. 10977.

b. Effective Date: On or after 1 July 1958.

(1) The Joint Staff designates which operations qualify for the AFEM.

(2) A list of the operations previously designated is at: <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the AFEM to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Criteria for the AFEM is set forth in reference ([d](#)).

(1) Awarded to members of the U.S. Armed Forces who:

(a) Participate as part of a U.S. military unit in a significant U.S. military operation in which members of multiple Military Departments participate in significant numbers.

(b) Either encounter foreign armed opposition during such participation, or are otherwise placed in a position where hostile action by foreign armed forces was imminent.

(2) Categories of Operations. AFEM may be authorized for three categories of operations:

(a) U.S. military operations;

(b) U.S. operations in direct support of the United Nations; and

(c) U.S. operations of assistance to friendly foreign nations.

(3) Degree of Participation. To qualify for the AFEM, the Service Member must:

- (a) Serve 30 or more consecutive days in the AOE;
- (b) Engage in direct support of the operation for 30 consecutive days or 60 non-consecutive days, provided such support involves entering the AOE;
- (c) Serve for the full period of the operation if it lasts less than 30 days; or
- (d) Participated in a combat engagement, regardless of time in the AOE; or
- (e) While participating in an operation or on official duties, was killed or received wounds that required medical evacuation from the AOE, regardless of the time spent in the AOE. Medical evacuation for non-combat wounds also qualifies under this exception; or
- (f) Participated as a regularly assigned aircrew member flying sorties into, out of, within, or over the AOE in direct support of the designated military operation. Each day that one or more sorties are flown, into, out of, within, or over the AOE counts as one day toward the 30 consecutive or 60-day non-consecutive requirement.

(4) Members of rear echelons, transients, observers and personnel assigned for short periods (i.e., less than 30 days) of Temporary Additional Duty (TAD) and training duty are normally not eligible for the award.

(5) However, consideration will be given in those instances where the CO of the cited unit certifies a particular and significant contribution by an individual. Such certification should be submitted to CNO/CMC, via the numbered Fleet commander who exercised operational control in the area involved.

(6) Ships and units present in an area solely for training purposes, or transiting the area are not eligible for the AFEM.

(7) Definitions

(a) AOE:

1. The foreign territory upon which U.S. Armed Forces have actually landed, or are present, and specifically deployed for the direct support of the designated military operation;

2. Adjacent water areas in which U.S. ships are operating, patrolling, or providing direct support of operations; and

3. The airspace above and adjacent to the land and water areas in which operation are being conducted. Ships and units present in an area solely for training purposes are not eligible for the award.

(b) Direct Support: Furnishing supporting fires, patrol, guard, or reconnaissance support, and the supplying of ground units, ships and aircraft, provided such support involves actually entering the designated AOE.

(8) Limitations

(a) No individual shall be eligible for both the AFEM and another campaign or expeditionary medal during a single tour or deployment within the designated AOE supporting the same operation.

(b) For operations in which personnel of only one Military Department participate, the AFEM shall be awarded only if there is no other suitable award available. In the case of an operation in which only Navy and Marine Corps units participated, and another campaign medal has not been authorized, award of the Navy Expeditionary Medal ([NEM](#)) and Marine Corps Expeditionary Medal ([MCEM](#)) should be considered.

e. Award Elements. The AFEM consists of a ribbon and medal set. No citation or certificate will be issued.

f. Subsequent Awards

(1) A 3/16-inch bronze star is worn to denote participation in each subsequent authorized operation. A 3/16-inch silver star is worn in place of five bronze stars.

(2) Only one award of the AFEM is authorized for each designated operation. Participation in multiple engagements, or multiple deployments, within the same operation does not entitle the individual to wear any additional stars on the AFEM.

g. Authorized Devices

(1) 3/16-inch star, bronze or silver.

(2) FMF Combat Operations Insignia.

(a) The FMF Combat Operation Insignia is a miniature bronze Marine Corps emblem that may be authorized for wear by Navy personnel attached to and operating with units of the Marine Corps operating forces, or by Navy personnel attached to Navy units operating with units of the Marine Corps operating forces, and under Marine Corps operational control. This is a restricted device; attachment to operations with a Marine Corps unit is not sufficient to establish eligibility. The Marine Corps unit and the individual must have been engaged in active combat action with an armed enemy during the period of the individual's service with the unit. Questions regarding eligibility for the FMF Combat Operation Insignia should be addressed via the CMC (MMMA) is the final authority for eligibility (see contact info in [Chapter 1](#)).

(b) If authorized, the insignia is worn centered on the ribbon.

TAB 4
Armed Forces Reserve Medal

a. Authorization: E.O. 10163, as amended by E.O. 10439 and E.O. 13013.

b. Effective Dates: On or after 1 July 1949.

c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the AFRM to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Criteria for the AFRM is set forth in reference ([d](#)).

(1) Issued to any officer or enlisted member of the Reserve Components of the Armed Forces of the United States who:

(a) Completes 10 years of honorable satisfactory service performed within a period of 12 consecutive years (See hourglass device); or

(b) On or after 1 August 1990, was called to active duty and served in accordance with §12301(a), §12302, §12304, §12304(a), §12304(b) and §12406 of reference ([g](#)) (see ["M" device](#)); or

(c) On or after 1 August 1990, volunteered and served on active duty under the provisions of §12301 of reference (g), in support of specifically designated U.S. military operations or contingencies (see ["M" device](#)). The designated military operations and/or contingencies are listed at: <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

(2) Any period of service in any Regular component of the Armed Forces cannot be counted toward the 10-year AFRM requirement. However, if a period of service in the Reserve component is interrupted by a period of service in a Regular component, the interruption shall be treated as a temporary suspension of progress toward the AFRM, and specifically will not be considered a break in the 12 consecutive year requirement. The duration of temporary suspension of progress toward the AFRM must still meet the requirement for completing

10 years of honorable satisfactory service performed within a period of 12 consecutive years. Note: A period of active duty service is not in itself synonymous with service in a Regular component. The latter entails the person holding a commission in the Regular component, or being enlisted in the Regular component.

(3) Similarly, any period during which Reserve service is interrupted by one or more of the following will not count toward the 10-year requirement:

(a) Time spent in any state level office elected by the voters of an entire state, territory, or possession.

(b) Time in office as a member of Congress of the United States or a legislative body of any state, territory, or possession.

(c) Time in office as a judge of a court of record of the United States, or of any state, territory, possession, or the District of Columbia.

(4) Service in the Retired Reserve (with or without pay) or on the Inactive Status List shall not count toward eligibility for the AFRM.

(5) Time spent as a U.S. Navy Reserve Midshipman cannot be counted toward the AFRM, nor can time spent as a Reserve Aviation Cadet.

(6) Any member of the Marine Corps Reserve who is accumulating service toward an AFRM, and then commences service in an Active Reserve (AR) billet, may continue to count service toward that award of the AFRM until the 10-year requirement is met. However, while in any AR billet, he or she may not credit any more service toward a subsequent award of the AFRM.

(7) The same period of service in the Reserve component cannot be credited toward both the AFRM and the Selected Marine Corps Reserve Medal (SMCRM). See [SMCRM \(TAB 32\)](#) for details on the latter.

e. Award Elements. The AFRM consists of a ribbon and medal set. No citation or certificate will be issued. The AFRM is

always issued with the applicable device, as described in authorized devices below.

f. Subsequent Awards. Subsequent awards are denoted by wearing the applicable authorized device.

g. Authorized Devices. Refer to reference ([d](#)).

(1) Hourglass Device. The hourglass device is authorized on the AFRM if the award was earned by the 10-year criteria in [paragraph d.\(1\)](#). A bronze, silver, or gold hourglass is worn to denote 10, 20, or 30 years of qualifying service, respectively. Simultaneously wearing both a gold and a bronze hourglass denotes 40 years of service.

(2) Bronze "M" Mobilization device. The "M" device is worn if award of the AFRM is earned by the criteria in [paragraph d.\(2\)](#) or [paragraph d.\(3\)](#).

(3) 3/16-inch bronze Arabic numerals. A bronze numeral indicates the number of the award after the initial award of the "M" device, therefore numerals begin with the second award of the "M" device. Multiple periods of service during a specific contingency/operation shall count as only one "M" device qualifying period.

TAB 5
Armed Forces Service Medal

a. Authorization: E.O. 12985.

b. Effective Dates: On or after 1 June 1992. A list of the operations previously approved for award of the AFSM is at: <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

c. Awarding Authority. The SECDEF has delegated AFSM approval authority to the Under Secretary of Defense for Personnel and Readiness. COs who have the authority to award the [NAM](#) may award the AFSM to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Criteria for the AFSM is set forth in reference ([d](#)).

(1) The AFSM may be awarded to Service Members who:

(a) Participate as members of U.S. military units, in a designated U.S. military operation deemed to be a significant activity ([see definition](#)); and

(b) Encounter no foreign armed opposition or imminent threat of hostile action.

(2) Service Members must have been permanently assigned, attached, or detailed to a unit that deployed to participate in a specifically designated U.S. military operation within the AOE for 30 consecutive days (or for the full period when an operation is less than 30 days) or for 60 non-consecutive days.

(3) Aircrew members must have participated as regularly assigned crew members on an aircraft flying into, out of, within, or over the AOE in direct support of the designated military operation for 30 consecutive days or 60 non-consecutive days. One day of service is credited for the first sortie flown on any day. Additional sorties flown on the same day receive no further credit.

(4) The AFSM recognizes participants who deploy to the designated AOE for the qualifying operation. Outstanding or meritorious performance of non-deployed or remotely-located support units and individuals does not qualify for the AFSM. Such performance may be recognized by an appropriate unit decoration or PMD.

(5) The AFSM may be authorized for U.S. military operations for which no other U.S. campaign or service medal is appropriate, such as:

(a) Peacekeeping operations.

(b) Prolonged humanitarian operations.

(c) U.S. military operations in direct support of the United Nations or North Atlantic Treaty Organization (NATO), and for operations of assistance to friendly foreign nations. The AFSM is only appropriate if the UN, NATO, or foreign operation involves a concurrent U.S. military support operation.

(6) For operations in which personnel of only one Military Department participate, the AFSM will only be awarded if there is no other suitable award available to that Department.

(7) The AFSM is not authorized for participation in national or international training exercises.

(8) Because the AFSM may be awarded for a prolonged humanitarian operation, distinction between the AFSM and the Humanitarian Service Medal ([HSM](#)) must be maintained:

(a) The HSM is presented to individuals or units who directly contribute to and influence the humanitarian action, in accordance with HSM criteria. The HSM will only be awarded for service during the identified period of immediate relief. Eligibility for the HSM should terminate, and transition to the AFSM, if the humanitarian action evolves into an established ongoing operation beyond the initial emergency condition.

(b) The AFSM is not authorized for operations in which all deployed participants are awarded the HSM, and for which the period of immediate relief coincides with the duration

of significant deployed operations.

e. Definitions

(1) Significant Activity: a U.S. military operation considered to be of such a high degree of scope, impact, or international significance as to warrant the permanent commemoration and recognition afforded by award of a campaign or service medal.

(2) AOE:

(a) The foreign territory on which the Service Members and units have actually landed, or in which they are present and specifically deployed for the operation.

(b) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation.

(c) The airspace above the area in which operations are being conducted, and above the adjacent water areas.

(3) Direct Support: services being supplied to participating forces in the AOE by ground units, ships, and aircraft, provided the supplying of such services involves physically entering the designated AOE. Direct support may include, but is not limited to, units, ships, or aircraft supplying logistical, patrol, guard, reconnaissance, or other type of military support.

f. Award Elements. The AFSM consists of a ribbon and medal set. No citation or certificate will be issued.

g. Subsequent Awards. Only one award of the AFSM is authorized for each designated military operation, regardless of the number of deployments made in support of that same operation. Subsequent awards may be earned by participation in other designated operations. Each subsequent award is denoted wearing a bronze star on the AFSM ribbon. A silver star is worn in lieu of five bronze stars.

h. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 6
Global War on Terrorism Expeditionary Medal

- a. Authorization: E.O. 13289 of 12 March 2003.
- b. Effective Dates: On or after 11 September 2001 to a date to be determined by SECDEF.
- c. Awarding Authority. COs who have the authority to award the NAM may award the GWOTEM and service stars to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Criteria and Eligibility. Criteria for the GWOTEM is set forth in reference (d).

(1) The intent of the GWOTEM is to recognize Service Members who deploy overseas and participate in designated operations in direct support of the Global War on Terrorism.

(a) A list of designated eligible operations, areas of eligibility (AOE), can be found at: <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>. See guidance for GWOTEM Subsequent Awards.

(b) The Service Member must be permanently assigned or attached to (or mobilized with) a unit participating in a designated operation, and be present in one of the authorized AOE and supporting that operation for 30 consecutive or 60 non-consecutive days.

(c) The following are the only exceptions to the 30 consecutive or 60 non-consecutive day requirement:

1. Participated in a combat engagement, regardless of time in the AOE.

2. While participating in an operation or on official duties, was killed or received wounds that required medical evacuation from the AOE, regardless of the time spent in the AOE. Medical evacuation for non-combat wounds also qualifies under this exception.

3. Participated as a regularly assigned aircrew member flying sorties into, out of, within, or over the AOE in direct support of the designated military operation. Each day that one or more sorties are flown, into, out of, within, or over the AOE counts as one day toward the 30 consecutive or 60-day non-consecutive requirement.

(2) Under no circumstances will service within the United States, or within 200 nautical miles of the shores of the U.S., qualify for the GWOTEM.

e. Option to Elect Certain Campaign Medals in Lieu of the GWOTEM

(1) In the early stages of OEF-Afghanistan, Operations IRAQI FREEDOM, and Operations INHERENT RESOLVE the GWOTEM was awarded to participating Service Members because the specific campaign medals associated with those operations ([ACM](#) and [IRCM](#), respectively) had not yet been created. Once issuance of each campaign medal began, DoD terminated authority to award the GWOTEM to personnel deployed within the established AOE for the campaign medal. Other personnel deployed in support of those named operations, but not within the AOE for the campaign medals, continued to be eligible for the GWOTEM if they met the criteria in paragraph d. above.

(2) Personnel who deployed into the AOE for the ACM or IRCM prior to the establishment of those campaign medals, and who received the GWOTEM, have an option of retaining the GWOTEM or choosing to replace the GWOTEM with the associated campaign medal in accordance with the following guidance:

(a) Personnel with qualifying service in Afghanistan between 11 September 2001 and 30 April 2005 have the option of electing either the GWOTEM or the ACM. Personnel are not eligible for both medals for that same time period. The election must be documented in the service record, and once made is irrevocable. The ACM is the only award authorized for service in the ACM AOE on or after 1 May 2005.

(b) Personnel with qualifying service in Iraq between 19 March 2003 and 30 April 2005 have the option of electing either the GWOTEM or the [ICM](#). Personnel are not eligible for both medals for that period. The election must be

documented in the service record, and once made is irrevocable. The ICM is the only medal authorized for qualifying service in Iraq between 1 May 2005 and 31 December 2011.

(c) Personnel with qualifying service in Iraq and/or Syria between 15 June 2014 and 30 March 2016 have the option of electing either the GWOTEM or the [IRCM](#). Personnel are not eligible for both medals for that period. The election must be documented in the service record, and once made is irrevocable. The IRCM is the only medal authorized for qualifying service in Iraq and/or Syria on or after 31 March 2016.

f. Award Elements. The GWOTEM as issued consists of a full size medal set and service ribbon. No citation or certificate will be issued.

g. Subsequent Awards

(1) Service Members will only be awarded one GWOTEM for each designated military operation, regardless of the number of deployments supporting that operation.

(2) Subsequent awards can be made for qualifying participation in other operations designated by as eligible for the GWOTEM. A list of designated eligible operations, AOE, can be found at: <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

(3) Each subsequent award is denoted by wearing a 3/16-inch bronze star on the GWOTEM ribbon. A 3/16-inch silver star is worn in lieu of five bronze stars.

h. Authorized Devices

(1) 3/16-inch star, bronze or silver.

(2) FMF Combat Operations Insignia.

(a) The FMF Combat Operation Insignia is a miniature bronze Marine Corps emblem that may be authorized for wear by Navy personnel attached to and operating with units of the Marine Corps operating forces, or by Navy personnel attached to Navy units operating with units of the Marine Corps operating forces, and under Marine Corps operational control. This is a

restricted device; attachment to operations with a Marine Corps unit is not sufficient to establish eligibility. The Marine Corps unit and the individual must have been engaged in active combat action with an armed enemy during the period of the individual's service with the unit. Questions regarding eligibility for the FMF Combat Operation Insignia should be addressed via the; CMC (MMMA) is the final authority for eligibility (see contact info in [Chapter 1](#)).

(b) If authorized the insignia is worn centered on the ribbon.

i. Procedures

(1) Navy personnel:

(a) COs of Navy or Marine Corps commands with [NAM](#) approval authority may also approve the GWOTEM for Navy personnel within their commands who meet the above criteria. Approval must be documented in the individual's official service record.

(b) A CO who believes his or her entire Navy unit meets the criteria for the GWOTEM must submit the unit name and UIC with start and end dates in the AOE to CNO (DNS-35) (see contact info in [Chapter 1](#)). DNS-35 will make the appropriate entry in the NDAWS database. Upon approval, the local commander is still responsible for ensuring the GWOTEM is entered into each individual's official service record.

(c) Navy personnel attached to joint activities or other commands outside of DON, and who believe they meet the GWOTEM eligibility criteria, should provide the substantiating documentation to their supporting Navy personnel office.

(2) Marine Corps personnel:

(a) COs with [NAM](#) approval authority shall ensure appropriate entries are made in the MCTFS to reflect award of the GWOTEM including the authorized number of service stars.

(b) Marines who are attached to joint activities or other non-USMC commands and believe they meet the GWOTEM eligibility criteria should have their command submit the appropriate substantiating documentation to CMC (MMMA) at the address shown in [Chapter 1](#).

