



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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WASHINGTON NAVY YARD DC 20374-5066

JAGINST 1650.2
Code 06
OCT 04 2016

Subj: OFFICE OF THE JUDGE ADVOCATE GENERAL (OJAG) /NAVAL LEGAL SERVICE COMMAND (NLSC) AWARD SUBMISSION STANDARDS AND REQUIREMENTS

Ref: (a) SECNAVINST 1650.1H

Encl: (1) OJAG/NLSC Personal Award Quick Reference Guide
(2) OJAG/NLSC Award Checklist
(3) Citation Guides

1. Purpose. To establish submission requirements, timelines, and standards for all OJAG and NLSC personal awards.

2. Cancellation. This instruction cancels JAGNOTE 1650 and reissues OJAG/CNLSC guidance on award submission standards.

3. Discussion. All personal awards requiring review and/or signature by the Judge Advocate General (JAG) or Commander, Naval Legal Service Command (CNLSC) shall be Flag Officer signature-ready and submitted within the timelines outlined below. Enclosures (1) through (3) provide a guide for drafting, submitting, and processing OJAG/NLSC personal awards.

a. Timeliness. The following timelines shall be followed for personal award submissions.

(1) Legion of Merit and higher: Submitted to the Flag Secretary Staff 90 days prior to recipient's anticipated transfer date.

(2) Meritorious Service Medal and below (excluding Flag Letters of Commendation): Submitted to the Flag Secretary Staff 60 days prior to recipient's anticipated transfer date.

(3) All others (e.g. Flag Letters of Commendation): Submitted to the Flag Secretary Staff 30 days prior to recipient's transfer dates or the desired presentation date.

(4) While Navy and Marine Corps Commendation Medals and Navy and Marine Corps Achievement Medals may be routed for JAG or CNLSC signature and processed under this instruction, this is not required and these awards may be approved in accordance with reference (a).

b. Routing. All award submissions shall be reviewed and signed by the applicable Division Director/Commanding Officer. The cognizant AJAG/COS will review and endorse block 31 of the 1650/3. Awards originating from Naval Justice School or special assistants do not require

additional endorsement. Both endorsers and originators, by their signature, are indicating that they recommend award approval and attest the award submission is Flag Officer signature-ready.

c. Signature Authority. All Legions of Merit must be signed by the Secretary of the Navy (for OJAG personnel) or the Chief of Naval Operations (for NLSC personnel). Meritorious Service Medals, Navy and Marine Corps Commendation Medals, Navy and Marine Corps Achievement Medals, and Flag Letters of Commendation can be signed by JAG or CNLSC, as appropriate.

d. Award Package Contents. Packages should be submitted to the Flag Secretary Staff by sending account an encrypted email to the to the awards email account: OJAGawards@navy.mil. The following items must be included to constitute a complete package.

- (1) Citation
- (2) 1650/3 (in MS Word) *not required for Flag Letters of commendation
- (3) 1650/3 (scan/PDF of CO/Division Director signature)
- (4) Biography
- (5) Navy Department Awards Web Service (NDAWS) (or USMC equivalent) printout
- (6) A copy of the completed Award Checklist (Enclosure (2))
- (7) A copy of previous citations awarded during the same meritorious period (if applicable)

4. Awards Board. Details regarding the applicability, composition, and process of the OJAG/NLSC awards board are provided in paragraph three of enclosure (1).

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Flag Secretary will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instructions. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

7. Coordination. Please forward all award questions to OJAG Executive Administration at (202) 685-5190 or 5186 or the Flag Secretary at (202) 685-5216.


G. E. SHARP
Assistant Judge Advocate General for
Operations and Management

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only, via Navy Judge Advocate General's Corps public website, <http://www.jag.navy.mil>.

**OJAG/NLSC Personal Award
QUICK REFERENCE Guide**

Key emailaddress:OJAGAwards@navv.mil [send **encrypted**]

Navy Department Awards Web Service (NDAWS) website for personal awards queries:
<https://awards.navy.mil/awards>

Applicability. Office of the Judge Advocate General (OJAG) Division Directors (DIVDIRS), Special Assistants, and the OJAG Senior Enlisted Advisor (CMC) and Naval Legal Service Command (NLSC) Commanding Officers (COs) are responsible for the timely submission of awards for personnel assigned within their immediate chain of command. Chiefs of Staff (COSs) and Assistant Judge Advocates General (AJAGs) will ensure accountability of COs and DIVDIRs in this matter. Flag Secretary will track awards submitted to recognize the CMC, Special Assistants (IG, SASP, and PAO), AJAGs, COSs, and COs.

