

NATO ACT RESERVE PROGRAM AWARDS GUIDELINES

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RULES & NOTES FOR BETTER WRITING:

1. Acronyms

a. In the Summary of Action (SOA) each acronym must be spelled out the first time with the abbreviation after it in parenthesis. All subsequent uses, list only the acronym. If the acronym will not be used again after the initial appearance, do not list the acronym and only spell it out. Example:

- Allied Command Transformation is the headquarters for the North Atlantic Treaty Organization (NATO) reserve component. There are six NATO reserve units located around the country.

b. Be consistent with acronyms. The biggest error comes when an acronym is used one way and then another way later on. Example:

- FY16 vs FY2016
- NR NATO ACT Detachment XXX vs NR NATO DET XXX

2. Tense / Person

a. Write awards in past tense. Example:

- Wrong = Commander Jones processes all awards for the unit.
- Right = Commander Jones processed 60 awards.

b. Write awards only in third person. Example:

- Wrong = Commander Jones is my best Officer in my unit.
- Right = Commander Jones is the best Officer in the unit.

3. Relationship

a. Write awards using complete sentences and include strong cause/effect relationships when applicable. Example:

- Wrong = Assisted with command instructions.
- Right = Commander Jones assisted with revamping six outdated command instructions resulting in more accurate scope of responsibility for all supporting members.

4. Abbreviations

a. In both the SOA and Citation, always spell out ranks (i.e. do not abbreviate), however, do use shortened titles. Examples:

- Right = Commander Jones served as the Operations Officer.

- Wrong = CDR Jones served as the Operations Officer.
- Right = Petty Officer Jones served as the Leading Petty Officer.
- Wrong = Petty Officer First Class Jones served as the Leading Petty Officer.

b. Spell out numbers one through nine, but use the actual numeral for numbers 10 and over. An exception exists for numbers when using percentages, money, or numbered fleets. In the cases of those exceptions, use numerals. Example:

- Right = There are six reserve units with 209 reservists attached to ACT.
- Wrong = There are 6 reserve units with 209 reservists attached to ACT.
- Right = In the 6th Fleet at least 8% of Sailors are spending \$5 per day on food resulting in a messing discrepancy of nearly \$3,000.
- Wrong = In the SIXTH Fleet at least eight per cent of Sailors are spending five dollars per day on feed resulting in a messing discrepancy of nearly \$3K.

5. Exercise names

a. Exercises are all capitalized. Example: Completed Annual Training in support of exercise TRIDENT JUNCTURE.

6. Accuracy

a. Be consistent with numbers and accuracy of dates and events supported. All award claims must be verifiable.

DSSM

DSSM TEMPLATE & GUIDANCE

To submit this award, email it to the OSO

- Submit DSSM recommendations **150 days prior** to anticipated award date.
- Any awards received within 120 days of transfer/ceremony date require a late letter signed by the unit CO (XO/CSO if CO is awardee)

DSSM Awarding criteria

- The DSSM is intended to recognize superior meritorious service and to honor an individual's accomplishments over a sustained period.
- The typical awardee is a retiring CO with close to 30-years of service.
- During his/her time at NATO the awardee should show how he/she has made extraordinary contributions to ACT and provided continuous support to NATO exercises and/or events, and supported the ACT mission.
- Contributions by the member should be able to show how he/she had a direct impact on military structures, forces, capabilities and doctrines in support of NATO.

DSSM submissions will include:

1. NATO ACT's 1650 (signed .pdf)
2. Narrative (Word document)
3. Citation (Word document)
4. Recommendation memo (Word document)

NATO ACT 1650

- 1650 Template page 18
- Complete 1650 in all caps
- Block 12 must have valid mailing address of new unit OR current NOSC mailing address, do not list home mailing address unless the awardee is retiring or separating
- Block 15 must be copy/paste directly from a personal awards search query from <https://awards.navy.mil>
- NR NATO Detachment Commanding Officer signs block 22 (XO/CSO signs if CO is award recipient)
- Edit highlighted information only, do not change anything that is not highlighted
- Adjust spacing in blocks if needed to keep formatting to 1-page
- Submit completed and signed 1650 as a .pdf
- 1650 must be full page, excellent quality .pdf scan (no JPEGs)
- 1650 requires the member's full SSN, therefore 1650's **must be submitted via AMRDEC SAFE** <https://safe.amrdec.army.mil/safe/>