(3) For any questions regarding GWOTEM eligibility, contact one of the awards branches listed in [Chapter 1](#).

TAB 7
Global War on Terrorism Service Medal

- a. Authorization: E.O. 13289.
- b. Effective Dates: 11 September 2001 to a date to be determined by the SECDEF.
- c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the GWOTSM to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Criteria and Eligibility. Criteria for the GWOTSM is set forth in reference ([d](#)).
 - (1) Members of the U.S. Armed Forces who participate in or serve in support of specified operations within the effective dates.
 - (a) The complete list of the eligible operations and inclusive dates for the GWOTSM can be found at:
<http://www.people.mil/Inside-M-RA/Military-Personnel-Policy/How-we-support/OEPM/>.
 - (b) There is no specific geographic AOE.
 - (2) Service Members must be permanently assigned or attached to, or mobilized with, a unit participating in or serving in support of specified operations for 30 consecutive or 60 non-consecutive days. The following are the only exceptions to the 30 consecutive or 60 non-consecutive day requirement:
 - (a) Participated in a combat engagement, regardless of time in the AOE.
 - (b) While participating in an operation or on official duties, was killed or received wounds that required medical evacuation from the AOE, regardless of the time spent in the AOE. Medical evacuation for non-combat wounds also qualifies under this exception.

(3) Personnel in initial accession training, including initial career field specific training, are not eligible. Eligibility for the GWOTSM does not begin until the Service Member reports into the first ship, unit, or other permanent duty station.

(4) Foreign personnel are not eligible for the GWOTSM.

(5) Service Members may be awarded both the GWOTSM and the GWOTEM, provided they meet the eligibility criteria for both awards. However, the qualifying period of service used to establish eligibility for one award cannot be used to establish eligibility for the other.

e. Award Elements. The GWOTSM consists of a full size medal and service ribbon.

f. Subsequent Awards. Not authorized.

g. Authorized Devices. None.

TAB 8
Humanitarian Service Medal

a. Authorization: E.O. 11965.

b. Effective Date: On or after 1 April 1975. A list of the operations and inclusive dates that have been approved for award of the HSM can be found at:
<http://www.people.mil/Inside-M-RA/Military-Personnel-Policy/How-we-support/OEPM/>.

c. Awarding Authority

(1) The Chairman, Joint Chiefs of Staff designates which operations qualify for the HSM, if the operation involved participation by military personnel from multiple Military Departments.

(2) SECNAV has authority to approve the HSM for operations that involve only Navy and Marine Corps units and personnel. COs who have the authority to award the NAM may award the HSM to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Criteria for the HSM is set forth in reference (d).

(1) The HSM is awarded to members of the U.S. Armed Forces who, on or after 1 April 1975, distinguish themselves by meritorious, direct, non-routine participation in a significant military act or operation of a humanitarian nature.

(2) The following types of military acts or operations may qualify for award of the HSM:

(a) Significant assistance related to national or international disasters, such as (but not limited to) earthquakes, floods, hurricanes, typhoons, or nuclear accidents;

(b) Relief to a famine-stricken area;

(c) Evacuation of personnel from an area threatened by a hostile force;

(d) Support or resettlement of refugees or evacuees; and

(e) Other significant military activities directly related to humanitarian service.

(3) Service rendered in the act or operation being considered must meet all of the following criteria:

(a) Be above and beyond normal duties and of major significance; and

(b) Provide immediate relief, relieve human suffering, and save lives and/or property; and

(c) Must positively affect the outcome of the situation (i.e., inaction would have produced definite negative consequences).

(4) The emergency assistance must be either:

(a) Authorized by the President of the United States for assistance within the United States (such as Presidential Emergency Declaration or established contingency plans issued under Presidential authority); or

(b) Requested by the Department of State for overseas areas.

(5) Specific inclusive dates must be designated, and must be restricted to the period of "immediate relief." Following the period of immediate relief, continuing operations are no longer eligible for the HSM but might be eligible for the [AFSM](#).

(6) Definitions

(a) Direct participation is being physically present at the designated location, and directly influencing and contributing to the action.

(b) Designated location is the immediate site of the humanitarian operations, as defined by the Presidential authorization or Department of State request for assistance. When appropriate, the local commander may recommend clarification of the boundaries of the designated location based on the intent of the original authorization or request for assistance, or the progress of operation.

(7) Limitations. The HSM is not authorized for:

(a) Services such as enforcement or protection of property performed incident to a domestic demonstration or unrest within the United States.

(b) Any humanitarian relief missions incident to an operation for which another campaign, expeditionary, or service medal is already authorized.

(c) Any humanitarian operation performed solely under the authority of a state governor.

(d) For military acts or operations of a routine nature, or for acts performed on military installations.

e. Award Elements. The HSM consists of a ribbon and medal set. No citation or certificate will be issued.

f. Subsequent Awards

(1) Only one award of the HSM may be received for participation in the same designated military operation.

(2) Each subsequent award for a different operation is denoted by wearing a bronze star on the HSM ribbon. A silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

h. Procedures. Requests to designate operations involving forces of multiple Military Departments must be addressed to CJCS and routed via the cognizant combatant commander. The procedures below apply only to requests to designate operations involving only Navy and Marine Corps units and personnel.

(1) A request to designate a particular operation as eligible for the HSM must be entered into official channels within two (2) years of the conclusion of the operation, or the conclusion of the period to be recognized by the HSM. If an operation has been previously designated as eligible for the HSM, award of the HSM to any individual Service Member for participation in that operation may be done at any time thereafter.

(2) An HSM nomination packages must include:

(a) A written justification addressing the eligibility requirements and fully explaining the circumstances, nature, and extent of the humanitarian assistance rendered. Particular attention must be paid to justifying the boundaries of the recommended designated location and the period of immediate relief. Include an estimate of the total number of Navy personnel and total number of Marine Corps personnel who would be eligible to receive the HSM if the operation is approved.

(b) A listing of ships or units that participated directly in the operation, including dates of involvement and locations. This is to facilitate the processing and documentation of awards only, and does not imply that ultimate authorization of the HSM for the operation will entitle every person assigned or attached to the listed units to wear the HSM.

(c) For Navy units, an alphabetical list of Service members (preferably in Excel), with full name, rank/rate, branch of Service, and permanent unit at the time of the act or operation. The list must only include those Service Members who meet the eligibility criteria and guidelines in this section.

(d) For Marine Corps units, submit a list using the format specified at: <http://awards.manpower.usmc.mil>.

(e) A copy of the Presidential authorization or the Department of State request for assistance.

TAB 9
Inherent Resolve Campaign Medal

a. Authorization: E.O. 13723.

b. Effective Dates: On or after 15 June 2014 to a future termination date to be determined (TBD) by the SECDEF. Listed are the authorized campaign phases in [Table 26](#). An up to date list of IRCM campaign is maintained at: <http://www.people.mil/Inside-M-RA/Military-Personnel-Policy/How-we-support/OEPM/>.

Table 26. Campaign Phases for the IRCM

Campaign Phase	Inclusive Dates
Abeyance	15 Jun 14 - 24 Nov 15
Intensification	25 Nov 15 - 14 Apr 17
Defeat	15 Apr 17 - TBD

c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the IRCM and campaign stars to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Criteria for the IRCM is set forth in reference ([d](#)).

(1) AOE encompasses all of the land area of Iraq and Syria and their contiguous waters out to 12 nautical miles, and the airspace above.

(2) The Service Member must have been permanently assigned, attached, or detailed to a unit operating in the AOE for 30 days, consecutive or non-consecutive, or meet one of the following exceptions:

(a) Participated in a combat engagement, regardless of time in the AOE.

(b) While participating in an operation or on official duties, was killed or received wounds that required medical evacuation from the AOE, regardless of the time spent in the AOE. Medical evacuation for non-combat wounds also qualifies under this exception.

(c) Participated as a regularly assigned aircrew member flying sorties into, out of, within, or over the AOE in direct support of the designated military operation. Each day that one or more sorties are flown, into, out of, within, or over the AOE counts as one day toward the 30 day requirement.

(3) During the same deployment it is possible a Service Member might perform duties within the AOE of different campaign and expeditionary medals. However, each day of qualifying service may only be credited toward one of these medals. For example, if during the same day a Service Member participated in missions within the AOE for both the IRCM and the ACM, that day may be credited toward either the IRCM or the ACM, but not toward both.

e. Award Elements. The IRCM consists of a ribbon and medal set. No citation or certificate will be issued.

f. Subsequent Awards

(1) One bronze star is authorized with the initial award, denoting participation in that campaign phase.

(2) An additional star is awarded for each subsequent distinct campaign phase in which the Service Member participates. However, multiple deployments during the same campaign phase do not qualify for additional stars.

g. Authorized Devices

(1) 3/16-inch star, bronze or silver.

(2) FMF Combat Operations Insignia.

(a) The FMF Combat Operation Insignia is a miniature bronze Marine Corps emblem that may be authorized for wear by Navy personnel attached to and operating with units of the Marine Corps operating forces, or by Navy personnel attached to Navy units operating with units of the Marine Corps operating forces, and under Marine Corps operational control. This is a restricted device; attachment to operations with a Marine Corps unit is not sufficient to establish eligibility. The Marine Corps unit and the individual must have been engaged in active combat action with an armed enemy during the period of the

individual's service with the unit. Questions regarding eligibility for the FMF Combat Operation Insignia should be addressed via the CMC (MMMA) is the final authority for eligibility.

(b) If authorized the insignia may be worn centered on the ribbon.

h. Procedures

(1) Commands shall make the appropriate service record entries and issue the medals and bronze campaign stars. The service record entry made at the time of the initial award of the IRCM will also serve to authorize the first campaign star.

(2) Additional campaign stars require a subsequent service record entry documenting the first day of qualifying service in that designated phase for the IRCM.

(3) GWOTEM Election. For service in the IRCM AOE on or after 31 March 2016, the IRCM is the only campaign or expeditionary medal authorized. Service Members who previously qualified for the [GWOTEM](#) between 15 June 2014 and 30 March 2016 for service within the IRCM AOE may keep the GWOTEM. Alternatively, they may elect the IRCM in place of the previously authorized GWOTEM, provided they meet all IRCM eligibility criteria. The election must be documented in the official service record and once made is irrevocable.

(4) Address any questions regarding eligibility to the appropriate awards branch listed in [Chapter 1](#).

TAB 10
Korea Defense Service Medal

- a. Authorization: 10 U.S.C. §8308.
- b. Effective Date: On or after 28 July 1954 to a future termination date to be determined by SECDEF.
- c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the KDSM to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Criteria and Eligibility. Criteria for the KDSM is set forth in reference ([d](#)).
 - (1) The geographic AOE encompasses all land area of the Republic of Korea, its contiguous waters out to 12 nautical miles, and all airspace above those land and water areas.
 - (2) Service Members must have been assigned or attached to, or mobilized with, units operating in the AOE for 30 consecutive or 60 non-consecutive days, or fall within one of the following exceptions:
 - (a) Participated in a combat engagement, regardless of time in the AOE.
 - (b) While participating in an operation or on official duties, was killed or received wounds that required medical evacuation from the AOE, regardless of the time spent in the AOE. Medical evacuation for non-combat wounds also qualifies under this exception.
 - (c) Participated as a regularly assigned aircrew member flying sorties into, out of, within, or over the AOE in direct support of the designated military operation. Each day that one or more sorties are flown, into, out of, within, or over the AOE counts as one day toward the 30 consecutive or 60-day non-consecutive requirement.

(3) Personnel who serve in operations and exercises conducted in the AOE are considered eligible for the KDSM, provided the time criteria is met.

e. Award Elements. The KDSM consists of a full size medal and ribbon.

f. Subsequent Awards. Only one award of the KDSM is authorized for any individual.

g. Authorized Devices. None.

h. Procedures

(1) COs shall issue the medals and ensure the appropriate service record entries are made.

(2) In the absence of supporting documentation to establish KDSM eligibility, qualified personnel may complete the self-certification document available online at: <http://awards.manpower.usmc.mil>. A copy of this form shall be filed in the individual's service record.

TAB 11
Marine Corps Combat Instructor Ribbon

- a. Authorization: ALNAV 060/14.
- b. Effective Date: On or after 9 October 2002.
- c. Awarding Authority. Authority to award the MCCIR is delegated to COs of the Schools of Infantry (SOI) and may not be further sub delegated.
- d. Criteria and Eligibility. To earn the MCCIR, a Marine must successfully complete a prescribed tour of duty in an eligible billet.

(1) Eligible billets:

(a) Marines serving in a Military Occupational Specialty (MOS) 0913 billet (formerly known as 8513) who possess the 0913 MOS.

(b) Marines serving in billets at SOI East or SOI West containing the word "Instructor." These individuals must possess MOS 0913 and remain qualified as a Combat Instructor for the duration of the time serving in the billet.

(c) Additional advanced Infantry Training Battalion billets.

1. Reconnaissance Training Company Staff
Noncommissioned Officer in Charge (SNCOIC);

2. Reconnaissance Training Continuum Manager;
or

3. Light Armored Vehicle Crewman Course Vehicle
Operator

(d) Marines serving in SOI East or SOI West, including subordinate battalions, in the following leadership billets:

1. CO/Company Commander;

- 2. Sergeant Major;
- 3. Executive Officer;
- 4. Marine Gunner;
- 5. First Sergeant;
- 6. Operations Officer;
- 7. Assistant Operations Officer (S-3A);
- 8. Future Operations Officer;
- 9. Operations Chief*;
- 10. Assistant Operations Chief*;
- 11. Platoon Commander;
- 12. Officer in Charge (OIC) (does not include SNCOIC);
- 13. Mobile Training Company Team Leader;
- 14. Director, Combat Instructor School (CIS);
- or
- 15. Assistant Director, CIS

*Note: operations, training, and command sections only.

(2) Successful completion of a Prescribed Tour of Duty:

(a) Combat Instructor. Marines serving in billets outlined in paragraphs d.(1)(a) through d.(1)(c) must serve 36 months to complete a prescribed tour of duty.

(b) Leadership billets. Marines serving in billets outlined in paragraph d.(1)(d) must serve 18 months to complete a prescribed tour of duty.

(c) Marines who execute a tour extension (voluntarily or involuntarily) beyond the originally projected

detachment date are continuing a single prescribed tour of duty. Their prescribed tour of duty continues to the new projected detachment date.

(d) Personnel who are transferred due to relief for cause or relief for the good of the service have failed to complete a successful tour of duty, and are not eligible for the MCCIR.

(e) In all other cases, the commanding officers of SOI East and SOI West have been delegated authority to determine if a tour is successful. This authority may not be further sub delegated.

(f) Waivers

1. The COs of SOI East and SOI West may waive the length of a prescribed tour of duty by up to six months (e.g., may approve a 30-month tour for a Combat Instructor or a 12-month tour for other eligible billets).

2. The CO of SOI East or SOI West may award the MCCIR posthumously without regard to the prescribed tour of duty provided the recipient had served in an eligible billet.

3. The Commanding General, Training Command, may approve waivers for billets not addressed by [paragraph d.\(2\)\(a\)](#) and tour length waivers greater than six months.

4. Approved waivers must be properly recorded with the substantiating documentation.

e. Award Elements. The MCCIR consists of a ribbon bar only. No citation or certificate will be issued.

f. Subsequent Awards

(1) Marines who return for subsequent tours as Combat Instructors are eligible for additional awards of the MCCIR upon the completion of each subsequent tour, provided all eligibility requirements are met in each subsequent tour.

(2) Each subsequent award is denoted by a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in place of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

h. Procedures. Approval of the MCCIR will be documented by an administrative entry in the individual's official service record. Only approved awards require an entry. Marines without a MCCIR approval entry in their service records are presumed not to have met the criteria for the MCCIR.

(1) The CO of SOI East or SOI West will provide a letter, in standard Naval letter format, documenting approval of the MCCIR for Marines departing the school who are determined eligible. The letter must be provided to the Marine and a copy sent to MMRP-20 for inclusion in the Marine's OMPF. No letter is required or allowed for Marines determined to be ineligible for the award.

(2) The letter must be sufficiently detailed to directly confirm the Marine met all eligibility requirements. Additionally, any waivers to the basic criteria granted by an appropriate waiver authority must be documented.

TAB 12
Marine Corps Drill Instructor Ribbon

a. Authorization: SECNAV letter 1650 Ser NDBDM/482 of 15 July 1997.

b. Effective Date: On or after 6 October 1952.

c. Awarding Authority. Authority to award the MCDIR is delegated to COs at the Marine Corps Recruit Depots and Officer Candidate School (OCS).

d. Criteria and Eligibility. Marines must both serve in an eligible billet and satisfy the period of service requirements.

(1) Eligible Billets. Marines possessing the 8511 MOS, who have served in an 8511 billet, are eligible to receive the MCDIR. Marines in the following billets are also eligible:

(a) Recruit Training Regiment - CO, Executive Officer (X0), Operations Officer (S-3), SGTMAJ, Series Commander.

(b) Recruiting Training Battalion - CO, X0, S-3, SGTMAJ.

(c) Recruit Training Regiment Support Battalion - CO, X0, S-3, SGTMAJ, Company COs.

(d) Drill Instructor School - Director and Assistant Director.

(e) OCS

1. OCS - CO, X0, S-3, Assistant Operations Officer (S-3A), Coordinator of Student Activities, SGTMAJ, and Headquarters and Service Company 1STSGT.

2. Training Company - CO, X0, 1STSGT, Company Gunnery Sergeant, and Platoon Commanders.

(2) Marines assigned as Marine Officer Instructors or Assistant Marine Officer Instructors are not eligible for the MCDIR.

(3) Period of Service Requirements:

(a) Drill Instructors. Marines assigned to drill instructor duty (MOS 0911) are eligible to receive the ribbon upon completion of a successful tour of duty. A Marine who extends beyond the basic tour of duty is eligible upon completion of the extension period. Marines returning for subsequent tours as drill instructors are eligible for subsequent awards upon the completion of each tour.