Awards covered by this Guide:

NA: Navy and Marine Corps Achievement Medal* NC: Navy and Marine Corps Commendation Medal*
MM: Meritorious Service Medal LM: Legion of Merit

*If processed for JAG or CNLSC signature

General Award Considerations:

End of Tour Award. Not every tour merits an award. For those that do, rank does not necessarily dictate a particular level of award. Level of award should be based on the criteria set forth in the SECNAV Awards Manual (SECNAVINST 1650.1H). Originators should consider the member's accomplishments, the length of the meritorious period, and whether the service was honorable.

****Split Tour policy- per JAG/CNLSCINST 1650.1, split tours within OJAG and NLSC headquarters will be treated as a single tour for award purposes. If recommended and deserving, personnel will receive a single award at the end of the second tour which will incorporate input from both tours.****

Impact/Specific Achievement Award. Appropriate for exceptional performance over a short period, not to exceed 12 months.

Retirement: There are not awards specifically intended for retirement per se. However, for members retiring from service, it is appropriate to include a statement reflecting the member's total number of years of service in an end of tour or impact award citation. For example, "*Lieutenant Commander Doe's superior performance of duties highlights the culmination of 20 years of honorable and dedicated service.*"

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Timelines:

Goal: Presentation prior to member's detachment.

NA, NC, MM: Must be received by Flag Secretary Staff 60 days in advance of desired presentation date for those awards requiring JAG or CNLSC review/approval.

LM: Must be received by Flag Secretary Staff 90 days in advance of desired presentation date. These awards are approved by SECNAV or CNO. 90 days allows time for JAG/CNLSC review prior to the 60-day processing requirement set by the SECNAV /CNO awards boards.

Changes to presentation date: Notify Flag Secretary as soon as possible!

Required file naming convention:

Last Name (Award Abbreviation) Type of document

e.g.: Smith (NC) 1650
Smith (NC) Citation

Award Submission Process

1. Originator's Submission. All required documentation listed below will be submitted to OJAGawards@navy.mil via encrypted email. The 1650/3 must be signed by the Division Director, CMC, Special Assistant, or Commanding Officer. (Electronic "/s/" is acceptable)

a. Contents of Award Package.

- (1) Citation (MS Word)
- (2) 1650/3 (MS Word)
- (3) 1650/3 signed (scan/pdf)
- (4) Biography (JAG PERS format preferred)
- (5) Navy Department Awards Web Service (NDAWS) (or USMC equivalent) printout (web/internet)
- (6) Completed award checklist (scan/pdf)
- (7) Copies of previous citations awarded during the same meritorious period (e.g., Sailor of the Year, Military Justice Officer of the Year)**

QUICK REFERENCE Guide

b. Routing. All awards will be processed through the entire chain of command, including AJAG or COS when applicable. At their discretion, an AJAG or COS may require award packages to route through them before submission to OJAGawards@navy.mil. Otherwise, awards will be submitted to the awards email account and routed as appropriate by the Flag Secretary Staff for endorsement. For AJAGs, who are also Awards Board members, their endorsement may occur concurrently with the voting process. Endorsement by COS DSO and COS VLC will be provided prior to submission to the awards board. When an AJAG, COS, Special Assistant, CMC, or the CO of NJS is an originator of an award submission, further endorsement is not necessary, but the award submission must comply with this Quick Reference Guide.

c. Timelines. The following timelines shall be followed in order to facilitate award presentation prior to the recipient's transfer. Every effort should be made to submit awards packages as soon as possible and to expedite the processing so that any awards earned can be presented prior to a member's departure.

(1) NA, NC, MM: Submitted **60** days in advance of desired presentation date when JAG/CNLSC signature is required.

(2) LM: Submitted **90** days in advance of desired presentation date, as SECNAV/CNO approval is required.

2. Flag Secretary Staff Processing. The Flag Secretary and Executive Admin Staff will:

- a. Monitor the awards email inbox (OJAGawards@navy.mil)
- b. Verify all required award package components have been received. If a package is missing data or components, it will be returned to the originator and a return due date will be assigned;
- c. Keep the awards tracker updated;
- d. Save the electronic versions of the award package in the shared rive folder.

