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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 ADSTM, 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 0-7 (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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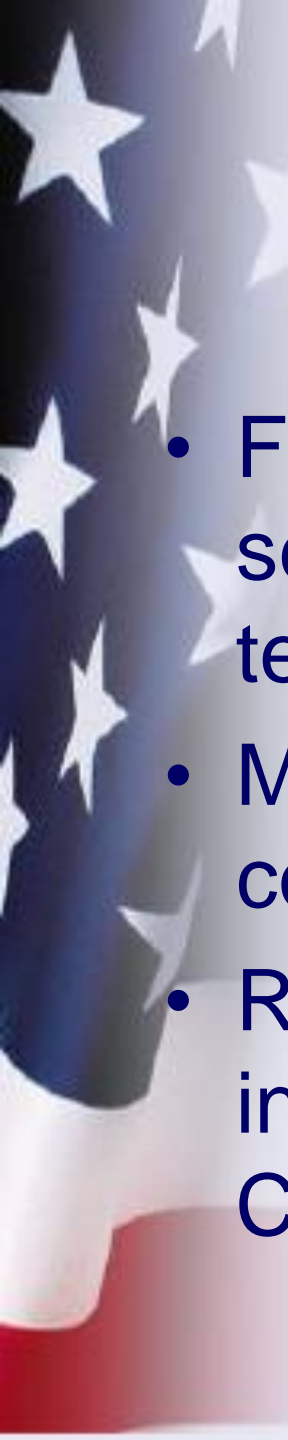
# **Achievement Medal**

- 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.

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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.



# Recognition