(b) Other Eligible Billets. Marines assigned in those billets listed in subparagraphs d.(1)(a) through d.(1)(e) above are eligible to receive the ribbon upon completion of a successful completion of a prescribed tour of duty as defined in paragraph d.(4)(b).

(c) Posthumous Awards. On a case-by-case basis, the MCDIR may be awarded posthumously without regard to period of service.

(4) Definitions. For the purpose of determining eligibility for the MCDIR, the following definitions apply:

(a) Drill Instructor. Duty performed in an 0911 MOS billet as set forth in the Table of Organization.

(b) Prescribed Tour of Duty

1. Drill Instructor. The Marine's projected detachment date from drill instructor duty is considered the end of a qualifying tour of duty. Personnel who transfer prior to their original projected rotation date are authorized to receive this award if they complete a minimum of 30 months of drill instructor duty (Exception: 20 months for those who received their 8511/0911 MOS prior to 1 December 1996).

2. Marines serving in the additional billets outlined in subparagraphs d.(1)(a) through d.(1)(d) are required to serve a total of 18 cumulative months in those billets in order to be eligible for the MCDIR.

3. Marines without 18 cumulative months in the OCS billets outlined in subparagraph d.(1)(e) are required to serve a minimum of 3 training cycles (as detailed below) in the

training company billets outlined in subparagraphs d. (1) (a) and complete an additional 18 cumulative month assignment to other billets at OCS.

4. Personnel who were transferred due to Relief for Cause or Relief for the Good of the Service are not eligible for the MCDIR.

5. Training Cycle. A training cycle for Marine Corps OCS is defined as a completion of an Officer Candidates School approved program of instruction.

e. Award Elements. The MCDIR consists of a ribbon only. No citation or certificate will be issued.

f. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in place of five bronze stars.

g. Authorized Devices. 3/16-inch stars, bronze or silver.

h. Procedures. Requests for waiver of eligibility criteria, or questions regarding a successful tour of duty, should be sent to the Commanding General of the respective Marine Corps Recruit Depot, or in the case of Officer Candidate School, to the Commanding General, Training Command.

(1) Retroactive waivers for OCS Personnel for the MCDIR for service at OCS should be sent HQMC CMC for adjudication. These waivers should be accompanied with proof that Marines served the allotted time in the billets described above (e.g., chronological record, fitness reports).

(2) For OCS personnel requests for retroactive award of the MCDIR should be sent to the Commanding General Training Command. These requests should be accompanied with proof that Marines served the allotted time in the billets described above (e.g. chronological record, fitness reports).

TAB 13
Marine Corps Expeditionary Medal

- a. Authorization. Marine Corps G.O. No. 33 of 8 May 1919.
- b. Effective Dates: On or after 8 May 1919. [Table 27](#) lists some previously authorized Operations/areas.

Table 27. Qualifying MCEM Operations

Operation	Inclusive Dates
LEBANON	20 Aug 82 - 31 May 83
LIBYA	20 Jan 86 - 27 Jun 86
PERSIAN GULF	1 Feb 87 - 23 Jul 87
PANAMA (JUST CAUSE)	1 Apr 88 - 19 Dec 89 1 Feb 90 - 13 Jun 90
LIBERIA (SHARP EDGE)	5 Aug 90 - 21 Feb 91
RWANDA (DISTANT RUNNER)	7 Apr 94 - 18 Apr 94
ERITREA (SAFE DEPARTURE)	6 Jun 98 - 25 Jun 98
USS COLE (DETERMINED RESPONSE)	12 Oct 00 - 15 Dec 02

c. Awarding Authority. SECNAV approves operations as qualifying for the MCEM. COs who have the authority to award the [NAM](#) may award the MCEM to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility

(1) Awarded to Marines who have actually landed on foreign territory and engaged in operations against armed opposition, or operated under circumstances deemed to merit special recognition, and for which no other CE&S medal or ribbon was authorized.

(2) Only personnel attached to one of the approved units during the eligibility period, and who actually participated in the given operation, are eligible for the MCEM.

(a) Members of rear echelons, transients, observers, and personnel assigned for short periods of TAD or Training Duty are not normally eligible for the MCEM.

(b) However, an individual will be given consideration in those instances when the local commander

certifies a particular and significant contribution. Such certification should be submitted to the CMC, via the operational chain of command. CMC maintains a list of eligible units.

(3) The MCEM may only be awarded if Navy and Marine Corps units were the sole participants in the designated operation. In cases where an operation involved the participation of units from other branches of the U.S. Armed Forces, the [AFEM](#) is the more appropriate award.

(4) The MCEM is restricted to Marine Corps personnel. Navy personnel who are assigned to Marine Corps units awarded the MCEM wear the [NEM](#) instead of the MCEM. Likewise, Marines assigned to Navy units that have been awarded the NEM will wear the MCEM, not the NEM.

e. Award Elements. The MCEM consists of a full size medal and ribbon. No citation or certificate will be issued.

f. Subsequent Awards. Participation in a second or subsequent authorized operation is denoted by wearing a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in place of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 14
Marine Corps Good Conduct Medal

- a. Authorization: Special Order No. 49 of 20 July 1896.
- b. Effective Date: On or after 20 July 1896.
- c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the MCGCM to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Criteria and Eligibility. CMC designates the specific criteria for the MCGCM.
 - (1) The MCGCM is restricted to enlisted Marines.
 - (2) Awardees must meet both the period of service and the conduct requirements in the paragraphs below.
 - (3) Period of Service Requirements
 - (a) Any three (3) years of continuous active service in the Regular or Reserve (on continuous Active Duty or Active Reserve) after 10 December 1945. This may include service in temporary warrant or commissioned status, provided the temporary officer reverts to enlisted status. If reenlistment occurs within 90 days of a discharge, this not considered an interruption of continuous service, but the period between the discharge and reenlistment cannot be credited toward the three (3) year service requirement.
 - (b) Provided the individual is otherwise qualified, the MCGCM shall be authorized for any three (3) years of enlisted service consisting of a combination of periods of active service in a war, national emergency, or armed conflict in which the United States is engaged.
 - (c) For the first award only, the MCGCM may be awarded posthumously if the Marine was killed in combat against an opposing armed force, died as a direct result of wounds received in combat against an opposing armed force, or died in the line of duty when such death was directly related to actions against the enemy.

(d) For the first award only, the MCGCM may also be awarded to Marines who are separated from the Naval Service for a physical disability that resulted from wounds incurred in combat against an opposing armed force, or from wounds incurred in the line of duty when such wounds resulted directly from action against the enemy, provided conduct requirements are met.

(e) For the first award only, the MCGCM may be awarded posthumously and presented to the next of kin of a Marine who was a POW, and whose death occurs while in a POW status, provided it is determined the individual's conduct while a POW was consistent with the Code of Conduct.

(f) The three-year requirement for the MCGCM may be waived upon a Marine's completion of OCS, as long as the period waived does not exceed 90 days. Upon completion of OCS, requests for waiver of the three-year requirement shall be submitted to CMC (MMMA) for consideration.

(g) Individual Ready Reservists (IRR) who are mobilized for three continuous years are eligible for the MCGCM. The commencement date will be the first date of the active duty period. The supporting administrative office must make an appropriate entry in the IRR Marine's OMPF that indicates the Marine was mobilized under Title 10 and the dates of the mobilization period. A copy of the Marine's orders and the award certificate should also be filed in the Marine's OMPF for historical purposes.

(4) Conduct Requirement

(a) During the period of service, there must have been no convictions by courts-martial, no Non-Judicial Punishment (NJP) under Article 15 of the Uniform Code of Military Justice, and no lost time by reason of sickness-misconduct or injury-misconduct. Prior to 27 April 1990, no more than one NJP was allowed during the period of service.

(b) When NJP voids creditability of service, a new good conduct period shall commence effective on the date of approval of the NJP. However, if the offense occurred within the three-year period and the date of approval of the NJP is after the expiration of the three-year period, the MCGCM is not authorized for that period, but a new good conduct period shall commence with the date of the offense.

(c) When sentenced to confinement as a result of conviction by any court-martial, a new good conduct period shall commence with the date of restoration to duty, even though in a probationary status. For court-martial convictions not involving sentence to confinement, a new good conduct period shall commence with the date of approval by the convening authority. (See also Individual Records Administration Manual (IRAM), Para. 4008, MCO P1070.12K.)

(d) In cases of time lost due to sickness-misconduct or injury-misconduct, the new good conduct period shall commence with the date of return to duty.

(e) If a Marine is placed on the Temporary Disability Retired List (TDRL), and subsequently returns to active duty, the period spent on the TDRL is not considered a break in service, but it does not count as continuous active service for purposes of computing eligibility for the MCGCM.

(f) When the foregoing requirements have been met, but it is evident the individual is not deserving of the MCGCM due to a repeated record of valid letters of indebtedness, conviction(s) by civil court for major offense(s), or other acts not in keeping with the high moral standards of the Marine Corps, the CO will withhold the MCGCM, and submit the matter, along with his or her recommendation, to CMC (MMMA) via the chain of command.

e. Award Elements

(1) A medal set, ribbon, and certificate will be presented to the MCGCM recipient.

(2) The Good Conduct Award Certificate (NAVMC-11416(11-02)) will be completed by the first CO in the chain of command exercising NAM approval authority.

f. Subsequent Awards. Each subsequent award is denoted by wearing a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 15
Marine Corps Recruiting Ribbon

a. Authorization: SECNAV letter 1650 Ser NDBDM/0491 of 7 June 1995.

b. Effective Date: On or after 1 January 1973.

c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the MCRR to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Marines who have successfully served in an eligible billet and meet the period of service requirements.

(1) Eligible Billets:

(a) Marines possessing MOS 4810 or 8412 and have served in MOS 4810 or 8412 billets.

(b) Marines possessing MOS 8411 and assigned to duty in a recruiting billet (MOS 8411).

(c) Marine Corps Recruiting Command Headquarters.

(d) Marine Corps Districts: CO; Operations Office; Assistant for Officer Programs; Prior Service Recruiting Officer; Assistant for Aviation Officer Procurement; Assistant for Enlisted Recruiting; and Sergeant Major.

(e) Recruiting Stations: CO; Executive Officer; Operations Officer; Officer Selection Officer; and Sergeant Major.

(f) Command recruiters, (also known as career planners), recruiter aides, and recruiter assistants are not eligible for the MCRR.

(2) Eligible Marines listed above must meet the following period of service requirements:

(a) Recruiters. Marines assigned to recruiting duty (MOS 8411) are eligible to receive the ribbon upon completion of a successful tour of duty. A Marine who extends beyond the basic tour of duty is eligible upon completion of the extension period. Marines returning for subsequent tours are eligible for subsequent awards upon completion of the entire tour. A recruiter who becomes a career recruiter is eligible to receive the ribbon upon assignment of the 8412 MOS.

(b) Career Recruiters. A new award period for career recruiters commences on the date they receive the 8412 MOS. They will be eligible to receive subsequent awards upon completion of each successful 36-month period following that date.

(c) Extended Active Duty (EAD) Recruiters. EAD recruiters (MOS 8411) are eligible to receive the ribbon upon completion of 36 months of consecutive service in an 8411 billet. Subsequent awards will be issued for each successful 36-month period.

(d) Officers. Officers who return for subsequent tours and serve in qualifying billets listed in this TAB will be eligible for subsequent awards upon completion of each successful tour.

(3) The following definitions apply for determining eligibility:

(a) Recruiting Duty. Duty performed in one of the billet assignments as defined in paragraph d.(1) above.

(b) Successful Tour. Generally, to qualify for the MCRR, Marines must complete a successful 36-month tour of duty while serving honorably in a qualifying billet. The following exceptions may be considered:

1. Completion of 30 months. Marines transferred prior to their original projected rotation date due to the needs of the Marine Corps are authorized to receive the MCRR if they served honorably while on recruiting duty and completed a minimum of 30 months on recruiting duty.

2. Less than 30 months. Marines transferred from recruiting duty prior to the completion of 30 months of recruiting duty for reasons such as Good of Service Relief, involuntary Permanent Change of Station Orders (PCSO), selection for a program requiring PCSO, or Humanitarian (HUMS) transfer may be eligible on a case-by-case basis.

3. Submission. Commanders can submit requests to authorize the awarding of the recruiting ribbon if the Marine's performance merits the recruiting ribbon. Requests for waivers of the 36-month requirement should be sent to the CG, MCRC, 3280 Russell Road, Quantico, VA 22134.

(c) Relief for Cause. Recruiters who are fault transferred (relieved for cause) from recruiting duty, or who are not recommended for continuation or further assignment(s) to recruiting duty (including administrative separations, convictions of malpractice or misconduct) are not eligible for the MCRR. If misconduct or malpractice is discovered after the Marine has been transferred and the MCRR has already been awarded, a request for revocation of the ribbon based on ineligibility will be sent to CMC (MMMA) via the chain of command for final action. See [Chapter 1](#) for contact information.

e. Award Elements. The MCRR consists of a ribbon only. No citation or certificate will be issued.

f. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star worn on the ribbon. A 3/16-inch silver star is worn in place of 5 bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 16
Marine Corps Security Guard Ribbon

a. Authorization: SECNAV letter 1650 Ser NDBDM/482 of 15 July 1997.

b. Effective Dates:

(1) 28 January 1949 - 15 August 1974, only one award is authorized for this period, regardless of the number of qualifying periods.

(2) 16 August 1974 - until a date to be determined for criteria listed below.

c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the MCSGR to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Marines must meet the both the personnel and period of service requirements.

(1) Personnel. Marines possessing MOS 8151 who are serving with the Marine Corps Embassy Security Group (MCESG), formerly Marine Security Guard Battalion (MSGBN), or previously served with the MSGBN in MOS 8151 billets at embassies, are eligible to receive the Marine Corps Security Guard Ribbon (MCSGR).

(a) Training Personnel: Director of Marine Security Guard (MSG) School/Battalion Commander; OIC of MCESG School; Operations Officer MCESG; Assistant Operations (OPS) Officer MCESG; and SGTMAJ of MCESG.

(b) Command Personnel: Lettered Company Commander/XO/OPS Inspecting Officers/First Sergeant (1STSGT) and MCESG XO.

(c) Other personnel serving with Headquarters MCESG are not eligible.

(2) Period of service:

(a) Marines assigned to MSG duty (MOS 8151) are eligible to receive the MCSGR upon completion of 24 months of service at a foreign establishment. Subsequent awards will be made for every 24 months served, either consecutively or cumulatively.

(b) Marines who served successful tours at a lettered MCESG company headquarters or at a HQ MCESG, Quantico are not eligible to receive this award.

(c) Posthumous Awards. On a case-by-case basis, the MCSGR may be awarded posthumously without regard to period of service.

(d) Personnel transferred early for the Good of the Service must have served a minimum of 12 months in the program to be eligible for this award. Personnel transferred due to Relief for Cause are not eligible for the ribbon.

(3) For the purpose of determining eligibility for this award, duty performed at a Department of State overseas post in an 8151 MOS billet after graduation from the Marine Security Guard School at MCESG Headquarters is qualifying duty. This includes Company D located in Fort Lauderdale, Florida.

e. Award Elements. The MCSGR consists of a ribbon only. No citation or certificate will be issued.

f. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

h. Procedures

(1) An entry will be recorded in the Marine's service record denoting issuance of the award.

(2) Requests for waiver shall be submitted to Commanding Officer, MCESG, 27277 Browning Road, Quantico, VA 22134-5112.

TAB 17
Marksmanship Awards

a. Authorization: NAVPERS 15,790 (REV. 1953), "Navy and Marine Corps Awards Manual."

b. Awarding Authority. COs who have the authority to award the [NAM](#) may award Marksmanship awards to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.

c. Criteria and Eligibility

(1) A marksman, sharpshooter, or expert is a member in any rank, rate, or rating who qualifies by firing the prescribed courses and has attained the minimum qualifying score.

(2) Qualification requirements and administrative procedures are set forth in OPNAVINST 3590.7 (series) for Navy personnel.

d. Order of Precedence. Marksmanship awards take precedence after all other awards covered in this manual. Navy and Marine Corps personnel are not authorized to wear marksmanship awards issued by other Services. Awards are worn in the following order:

(1) Competition Badges (consult individual service regulations). CNO (DNS-35) is responsible for providing marksmanship medals to the coordinator of the Navy's marksmanship program.

(2) Rifle Qualification Award

(3) Pistol Qualification Award

e. Authorized Devices. See Navy or Marine Corps Uniform Regulations.

TAB 18
Military Outstanding Volunteer Service Medal

- a. Authorization: E.O. 12830.
- b. Effective Date: On or after 31 December 1992.
- c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the MOVSM to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Criteria and Eligibility. The criteria for the MOVSM are set forth in reference ([d](#)).

(1) Qualifying service must:

- (a) Be voluntary;
- (b) Be to the civilian community, including the military family community;
- (c) Be significant in nature and produce tangible results;
- (d) Reflect favorably on the DON and the DoD;
- (e) Be of a sustained and direct nature; and
- (f) Not be performed while deployed in a combat theater.

(2) SECDEF authorized the Military Departments to establish standards for the time period required to qualify for the MOVSM. All the Military Departments have established that a sustained period of volunteer service is normally 36 months. While this does not absolutely preclude the award for exceptional volunteer service of less time, it should guide commanders in upholding the intent of the award. The overall level of volunteer participation and impact of an individual's community service is the key to determining whether award of the MOVSM is justified.

(3) The MOVSM is intended to recognize exceptional community support over time, not a single act or achievement or a few occasional contributions to the community. The MOVSM is intended to recognize volunteer service of a direct and tangible nature. Therefore, attending membership meetings or social events, or sitting on a board of directors, is not qualifying service.

(4) The MOVSM recognizes service provided to a community over time. Therefore, multiple awards of the MOVSM during a single tour of duty are not authorized.

(5) However, the award is not limited to only the volunteer service performed within a single 36-month tour. Approval authorities may consider a sustained record of significant community service performed during successive tours.