Folder: Calendar Year/(AC/RC/Civ) Component/Level of Award/LAST NAME, First Name Rank or Rate. All modifications to electronic awards documents will be stored in this location and indicate the editor's initials or position (e.g., 001FS).

QUICK REFERENCE Guide

e. Forward DSO and VLC awards to COS DSO or COS VLCP for endorsement by specified due date. If the package is not Flag Officer signature-ready, the endorser shall either make edits or return the package to the originator for rework prior to final endorsement. The cognizant COS will:

- (1) Review the electronic awards package;
- (2) Endorse block 31 of the 1650/3 (electronic signature using /s/" is acceptable);
- (3) Submit to the Flag Secretary Staff via email: OJAGawards@navy.mil

f. Prepare award packages for the OJAG/NLSC Awards Board or forward to the Pentagon Front Office, as appropriate.

- (1) MM, LM: Route the electronic awards package to the Awards Board for voting.
- (2) NA, NC: Route a hard copy awards package directly to the Pentagon Front Office.

3. OJAG/NLSC Awards Board Process (MM and LM). The OJAG/NLSC Awards Board for active duty members is composed of the AJAGs. For active duty enlisted awards, the CMC is also a voting member. The Reserve Awards Board will vote on awards for Navy reserve JAG Corps personnel, with the exception of Active Duty for Special Work (ADSW) and Marine Corps awards, which will go through the active duty awards board. Reserve awards will then be endorsed or approved by the Deputy Judge Advocate General (Reserve Affairs & Operations) or Deputy Commander, Naval Legal Service Command, as appropriate.

a. The OJAG/NLSC Awards Board will meet virtually and vote promptly on the appropriate level of award via email.

b. For OJAG and RLSO awards, the cognizant AJAG/COS RLSO may provide their endorsement of the award at the time of voting. However, endorsement may be provided later if additional work is required. In such cases, once voting is complete, the cognizant AJAG/COS RLSO will forward the award submission back to the originator for re-work prior to providing their final endorsement.

c. Flag Secretary Staff will record the vote of the awards board by noting it in block 31 of the 1650/3. If the awards board votes to change the level of an award, the Flag Secretary Staff will make appropriate changes to the citation format and 1650/3.

Include a copy of this completed checklist when you submit an award package

AWARD CHECKLIST

OPNAV 1650/3

- _____ Blocks 1 - 29: **All blocks** are completed, with accurate information. Use sentence case. Only **use ALL CAPS** for abbreviations, acronyms, etc.
- _____ Block 6: Full SSN is included and correct.
- _____ Block 9: **Member's name is spelled correctly.**
- _____ Block 19: Previous personal decorations verified using NDAWS. Use month/year format for each. i.e. NC
(Jan02 - Mar03)
- NDAWS discrepancies (duplicates or missing awards) noted in submitting email.
- _____ Block 23: If same type of award has been received previously, **verify the number** of such award(s) and note.
- _____ Block 25: **Meritorious period matches** block 35 of 1650/ 3 and citation.
- _____ Block 30: CO/DIVDIR/Special Asst/CMC signature included.
- _____ Block 31: "Via" signature block must have chain of command endorsement, including the cognizant AJAG/COS. [at AJAG/COS discretion, may be completed later]

Include a copy of this completed checklist when you submit an award package

1650/3 Block 35 SUMMARY OF ACTION I NARRATIVE

- ____ Narrative substantiates the level of the award.
- ____ Member's **name is spelled correctly** throughout summary.
(should be spelled as it is in block 9 of 1650/ 3)
- ____ **Rank/Rate is correctly identified. Use of abbreviation is appropriate .**
- ____ **Meritorious period matches block 25 of 1650/3 and the citation.**
- ____ Acronyms spelled out the first time used.
- ____ Check for grammar, spelling, and complete sentences.
Run spell/grammar check in MS Word.