Narrative

- Example narrative page 7
- Times New Roman 12pt, 1-inch margins
- No paragraphs (i.e. its one large paragraph)
- Single-spaced
- Fully justified
- DSSM narratives are 3 pages
- Submit Award Narrative as a Word (.doc) document

Citation

- Example citation page 8
- Times New Roman 14pt, 1-inch margins on sides, 4-inch top margin
- 14-16 single-spaced lines
- Fully justified
- NO abbreviations or acronyms; even if you use something multiple times in the citation, spell it out each time.
- Submit Award Citation as a Word (.doc) document

Recommendation memo

- Example memo page 9
- Times New Roman 12pt, 1-inch margins
- Submit Award Recommendation memo as a Word (.doc) document

NARRATIVE

Colonel John E. Doe, United States Air Force, distinguished himself by exceptionally meritorious service as Joint Awards Manager, Washington Headquarters Services, Office of the Secretary of Defense (OSD), from March 2010 to February 2012. Colonel Doe was responsible for administering the OSD Awards Program IAW DoDM 1348.33-V1, to include managing award boards, briefing board members of their responsibilities, and maintaining frequent contact with senior leadership and political appointees. He reviewed Joint/Defense Award recommendations received from Under & Assistant Secretaries of Defense, Defense Agencies and Field Activities and Executive Branch Agencies for correctness, and ensured compliance with existing regulations established by the Department of Defense (DoD). As part of the OSD Identification Badge program, he monitored monthly reports and verified eligibility of personnel for permanent award before the official documents were prepared for award of the badge. A primary function of Colonel Doe required him to prepare orders, citations, award certificates, memorandums, action memos, and other correspondence for signature by some of the highest echelons of the DoD to include the Secretary of Defense. His impressive breadth of knowledge was invaluable in the processing of hundreds of awards during multiple transitions and a change of responsibility. During major changes within the Department of Defense, Colonel Doe, expedited and personally prepared the awards to be presented by Secretary of Defense Gates and Deputy Secretary of Defense Lynn, along with many other senior military and civilian officials. Colonel Doe is an integral part of the success of the OSD Awards Branch, which resulted in a motivated branch providing outstanding customer service for more than 1,400 military service members and recommending officials in OSD, the Executive Branch, Defense Agencies, and Field Activities. His brilliant performance ensured the timely processing of over 1,500 award packages. Even during a busy summer season, Colonel Doe maintained a processing time of 22 days! While running two simultaneous boards, Colonel Doe processed over 60 award packages with no detriment to customer service and maintained our 22-day turnaround. Colonel Doe was continually recognized for his self-motivation, pride, and the extra effort he always contributes to any mission. When asked by the Secretary of Defense office to turnaround several Defense Distinguished Service Medals within days, he prepared, researched and tracked each award until its successful presentation. Colonel Doe constantly sought out and successfully performed additional duties by managing numerous tasks simultaneously, with little to no supervision. On a regular basis he assisted in Chief, OSD Awards Branch duties and at times acts as the stand-in Chief.

(Continue this narrative for a total of 3 pages for a DSSM)

(Spell out Rank and Last Name), United States Navy, distinguished himself/herself by exceptionally superior service as (duty assignment), Navy Reserve North Atlantic Treaty Organization Detachment (location) for the Headquarters, Supreme Allied Commander Transformation from (month/year) to (month/year). During this period, (Spell out rank and Last Name) demonstrated (provide detailed description of accomplishments. Adjust this part to ensure citation does not exceed 16 total lines of single-spaced sentences). The distinctive accomplishments of (Spell out Rank and Last Name) culminated a distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

* Change only the highlighted text in the example citation above. Also change the mandatory closing sentence based on the circumstance.