(6) Examples of volunteer service that may qualify:

(a) Coaching a youth sports team.

(b) Tutoring students in a local school.

(c) Working at a community food bank, soup kitchen, or homeless shelter.

(d) Being a scout leader or working with other youth organizations such as the Boys/Girls Clubs of America.

(e) Docent or other worker at a not for profit national, state, or local park or museum.

(f) Time spent on leave or liberty participating in community relations (COMREL) projects, whether in the U.S. or overseas.

(g) Any other community activity undertaken during off duty time and the individual's participation is not officially sponsored by the Navy or Marine Corps. For example, if a local military association organizes a Saturday support event to a local retirement home, that qualifies as volunteer service as long as there is no official Navy or Marine Corps sponsorship, actual or implied.

(7) Examples of service that does not qualify:

(a) Time spent supporting Toys for Tots, when such time was expected as part of the Sailor's or Marine's duties.

(b) Any fundraising activity connected with support to fellow Service Members, e.g., Navy and Marine Corps Relief Society or Chief's Association.

(c) Any activity that provides support to fellow Service members, such as tutoring a fellow Sailor or Marine.

(d) Any activity related to the Combined Federal Campaign.

(e) Any activity in which the individual's participation is officially sponsored by the Navy or Marine Corps. For example, a color guard provided to a community parade.

(f) Any activity in which the individual's participation is related to his or her official government position. For example, a unit commander who is asked to judge a community charitable fundraising event.

e. Award Elements. The MOVSM consists of a ribbon and medal set. No citation or certificate will be issued. Locally created certificates are not authorized. In lieu of a citation or certificate, awarding authorities may issue a suitable official letter to the recipient documenting the approval and the total of volunteer service for which the award was made.

f. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

h. Procedures

(1) A MOVSM nomination may be originated by any commissioned officer, or DoD civilian GS-11 or above, who is senior in grade and position to the individual being nominated and has knowledge of the act or accomplishment. A civilian

originator must be in a supervisory position to the awardee at the time of the period of service.

(2) MOVSM nominations must be originated and entered into official channels within three (3) years of the completion of the period of volunteer service to be recognized. If outside of established time limits see [Chapter 8](#).

(3) Nominations must be submitted to the first commander in the Service Member's chain of command with [NAM](#) approval authority.

(4) The CO shall certify that the eligibility requirements have been met. Volunteer service must be attested to by an official of the organization to which the volunteer service was rendered.

(5) For Navy personnel, the MOVSM is nominated using the OPNAV 1650/3. When approved forward the approval paperwork to NPC (PERS-312).

(6) For Marine Corps personnel, IAPS is used to recommend the MOVSM and will serve as the official record.

TAB 19
National Defense Service Medal

a. Authorization: E.O. 10448 as amended by E.O. 13293.

b. Effective Dates:

(1) 27 June 1950 to 27 July 1954

(2) 1 January 1961 to 14 August 1974

(3) 2 August 1990 to 30 November 1995

(4) 11 September 2001 to a date to be determined

c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the NDSM to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. Criteria for the NDSM is set forth in reference ([d](#)).

(1) Honorable active duty service as a member of the Armed Forces during the effective dates.

(2) Personnel listed below are generally not eligible, except as noted:

(a) Reserve component personnel on short tours of active duty to fulfill training obligations under an inactive duty training program. However, effective 8 October 1991, the President of the United States expanded criteria to include all members of the National Guard and Reserve who were part of the Selected Reserve in good standing during the periods 2 August 1990 to 30 November 1995, and from 11 September 2001 to a date to be determined. Consequently, all members of the Navy and Marine Corps Reserve who were part of the Selected Reserve in good standing during those periods are eligible.

(b) Any Service Member on temporary duty (TDY) or TAD to serve on a board, court, commission, or similar organization.

(c) Any Service Member on active duty for the sole purpose of undergoing a physical examination.

(d) Any member of the Individual Ready Reserve, Inactive National Guard, Standby or Retired Reserve whose active duty service was for training only, or to serve on a board, court, commission, or similar organization.

(3) Midshipmen attending the U.S. Naval Academy during periods of eligibility are authorized the NDSM.

(4) Naval Reserve Officers Training Corps Midshipmen are only eligible if they participated in a summer cruise that also qualified them for a campaign or expeditionary medal.

e. Award Elements. The NDSM consists of a ribbon and medal set. No citation or certificate will be issued.

f. Subsequent Awards. Each subsequent award is denoted by wearing a 3/16-inch bronze star on the NDSM ribbon.

g. Authorized Devices. 3/16-inch bronze star.

TAB 20
Navy Accession Training Service Ribbon

a. Authorization: SECNAV Memo of 17 March 1998, as amended by ALNAV 049/16. Prior to 5 July 2016, this award was called the Navy Recruit Training Service Ribbon.

b. Effective Dates: On or after 1 October 1995.

c. Awarding Authority. Commanders of the commands listed in [paragraph d.\(1\)](#) are the awarding authorities for their respective commands.

d. Criteria and Eligibility. Awarded to officers and enlisted personnel of the U.S. Navy who meet the following criteria:

(1) Successfully completed the prescribed tour of duty at one of the following commands:

- (a) Naval Service Training Command (NSTC);
- (b) Recruit Training Command;
- (c) Officer Training Command;
- (d) Naval Reserve Officers Training Corps Units;
- (e) U.S. Naval Academy (USNA); or
- (f) U.S. Naval Academy Preparatory School

(2) Completed the tour on or after 1 October 1995.

(3) Maintained outstanding personal standards without any disciplinary incidents throughout the tour.

e. Award Elements. The NATSR consists of a ribbon only. No citation or certificate will be issued.

f. Subsequent Awards. Each subsequent award is denoted by wearing a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

h. Procedures. The approving authority will ensure appropriate entry is made in the awardee's service record documenting the authorization to wear this ribbon.

(1) Personnel who believe they meet the eligibility criteria, may submit a written request for this award to either:

(a) (NSTC Personnel)
Commander
Naval Service Training Command
2601A Paul Jones Street
Great Lakes, IL 60088

(b) (USNA Personnel)
U.S. Naval Academy
121 Blake Road
Annapolis, MD 21402

(2) All requests must include the dates assigned to an eligible command, along with a current mailing address. Supporting documentation showing qualifying service should be included if available. The respective CO will make the final award determination and take action to correct the individual service record if the award is authorized.

(3) The requests for retired or separated personnel must include the DD-214 Copy 4, documentation indicating dates assigned to eligible command, and a current mailing address. Supporting documentation showing qualifying service should be included if available. The respective CO will make a final determination on eligibility and, for those authorized the award, will submit the required documentation to Navy Personnel Command to ensure correction of the service record.

TAB 21
Navy and Marine Corps Overseas Service Ribbon

a. Authorization: SECNAV letter 1650 Ser NDBDM/886 of 17 September 1986.

b. Effective Date: On or after 15 August 1974.

c. Awarding Authority. COs of overseas units, or overseas homeported ships, who have the authority to award the [NAM](#) may award the OSR to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Award Criteria and Eligibility Requirements

(1) Awarded to officers and enlisted personnel of the Navy and Marine Corps, and the reserve components thereof, in recognition of sustained overseas service meeting the criteria in the following sections.

(2) Overseas means outside the U.S. For purposes of the OSR, Hawaii, and Puerto Rico are not considered overseas. Adak, Shemya, and Kodiak are the only duty stations in Alaska that are eligible for the OSR.

(3) The Navy and Marine Corps have distinct criteria for the OSR. Navy personnel assigned to Marine Corps commands follow Marine Corps policy and vice versa.

(4) Navy Criteria

(a) Active Duty Requirements: 12 months of cumulative service (consecutive or non-consecutive) at an overseas duty station. Up to 14 days may be waived by the OSR awarding authority in order to allow deserved awards when tours are cut short through no fault of the Service member.

1. Eligibility for the OSR is generally limited to personnel on overseas shore duty, or overseas remote land-based sea duty, as those terms are defined in reference ([i](#)).

2. CNO approved a special exception whereby after 1 October 1999 personnel assigned to overseas homeported

ships and certain other commands may be eligible to receive both the OSR and the [SSDR](#) if all criteria for both ribbons are met.

3. However, active duty personnel cannot receive credit for the same period of overseas service toward both the OSR and the Navy Reserve Sea Service Deployment Ribbon ([NRSSDR](#)).

(b) Reserve Personnel: 30 consecutive days or 45 cumulative non-consecutive days of service at overseas duty stations, including ships homeported overseas, regardless of the type of orders the member is serving under. [Note: Effective 11 September 2001, Navy Reservists may earn their initial award of the OSR under these Reserve service requirements. For any subsequent award of the OSR, they must fulfill the active duty personnel requirements in (a) above.

1. For eligibility purposes, two IDT periods equal one day of qualifying service. Travel time does not count.

2. For reservists domiciled overseas, only service in a billet with an established Navy Reserve Unit can be credited toward the OSR.

3. There is no waiver for inactive reservists to receive the OSR.

(5) Marine Corps Criteria

(a) Only personnel assigned to overseas supporting establishment commands (e.g., base, post, and station) are eligible for the OSR. Personnel serving with the Marine Corps operating forces, whether active or reserve, are not eligible.

(b) The OSR requires 12 months, consecutive or non-consecutive, served at an overseas supporting establishment command.

(c) An individual may not receive the SSDR and the OSR for the same period if assigned to a Marine Corps unit.

(d) Waivers. The OSR awarding authority may waive up to 14 days in order to allow award when tour is cut short through no fault of the Service Member.

(e) For OSR eligibility purposes, assignments to the supporting establishment based overseas may be permanent or temporary.

e. Award Elements. The OSR consists of a ribbon only. No citation or certificate will be issued.

f. Subsequent Awards

(1) Second and subsequent awards will be earned for each additional 12-month period of qualifying service.

(2) A subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 22
Navy Arctic Service Ribbon

- a. Authorization: OPNAVNOTE 1650 of 3 June 1987.
- b. Effective Date: On or after 1 January 1982.
- c. Awarding Authority. COs of ships or units operating above the Arctic Circle who have the authority to award the [NAM](#) may award the NASR to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Criteria and Eligibility. Awarded to officers and enlisted personnel of the Navy and Marine Corps, or civilians (including resident aliens of the U.S.) who complete 28 days, consecutive or non-consecutive, in the geographic AOE, which is the land, sea, and airspace above the Arctic Circle.
 - (1) For personnel working at remote ice camps, and divers working under the ice, each day of duty counts as two days toward NASR eligibility. However, Marine Corps personnel undergoing annual cold weather training above the Arctic Circle do not qualify for the 2-for-1 credit.
 - (2) No more than one day's credit is allowed for flights in and/or out of the AOE during any 24-hour period.
- e. Award Elements. The NASR consists of a ribbon only. No medal, citation, or certificate will be issued.
- f. Subsequent Awards. There are no subsequent awards.
- g. Authorized Devices. There are no authorized devices.
- h. Procedures. Certification data, to include dates of eligibility, will be forwarded to CNO (DNS-35) for Navy personnel. Appropriate entries shall be made in the official military records of Marines eligible to receive this award.

TAB 23
Navy Basic Military Training Honor Graduate Ribbon

- a. Authorization: ALNAV 063/15 of 18 August 2015.
- b. Effective Date: On or after 18 August 2015.
- c. Awarding Authority. CO, Recruit Training Command, is the awarding authority and will ensure appropriate service record entries are made.
- d. Criteria and Eligibility. Awarded to initial accession enlisted personnel of the U.S. Navy who are designated as Honor Graduates.
 - (1) Recruit Training Command maintains the selection criteria. Based upon demonstrated superior performance throughout Basic Military Training in the areas of academics, physical readiness, recruit leadership, and commitment to Navy core values.
 - (2) No more than three percent of each weekly Training Group may be designated as Honor Graduates.
- e. Award Elements. The award consists of a ribbon only. No citation or certificate will be issued.
- f. Subsequent Awards. Not authorized.
- g. Authorized Devices. None.

TAB 24
Navy Ceremonial Duty Ribbon

a. Authorization: Established as the Navy Ceremonial Guard Ribbon by SECNAV letter Ser NDBDM 0750 of 12 December 2003. SECNAV memo Ser NDBDM 259-11 of 3 January 2012 changed the name to Navy Ceremonial Duty Ribbon and amended the criteria.

b. Effective Date: On or after 1 May 2001.

c. Awarding Authority. COs of the U.S. Navy Ceremonial Guard and USS CONSTITUTION may award the NCDR to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility

(1) Military personnel assigned to the Navy Ceremonial Guard in Washington, DC, on 1 May 2001 or later.

(a) Personnel must complete a successful tour of at least two (2) years duration including a minimum of 18 months (consecutive or non-consecutive) in a drilling status.

(b) Drilling status is defined as actual participation in ceremonies and funerals as casket bearers, firing party, color guard, ceremonial drill team, and marching platoons (to include commanders of troops, platoon petty officers, and petty officers-in-charge).

(c) Successful tour of duty is defined as service in a drilling status for a minimum of 18 months and completion of standard honors qualification or higher. The awarding authority may waive the 18-month minimum requirement only for those personnel receiving full honors qualification.

(d) Successful tour of duty also includes maintaining outstanding personal standards without disciplinary incidents (no NJP, indebtedness issues, failure to meet Physical Readiness Test (PRT) standards, or other actions bringing discredit upon the Ceremonial Guard or the Navy) throughout the tour.

(2) Military personnel assigned to USS CONSTITUTION from 1 May 2001 or later.

(a) Personnel must complete a successful tour of at least two years on board USS CONSTITUTION and all required qualifications.

(b) Successful tour of duty is defined as completing all qualifications up to and including the advanced Interpretative Historian qualifications. The Interpretive Historian qualification is waived for E7 and above to recognize their leadership roles on USS CONSTITUTION.

(c) In addition, maintaining outstanding personal standards without disciplinary incidents (no NJP, indebtedness issues, failure to meet Physical Fitness Assessment (PFA) standards, or other actions bringing discredit upon USS CONSTITUTION or the Navy) throughout the tour.

(d) The minimum time requirements can be waived by the awarding authority for personnel who transfer early for career milestones and/or demonstrate outstanding performance.

e. Award Elements. The NCDR consists of a ribbon only. No citation or certificate will be issued.

f. Subsequent Awards. Only one award per tour will be authorized, regardless of tour length. Each subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch stars, bronze or silver.

TAB 25
Navy "E" Ribbon

- a. Authorization: SECNAV letter Ser 210 of 31 March 1976.
- b. Effective Date: On or after 1 July 1974.
- c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the NE to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Eligibility Criteria. This ribbon denotes the wearer was on permanent duty aboard a ship or in a squadron that won a Battle Efficiency competition after 1 July 1974. Eligibility is restricted to members of the U.S. Navy and U.S. Marine Corps, subject to the following limitations:
 - (1) Navy personnel permanently attached to and serving with cited ships and units during the competitive cycle for which the award was given, or any part thereof, are entitled to wear the NE.
 - (2) Marine Corps personnel assigned on Permanent Change of Station (PCS) orders as part of the ship's Marine detachment or other billet that is part of "ship's company" are eligible on the same basis as Navy personnel. However, Navy and Marine Corps personnel assigned to embarked units, such as aircraft squadrons, battalion landing teams, or Marine Expeditionary Units are not eligible.
 - (3) All Selected Reserve personnel permanently attached to and serving with the mobilization augmentation Navy Reserve unit(s) during the competitive cycle for which the award was given, or any part thereof, are entitled to the award provided the individuals concerned performed active duty for training aboard the unit during that competitive cycle.
 - (4) Reservists performing active duty for training aboard units awarded the 'E', but who are not members of the dedicated Reserve unit(s) are not eligible.

(5) Members of the dedicated Reserve unit(s) who did not perform active duty for training aboard during the competitive cycle are also not eligible for the award.

(6) Transients and temporary duty personnel are not eligible.

(7) Embarked personnel, staffs, squadrons, or detachments are also not eligible.

e. Award Elements. There is no medal, citation, or certificate to accompany the NE ribbon.

f. Subsequent Awards

(1) The first, second, and third award of the Navy "E" are denoted by a silver "E" device worn on the ribbon.

(2) To denote four or more awards, the silver "E" is replaced with one silver wreathed "E". Only one wreathed "E" is worn regardless of the number of awards beyond four.

g. Authorized Devices

(1) 1/8-inch "E" device (silver).

(2) 1/8-inch wreathed "E" device (silver).

TAB 26
Navy Expeditionary Medal

a. Authorization: Navy Department G.O. No. 84 of 5 August 1936.

b. Effective Dates: On or after 5 August 1936. [Table 28](#) lists recently authorized operations.

[Table 28.](#) Qualifying NEM Operations

Operation	Inclusive Dates
LEBANON	20 Aug 82 - 31 May 83
LIBYA	20 Jan 86 - 27 Jun 86
PERSIAN GULF	1 Feb 87 - 23 Jul 87
LIBERIA (SHARP EDGE)	5 Aug 90 - 21 Feb 91
RWANDA (DISTANT RUNNER)	7 Apr 94 - 18 Apr 94
ERITREA (SAFE DEPARTURE)	6 Jun 98 - 25 Jun 98
USS COLE (DETERMINED RESPONSE)	12 Oct 00 - 15 Dec 02

c. Awarding Authority. SECNAV approves operations as qualifying for the NEM. COs who have the authority to award the [NAM](#) may award the NEM to personnel assigned to their command who participated in the designated operation and meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility

(1) Awarded to U.S. Navy Service Members who have actually landed on foreign territory and engaged in operations against armed opposition, or operated under circumstances deemed to merit special recognition, and for which no other campaign, expeditionary, or service medal was authorized.

(2) Only personnel attached to one of the approved ships or units during the eligibility period, and who actually participated in the given operation, are eligible for the NEM. This includes personnel attached to a squadron or unit embarked in a ship during the eligible period for that ship.

(a) Members of rear echelons, transients, observers, and personnel assigned for short periods of TAD or Training Duty are not normally eligible for the NEM.