CITATION

- ____ Proper **Header** format is used.
NA/ NC: Landscape orientation
Courier New/12 pitch/UPPER CASE/bold
May combine on one line

**LEGALMAN FIRST CLASS (SURFACE WARFARE) JOHN S. SMITH,
UNITED STATES NAVY**

or

**LEGALMAN FIRST CLASS (SURFACE WARFARE) JOHN S. SMITH
UNITED STATES NAVY**

- MM/ LM: Portrait orientation Courier New/12 pitch/UPPER CASE
Use separate lines

Include a copy of this completed checklist when you submit an award package

LIEUTENANT COMMANDER JOHN B. SMITH
JUDGE ADVOCATE GENERAL'S CORPS
UNITED STATES NAVY

OR

CAPTAIN JOHN SMITH
UNITED STATES MARINE CORPS

_____ Citation reflects correct number of awards (Gold Stars) from blocks
19 and 23 of 1650/ 3. **Bold type for NA/ NC.** Example:

(GOLD STAR IN LIEU OF THE SECOND AWARD)

_____ Navy personnel (Active and Reserve) are always “UNITED STATES
NAVY” IAW NAVADMIN 121/05. Use appropriate designation for
Marine Corps personnel (different designations for USMC Active and
Reserve).

_____ **Rank/ Rate is spelled out completely - no abbreviations in citations.**

_____ Proper **Body** format is used.

NA/ NC: Landscape orientation
Courier New/10 pitch/UPPER CASE/full justified
7 1/2 lines max/ **Margins:** 1”

MM/ LM: Portrait orientation
Courier New/ 12 pitch/Sentence case/full justified
23 lines max/**Margins:** L-0.7”, R-0.5”, T- 2”, B-1”.

_____ **Name is spelled correctly throughout the citation.**

_____ Appropriate **standard opening statement** for award type is used:

NA: For "professional achievement (or heroic achievement) in the
superior performance of his/her duties while serving as ..."

Include a copy of this completed checklist when you submit an award package

NC: For "meritorious service (or meritorious achievement) (or heroic service) (or heroic achievement) while serving as ..."

MM: "For outstanding meritorious achievement (or service) ... "

LM: "For exceptionally meritorious conduct in the performance of outstanding service ... "

For other awards, see SECNAVINST 1650.IH.

___ **Meritorious period** is the same as block 25 of 1650/3.

___ Check for grammar, spelling, and complete sentences.
Run spell check in MSWord.

___ **No state abbreviations used** (e.g. - use Virginia vice VA).
Gender pronouns verified (herself/ himself).

___ **Numbers less than 10** spelled out.

___ **Digits used when two numbers appear in the same sentence and one number is greater than nine.**

___ **Officer in Charge** is NOT hyphenated.

___ **Acronyms used correctly:** If **Defense Service Office (DSO), Region Legal Service Office (RLSO), Victims' Legal Counsel (VLC), or Office of the Judge Advocate General (OJAG)** is mentioned more than once in the citation, the acronym may be used after the full name is written out the first time it is used.

___ **Currency abbreviations** are correct: \$10 million, \$1.5 million, \$100 in fees, etc.

___ **Retirement language** may be inserted if applicable:

"Captain X's superior performance of duties highlights the culmination of # years of honorable and dedicated service."

Include a copy of this completed checklist when you submit an award package

_____ Appropriate standard **closing statement** is used.

One of two variations may be used:

(1) Lead with name - use "him/her"

“Captain Smith's x, y, and z dedication (or devotion) to duty reflected [great*] credit upon him and were in keeping with the highest traditions of the United States Naval Service.”

(2) Lead with attributes - use “himself/herself”

“By his x, y, and z dedication (or devotion) to duty, Captain Smith reflected (great*) credit upon himself and upheld the highest traditions of the United States Naval Service.”

*NA/NC: “reflected **credit** upon ...”

*MM/LM: “reflected **great credit** upon ...”

*If the recipient is a Marine, add the following: “...highest traditions of the *Marine Corps* and United States Naval Service.”

_____ **Signature blocks** required on NAs and NCs. Signature blocks not included on MMs and LMs:

FOR THE
J. W. CRAWFORD III
VICE ADMIRAL, JAGC, U.S. NAVY
JUDGE ADVOCATE GENERAL

FOR THE
JOHN G. HANNINK
REAR ADMIRAL, JAGC, U.S. NAVY
COMMANDER, NAVAL LEGAL SERVICE COMMAND

Include a copy of this completed checklist when you submit an award package

_____ Send required documents via ***ENCRYPTED*** email (normally, (6) documents - up to (8) in some cases

Scan/pdf: (1) Front page of signed 1650.
MS Word: (2) 1650/3
MS Word: (3) draft citation
HQ Web: (4) NDAWS printout (updated version preferred)
Scan/pdf: (5) Bio (JAGPERS format preferred)
Scan/pdf: (6) Checklist