Mandatory DSSM closing sentence (Citation):

PCS Award: The distinctive accomplishments of (Spell out Rank and Last Name) reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

Retirement: The distinctive accomplishments of (Spell out Rank and Last Name) culminated a distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

Retirement: (with at least 30 years) The distinctive accomplishments of (Spell out Rank and Last Name) culminated a long and distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION

SUBJECT: RECOMMENDATION FOR AWARD OF THE DEFENSE SUPERIOR SERVICE MEDAL

Under the provisions of DoD 1348.33-V1, the following service member is recommended for award of the Defense Superior Service Medal:

- a. (Grade, Name, Service, and Social Security Number.)
- b. Headquarters, Supreme Allied Commander Transformation
- c. (Title and duty assignment at the time of act or service. Include Service, Joint Manpower Program paragraph, and/or line number or Joint Duty Authorization List number, as applicable.)
- d. (Inclusive dates for which recommended.)
- e. Service member to be (reassigned permanent change of station on DATE), (relieved from active duty on DATE). (If presentation is desired at gaining activity, provide forwarding address of the service military personnel office.)
- f. (If Presentation is desired before departure, state required presentation date and provide complete mailing address. If the decoration, citation, and certificate are to be hand carried by a representative of the unit, provide name and telephone number of contact.)
- g. (Previous Defense/Joint decorations and inclusive dates.)
- h. No other award for this Service member for this action is pending, and no previous award has been made for the act or service described herein.

Attached is a narrative description of (achievement performed or service rendered):
Instructions: The narrative should be typewritten and should provide specific, factual, and concrete examples of exactly what the Service member did, how it was done, what benefits or results were realized, and why or how such benefits or results equated to superior performance of duty.

JEFFREY LOFGREN

- Attachments – 2
1. Narrative
 2. Citation

DMSM
JSCM
JSAM

DMSM TEMPLATE & GUIDANCE

To submit this award, email to the OSO

- Submit DMSM, JSCM & JSAM recommendations **120 days prior** to anticipated award date.
- Any awards received within 90 days of transfer/ceremony date require a late letter signed by the unit CO (XO/CSO if CO is awardee)

DMSM Awarding Criteria

- The DMSM is normally awarded to recognize outstanding meritorious service and is intended to honor an individual's accomplishments over a sustained period.
- The typical awardee is filling the most senior-level leadership positions with demonstrated leadership throughout the NATO reserve enterprise.
- All awardees should show that they have made significant contributions to ACT and have provided continuous support to NATO exercises and events, and supported the ACT mission.
- Contributions by the member should show directly how they supported and made relevant input to SPP, CAPDEV or other ACT specific entities.

JSCM Awarding Criteria

- The JSCM, when awarded for meritorious service, is intended to honor an individual's accomplishments over a sustained period.
- The typical awardee is an officer or senior enlisted member who has made contributions to ACT over the entire course of the award time-frame.
- All awardees should show that they provided support to NATO exercises, events, and supported the ACT mission throughout the awarding period.

JSAM Awarding Criteria

- The JSAM required achievement or service, while of lesser degree than that required for award of the JSCM, must have been accomplished with distinction.
- The typical awardee is someone who has provided contributions to ACT over the entire course of the award time-frame with much of his/her support specifically to the unit and unit readiness while still providing some support to NATO exercises, events, and supported the ACT mission throughout the awarding period.

DMSM, JSCM & JSAM submissions will include:

1. NATO ACT 1650 (signed .pdf)
2. Summary of action (Word document)
3. Citation (Word document)

NATO ACT 1650

- NATO ACT 1650 Template page 18
- Complete 1650 in all caps
- Block 12 must have valid mailing address of new unit OR current NOSC, do not list home mailing address unless the awardee is retiring or separating.
- Block 15 must be copy/paste directly from a personal awards search query from <https://awards.navy.mil>
- NR NATO Detachment Commanding Officer signs block 22 (XO/CSO signs if CO is the award recipient)
- Edit highlighted information only, do not change anything that is not highlighted
- Adjust spacing in blocks if needed to keep formatting to 1-page
- Submit completed and signed 1650 as a .pdf
- 1650 must be full page, excellent quality .pdf scan (no JPEGs)
- 1650 requires the member's full SSN, therefore 1650s **must be submitted via AMRDEC SAFE** <https://safe.amrdec.army.mil/safe/>

Summary of Action (SOA)

- DMSM/JSCM/JSAM SOA Template page 13
- Times New Roman 14pt, 1-inch margins
- Bulleted paragraphs
- Return/one line space between paragraphs
- Fully justified
- DMSM SOA is 2 ½ to 3 pages
- JSCM SOA is 2 to 2 ½ pages
- JSAM SOA is 1 to 1 ½ pages
- SOA must be submitted as a Word (.doc) document