(b) However, an individual will be given consideration in those instances when the local commander certifies a particular and significant contribution. Such certification should be submitted to the CNO, via the fleet commander who exercised operational control in the area involved. CNO maintains a list of eligible ships/units.

(3) In cases where Marines assigned to Navy units are authorized the NEM the Marines will wear the [MCEM](#) in lieu of the NEM. Conversely, for Navy personnel that are assigned to units of the Marine Corps operating forces that have been awarded the MCEM, Navy personnel will wear the NEM in lieu of the MCEM.

e. Award Elements. The award consists of a ribbon and medal set. No citation or certificate will be issued.

f. Subsequent Awards. Participation in each subsequent operation is denoted by wearing a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in place of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 27
Navy Good Conduct Medal

a. Authorization: Established 26 April 1869; criteria most recently amended by ALNAV 025/14.

b. Effective Dates: On or after 26 April 1869.

(1) On or after 1 January 1996, the period of service required is three years.

(2) On or after 1 January 2014, Navy Reserve personnel became eligible for the NGCM when the [Naval Reserve Meritorious Service Medal](#) was discontinued.

c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the NGCM to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility. The CNO determines the specific criteria for the NGCM. Service Members must meet the requirements for period of service, conduct, and performance.

(1) Period of Service Required. On or after 1 January 1996, any three years of continuous active or Reserve service as an enlisted person in the Navy or Navy Reserve. This requirement may also be fulfilled by:

(a) Continuous active service during a minority (i.e., under age 18) enlistment, provided:

1. The Sailor served on active duty up to the day preceding his or her 21st birthday, even though he or she may have extended the enlistment and remained on active duty.

2. The Sailor served on active duty within three months of the day preceding his or her 21st birthday.

(b) Drilling Reserve members must maintain eligibility for a satisfactory year towards retirement, as outlined in BUPERSINST 1001.39 (Series), for three consecutive years.

(c) IRR members assigned to Voluntary Training Units who meet the above criteria may be awarded the NGCM. This does not apply to members who are discharged for the purpose of immediate reenlistment.

(d) A Sailor who reenlists or reports for active or active Reserve duty within 90 days after discharge or release to inactive duty is considered to be serving under "continuous active service." In other words, gaps in service of less than 90 days followed by re-enlistment are not considered breaks in continuous active service. However, the time between the date of separation and date of return to active duty may not be included in computing time in service. A member who reenlists or reports for active duty more than 90 days after separating must begin a new three-year qualification period with the date of reenlistment.

(e) An enlisted member temporarily appointed a warrant or commissioned officer may include, upon reverting to an enlisted status, such temporary officer service, regardless of the purpose (including discharge to accept appointment as a permanent officer).

(f) U.S. Naval Academy midshipmen who are not commissioned, but are instead retained in the Navy in an enlisted status, may have their midshipman service credited toward the NGCM.

(g) Except as provided in (e) and (f) above, service in midshipman, warrant, or commissioned officer status may not be credited toward the NGCM.

(h) Effective 1 January 2014, Navy Reserve service earned towards the [Naval Reserve Meritorious Service Medal](#) will be applied to the NGCM.

1. A qualifying active duty year may be combined with qualifying Reserve duty years to earn the NGCM as long as the member is under continuous service throughout the three-year period.

2. Example: Member affiliated with Navy Reserve immediately after leaving active duty. Member had two years of qualifying service towards the NGCM. If member completes one

satisfactory year towards retirement in their first year in the Navy Reserve, member would be eligible for the NGCM.

(2) Conduct Required. Within the required three (3) year period of continuous active service, the individual must have had no convictions by court-martial, no NJP, no lost time by reason of sickness-misconduct, and no civil convictions for offenses involving moral turpitude.

(a) If there is confinement resulting from conviction by a court-martial, a new NGCM qualifying period shall begin with the date of restoration to duty on a probationary basis. If confinement adjudged by a court-martial is not involved, a new qualifying period shall begin with the date of final action by the court-martial convening authority.

(b) For NJP or Captain's Mast, a new three (3) year period begins with the day following the date of the offense. If the date of the offense cannot be determined precisely, the new three year qualifying period shall begin with the day following the date of the NJP.

(c) If convicted by civil authorities for an offense involving moral turpitude, a new three-year period shall begin with the date of return to duty status.

(3) Performance Marks Required

(a) On or after 1 January 1996, no mark below 2.0 in any trait.

(b) If the record contains a disqualifying mark that is not the result of NJP or court-martial, the new qualifying period shall begin with the day following the date of the mark.

(4) Exceptions to the requirements in (1), (2), and (3) above. On or after 17 May 1974, for the first award only, the NGCM may be awarded in the following cases, provided conduct and performance marks requirements are met:

(a) For Sailors who are killed in combat, or die as a direct result of wounds received in combat, the NGCM may be presented posthumously to the next of kin.

(b) For Sailors who are separated for reason of a physical disability that resulted from wounds incurred in combat or in the line of duty, and such wounds were directly related to action against the enemy.

(c) For Sailors who die while in a POW status, and it was determined the member's conduct was consistent with the Code of Conduct and NGCM.

(5) Limitations. When the above requirements have been met, but it is evident the individual is not deserving of the NGCM due to a repeated record of valid letters of indebtedness, or other acts which are not in keeping with the high standards required of all Navy personnel, the CO will make an appropriate recommendation to CNO (DNS-35), stating the reasons for withholding the award.

(6) The 1996 reduction of service required for the NGCM to three years has no effect on the four-year requirement for service stripes.

e. Award Elements. The NGCM consists of a full size medal set and locally prepared certificate.

(1) A certificate shall be prepared that includes the Sailor's rate, name, branch of Service, and the number of the award (if a subsequent award).

(2) The ending date of the period of service for which the award was earned shall be centered after "Awarded for service completed on."

(3) The CO's name, grade, and branch of Service shall be typed above "Commanding Officer" and his or her signature affixed.

f. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star on the ribbon. A 3/16-inch silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch stars, bronze or silver.

TAB 28
Navy Recruiting Service Ribbon

a. Authorization: SECNAV letter NDBDM/0087 of 21 February 1997.

b. Effective Date: On or after 1 July 1973.

c. Awarding Authority. COs of the commands listed in [paragraph d.\(1\)](#) below may award the NRSR to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.

d. Criteria and Eligibility.

(1) Awarded to officers and enlisted personnel of the Navy and Navy Reserve, assigned to the following activities:

- (a) Navy Recruiting Command, Millington, TN;
- (b) Navy Recruiting Regions;
- (c) Navy Recruiting Districts;
- (d) Navy Recruiting Orientation Unit, Pensacola, FL;
- (e) National Training Team;
- (f) Navy Recruiting Quality Assurance Team, Great Lakes, IL;
- (g) Reserve Recruiting Support Units Navy Recruiting Command Liaison Team, Federal Records Center, St. Louis, MO;
- (h) Navy Recruiting Youth Program Field Representatives;
- (i) Navy Flight Demonstration Squadron (Blue Angels);
- (j) Navy Parachute Team (Leap Frogs);
- (k) Director, Candidate Guidance Office, U.S. Naval Academy; and

(l) Information Officer Program

(2) Awarded to Career Force Recruiters (CRF) and Canvasser Recruiters (CANREC) at the recommendation of their CO or OIC, upon completion of a successful tour of duty in recruiting. CRF personnel, Campus Liaison Officers, and Recruiting District Assistance Council members are eligible for the RS upon completion of three consecutive years of recruiting duty. Reserve CANREC and ADSW recruiting personnel are eligible for the NRSR after completion of three consecutive years of combined recruiting duty, provided no break in service of more than 60 days occurs during the period.

e. Definitions. The following definitions apply for determining eligibility:

(1) Recruiting Duty. Duty performed at any one of, or any combination of, the Navy recruiting activities listed in [paragraph d.\(1\)](#).

(2) Prescribed Tour of Duty. The member's projected rotation date from recruiting, as established by the Chief of Naval Personnel, is considered the end of a prescribed tour of duty.

(a) Personnel who complete a minimum of 18 months on recruiting duty, but are transferred prior to their original projected rotation date to a non-recruiting activity, may submit a waiver request to Commander, Navy Recruiting Command.

(b) Navy Reserve recruiting personnel who have at least two consecutive years recruiting duty, and are recalled or ordered to Full Time Support prior to completing three years of recruiting duty, submit a waiver request to Commander, Navy Recruiting Command, via the recruiting chain of command at the time of service.

(c) Recruiters who are fault transferred from recruiting duty or who are not recommended for continuation and are terminated are not eligible for the NRSR. Waivers are not authorized.

(3) Successful Tour. Completing the prescribed tour of duty as outlined above, with the exception that Navy Reserve

CANREC and ADSW personnel may combine consecutive recruiting periods of either recruiting program, provided no break in service exceeding 60 days occurs during the three-year period.

f. Award Elements. The NRSR consists of a ribbon only. No citation or certificate will be issued.

g. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in place of five bronze stars.

h. Authorized Devices

(1) 3/16-inch bronze Arabic numerals. Personnel receiving "Gold Wreath" awards for superior productivity may wear a 3/16-inch bronze Arabic numeral on the NRSR indicating the total number of "Gold Wreath" awards received.

(2) 3/16-inch stars, bronze or silver, to denote subsequent awards of the NRSR.

TAB 29
Navy Reserve Sea Service Deployment Ribbon

a. Authorization: SECNAV Note 5420 of 28 May 1986 as amended by ALNAV 027/14.

b. Effective Dates: On or after 28 May 1986.

c. Awarding Authority. COs with authority to impose non-judicial punishment under Article 15 of the UCMJ. CO have final authority to determine eligibility based on type/location of duty within the eligibility requirements established, and shall ensure appropriate service record entries are made. Units without UCMJ authority may submit award nominations to their ISIC.

d. Criteria and Eligibility

(1) Awarded to officer and enlisted personnel of the Navy Reserve who complete 90 cumulative days overseas or underway duty while assigned to a deployable Navy Reserve or active duty unit. Active duty Navy personnel members permanently assigned to a deployable Navy Reserve unit are also eligible for the NRSSDR under the same qualifying service requirements.

(2) Qualifying service must be performed in an operational support role with a deployable unit while operating underway or overseas (Puerto Rico, Hawaii, and Alaska are not eligible with the exceptions of Adak, Shemya, and Kodiak), away from homeport or permanent duty station (for example, Navy Reserve Activity (NRA), base, or shore-based drill site).

(a) A deployable unit is a ship, aircraft squadron, detachment, battalion, or other unit that operates away from its assigned homeport, permanent duty station, or shore-based command.

(b) Service Members are limited to one award per 12-month period. Only qualifying days completed after the last award date may be used towards a subsequent award. For example, if a Service receives initial award on 1 June 2017, the earliest the member is eligible for a subsequent award is 1 June 2018.

(c) A Service Member is only eligible for one award upon completion of 90 cumulative days of qualifying service regardless of the length of time required to accumulate those 90 deployed days. Service Members may accumulate qualifying days towards the subsequent award during this 12-month period.

(d) For Selected Reserve Inactive Duty Training (IDT) drill periods, only one day of qualifying service is authorized per calendar day, regardless of the number of drill periods performed.

(e) Each travel day between a Navy Operational Support Center (NOSC), or permanent duty station and the qualifying duty location is 0.5 days credit toward the NRSSDR.

(f) Any type of duty conducted at a member's normal OCONUS NRA or duty station may not be credited toward the NRSSDR.

(2) Qualifying days applied to award of the NRSSDR may not be credited towards award of either the [SSDR](#) or the [OSR](#).

(3) CNO may grant exceptions to these criteria in posthumous cases.

e. Award Elements. The NRSSDR consists of a ribbon only. No citation or certificate will be issued.

f. Subsequent Awards. Service Members are limited to one award per 12-month period. Each subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in lieu five bronze stars.

g. Authorized Devices. 3/16-inch stars, bronze or silver.

h. Administrative Tracking Procedures

(1) COs are responsible for tracking qualifying days for their assigned personnel. Service Members shall provide substantiating records to their chain of command to support the tracking of qualifying days as required.

(2) Commands shall provide detaching members a NAVPERS 1070/613 (Page 13) verifying the number of qualifying days accrued towards the next NRSSDR.

(3) Questions regarding eligibility should be addressed to CNO (DNS-35) via Commander, Navy Reserve Forces.

TAB 30
Prisoner of War Medal

- a. Authorization: 10 U.S.C. §1128.
- b. Effective Date: On or after 6 April 1917.
- c. Awarding Authority. SECNAV.
- d. Criteria and Eligibility. Criteria for the POW Medal (POWM) is set forth in reference ([d](#)).
 - (1) Awarded to any person who, while serving in any capacity with the Armed Forces of the U.S., was declared a POW and held captive:
 - (a) While engaged in an action against an enemy of the U.S.; or
 - (b) While engaged in military operations involving conflict with an opposing foreign force; or
 - (c) While serving with friendly forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.
 - (2) The POWM may also be awarded to any person who, while serving in any capacity with the U.S. Armed Forces, was held captive under circumstances SECNAV determines were comparable to those circumstances under which persons have generally been held captive by enemy armed forces during periods of armed conflict.
 - (3) Missing in Action. The POWM will only be issued to the next of kin if status as a POW has been officially confirmed and recognized as such by the Military Departments and DoD. Return of remains does not in itself constitute evidence of POW status.
 - (4) Any person convicted by a U.S. military tribunal of misconduct or criminal offense, or whose discharge is less than honorable, is ineligible for the POWM. POWs whose conduct in captivity was not in accord with the Code of Conduct are also ineligible.

e. Award Elements. The POWM consists of a full size medal set and ribbon.

f. Subsequent Awards. A subsequent award would be denoted by wearing a 3/16-inch bronze star on the ribbon.

g. Authorized Devices. 3/16-inch bronze star.

TAB 31
Sea Service Deployment Ribbon

- a. Authorization: SECNAVINST 1650.35 of 26 January 1981.
- b. Effective Date: On or after 15 August 1974.
- c. Awarding Authority. COs of units that are deployed overseas, or overseas homeported ships, or overseas based units of the Marine Corps operating forces, who have the authority to award the [NAM](#) may award the SSDR to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Definitions. The following terms are defined as they are used in the SSDR criteria. For type of duty, the definitions come from reference ([i](#)) and reference ([j](#)).
 - (1) Deployable Squadron/Unit. Any ship, aircraft squadron, detachment, battalion, or other unit that is designed to operate away from its assigned homeport or home station, and is not part of the shore establishment or the supporting establishment.
 - (2) Deployment. A period of operating away from homeport or home station for 90 consecutive days, or for two periods of at least 80 days each unit within a given 12-month period.
 - (a) For ships and embarked units, the entire deployment need not be spent at sea. Port calls, even at ports in CONUS, Alaska, Hawaii, and Puerto Rico, are not considered interruptions of the deployment, provided the port is not the ship's homeport.
 - (b) For all other units, a deployment must have been to an overseas location.
 - (3) Overseas. Locations other than CONUS, Hawaii, Alaska, and Puerto Rico and their adjacent U.S. territorial waters. Adak, Shemya, and Kodiak are the only locations in Alaska considered overseas for purposes of awarding the SSDR and [OSR](#).

(4) Overseas Remote Land-Based Sea Duty (Type Duty Code "3"). Duty performed in a land-based activity, which does not require members to be away from home base more than 150 days per year, but is credited as sea duty for rotational purposes only due to the relative undesirability of the geographic location.

(5) Overseas Sea Duty (Type Duty Code "4"). Duty performed in commissioned vessels and deployable squadrons homeported overseas. Also duty in overseas land-based activities and embarked staffs that require members to operate away from their homeport or home base for more than 150 days per year.

(6) Overseas Shore Duty (Type Duty Code "6"). Duty performed in overseas land-based activities, which are credited as shore duty for rotational purposes.

(7) Sea Duty (Type Duty Code "2"). Duty performed in commissioned vessels and deployable squadrons homeported in the U.S. (including Alaska and Hawaii). Also duty in U.S. land-based activities and embarked staffs that require members to operate away from their homeport or home base for more than 150 days per year.

(8) Shore Duty (Type Duty Code "1"). Duty performed in U.S. land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year.

(9) Operating Forces. The operating forces of the Marine Corps, as defined in reference (j), consist of: Fleet Marine Forces; Complements on board naval vessels; Security forces at Navy shore activities; Special activity forces; or combat forces not otherwise assigned.

(10) Supporting Establishment. The supporting establishment, as defined in reference (j), includes: Marine Corps bases, camps, and unit training centers; Marine Corps aviation installations; Marine Corps logistic installations; Marine Corps individual training installations; Marine Corps recruiting activities; or Special supporting activities.

e. Criteria and Eligibility. Eligibility is limited to Navy and Marine Corps military personnel. Members of other

Military Services, civilians, and foreign personnel are not eligible. The Navy and Marine Corps have distinct criteria. Navy personnel assigned to Marine Corps units follow Marine Corps criteria, and vice versa. See [paragraph e.\(1\)](#) below for Navy criteria. See [paragraph e.\(2\)](#) below for Marine Corps criteria.

(1) Navy Criteria. In general eligibility for the SSDR is limited to sea duty and overseas sea duty as defined in reference (i) (see definitions). The following subparagraphs provide amplifying guidance.

(a) Personnel assigned to a ship homeported in CONUS, Alaska, or Hawaii are eligible for the SSDR upon completion of 12 months of accumulated sea duty (see definition) that included at least one deployment (see definition) of at least 90 consecutive days, or two deployments of at least 80 consecutive days. The SSDR awarding authority may waive up to 14 days of the 12-month accumulated sea duty requirement as long as the deployment requirement (i.e., one 90-day or two 80-day) is met.

(b) Personnel assigned to other deployable units (see definition) based in CONUS, Alaska (ex: Adak, Shemya, and Kodiak)), Hawaii, or Puerto Rico are eligible for the SSDR upon completion of at least one deployment of at least 90 consecutive days to an overseas location.