_____ Use standard labeling convention for each file. Last Name (type of award) type of document

Example: Doe (MM) 1650 signed
Doe (MM) 1650
Doe (MM) Citation
Doe (MM) NDAWS
Doe (MM) Bio
Doe (MM) Checklist

_____ Use standard subject line and send to OJAGawards@navy.mil:

Example:
Subj: RLSO MIDLANT AWARD: DOE, J. LCDR (MM) Senior Trial
Counsel

****Name:** UPPER CASE/12 pitch/
courier new
****Body of citation:** 23 lines max/
sentence case/12 pitch/courier new
--do not use bold text anywhere on citation--

Must match blks
#19 and #23 of
1650/3.

The President of the United States takes pleasure in presenting the
MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the **Second Award**) to

Spell out rank in
title and body

COMMANDER JANE L. DOE
UNITED STATES NAVY

Use "NAVY" for active and
reserve; use appropriate
designation for USMC.

for service as set forth in the following

CITATION:

can use "service"
or "achievement"

For outstanding meritorious **service** or **achievement** while
serving as Congressional Liaison for Intelligence, Office of
Legislative Affairs from **January 2003 to August 2006**. **Commander**
Doe consistently performed her demanding duties in a highly
professional manner. She distinguished herself as a highly
respected and effective liaison officer through her keen
understanding of Navy intelligence systems and programs. **Commander**
Doe's professional acumen and ability to communicate effectively
across widely varying communities and committees helped secure
Congressional approval for key Navy initiatives across the broad
spectrum of General Defense Intelligence, Joint Military
Intelligence and Tactical Intelligence and Related Activity
Programs. Her interface with Members of Congress and their staffs
was critical in informing them on a range of issues, including the
Navy's involvement in the Global War on Terrorism, the impact of
Intelligence Community Reform legislation, and key Intelligence,
Surveillance and Reconnaissance initiatives. **Commander** Doe's
exceptional professionalism, personal initiative, and loyal
devotion to duty reflected **great** credit upon **her** and were in
keeping with the highest traditions of the United States Naval
Service.

Only MMs and LMs use
"great" credit.

Use "herself/himself"
when applicable; see
pg. 3 of checklist.

can use "dedication"
or "devotion"

Meritorious service must match
blk #25 and narrative on 1650;
end date must match blk #8.

****Name:** UPPER CASE/12pitch/
courier new
****Body of citation:** 23 lines max/
sentence case/12 pitch/courier new
--do not use bold text anywhere on citation--

Must match blks
#19 and #23 of
1650/3.

The President of the United States takes pleasure in presenting the
LEGION OF MERIT (Gold Star in lieu of the **Third Award**) to

Spell out rank in
title and body.

CAPTAIN JOHN V. DOE III
UNITED STATES NAVY

Meritorious
service must
match block
#25 and
narrative on
1650; end date
must match blk
#8.

for service as set forth in the following

Use "NAVY" for active and
reserve; use appropriate
designation for USMC.

CITATION:

For exceptionally meritorious conduct in the performance of
outstanding service as Chief, Space and Global Strike Operations
Division, United States Strategic Command from April 2004 to May
2006. Captain Doe's extraordinary leadership was instrumental in
achieving quantum improvements to the Command. As a true
visionary, he reorganized his division to closely align it with
the Command's new structure. Under Captain Doe's direction, his
division devised and implemented non-nuclear Global Strike Command
and Control procedures that integrated conventional munitions,
space control, information operations, and nuclear operations.
Captain Doe directed teams of Mission Area Experts and provided
Time Sensitive Planning and Crisis Action Planning for real world
and exercise Global Strike support to various geographic combatant
commands. Standing on the frontline of our Nation's strategic
nuclear deterrence, he was prepared to advise the President of
immediate strategic response options in the event of a ballistic
missile, space, computer network, or nuclear attack. Captain Doe's
superior performance of duties highlights the culmination of 24
years of honorable and dedicated service. By his dynamic
direction, keen judgment, and loyal devotion to duty, Captain Doe
reflected great credit upon himself and upheld the highest
traditions of the United States Naval Service.

Only MMs and LMs
use "great" credit.

can use "devotion"
or "dedication"

Use "him/her" when
applicable; see pg. 3
of checklist.

Standard retirement
language can be used
to reflect total years of
service upon a
servicemember's
retirement.