Award Citation

- DMSM/JSCM/JSAM Award Citation template page 14
- Times New Roman 14pt, 1-inch margins on sides, 4-inch top margin
- 15-17 single-spaced lines
- Fully justified
- NO abbreviations or acronyms; even if you use something multiple times in the citation, spell it out each time (except the word NATO).
- Award Citation must be submitted as a Word (.doc) document

NOTE: JSAMs will be signed by the HQ SACT Navy Element CO

Summary of Action *(The words "Summary of Action" should appear at the top of the page exactly as shown - underlined)*

EXAMPLE opening paragraph (Should match citation opening text and include an additional introductory sentence). Do not use acronyms in the SOA (but do not use acronyms in the citation except when repeating the word NATO):

(Spell out rank First Name MI. Last Name), United States Navy, distinguished him/herself by exceptionally meritorious service as (duty assignment) of Navy Reserve (NR) North Atlantic Treaty Organization (NATO) Detachment (unit/location) for the Headquarters, Supreme Allied Commander Transformation (SACT) from July 2012 to November 2014. (Spell out rank and Last Name)'s leadership, technical acumen, and perseverance in an extremely demanding assignment contributed directly to the mission success of this NATO Strategic Headquarters. (Spell out rank Last Name) insert here one amplifying sentence about member and/or their contribution. Specific accomplishments include: *("Specific accomplishments include:" must be at the end of the opening paragraph)*

- All paragraphs must be written in full sentence format (i.e. **no sub-bullets or lists**) and should be complete sentences that detail specific accomplishments that the Sailor contributed directly towards NATO missions, exercises, conferences, etc.
- Each paragraph should start with a tack-mark bullet with two spaces after it. The paragraph sentence should not auto-format so that it indents following sentences but rather, they should be fully justified to the left as shown here.
- Each paragraph should have a return space between the paragraphs as shown in these paragraph examples.

EXAMPLE closing paragraph: (Should include a closing sentence and the final sentence should match the last line of the citation).

(Spell out rank and Last Name) is a true value to the command and his/her efforts have made a significant contribution to the NATO Reserve Program's mission to provide support to the Alliance. The distinctive accomplishments of (Spell out Rank and Last Name) reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

FIRST NAME MI. LAST NAME

(Spell out Rank First Name MI. and Last Name), United States Navy, distinguished himself/herself by exceptionally meritorious service as (duty assignment), Navy Reserve North Atlantic Treaty Organization (NATO) Detachment (unit/location) for the Headquarters, Supreme Allied Commander Transformation from (month/year) to (month/year). (Spell out Rank and Last Name)'s leadership, technical acumen, and perseverance in an extremely demanding assignment contributed directly to the mission success of this NATO Strategic Headquarters. Displaying, (begin additional lines of specific accomplishments here. Adjust here to ensure the citation is between 15-17 lines of text). The distinctive accomplishments of (Spell out Rank and Last Name) reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

* Change only the highlighted text in the example citation above. Also change the mandatory closing sentence based on the circumstance.

Mandatory closing sentence (Citation):

PCS Award: The distinctive accomplishments of (Spell out Rank and Last Name) reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

Retirement: The distinctive accomplishments of (Spell out Rank and Last Name) culminate a distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

Retirement: (with at least 30 years) The distinctive accomplishments of (Spell out Rank and Last Name) culminate a long and distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Navy, and the Department of Defense.

FLOC

FLOC TEMPLATE & GUIDANCE

To submit this award, email the word document to the OSO

- Submit FLOC recommendations **60 days prior** to anticipated award date.
- Summary of action not required for FLOC

FLOC Awarding Criteria

- A FLOC is awarded for service to recognize an individual's accomplishments.
- The typical awardee is someone who has contributed to ACT but has primarily contributed to unit readiness.