(c) Personnel assigned to ships homeported overseas, and to deployable units that are permanently based overseas (i.e., not just deployed there from a permanent base in CONUS, Alaska, or Hawaii), are eligible upon completion of 12 consecutive months on station.

1. Deployments have no bearing on the SSDR for ships and units homeported or permanently based overseas.

2. Under a special exception granted by CNO, these personnel are also eligible for the OSR and may receive both the OSR and SSDR if they meet the criteria for both.

(d) Individuals are limited to one SSDR per 12-month period during a single tour of sea duty, e.g., during a two (2) year sea tour a person can receive a maximum of two (2) SSDRs.

(e) Personnel assigned to shore installations and units, whether based in the U.S. or overseas, are not eligible for the SSDR. This restriction applies regardless of whether such an assignment is classified under MILPERSMAN 1306-102 as shore duty, overseas shore duty, or overseas remote land-based sea duty. Personnel in the latter two types of assignments (i.e., codes "3" and "6") may be eligible for the [OSR](#), but not for the SSDR.

1. However, as an exception to policy, the 12-month accumulated sea duty requirement was waived for personnel who were called to sea duty or deployed for Operations in [Table 29](#) for the first award only.

2. This waiver does not affect second and subsequent awards of this ribbon.

[Table 29.](#) Approved Operations for SSDR Waiver

Operation	Inclusive Dates
Operation DESERT STORM or DESERT SHIELD	2 Aug 90 - 31 Dec 91
Operation ENDURING FREEDOM	11 Sep 01 - TBD
Operation FREEDOM's SENTINEL	1 Jan 15 - TBD
Operation IRAQI FREEDOM	19 Mar 03 - 31 Aug 10
Operation NEW DAWN (Iraq)	1 Sep 10 - 31 Dec 11
Operation ODYSSEY DAWN (Libya)	19 Mar 11 - 31 Mar 11
Operation INHERENT RESOLVE	15 Jun 14 - TBD

(f) Examples of situations that normally do and do not qualify for the SSDR under Navy Criteria:

1. A Sailor reported to his or her first ship, homeported in Norfolk, on 1 July 2016, and then completes a seven month Mediterranean deployment on 10 May 2017. The Sailor is awarded the SSDR on 1 July 2017, upon completion of 12 months of accumulated sea duty. A new 12-month period commences 1 July 2017, during which this Sailor would be limited to one subsequent SSDR.

a. The same Sailor in example 1 above subsequently completes a second deployment of 90 days on 20 April 2018. Even though the Sailor meets the minimum consecutive 90 days deployed, he or she will have to wait until 1 July 2018, due to only one award of the SSDR during a 12-month period.

b. After a two-year shore tour, the Sailor in example 1 above reports to his or her second ship, homeported in Everett, Washington, on 25 August 2020. The ship completes a 90-day deployment on 1 February 2021. The Sailor's sea duty counter restarted when they reported in August 2020 and will have to wait until completing 12 months of sea duty. They are awarded their third SSDR on 25 August 2021. He or she will not be eligible for a fourth award of the SSDR until at least 25 August 2022, i.e., the beginning of his or her next 12-month period of sea duty.

2. A different Sailor reported to his or her first ship homeported in Yokosuka, Japan on 1 July 2016. That Sailor received the first award of the SSDR on 1 July 2017, upon completion of one year of sea duty and one year at the overseas duty station. It did not matter whether the ship completed any deployments away from Yokosuka during that year. The Sailor received a second SSDR on 1 July 2018, upon completion of the second 12 months at the overseas duty station. Under the special exception in paragraph e.(1)(c)2. above, this Sailor also received an award of the OSR for each 12-month period of duty with this ship.

3. A third Sailor was assigned to a ship homeported in the Continental U.S. (CONUS) for 18 months, but did not complete any deployment of 90 days (or two deployments of 80 days each). This Sailor would not yet be eligible for the SSDR. The Sailor is then cross-decked to another ship and makes a six-month deployment. He or she would be awarded the SSDR immediately upon completion of the six-month deployment because he or she already had more than 12-months of accumulated sea duty.

4. Another Sailor is assigned on PCS orders to Naval Air Station, Guam, serving on shore duty that counts as sea duty (i.e., Type Code "3"). This Sailor will not be eligible for the SSDR regardless of the length of the tour. See the [OSR](#).

(g) Refer any questions regarding SSDR criteria and eligibility to CNO (DNS-35) at the address shown in [Chapter 1](#).

(2) Marine Corps Criteria

(a) Personnel assigned to units of the Marine Corps [operating forces \(see definition\)](#) permanently based in the U.S. are eligible upon a [deployment \(see definition\)](#) of at least 90 days to an overseas location. Commanders of deploying CONUS forces may waive up to 14 days to allow award of the SSDR to deserving personnel if their deployments are cut short through no fault of their own.

(b) Personnel assigned to units of the Marine Corps [operating forces \(see definition\)](#) permanently based outside the U.S. are eligible upon completion of 12 months overseas service. Commanding officers may waive up to 30 days to allow award of the SSDR to deserving personnel if their tours are cut short through no fault of their own. This waiver is recorded in the Marine's service record via a NAVMC 118(11) entry prior to the award being approved.

(c) Marines are limited to one award of the SSDR per 12-month period.

(d) The requirement for 12-months assigned to the operating forces permanently based overseas may be consecutive or non-consecutive. An assignment to the operating forces permanently based overseas or an assignment for CONUS based operating forces deploying may be permanent or temporary.

(e) Marines are prohibited from receiving credit for time temporarily assigned to the operating forces permanently based overseas from the [supporting establishment \(see definition\)](#) toward both the SSDR and [OSR](#) simultaneously. As applicable for Marines based overseas, when credit toward the SSDR starts credit towards the [OSR](#) stops and vice versa.

(f) Examples of situations that normally do and do not qualify for the SSDR under Marine Corps criteria:

1. A Marine reports to an infantry battalion at Camp Lejeune on 1 March 2016. In January 2017, he or she completes a six-month rotational deployment to Okinawa with the battalion. The Marine is eligible for the SSDR on 1 March 2017. The Marine would not be eligible to receive a second SSDR until 1 March 2018, even if he or she completed a following 90-day

deployment during 2017, because Marines are limited to one SSDR per 12-month period.

2. Another Marine is assigned to the headquarters of 31st Marine Expeditionary Unit (MEU) in Okinawa on a 12-month tour. During the tour he or she embarks USS WASP and completes a deployment of less than 90 consecutive days. Since 31st MEU is an overseas-based unit of the operating forces, this Marine is eligible for only one SSDR upon completion of the 12-month tour. Deployments are not a factor in SSDR eligibility for personnel permanently stationed overseas in the operating forces.

3. A Marine is assigned to the headquarters of 1st Marine Air Wing (MAW) in Iwakuni on a 36-month accompanied tour. During the tour, the Marine does not complete any deployment of greater than 90 consecutive days. Since 1st MAW is an overseas-based unit of the operating forces, this Marine is eligible for one SSDR upon completion of 12 months of the tour, and a subsequent award of the SSDR upon completion of each subsequent 12 months. Therefore, he or she may receive three SSDRs for this 36-month tour. Deployments are not a factor for award of the SSDR to personnel permanently stationed overseas in the operating forces.

4. A person assigned to Marine Corps Base (MCB) Camp Butler, Okinawa, who completes no deployments and is never temporarily assigned to the operating forces during the assignment will not be eligible for the SSDR regardless of tour length, because the base is not a unit of the Marine Corps operating forces and no deployments were completed. However, this person may be eligible for the [OSR](#).

5. A Marine is assigned to the chow hall at MCB Camp Butler, Okinawa, and is temporarily assigned to the 31st Marine Expeditionary Unit for six months. During the temporary assignment he or she completes a 90 consecutive day deployment and then returns to the base chow hall. They would be eligible for the SSDR because the Marine completed a 90 consecutive day deployment with the operating forces. However, the time in the temporary assignment to the operating forces is not counted toward the [OSR](#).

6. A Marine is assigned to MCB Camp Lejeune is temporarily assigned (i.e., TAD) to augment 2d Marine Division for six months, during which he or she completes a 90 consecutive day deployment. At the conclusion of the six-month TAD, the Marine returns to his or her billet at MCB Camp Lejeune and completes the normal tour. This person is eligible for the SSDR because he or she completed a deployment while temporarily assigned to the operating forces.

(g) Refer any questions regarding Marine Corps SSDR criteria or eligibility to CMC (MMMA) at the address shown in [Chapter 1](#).

f. Award Elements. The SSDR consists of a ribbon only. No citation or certificate will be issued.

g. Subsequent Awards

(1) An individual can only receive one SSDR per 12-month period. Second and subsequent awards will be earned for each additional 12-month period of qualifying service. At no point should an individual receive more awards than the length of their tour or two awards of the SSDR in a 12-month period.

(2) Each subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in lieu of the five bronze stars.

h. Authorized Devices. 3/16-inch star, bronze or silver.

TAB 32
Selected Marine Corps Reserve Medal

- a. Authorization: SECNAV Directive of 19 February 1939.
- b. Effective Dates: On or after 1 July 1925.
- c. Awarding Authority. COs who have the authority to award the [NAM](#) may award the SMCRM to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.
- d. Criteria and Eligibility. Awarded to members of the Selected Marine Corps Reserve (SMCR) who, effective 1 January 1996, fulfilled designated service requirements within any three-year period of service in the Marine Corps Reserve. For the period 1 July 1925 through 31 December 1995, a four-year period of service was required. The following are specific eligibility requirements for this medal:
 - (1) Attendance with an SMCR unit, including duty in an Individual Mobilization Augmentee (IMA) billet in Training Category A, at three consecutive annual field training periods. A period of active duty for training that was authorized to be performed in lieu of a regular annual field training period will fulfill this requirement.
 - (2) Attendance with an SMCR unit, including duty in an IMA billet in Training Category A, 90 percent of all scheduled drills each year for four consecutive years. Appropriate duty or equivalent instruction-or-duty may be credited in lieu of drills.
 - (3) In the case of officers and noncommissioned officers (sergeant or above), the SMCR unit's CO (or the Commander, Marine Corps Mobilization Command (MOBCOM) in the case of IMA Category A) is responsible for determining whether the individual's service and performance of duty warrant the award. Enlisted personnel in the rank of corporal (E-4) and below must have obtained a combined average of conduct and proficiency markings of 4.0 or above for the first three-year period. For subsequent three-year periods, enlisted personnel must have obtained a combined average of conduct and proficiency markings of 4.5 or above.

(4) When it is evident an individual who otherwise fulfills the eligibility criteria is not deserving of this award because of a repeated record of valid indebtedness or other acts which are not in keeping with the high moral standards required of all Marines, the commanding officer (or Commander, MOBCOM in the case of IMA Category A) will make an appropriate recommendation to CMC (MMMA) stating the reasons (see contact info in [Chapter 1](#)).

(5) When called to active duty in time of war or national emergency, may be credited, while on active duty, with the annual field training and required drill attendance, provided they have served not less than one month on active duty during each qualification year. Such active service may be credited only for the purpose of qualification for the medal or bronze star toward which the reservist is working at the time of mobilization. When the reservist's three-year period is completed, active duty subsequently performed may not be credited toward the issuance of a medal or star. If the period of active duty is of such duration that the reservist is ordered to inactive status prior to completion of the reservist's three-year period, the time spent on active duty may be credited toward the award of the medal, but credit for active duty will not be allowed for any three-year period which began with the reservist on active duty. Once the award is earned after mobilization, the reservist must return to drill and training status in the SMCR (including IMA category "A") before a new qualification period begins.

(6) When a member of the SMCR is unable to attend drills due to absence from the place of the drill, or for causes beyond his or her control, exclusive of sickness, the reservist should request a leave of absence for such period, in order that the absence from the regular drill period will not count against the record of attendance for eligibility for the SMCRM.

(7) Retroactive to 12 January 1961, the medal will be awarded to officers prohibited by the rotation system, due to the lack of billets, from serving in the SMCRM (including service as an IMA category A) for a three-year period, provided they have completed any continuous five anniversary years of satisfactory Federal service in the Marine Corps Reserve (including IMA Training Categories A, B, C, and D) as defined by regulations. This must include a minimum of two consecutive

years of satisfactory participation as a member of an SMCR unit, or as an IMA Category A, during which attendance at drills and periods of annual field training meets the requirements cited above.

(8) Any period of qualifying service beginning with SMCRM membership, interrupted by duty with the AR Program, shall not be considered a break in said period of three consecutive years for eligibility. Furthermore, any such period of active duty may be credited with the annual field training and required drill attendance for the purpose of completing qualification only for the medal or bronze star toward which the reservist was working at the time of active duty in the AR Program.

(9) When enlisted Marine Corps reservists are assigned to active duty in the AR Program, they must elect whether to continue their eligibility for the SMCRM for which they have accumulated qualifying service, or commence qualifying service for the MCGCM. Officers may continue to earn qualifying service toward SMCRM. Under no circumstances may a Reservist commence an eligibility period for the SMCRM while on the AR Program. MCO P1070.12K IRAM contains administrative instructions.

(10) IRR are not eligible for the SMCRM. Marines in the IRR mobilized for three continuous years are eligible for the [MCGCM](#).

e. Award Elements. Ribbon and certificate. At the time eligibility is confirmed, a Selected Marine Corps Reserve Certificate (NAVMC 10592) will be completed by the commanding officer for presentation to the member.

f. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in lieu of five bronze stars.

g. Authorized Devices. 3/16-inch star, bronze or silver.

Chapter 5

Non-Military Decorations Issued by U.S. Government

5.1. General

a. The non-military decorations covered in this chapter are those issued by offices or agencies of the Federal Government other than DoD and the U.S. Armed Forces. They also include those DoD and the Military Department awards that are primarily intended to recognize civilians.

b. Many federal agencies have developed systems of medals and ribbons similar to those of the Armed Forces. These awards are designed primarily to recognize the civilian employees of those agencies, or to recognize distinguished service by other civilians outside the government.

c. Only under exceptional circumstances are Navy and Marine Corps personnel eligible for, or authorized to accept, retain, and wear, such non-military awards issued by Federal Government offices and agencies. Paragraphs 5.2 through 5.4 below provide amplifying guidance.

d. Awards issued by any governmental entity within the U.S. other than the Federal Government, or by any non-governmental entity, may not be worn on the military uniform under any circumstances.

5.2. Non-Military Unit Decorations. Navy and Marine Corps military units are generally not eligible for any non-military unit decoration. SECNAV retains sole authority to approve any exceptions.

5.3. Non-Military (CE&S) Awards. Navy and Marine Corps personnel are not eligible for any non-military CE&S award. SECNAV retains sole authority to approve any exceptions.

5.4. Non-Military Personal Decorations

a. Pursuant to reference (b), no member of the Armed Forces may accept, retain, or wear any non-military decoration that is intended to recognize heroism or valor. Heroism or valor deemed worthy of recognition with a medal shall be recognized by award

of one of the DON PMDs for valor or non-combat heroism described in [Chapter 2](#).

b. Pursuant to reference ([a](#)), unless a member of the Navy or Marine Corps is assigned to a federal agency or office as an individual on independent duty, he or she is not eligible for any non-military decoration under any circumstances.

c. Even when a member of the Navy or Marine Corps is assigned to a federal agency, and the person's performance is judged worthy of a decoration, the appropriate type of decoration in most cases is a military (Joint or DON) PMD. Nomination for such a military PMD should be submitted either to the Service Member's sponsoring DoD or DON office, or directly to the CNO or CMC (see addresses in [Chapter 1](#)).

d. Only in the most exceptional circumstances should a non-military decoration be nominated. When a federal office or agency wishes to proffer such an award, they should contact CNO or CMC (see addresses in Chapter 1) to obtain concurrence for the Service Member to accept, retain, and/or wear the award.

5.5. Procedures for Acceptance, Retention, and Wear of Non-Military Personal Decorations

a. Pursuant to reference ([a](#)), CNO and CMC are delegated authority to permit Navy and Marine Corps personnel, respectively, to accept, retain, and wear non-military personal decorations awarded in recognition of military service.

b. Should any non-military decoration be proffered to or presented to a Service Member by a federal agency or office, the Service Member must submit a request to CNO or CMC via the chain of command requesting permission to accept, retain, and wear the award.

c. Permission shall not be granted to wear on the uniform any non-military award the individual received for performance in a civilian capacity (e.g., a federal civil servant who is a member of the Navy Reserve or Marine Corps Reserve).

d. Permission by CNO or CMC shall be explicitly documented within the individual's official service record. No non-

military decoration shall be worn unless such concurrence is in the official record.

e. If a Service Member is permitted to accept, retain, and wear a non-military decoration, no other PMD may be nominated or approved for the same period or distinguishing act. Likewise, permission will not be given to accept, retain, and/or wear any non-military decoration that recognizes an act or period of service previously recognized by a military PMD.

f. The Services' uniform regulations contain lists of non-military decorations that have previously been approved for wear in some specific cases. These lists do not constitute blanket approval for any Service Member to wear those medals. Each specific award must receive explicit concurrence from the Service chief, and such concurrence must be documented in the individual recipient's service record, before it may be worn.

g. Non-military decorations are worn immediately after all U.S. military unit decorations, and before any U.S. CE&S awards. If more than one non-military decoration is worn, they shall be worn in the order received. However, if more than one of the decorations is from the same federal agency/office, the precedence among those decorations is as established by the awarding agency.

