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01 of 03	2961524	RR	RR		JUUU		1843	231524Z	OCT	70

BOOK	MESSAGE HANDLING INSTRUCTIONS
NO	ZEO ZOC

FROM: CNO {Z-44}

TO: NAVOP

0989

UNCLAS //1650//

MEDALS AND AWARDS

A. SECNAVINST 1650.1D

1. TIMELY PUBLIC RECOGNITION OF HEROIC OR MERITORIOUS ACHIEVEMENT ON THE PART OF INDIVIDUALS OR CONSPICUOUSLY OUTSTANDING OR EXCEPTIONAL PERFORMANCE OF UNITS OR INDIVIDUALS IS A KEYSTONE IN MAINTAINING MORALE. A RECENT JUNIOR OFFICER RETENTION STUDY GROUP HAS DEVELOPED SEVERAL RECOMMENDATIONS RELATING TO THE AWARDS PROCESS WHICH ARE CONSIDERED ESSENTIAL IN MAXIMIZING THE DESIRED BENEFITS OF THIS PROGRAM.

2. THE PROMPTNESS WITH WHICH AWARDS ARE RECOMMENDED AND APPROVED IS ESSENTIAL. SIXTY DAYS FROM SUBMISSION DATE TO APPROVAL SHOULD BE OUR GOAL FOR PROCESSING OF LETTER TYPE RECOMMENDATIONS AND TEN DAYS FOR THOSE TRANSMITTED BY MESSAGE. ARTICLE 122 OF REFERENCE A PERMITS AWARD RECOMMENDATIONS FOR PERSONNEL ASSIGNED TO THE OPERATING FORCES TO BE FORWARDED, WHERE APPROPRIATE, VIA THE FLEET COMMANDER IN CHIEF AND CHIEF OF NAVAL OPERATIONS WITH COPIES

DISTR:

DRAFTER: OP-09812

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THIS MESSAGE MEETS NAVY CRITERIA FOR ELECTRICAL TRANSMISSION AS A GENERAL MESSAGE

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE		SPECIAL INSTRUCTIONS	
G. T. KELLY, LTJG, OP-09812, 24555, 90CT70		<p>0989</p> <p>0948</p> <p>0948</p> <p>K.</p>	
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE			
ADM E. R. ZUMWALT, JR., OO, 56007			
RELEASER	SIGNATURE	SECURITY CLASSIFICATION	
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JOINT MESSAGE FORM

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PROVIDED TO COMMANDERS OF INTERMEDIATE ECHELONS WHO SHOULD PROVIDE COMMENTS TO THE AWARDING AUTHORITY ONLY IF THEY DO NOT CONCUR WITH THE BASIC RECOMMENDATION. FOR PERSONNEL NOT ASSIGNED TO THE OPERATING FORCES AWARD RECOMMENDATIONS SHOULD BE FORWARDED VIA THE ADMINISTRATIVE CHAIN OF COMMAND AND THE CHIEF OF NAVAL OPERATIONS WHERE APPROPRIATE. IF NECESSARY THE AWARDING AUTHORITY SHOULD REPLY BY MESSAGE IN ORDER TO EFFECT NOTIFICATION WITHIN THE 60 DAY PERIOD. ARTICLE 121 OF REFERENCE A SANCTIONS THE USE OF ELECTRICALLY TRANSMITTED AWARD RECOMMENDATIONS. IN COMBAT AREAS WHERE IT IS APPROPRIATE THAT IMMEDIATE RECOGNITION OF HEROIC PERFORMANCE BE EXTENDED, A MESSAGE AWARD RECOMMENDATION SHOULD BE FORWARDED VIA THE FLEET COMMANDER IN CHIEF AND THE CHIEF OF NAVAL OPERATIONS WITH THE INTERMEDIATE COMMANDS AS INFORMATION ADDEES. THE COMMANDERS AT INTERMEDIATE ECHELONS SHOULD PROVIDE COMMENTS BY MESSAGE TO THE AWARDING AUTHORITY ONLY WHEN THEY DO NOT CONCUR WITH THE BASIC RECOMMENDATIONS.

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JOINT MESSAGE FORM

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3. AWARDS BOARDS, WHERE ESTABLISHED, SHOULD BE RECONSTITUTED SO THAT 50% OF THE MEMBERS ARE OFFICERS OF THE RANK OF LCDR AND BELOW. THIS WILL PROVIDE FOR A MORE REPRESENTATIVE CROSS SECTION OF THE COMMAND IN AWARDS PROCESSING. AWARDS BOARDS SHOULD BE STAFFED TO PROCESS RECOMMENDATIONS EXPEDITIOUSLY.

4. IN ORDER TO STANDARDIZE THE MEDALS AND AWARDS CRITERIA WITHIN THE NAVY AND TO OBTAIN INFORMATION FOR PRESENTATION TO SECNAV AND THE OTHER SERVICES, I INTEND TO CONVENE AN AWARDS CONFERENCE AT AN EARLY DATE. MAJOR COMMANDS PROCESSING AWARD RECOMMENDATIONS WILL BE REQUESTED TO PROVIDE REPRESENTATION. E. R. ZUMWALT, JR., ADMIRAL, U.S. NAVY, CHIEF OF NAVAL OPERATIONS

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