

A graphic of the American flag is positioned on the left side of the slide, showing the stars and stripes. The stars are white on a blue background, and the stripes are red and white.

RECOGNITION

Seventh District Training Conference
January 10-11, 2009

John Tyson, DCDR-9

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AWARD WRITING

Why recommend an award?

Who may recommend?

How do we recommend?

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Additional considerations

- Only recognize those who go beyond and above their normal duty.
- Allow sufficient time for the award process to work.
- Be sure the deeds are timely, or have not been previously recognized.
- Avoid combining multiple time periods, offices or actions in one award.

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SOURCES OF INFORMATION

Auxiliary Manual – CM 16790.1F

District Standing Rules – Annex “A”

Chief Director’s website – “Awards”

Coast Guard Awards Manual M1650.25C

District Seven website - Templates

AUXINFO

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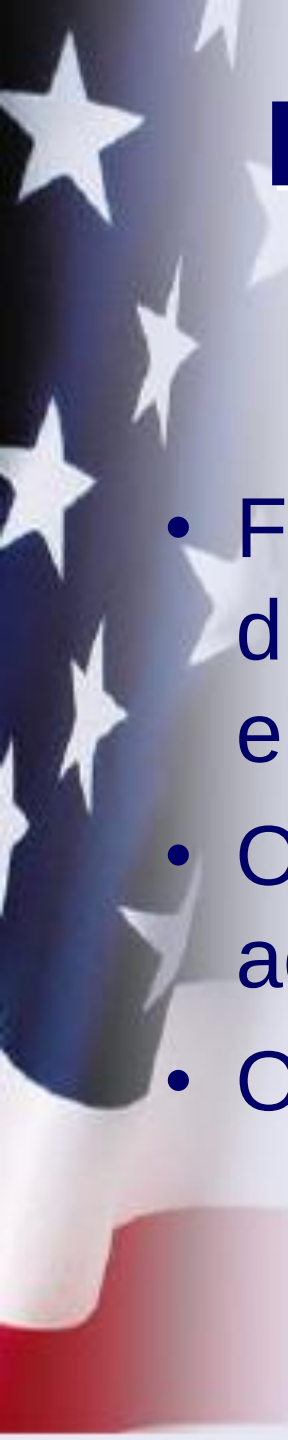
Auxiliary Awards

- Auxiliary Distinguished Service Medal
- Auxiliary Legion of Merit
- Auxiliary Plaque of Merit
- Auxiliary Meritorious Service Medal
- Humanitarian Service Award

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AUXILIARY AWARDS

- * Medal of Operational Merit
 - *Commendation Medal
 - *Achievement Medal
- *Commandant's Letter of Commendation
- *Meritorious Team Commendation

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Distinguished Service Medal

- For exceptional meritorious and distinguished service which benefits the entire Coast Guard Auxiliary.
- Only given for extraordinary achievement.
- Only awarded by the Commandant.

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Auxiliary Legion of Merit

- Awarded to leadership positions who have performed exceptionally meritorious service to justify the ADSM, except to degree of merit.
- Performance across multiple Auxiliary regions or at Area or National level.
- Signature of Vice Admiral or the Commandant.

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Plaque of Merit

- Given in recognition of extreme skill in performing an assist or rescue that involves risk to the Auxiliarist's life.
- For heroism in the face of grave personal risk.
- Requires signature of O-7 (Flag Officer).

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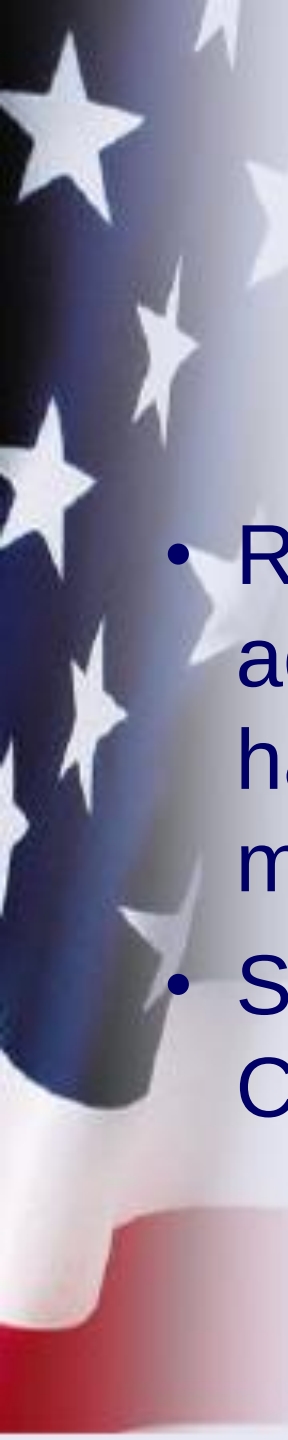
Meritorious Service Medal

- For outstanding and meritorious service worthy of special recognition, and that has made a significant contribution to fulfillment of Auxiliary goals at the local level.
- Requires signature of O-7 (Flag Officer).