Chapter 6

DON Awards to Foreign Military Personnel

6.1. General

a. Pursuant to reference ([b](#)), an individual member or unit of the armed forces of a friendly foreign nation may be recognized with a U.S. PMD or unit decoration if their valorous acts, non-combat heroism, extraordinary achievement, or meritorious service:

(1) Were of significant benefit to the U.S.; or

(2) Materially contributed to the successful prosecution of a U.S. military operation or campaign.

b. The awarding of any DON decoration to a member or unit of the armed forces of a friendly foreign nation shall be based upon an act or level of performance that would justify award of that decoration to a member or unit of the Navy or Marine Corps.

c. Pursuant to reference ([b](#)), most CE&S medals and ribbons may not be awarded to foreign military personnel. One exception is the Antarctica Service Medal. (See [TAB 2 of Appendix 4A.](#))

d. Foreign personnel are not eligible for the [PH](#) or the [CAR](#).

e. As stated in [Chapter 1](#) of this manual, prior to final approval, any nomination for a PMD or unit decoration must not be disclosed to the recipient, his or her family, or anyone else not directly involved in the pre-decisional processing of the award. Further, it is specifically prohibited by DoD regulations to publically announce any ceremony involving presentation of any decoration requiring SECDEF approval (e.g., LOM in one of the four degrees) until after the SECDEF has officially approved the award.

f. Pursuant to reference ([b](#)), the President retains authority to approve the LOM in the degree of Chief Commander. SECDEF retains authority to approve the LOM in the other three degrees. SECDEF must also grant approval prior to any other official presenting any U.S. military PMD to a foreign flag/general officer, i.e., any foreign person holding a grade

or position equivalent to that of O-7 or above in the U.S. Armed Forces. Reference (b) contains detailed procedures for processing these awards requiring SECDEF or POTUS approval.

g. Unless explicitly delegated in writing, SECNAV retains all other authority to approve any other DON PMD or unit decoration to foreign personnel.

h. There are two different approval processes for PMDs to foreign personnel, depending on the approval authority. These are covered separately in paragraph 6.2 and paragraph 6.3 below. Unit decoration procedures are in paragraph 6.4.

6.2. Awards Approved by SECNAV: All PMDs (except LOM) to foreign military in grades O-6 and below.

a. Authorized PMD. [Table 30](#) shows the DON PMDs authorized for award to foreign personnel. This section contains procedures for nominating all of these except the LOM, which is covered in paragraph 6.3 of this chapter.

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Table 30. DON PMDs That May Be Awarded to Foreign Persons

Title of Decoration	Valor Only (No Device)	Valor “V” Device	Non-Combat Heroism	Achievement or Meritorious Service
Navy Cross ¹	•			
Silver Star Medal ¹	•			
Legion of Merit ²				•
Distinguished Flying Cross ¹		•	•	•
Navy and Marine Corps Medal ¹			•	
Bronze Star Medal ¹		•		•
Meritorious Service Medal ¹				•
Air Medal ¹		•	•	•
Navy and Marine Corps Commendation Medal ¹		•	•	•
Navy and Marine Corps Achievement Medal ¹				•
¹ SECDEF must approve an Exception to Policy (ETP) before any award to foreign general or foreign flag officers in equivalent pay grades O-7 and above. See DoDI 1348.33 for submission procedures. ² SECDEF retains approval authority. The LOM is awarded to eligible personnel in the following degrees: Chief Commander; Commander; Officer; and, Legionnaire. See DoDI 1348.33 for eligibility and submission procedures.				

b. Required Elements of PMD Nominations. Nominations for PMDs to foreign personnel are nearly identical to those for U.S. personnel covered in [Appendix 2D](#), see [Table 31](#). The two key additional required elements are the letter of concurrence by the U.S. embassy in the recipient's home country and the background check by the Naval Criminal Investigative Service (NCIS).

Table 31. REQUIRED ELEMENTS OF A PMD NOMINATION FOR A FOREIGN PERSON (O-6 AND BELOW)
1. Award Recommendation Form
2. SOA (narrative justification)
3. Proposed citation
4. Written concurrence from the U.S. embassy in awardee's home country
5. Results of background check by NCIS
6. Eyewitness statements (valor/heroism awards only)

(1) Award Recommendation Form. Prepared in accordance with [Appendix 2D](#). If the PMD is for sustained meritorious performance (e.g., an end of tour award), the form must identify the predecessor in the billet (normally another foreign military person from the same country); include a copy of the PMD citation presented to the predecessor if available.

(2) SOA. Prepared in accordance with [Appendix 2D](#).

(3) Proposed Citation. Prepared in accordance with [Appendix 2E](#). Particular attention to detail must be paid to getting the recipient's full name, rank/title, and branch of service precisely correct. The body of the citation should use simply constructed short sentences and simple words and phrases that are easily translated.

(4) U.S. Embassy Concurrence. The nomination must include written concurrence by the Defense Attaché, Naval Attaché, or Chief of Mission in the U.S. Embassy located in the awardee's home country. This certifies the embassy is aware of the intent to present the award, and concurs the award is in the best interest of the U.S. The embassy concurrence must be signed no earlier than 12 months prior to the desired award presentation date.

(5) Background Check. Prior to approval of a PMD to a foreign person, a background or counterintelligence check is required, and the results must be included in the award nomination package. For all awards approved by SECNAV, the required check is performed by the NCIS. This check must be signed no earlier than 12 months prior to the desired award presentation date. Send requests for background checks to:

NAVAL CRIMINAL INVESTIGATIVE SERVICE
ATTN: CODE 22
27130 TELEGRAPH ROAD
QUANTICO, VA 22134-2253

(6) Eyewitness Statements. Nomination for any PMD for valor or non-combat heroism must be supported by statements from at least two eyewitnesses. See [TAB 3 of Appendix 2D](#) for detailed requirements for the content, format, and certification of witness statements.

c. Processing of Nominations. If not handled properly, awards to foreign personnel carry significant potential for embarrassment to DON, DoD, the U.S., the recipient, and the recipient's home country.

(1) Originators and intermediate echelons of review must familiarize themselves with the applicable award criteria and procedures in this manual, as well as in references ([b](#)) and ([f](#)).

(2) It is vital the nomination be originated and routed in time to arrive at SECNAV level (i.e., NDBDM) no later than 60 days prior to the desired presentation date.

(3) All nominations for PMDs to foreign persons must be submitted via official channels to the CNO (DNS-35) or CMC (Code: MMMA) for endorsement prior to submission to SECNAV (NDBDM).

(4) No echelon of command or review shall hold or delay a nomination while awaiting receipt of the NCIS check or embassy concurrence.

(a) Once the concurrence and background checks have been requested, the nomination must proceed up the U.S. military chain of command. Endorsers must adjudicate the nomination package on its merits and forward it.

(b) The embassy concurrence and NCIS check will be married up with the nomination package prior to endorsement or approval by SECNAV. If either the NCIS or the Embassy do not concur, the award will not be approved, regardless of chain of command endorsements.

6.3. Procedure for Awards Approved by SECDEF or POTUS: LOM in any of the four degrees and any PMD to a foreign flag/general officer.

a. The LOM is the highest DON PMD authorized for award to foreign personnel in recognition of meritorious achievement or service. When awarded to a foreign person, the LOM must be in one of the four degrees: Chief Commander, Commander, Officer, or Legionnaire. The LOM in one of the four degrees may only be approved by either SECDEF or the President. Therefore, the

Office of the Secretary of Defense (OSD) has promulgated the policies and procedures governing nominations for these awards.

b. See Section 9 of reference (b) for the detailed criteria and eligibility for each LOM degree, and detailed procedures on preparing such nominations. Example LOM nomination packages can be found at: <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

c. The procedures in reference (b) for submitting nominations for the LOM in one of the four degrees are also used for any PMD to a foreign Flag/General officer.

d. The OSD procedures in reference (b) are similar to DON procedures in [paragraph 6.2](#), but there are some key difference that make it imperative the award nomination be submitted in a timely manner. LOM in four degree nominations must be entered into official channels so they will arrive at CNO (DNS-35) or CMC (MMMA) 90 days prior to the desired presentation date. The following paragraphs highlight the different or additional requirements for these awards.

(1) Originators will not request an NCIS background check. Awards going to SECDEF for approval must have concurrence by Defense Intelligence Agency (DIA). CNO (DNS-35) or CMC (MMMA) will obtain the DIA concurrence for LOM in four degree nominations. The DIA counterintelligence check and concurrence requires 30 calendar days to complete, and this is factored into the 90-day requirement stated above. If DIA does not concur, the nomination will not be forwarded to SECNAV or SECDEF for consideration.

(2) Originators will not request a concurrence letter from the U.S. embassy. Department of State concurrence will be obtained by NDBDM prior to submitting the nomination to SECNAV for endorsement. This process also requires 30 days, and this is factored into the 90-day timeline stated above.

(3) The nomination must contain a separate document that justifies why this particular award is in the best interests of the U.S. Government and DoD.

(4) If the nomination was not originated within six (6) months after the end of the merit period recognized by the award, the package must explain why the award is late.

(5) The nomination must include a statement indicating where, when, and by whom the award will be presented if approved.

(6) A biography of the intended recipient must be included, with photo if available.

(7) Once all concurrences are obtained, SECNAV will endorse the nomination and send it to SECDEF. OSD requires at least 30 days to process the nomination and obtain SECDEF's signature. This additional time must be factored into the backward planning timeline.

6.4. DON Unit Decorations to Foreign Military Units

a. The [PUC](#), [NUC](#), and [MUC](#) may be awarded to military units of friendly foreign nations. Such awards are rare and will only be nominated under truly exceptional circumstances. Award of the PUC, NUC, or MUC will only be made for performance that would justify the same unit decoration to a Navy or Marine Corps unit under the criteria in [Chapter 3](#) of this manual.

b. Nominations for unit decorations to foreign military units follow the same procedures outlined in Chapter 3 of this manual, with the additional requirements stated in [paragraph 6.2](#) above for PMDs to foreign persons.

Chapter 7

Foreign Awards to DON Military Personnel

7.1. General. This chapter provides guidance on acceptance, retention, and wear of awards and decorations issued by foreign governments and entities.

a. Pursuant to Section 7342 of reference ([k](#)), as amended, Congress has sanctioned acceptance of foreign gifts and awards under limited circumstances, subject to the approval of the recipient's employing agency. For purposes of administering that law, the Navy and Marine Corps are the employing agencies for all their assigned military personnel. Refer to reference ([l](#)) for guidance on gifts from foreign governments.

b. Regardless of what the issuing foreign nation or entity calls the award, the final determination as to whether it is a military decoration will be made by either SECDEF, SECNAV, or CNO/CMC, depending on the level and type of award.

c. No member of the Navy or Marine Corps shall request or otherwise encourage the offer of a decoration from a foreign government or entity.

d. The U.S. Government does not procure or issue foreign decorations, medals, and ribbons. Either the proffering foreign government or entity will provide the award, or the recipient, if authorized to wear it, may procure it from commercial sources at his or her own expense.

7.2. Procedures for Obtaining Permission to Accept, Retain, and Wear Foreign Decorations

a. Foreign personal decorations may be accepted, retained, and worn only upon explicit written approval by CNO (DNS-35) or CMC (MMMA), as appropriate. Approval by CNO or CMC shall be contingent upon a determination that the decoration has been tendered in recognition of active field service in connection with combat operations or for outstanding or unusually meritorious performance. In the absence of such approval, the decoration becomes the property of the United States and shall be deposited with the Navy or Marine Corps for use or disposal.

b. In the event an individual is advised that a foreign nation has tendered an award and his or her presence is desired at a formal presentation ceremony, the individual may participate in the ceremony and physically receive the award. The receipt of a foreign award under such circumstances shall not constitute an acceptance of the award by the recipient.

c. Immediately upon such presentation, or upon being notified of the award, the recipient shall submit a request for approval to accept, retain, and wear the award to CNO (DNS-35) or CMC (MMMA) using the contact information provided in [Chapter 1](#). The request shall contain at a minimum the following information:

(1) Awardee's full name, grade, social security number, current unit, and a brief description of the duty assignment during the period being recognized.

(2) Title of the decoration, the foreign nation or entity offering it, name and title of the person making the presentation, and the date and place of presentation.

(3) A statement of the service for which the decoration is being offered. This would be analogous to the summary of action narrative and citation. Enclose a copy of the citation, with an English translation. If no citation was issued, indicate this in the request. Additionally, Marine Corps personnel must submit a color photograph of the award on a neutral background next to a DON or DoD award for reference.

d. Wear of Foreign Decorations

(1) If CNO or CMC approves any foreign personal decoration for wear, it shall be worn in accordance with the Service's Uniform Regulations.

(2) Foreign decorations approved by CNO or CMC may only be worn when attending a public function of the issuing foreign nation or entity, or while in the residence of a public official or other distinguished citizen of that foreign nation, or while attending a function in honor of such individuals or their nation.

(3) When attending an event where dignitaries from various foreign nations are present, the Service Member shall wear all foreign personal decorations he or she has been approved to wear by CNO or CMC.

7.3. Foreign Unit Awards. Unit awards tendered by friendly foreign nations to units of the Navy or Marine Corps may not be accepted, retained, or worn unless approved by SECNAV. Follow the same procedures in [paragraph 7.2](#). CNO or CMC will forward the package to SECNAV for final approval.

7.4. Foreign CE&S. As a general policy, DoD does not permit U.S. military personnel to accept service medals from foreign governments. The only exceptions, which must be approved by SECDEF, are found in references ([b-f](#)).

7.5. Awards from UN and NATO

a. For any personal decoration, such as a NATO Meritorious Service Medal, follow the same procedures outlined in [paragraph 7.2](#).

b. Acceptance, retention, and wear of any other UN or NATO medal or ribbon by members of the U.S. Armed Forces must be approved by SECDEF or his designee. UN and NATO medals previously approved by SECDEF can be found at: <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

Chapter 8

Veteran Awards Issues and Award Nominations Originated Beyond Time Limits

8.1. Verification of Entitlement to Awards

a. Veterans, or the next-of-kin of deceased veterans, may obtain a listing of all military awards to which they are entitled by completing Standard Form (SF) 180 and sending it to the applicable address on the SF-180. The reverse of the SF-180 shows the address to which the form must be submitted, depending on when the veteran separated from the military.

(1) The SF-180 can be downloaded at:
<https://www.archives.gov/veterans/military-service-records/standard-form-180.html>.

(2) Ensure the box, "Other", is checked in Section II, Item 1, and "Request listing of all awards to which entitled." is entered on that line.

b. If review of the official service record substantiates entitlement to U.S. military unit decorations or CE&S awards that were not previously issued or presented to the veteran, those awards will be mailed to the requester at his or her return address. If the review identifies any personal decorations not previously presented, the Navy or Marine Corps will arrange an appropriate presentation ceremony in accordance with [Chapter 2](#).

c. However, the U.S. Government does not provide medals and ribbons issued by foreign governments or entities. Although entitlement to certain foreign awards may be indicated on the official response from National Personnel Records Center (NPRC), the requester is responsible for procuring those foreign awards from commercial sources.

8.2. Replacement of U.S. Military Medals and Ribbons

a. Section 1135 of Title 10 requires the Secretary concerned to replace on a one-time basis any military medal or ribbon issued to members of the Armed Forces upon request of the veteran, or in the case of a deceased veteran, the immediate next-of-kin.

b. Requests for replacement medals are made using the same procedure described in [paragraph 8.1.a](#) of this Chapter, but substituting, "Request replacement of all awards to which entitled." in the "Other" box of Section II, Item 1 of the SF-180.

c. The U.S. Government does not replace medals and ribbons issued by foreign governments or entities.

d. Further information about replacement medals can be found at: <https://www.archives.gov/veterans/replace-medals.html>.

8.3. Award Nominations Beyond Time Limits Established in Law or Regulations

a. Established Time Limits

(1) Time limits for military awards have long existed, not only to encourage prompt recognition of heroic and exceptionally meritorious acts, but also because the availability and accuracy of witness testimony and other evidence tends to diminish with the passage of time.

(2) Section 8298 of Title 10 prohibits award of the [Medal of Honor \(MOH\)](#), [Navy Cross \(NX\)](#), [Distinguished Service Medal \(DSM\)](#), [Silver Star Medal \(SS\)](#), or [Navy and Marine Corps Medal \(NM\)](#) if more than five years have passed since the distinguishing act or period of service. Further, these awards cannot be approved unless an official award nomination or statement of the facts surrounding the award nominee's actions had been originated by the individual's superior and entered into official channels within three years of the act or period of service. Section 8298 provides an exception only if SECNAV determines that an official award nomination had been originated within three years, but had either been lost or not acted upon due to inadvertence.

(3) Pursuant to reference (a), these same time limits apply to all other DON PMDs and unit decorations. These time limits do NOT apply to the PH, CAR, and most CE&S medals and ribbons. See the appropriate appendixes to this chapter for information about award of those to persons no longer in active service.

(4) Section 1130 of Title 10 requires SECNAV to consider any official award nomination referred to him/her by a Member of Congress (MOC), regardless of time limits established by statute or regulations. However, Section 1130 only requires waiver of the time limits. An award nomination made under this law must still meet all other requirements and standards that would have applied had the nomination made within the time limits.

(5) To ensure consistency of procedures and standards, DON requires that all nominations for PMDs or unit decorations submitted outside established time limits must be submitted via a MOC under the provisions of Section 1130 of Title 10.

b. Section 1130 Procedures. Detailed procedures for originating a nomination for a personal or unit decoration under provisions of 10 U.S.C. §1130 are in [Appendix 8A](#).

(1) The procedures in [Appendix 8A](#) also apply to originating an official request to upgrade a previously approved award, and requests to approve a new award when a nomination had been previously considered and disapproved. A nomination for upgrade is simply a complete official nomination package for the higher award. Pursuant to reference ([b](#)) such nominations cannot be considered unless new, substantive, and material relevant evidence is presented that was not previously available.

(2) Consistent with the intent of Congress in enacting Section 1130 of Title 10, the originator is responsible for the cost of conducting the research necessary to assemble a complete award nomination. The Military Services are not required to conduct research to support or assemble an award nomination package.

(3) It cannot be stressed enough that the person originating the award nomination or upgrade nomination must have official standing to do so. The DON has never authorized individuals to nominate themselves for personal decorations. Nor is it permissible for members of a military unit to nominate their own unit for a decoration.

(a) The originator of any nomination for a personal or unit decoration must have been senior in grade or position to the nominee at the time of the distinguishing act.