FLOC submissions will include:

1. NATO ACT 1650 (signed .pdf)
2. Citation (Word document)

NATO ACT 1650

- NATO ACT 1650 template page 18
- Complete 1650 in all caps
- Block 12 must have valid mailing address of new unit OR current NOSC, do not list home mailing address unless the awardee is retiring or separating
- Block 15 must be copy/paste directly from a personal awards search query from <https://awards.navy.mil>
- NR NATO Detachment Commanding Officer signs block 22
- Edit highlighted information only, do not change anything that is not highlighted
- 1650's that require even the smallest correction/change will be returned to the unit
- Submit completed and signed 1650 as a .pdf
- 1650 must be full page, excellent quality .pdf scan (no JPEGs)
- 1650 requires the member's full SSN, therefore 1650's must be submitted via AMRDEC SAFE <https://safe.amrdec.army.mil/safe/>

FLOC Citation

- FLOC Citation template page 17
- Award Citation must be submitted as a Word document (.doc).
- Citation should be a total of no more than 13 lines of text
- Citation text should be in upper/lower case (not all caps)
- No acronyms in the citation
- Citation font should be Times New Roman, 14 pt., fully justified

YEOMAN SECOND CLASS (SURFACE WARFARE)

JOHN M. SAILOR

UNITED STATES NAVY

For outstanding achievement as (job title) for Navy Reserve North Atlantic Treaty Organization Detachment (location city) for the Headquarters, Supreme Allied Commander Transformation from (Month year) to (Month year).

Specific Achievements (about 9 lines)

The distinctive accomplishments of Petty Officer Sailor reflected credit upon himself, Allied Command Transformation and the United States Navy.

FOR THE SUPREME ALLIED COMMANDER TRANSFORMATION:

JEFFREY LOFGREN

Deputy Chief of Staff, Capability Development

**NATO ACT
1650
TEMPLATE**

PERSONAL AWARD RECOMMENDATION DATE: **DDMMYY**

INSTRUCTIONS *originating division fill in all information available. (Enter all dates in DDMMYY format)*

1. Name (Last, First, MI): SEAWORTHY, JOE J		2. Grade/Rate: O6/CAPT		3. SSN: Full SSN		4. DESIG/NEC/MOS: XXXX		
5. Component: USN		6. Expiration Date of Service (EOS): DDMMYY or INDEF (for officers)		7. If Retirement/Separation, Number of Years: xx years or N/A (do not leave blank)		8. Detachment or Ceremony Date:(Earlier Date) DDMMYY (do not leave blank)		
9. Command POC: Leave blank				10. (select one) <input type="checkbox"/> Retirement <input type="checkbox"/> Transfer <input type="checkbox"/> Separation <input type="checkbox"/> Specific Achievement				
11. Unit at Time of Service Address: HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION 7857 BLANDY RD SUITE 100 NORFOLK, VA 23551-2490				12. New Duty Station Mailing Address:(Home address for retirement/separation) NEW UNIT or NOSC ADDRESS. Use home address for retiring or separating personnel.				
13. Recommended Award: DMSM, JSCM, or JSAM				15. Previous Personal Award(s) and Period Recognized: (Copy directly from https://awards.navy.mil personal awards search query) MR (May09-Feb10) NC (Jun09-Dec05)				
14. <input checked="" type="checkbox"/> Meritorious <input type="checkbox"/> Heroic								
16. Number of Award of this Medal (EX: 1,2,3...): If 1st, use 1. If 2nd, use 2, etc. Do not leave blank or put 0				17. Personal Awards Recommendation Not Yet Approved: NONE				
18. Action Date/Meritorious Period: DDMMYY-DDMMYY				20. Other Personal Being Recommended for Same Action: NONE				
19. Area of Action/Service: NR NATO DET XXX (list unit name)								
21. I certify that the facts contained in summary of actions are a matter of record. <input checked="" type="checkbox"/> Known To Me <input type="checkbox"/> A Matter of Record								
22. Name/Grade, Title of Originator (Branch Head): CAPT FIRST LAST NAME, USN COMMANDING OFFICER NR NATO DET (location/name)				23. Signature				
24. From: (Assistant Chief of Staff):				25. To (Awarding Authority): HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION 7857 BLANDY RD SUITE 100 NORFOLK, VA 23551-2490				
26. Disposition of Basic Recommendation:		Extraordinary Heroism Recommended: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Signature, Grade/Title: (NOTE: JSAMs will be signed by John Fox, Base Support Branch Head; change signature block as appropriate) JEFFREY LOFGREN DEPUTY CHIEF OF STAFF CAPABILITY DEVELOPMENT			Date	