Navy Commendation Medal

****Header: bold type/
UPPER CASE/12pitch/
courier new**
****Body of Citation: 7
lines max/UPPER
CASE/10 pitch/courier
new**

spell out rank in
title and body of
citation

NC standard language;
can use "Meritorious
service" or "Heroic
achievement/service"

(GOLD STAR IN LIEU OF THE SECOND AWARD)

**LIEUTENANT COMMANDER JOHN P. JONES, JUDGE-ADVOCATE GENERAL'S CORPS
UNITED STATES NAVY**

MERITORIOUS ACHIEVEMENT WHILE SERVING AS OFFICER IN CHARGE, REGION LEGAL SERVICE OFFICE SOUTH, DETACHMENT ANTARCTICA, FROM MAY 2007 TO JUNE 2010. UNDER HIS SUPERB LEADERSHIP, THE OFFICE RESOLVED OVER 50 MILITARY JUSTICE CASES, SERVED MORE THAN 1,000 LEGAL ASSISTANCE CLIENTS, AND PROVIDED OVER 10,000 COMMAND SERVICES. ADDITIONALLY, THE ELECTRONIC TAX FILING PROGRAM EMERGED AS ONE OF THE COMMAND'S MOST PRODUCTIVE EFFORTS, RESULTING IN 500 COMPLETED FILINGS FOR \$500,000 OF REFUNDS, WHILE SAVING \$50,000 IN FILING FEES FOR SAILORS, MARINES AND CIVILIANS. LIEUTENANT COMMANDER JONES' EXCEPTIONAL PROFESSIONAL ABILITY, STEADFAST INITIATIVE AND SELFLESS DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

can use "devotion"
or "dedication"

NC standard
language; do not
use "great" credit.

FOR THE
J. W. CRAWFORD III
REAR ADMIRAL, JAGC, U.S. NAVY
COMMANDER, NAVAL LEGAL SERVICE COMMAND

Use "himself/herself when
applicable. See pg. 3 of checklist.

NLSC commands use
CNLSC signature block;
OJAG offices use JAG
signature block. See pg. 4
of checklist.

Must match blks #19 and #23 of
1650/3.

Service period must match blk
#25 and narrative on 1650/3; end
date should match blk #8.

Use "NAVY" for both active and reserve. Use
appropriate designation for USMC.

Navy Achievement Medal

Must match blks #19 and #23 of 1650/3.

Spell out rank in title and body of citation.

****Header: bold type/UPPER CASE/12 pitch/courier new**
****Body of Citation: 7 lines max/UPPER CASE/10 pitch/courier new**

(GOLD STAR IN LIEU OF THE THIRD AWARD)

LIEUTENANT JOHN P. JONES, JUDGE ADVOCATE GENERAL'S CORPS
UNITED STATES NAVY

NA standard language; can use "Heroic" if applicable.

Use "NAVY" for both active and reserve. Use appropriate designation for USMC.

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS OFFICER IN CHARGE, REGION LEGAL SERVICE OFFICE SOUTH, DETACHMENT ANTARCTICA, FROM MAY 2007 TO JUNE 2010. UNDER HIS SUPERB LEADERSHIP, THE OFFICE RESOLVED OVER 50 MILITARY JUSTICE CASES AND PROVIDED OVER 10,000 COMMAND SERVICES. ADDITIONALLY, THE ELECTRONIC TAX FILING PROGRAM EMERGED AS ONE OF THE COMMAND'S MOST PRODUCTIVE EFFORTS, RESULTING IN 500 COMPLETED FILINGS FOR \$500,000 OF REFUNDS, WHILE SAVING \$50,000 IN FILING FEES FOR SAILORS, MARINES AND CIVILIANS. LIEUTENANT JONES' EXCEPTIONAL PROFESSIONAL ABILITY, STEADFAST INITIATIVE AND SELFLESS DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

Service period must match blk #25 and narrative on 1650/3; end dates should match blk #8.

can use "devotion" or "dedication"

FOR THE
NANETTE M. DERENZI
VICE ADMIRAL, JAGC, U.S. NAVY
JUDGE ADVOCATE GENERAL

standard language; do not use "great" credit

NLSC commands use CNLSC signature block; OJAG offices use JAG signature block. See pg. 4 of checklist.

Use "himself/herself" when applicable. See pg. 3 of checklist.