(b) If the originator is not the nominee's CO at the time, or another commander higher up the chain of command at the time, the nomination must be referred to the nominee's CO for endorsement and further forwarding via the chain of command. This is the protocol required for all nominations made within time limits, and cannot be bypassed merely due to the passage of time.

(4) Any reference made to the chain of command means the chain of command at the time of the act, i.e., that existed on the date of action. The intent is that the commanders who were familiar with the actions/event/performance, and who were at the time in a position to have nominated, endorsed, or approved an award, must now also provide their input on any proposed award.

(5) The current commander of a ship or unit has no official role in origination, review, endorsement, or approval of awards that are beyond time limits, regardless of whether the nominee had once been assigned to the ship/unit in the past. Should any Navy or Marine Corps unit receive such an award nomination, it must be immediately forwarded without endorsement to CNO(DNS-35) or CMC(MMMA) at the addresses list in [Chapter 1](#).

(6) If it is not possible to assemble a complete official award nomination, for example in cases where every person with official standing to originate the nomination is deceased, then no action can be taken by the Department via the Section 1130 of Title 10 or the normal administrative awards processes. In such cases, the veteran (or next of kin of a deceased veteran) has the right to petition the Board for Correction of Naval Records (BCNR) for relief. Further information can be found on BCNR's website:
<http://www.secnaveavy.mil/mra/bcncr/Pages/home.aspx>

8.4. PH Nominations for Persons No Longer in Active Service.
See [Appendix 8B](#).

8.5. CAR Nominations for Persons No Longer in Active Service.
See [Appendix 8C](#).

8.6. CE&S Medals and Ribbons for Persons No Longer in Active Service

a. As stated in [Chapter 4](#), Service Members are not normally nominated for CE&S awards (one exception is the [Military Outstanding Volunteer Service Medal](#)). Rather, eligibility for CE&S awards is normally determined by verifying from official records that the Service Member met the established criteria.

b. In determining whether a veteran qualifies for a CE&S award, the criteria applied shall be the criteria in effect during the period of service to be recognized. For example, in determining whether a veteran is qualified for the Navy Good Conduct Medal for service during the 1960s, the criteria in effect at that time will be consulted, not the current criteria. Such criteria can be found in previous versions of this manual. Unless explicitly stated otherwise in this manual, any previous version of this manual, or references [\(a\)-\(f\)](#), any changes that have been made to CE&S criteria are not retroactive.

8.7. Medals and Ribbons No Longer Being Issued. [Table 32](#) lists medals and ribbons that were awarded to Navy and Marine Corps personnel in the past, but are no longer being awarded to those currently in active service. The criteria for these awards are not included in this manual. Veterans can find the criteria for these awards in previous versions of SECNAVINST 1650.1, or can request the criteria from one of the awards branches listed in [Chapter 1](#).

Table 32. DON CE&S Awards No Longer Being Issued

MEDAL OR RIBBON	PERIOD OF ELIGIBILITY
American Campaign Medal	(1941-46)
American Defense Service Medal	(1939-41)
Asiatic-Pacific Campaign Medal	(1941-46)
China Relief Expedition Medal	(1900-01)
China Service Medal	(1937-39 and 1945-57)
Civil War Campaign Medal	(1861-65)
Cuban Pacification Medal	(1906-09)
Dominican Campaign Medal	(1916)
European-African-Middle Eastern Campaign Medal	(1941-45)
Haitian Campaign Medal	(1915 and 1919-20)
Iraq Campaign Medal	(2003-11)
Korean Service Medal	(1950-54)
Kosovo Campaign Medal	(1999-2013)
Marine Corps Reserve Ribbon	(1945-65)
Mexican Service Medal	(1914-17)
Naval Reserve Medal	(1938-58)
Naval Reserve Meritorious Service Medal	(1958-2014)
Navy Fleet Marine Force Ribbon	(1984-2006)
Navy Occupation Service Medal	(various periods 1945-90)
Nicaraguan Campaign Medal	(1912)
Philippine Campaign Medal	(1899-1906)
Second Nicaraguan Campaign Medal	(1927-33)
Southwest Asia Service Medal	(1990-95)
Spanish Campaign Medal	(1898)
Vietnam Service Medal	(1965-73)
West Indies Campaign Medal	(1898)
World War I Victory Medal	(1917-18)
World War II Victory Medal	(1941-46)
Yangtze Service Medal	(1926-27 and 1930-32)

Appendix 8A
How to Originate an Award Nomination that is Beyond Established
Time Limits

8A.1. General Policy

a. Established Time Limits. Pursuant to both 10 U.S.C. §8298 and SECNAVINST 1650.1J, nominations for DON military decorations (personal or unit) must be originated and entered into official channels within three (3) years of the distinguishing act or end of the meritorious service period to be recognized. Such nominations must be acted upon within two (2) years of origination, and in no case more than five (5) years after the distinguishing act.

b. Requirement for SECNAV to Consider Such Nominations Outside These Limits If Submitted Under Provisions of 10 U.S.C. §1130. In 1996 Congress amended Title 10 to add Section 1130, which requires the Secretary concerned (SECNAV in this case) to consider any award nominations referred to him/her by a MOC, regardless of time limits in statute or regulation. Section 1130 only waives the time limits. Award nominations submitted under this statute must still be administratively complete and compliant with all other DoD and DON regulations governing such award nominations.

c. Requests to Upgrade a Previously Approved Decoration. Upgrade requests are merely official nominations for the higher decoration, and must comply with all requirements for such nominations. However, there is an important difference in the evidence required. DoD regulations prohibit reconsideration of any previously approved military decoration, or previously considered and disapproved award nomination, for upgrade unless new, substantive, and relevant material evidence is presented that was not available when the original award nomination was considered, or during any subsequent review. The new evidence must be relevant in that it relates specifically to the actions of the individual or unit being nominated, and must be substantive and material in that it reasonably would have had bearing on the original decision as to the level of decoration approved, or whether a decoration was merited at all. It is easier to state what does not meet this standard than what does. Official reports normally do not, because they were reasonably available to the chain of command at the time. Nor would any

statements or documents that merely confirm or add details to information previously known.

d. Requests to Reconsider A Previously Approved Decoration. DoD regulations also provide for reconsideration of previous award decisions based on evidence of material error or impropriety in the processing or adjudication of the original award recommendation. Such requests for reconsideration must clearly articulate the nature of the alleged error or impropriety, and provide sufficient evidence to clearly establish the alleged error or impropriety that would have had bearing on the original decision as to the level of decoration approved, or whether a decoration was merited at all. A disagreement with a prior award decision, or evidence of error that would not have reasonably affected the prior decision is insufficient to meet this standard.

e. Research and Assembly of Award Nominations.

(1) The written award nomination package must stand on its own merits when evaluated against established historical DON criteria and standards. Specific criteria for each personal decoration and unit decoration are in [Appendix 2A](#) and [Appendix 3A](#), respectively, and online at <https://awards.navy.mil>.

(2) Originators of award nominations, including requests to upgrade previously approved decorations, that are beyond time limits are responsible for all efforts necessary to assemble an administratively complete award nomination. This may include obtaining historical documents, locating and getting statements from eyewitnesses, and obtaining required endorsements from surviving members of the chain of command. The Military services are not required to assist in preparing such nominations, nor are any of the awards branches adequately staffed to provide such assistance.

(3) The following offices may be able to assist in obtaining the official military documentation required to substantiate an award nomination:

- a. The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001
<http://www.archives.gov/>.

- b. Naval History and Heritage Command
Attn: FOIA Service Center
805 Kidder Breesse St. SE
Washington Navy Yard, DC 20374-5060
<http://www.history.navy.mil/>.
(202) 433-3224; Fax (202) 433-2833
- c. Marine Corps University
Marine Corps History Division
3078 Upshur Avenue
Quantico, Virginia 22134
<http://www.tecom.usmc.mil/HD/>.

8A.2. Administrative Process

a. Standing to Originate an Award Nomination or Upgrade Request. Longstanding DON regulations and customs require nominations for personal decorations be officially originated by a commissioned officer (i.e., Chief Warrant Officer 2 or above), or DoD civilian GS-11 or above, who was:

(1) Either in the awardee's chain of command or had firsthand knowledge of the heroic act or meritorious service;
and

(2) Was senior in grade and/or position to the awardee at the time.

(3) In the case of a unit decoration, either the ISIC or other commander higher in the chain of command than the unit being nominated. No one in the unit, including the unit's CO, may originate the award.

b. Required Elements of an Official Award Nomination. An award nomination package must include an Award Recommendation Form, SOA narrative justification, and a proposed citation. For all awards for heroism, combat or non-combat, notarized statements by at least two eyewitnesses must be included.

(1) Award Recommendation Form. Recommendation forms for both personal and unit decorations can be downloaded or printed at <https://awards.navy.mil>. These forms must be filled in completely by the originator.

(a) Nominations for PMDs are submitted on the OPNAV 1650/3 form. Instructions for completing the form are on the website.

(b) Nominations for unit decorations (PUC, NUC, MUC) use the OPNAV 1650/14 form. Instructions for completing this form are on the website. See [Chapter 3](#) of this manual for guidance on inclusion of other participating units.

(2) Summary of Action (SOA). The SOA is the narrative justification and must provide a detailed description of the actions or service for which the individual (or unit) is being considered for recognition.

(a) The SOA must include sufficient facts and details to enable reviewing and approving authorities the ability to compare the actions to established award criteria and previously approved awards.

(b) The actions and circumstances must be described in clear terms, including only facts that are substantiated by the accompanying evidence (e.g., eyewitness statements and/or official documents). For heroism awards, care must be taken not to include in the SOA any information derived from the award nominee, as such information cannot form the factual basis for any decoration for heroism.

(c) The narrative should include specific examples of the nominee's performance and manner of accomplishment, together with the results and benefits derived. Performance of duty under combat conditions, participation in extended periods of duty, or in a large number of combat missions does not in itself justify a personal decoration or unit award.

(d) Lateness Justification. Mandated time limits are designed to ensure the accuracy of award nominations, and give all levels of the chain of command an opportunity to provide appropriate endorsement on the merits of each case. As time progresses, details and evidence may deteriorate or fade. Therefore, a justification explaining why no award was submitted at the time is required in all nominations submitted outside time limits.

1. Prepare the narrative justification for why the nomination was submitted beyond time limits on a standard Naval letter format.

2. For upgrade nominations, an explanation of the new or relevant material evidence is required.

(e) See [Appendix 2D](#) of this manual for more detailed guidance on preparing a proper SOA for a valor or non-combat heroism decoration.

(3) Proposed Citation. A proposed citation must be included. The citation is an abstract of the SOA containing only the most important highlights. The citation may not introduce any new facts that are not in the SOA. The citation format must be in accordance with [Appendix 2E](#).

(4) Eyewitness Statements (valor or non-combat heroism decorations only). All nominations for decorations for valor (e.g., [BSM with V device](#), [SS](#)) or for non-combat heroism (e.g., [NM](#)) must be supported by statements from at least two people who personally witnessed the heroic act(s).

(a) Each statement must be written in the first person, in the witness's own words, and must only include what the witness personally observed. It must describe the awardee's actions in sufficient detail to support how the heroic act(s) rendered the awardee conspicuous and well above the standard expected. The eyewitness should also express an opinion as to the extent to which the nominee risked his or her own life.

(b) It is also very helpful to include an explanation of the physical positions of the eyewitnesses relative to the award nominee during the action, and the official and/or personal relationship of each witness to the nominee at the time (e.g., was the witness a subordinate, a supervisor, or peer and was he in the same squad, fire team).

(c) Each page must be initialed and the last page signed and notarized. Contact information for the witness must be included on the statement.

(d) The statement need not be typewritten, but if the handwriting is difficult to read, a transcript must accompany the statement.

(e) Statements from the intended recipient(s) cannot form the factual basis for any decoration, and therefore will not be included.

(f) See [TAB 3 of Appendix 2D](#) for further guidance on eyewitness statements.

(5) Official Military Documentation. If it is not possible to obtain endorsements from all levels of the original chain of command, then official military documents such as unit logs, situation reports, investigations, after-action reports, fitness reports, and/or evaluations must be included to aid in substantiating the actions described in the SOA. Unofficial non-governmental sources, such as personal letters and diaries, and commercially published books, newspapers, and magazines, cannot form the factual basis of an award and will not be considered.

c. Required Endorsements. If the originator is someone other than the awardee's CO at the time of the action, the Award Recommendation Form must be endorsed by the CO. It must then also be endorsed by all other surviving members of the original chain of command. If the CO or any members of the original chain of command are deceased, a signed statement to that effect, and evidence of that fact, must be included.

d. Official Referral by A MOC. Once the nomination package is complete and has all required endorsements, it should be submitted to a MOC who will in turn officially transmit it to the DON under provisions of 10 U.S.C. §1130. Typically, such nominations are submitted to a MOC representing either the originator or the awardee.

e. Routing of Award Nominations Once Received from a Member of Congress. Award nominations submitted under provisions of 10 U.S.C. §1130 will first be reviewed by the CNO (for Navy personnel) or CMC (for Marine Corps personnel), to ensure completeness of the nomination. If complete, CNO/CMC will review the case on its merits and make a recommendation to SECNAV. SECNAV's awards board, NDBDM, will also make a

recommendation. In all cases, SECNAV retains sole authority for approving any decoration that is beyond time limits.

f. Final Actions. If a decoration is approved, the MOC will be informed and the Navy or Marine Corps will make arrangements for an appropriate presentation ceremony. If the nomination, or request for upgrade, is disapproved, the MOC will be informed and provided the reason(s) for disapproval.

Appendix 8B
PH Nominations for Persons No Longer in Active Service

8B.1. PH Eligibility

a. Unlike other personal awards, award of the PH, is not subject to time limits. Therefore, it is not necessary to process eligibility requests through a Member of Congress.

b. PH criteria is in [Appendix 2B](#).

c. Eligibility Determinations. Eligibility determinations will be based on documented evidence in the veteran's personnel and/or medical records. In the event of a loss of the personnel and/or medical records, see [paragraph 8B.2.a.\(2\)](#) below.

d. Records Request. An individual may request his or her records by submitting the [SF-180](#) to the appropriate address on the reverse of the form.

8B.2. Submission Procedures

a. Nomination Package

(1) A PH nomination consists of a request for a PH determination and any substantiating documentation considered relevant. An Award Recommendation Form is not required.

(2) If adequate documentation is not available, due to the complete or partial loss of an individual's records, two sworn affidavits from eyewitnesses to the injury, who were present at the time of the injury and have personal knowledge of the circumstances under which the injury occurred, may be submitted for consideration. (Statements from witnesses "after the fact" will not be considered.) The affidavits must be in the eyewitnesses' own words, typed if possible, and must be notarized. See [TAB 3 of Appendix 2D](#) for further guidance.

(3) If the personnel and/or medical record is lost and there are no eyewitnesses to the event, see [Appendix 8A](#) for other forms of acceptable documentation.

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b. Submission. When all necessary information has been compiled, the complete package may be sent to the appropriate service awards branch listed on the back of the [SF-180](#).

Appendix 8C
CAR Nominations for Persons No Longer in Active Service

8C.1. Previous Criteria for the CAR

a. Criteria. Award of the CAR, unlike other personal awards, is not subject to time limits. Therefore, it is not necessary to process requests through a MOC. However, while the CAR is not subject to time limits, it is subject to the award criteria which was applied at the time the action occurred.

(1) For actions on or after 25 May 2006 see [Appendix 2C](#) for CAR criteria.

(2) In addition to the criteria in [Appendix 2C](#), from 7 December 1941 through 24 May 2006 the following criteria also apply:

(a) Personnel in riverine and coastal operations, assaults, patrols, sweeps, ambushes, convoys, amphibious landings, and similar activities who have participated in firefights are eligible.

(b) Personnel assigned to areas subjected to sustained mortar, missile, and artillery attacks who actively participate in retaliatory or offensive actions are eligible.

(c) Personnel aboard a ship are eligible when the safety of the ship and the crew was endangered by enemy attack, such as a ship hit by a mine or a ship engaged by shore, surface, air, or sub-surface elements.

(d) Personnel serving in peacekeeping missions, if not eligible by other criteria, are eligible to receive the award when all of the following criteria are met:

1. The member was subject to hostile, direct fire;

2. Based on the mission and the tactical situation, not returning fire was the best course of action; and

3. The member was in compliance with the rules of engagement and his orders by not returning fire.

b. Eligibility Determinations. Requests for an eligibility determination will be based on documented evidence in personnel and/or medical records, or any other official evidence, i.e., official unit chronologies. See [paragraph 8C.2](#) below for exact submission requirements.

c. Records Request. An individual may request their records by submitting an SF-180 to the appropriate address on the form.

8C.2. Procedures

a. A CAR nomination consists of:

(1) Award Recommendation Form

(a) Must be originated by a commissioned officer of the U.S. Armed Forces, who was senior in grade or position to the awardee at the time of the distinguishing act or the period of meritorious service.

(b) Must include endorsements from the entire chain of command at the time of the action. See [paragraph 8C.2.b.](#) for chain of command endorsements.

(2) SOA

(a) A complete description of the event.

(b) Shall only include information from eyewitness statements and official military documentation submitted with the nomination.

(3) Eyewitness statements. See [TAB 3 of Appendix 2D](#) for further guidance.

(4) Other Official military documentation, if available.

(a) Include a copy of the nominee's Form 553 or Form DD-214/215, and any other relevant substantiating documentation that provides evidence of personal combat action or assignment to a particular unit during a time when the unit was authorized the CAR.

(b) Also include copies of any PMD, performance reports, or assignment orders during the period in question.

b. When all necessary information has been compiled, the complete package may be sent to the appropriate service awards branch headquarters. Personnel may apply directly to the appropriate address listed:

- (1) For Navy Veterans:
Chief of Naval Operations, DNS-35
2000 Navy Pentagon
Washington, DC 20350-2000
- (2) For Marine Corps Veterans:
Headquarters, U.S. Marine Corps,
Military Awards Branch (MMA)
2008 Elliot Road
Quantico, VA 22134-5103

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