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Humanitarian Service Award

- For meritorious, direct, non-routine participation in a significant act or operation of a humanitarian nature.
- Must be above and beyond normal duties.
- Must have provided immediate relief, relieved suffering, and should have saved lives.

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Medal of Operational Merit

- Recognizes outstanding skill or achievement in performing a direct, hands-on assist, rescue, or other meritorious operational service.
- Signature of Operational Unit Commander O-6 (CAPT) or higher.

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Commendation Medal

- For superior achievement or performance, exceptional service, or outstanding administrative assistance.
- Requires signature of Commanding Officer, O-6 (CAPT) or above.

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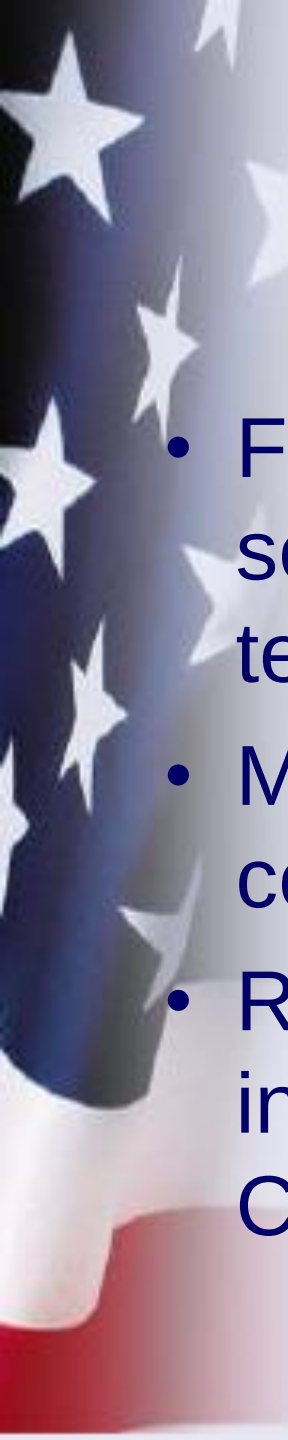
Achievement Medal

- For superior performance and sustained leadership achievement in administration or operations.
- Requires signature of Commanding Officer, O-5 (CDR) or above.

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Auxiliary Commandant's Letter of Commendation

- Known as the “ACLOC” award.
- For service above that normally expected.
- Performance of an action or service that resulted in an outstanding achievement.
- Requires signature of a District or Sector Commander, or District Director.

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Meritorious Team Commendation

- For outstanding achievement while serving as a member of a group or team.
- Must have made a significant contribution to the group or team.
- Requires signature of O-5 (CDR) serving in Area, District, Sector or Unit Command.

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Writing the Award

- Identify the award recipient
- List the accomplishments
- Decide what award to recommend
- Draft citation
- Complete a CG1650 form
- Do not tell the recipient you are recommending an award.

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Award Style

- Depending on the award, citations are written in portrait or landscape style.
- Use “New Times Roman” in 12 point type.
- The ACLOC award is letter style with three numbered paragraphs.
- There are specific opening and closing sentences for each type of award.

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Award Style

- Except for the ACLOC, the citation is a single paragraph with the “meat” sandwiched between standard opening and closing sentences.
- ACLOC’s are in first person, other awards are third person - Ms. Smith developed... Mr. Brown provided...

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Award Content

- Write about the things the Recipient did that had the greatest impact.
- What was done?
- Why was it done?
- How did the Recipient do that?
- What was the result?
- Why was the action/result important?

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Develop Performance “Bullets”

- The answer to the What, Why and How questions become the “Performance Bullets” in the citation.
 - What they did,
 - How or why they did it,
 - Why the Recipient’s action was significant to the Coast Guard or Auxiliary.

Wrap what was done and how it was done into a single concise sentence.

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Performance Bullets

- Begin each “bullet” with an action word, such as:
 - Displaying
 - Using
 - Demonstrating
 - Showing
 - Making

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Performance Bullets

- Follow the action word with an adjective-noun combination:
 - *Showing exceptional leadership skill, Mr. Jones...
 - *Displaying extraordinary technical competency, Ms. Brown...

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Performance Bullets

- Follow the adjective-noun combination with such words as:
 - Skillfully
 - Efficiently
 - Professionally
 - Quickly
 - Capably

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Performance Bullets

- Now add what the recipient did:
 - Trained 5 new Boat Crew Coxswains.
 - Rebuilt the Flotilla's Public Education and Member Training facilities.
 - Obtained a \$15,000 grant to promote boating safety programs.
 - replaced the flotilla's outdated radio communications equipment.

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Performance Bullets

- Bullets should flow in the order of importance.
- Three to five “bullets” make the case for the award.
- Use simple, everyday words and avoid acronyms or uncommon names.
- Citations should be 14 to 18 lines long.
ACLOC and MTC maximum of 20 lines.

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Performance Bullets

- Quantify actions when possible:
 - “Auxiliarist Hernandez provided over 400 hours of service while developing a vessel facility tracking system that saved the Coast Guard over \$600,000.
 - In ACLOC awards the personal pronoun “You” is used. “You provided over 400 hours while developing a unique tracking system ...

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Standard Phrases

- The standard Opening and Closing sentences are available in the templates and on the Director's website.
- Do not change the standard phrases.
- Only the ACLOC is written in first or second person; all other awards are third person.
- Only the ACLOC and MTC close with the phrase "For the Commandant."

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Additional considerations

- Always Capitalize the Recipient's last name.
- Avoid using abbreviations .
- Check capitalization, punctuation and spelling.
- Print the citation and read it aloud.
- Remove useless words.
- Margins -1.5" top/bottom;1 or 1.5" on sides.

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The CG1650 Form

- CG1650 template is available in MS Office “Word” on the D7 website.
- Do not hand-sign the 1650 form.
Signatures are always shown as “/s/.”
- CG1650 and draft citation are forwarded electronically as e-mail attachments.
- Do not send scans and PDF files of 1650 or citations.

CG1650/ANSC 7002

COAST GUARD AWARD RECOMMENDATION				1. RECOMMENDED AWARD	
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE)		3A. INDICATE IF SUBSEQUENT AWARD: FIRST, SECOND, THIRD		3B. "O" DEVICE YES NO N/A	
PERSONAL AWARD INFORMATION (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI)		10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZE (ATTACH COPY)			
5. EMPLID		11. PRESENT DUTY STATION (AUX: DIVISION/FLOTILLA)			
6. BRANCH OF SERVICE	7. STATUS	12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED)			
USCG	☒ AUX ☐ CIV ☐ REG ☐ RES				
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE (AUX: POSITION TITLE))		13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED			
9A. PRESENTATION DATE	9B. RETIREMENT YES NO				
14. FOR CIVILIAN RECOMMENDATIONS ONLY					
14A. PREVIOUS AWARDS DURING PAST THREE YEARS		14B. RECOMMENDED AMOUNT OF AWARD (IF APPLICABLE)			
		14C. RECOMMENDED AMOUNT OF TIME OFF (IF APPLICABLE)			
UNIT/TEAM AWARD INFORMATION					
15. NAME OF UNIT/TEAM		16. LOCATION OF UNIT/TEAM AT TIME OF ACTION			
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, EMPLID, GRADE/RATE, STATUS, AND PRESENT DUTY STATION					
18. NAME, GRADE, TITLE OF ORIGINATOR		PHONE NO.	SIGNATURE		DATE
19. FORWARDING ENDORSEMENTS VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE	SIGNATURE, GRADE, TITLE	DATE
1.			YES NO ☐ ☐		
2.			YES NO ☐ ☐		
3.			YES NO ☐ ☐		
20. DISPOSITION BY AWARDING AUTHORITY:		"O" DEVICE	EXTRAORDINARY HEROISM	SIGNATURE, GRADE, TITLE	DATE
21. SUMMARY OF ACTION:					
ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBER'S CONTRIBUTIONS? (SEE COMDTINST M1650.25 (SERIES). FOR CIVILIAN AWARDS: NARRATIVE SHOULD NOT EXCEED THREE PAGES; SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARD CITATIONS IF APPLICABLE					
U.S. DEPT OF HOMELAND SECURITY USCG-1650(Rev.06-04)SUPERSEDES OPNAV 1650/3					

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AWARD SUBMISSION FLOW

- The draft award citation and accompanying CG1650 (ANSC 7002) are forwarded, as e-mail attachments, to the next person in their chain of leadership.

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Award Routing

- May be found in “Annex “A” to District Standing Rules
- Award Originator-FC-DCDR-DCAPT-Awards Coordinator-DCO-EXCOM

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Awards Conferred by CG units

- FC should mail a hard copy of the award to DIRAUX with a request to enter the award in the Recipients AUXDATA record and District file.
- Awards issued by DIRAUX are already entered in the Recipients record.

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AWARD TEMPLATES

- Found on the Chief Director's and D7 web sites – Templates there for the Achievement Medal, ACLOC and MTC citations.
- A template for CG 1650 (7002) is also available on D7 website.

Recognition

