

## U.S. COAST GUARD AUXILIARY

1. An award recommendation is made up of several disparate sections: A complete Form 1650; including a Summary of Action (SOA) for the following awards - Auxiliary Distinguished Service Medal, Auxiliary Legion of Merit, and Auxiliary Meritorious Service Medal; and a proposed citation.
2. Form 1650.
  - a. Filling out Form 1650 Award Recommendation Form.
    - i. Block 1 – Recommended Award – fill in the complete/correct title of the award.
    - ii. Block 2 – Period Being Recognized – Include at least the start month/year and end month/year. Exact dates are not necessary unless known and/or pivotal to the award.
    - iii. Block 3A – Indicate if subsequent Award – whether or not this is the first, second, etc. award for the nominee can be determined from AUXINFO.
    - iv. Block 3B – “O” Device - self explanatory.
    - v. Block 4 – Name – The full name of the award nominee exactly as displayed in AUXDATA.
    - vi. Block 5 – Social Security Number – Do not use the award nominee’s SSN **use the EMPLID number instead.**
    - vii. Block 7 – mark “Auxiliary”
    - viii. Block 8 – Grade/Rank – Spell out the complete title of the award nominee’s Auxiliary position for which the performance is being recognized. Use complete and proper title.
    - ix. Block 9A – Detachment Date – leave blank.
    - x. Block 9B – Retirement – Mark this only if the Awardee is receiving an award as a part of his/her retirement from the Auxiliary.
    - xi. Block 10 – Previous Awards Earned During the Period Being Recognized – Fill this in only if you are certain that another award for similar performance has been earned during this period being recognized. Otherwise leave blank.
    - xii. Block 11 – Present Duty station – Fill in the award nominee’s region, division and flotilla numbers (e.g. 085-01-01). This information must be provided for all members nominated for an MTC.
    - xiii. Block 12 – New Duty Station – leave blank.
    - xiv. Block 13 – Other Personnel Recommended for Same Action and Award Recommended – Self explanatory.
    - xv. Block 15 – Name of Team – If nominating an MTC, then include the complete name of the team as it appears in the citation.
    - xvi. Block 16 – Location of Unit/Team at Time of Action – Fill in only if there is a specific location at which the team functioned.
    - xvii. Block 17 – List of Team – fill in only if all required information for all team members can fit in the space. Otherwise, attach a separate sheet for all required information.
    - xviii. Block 18 – Name, Grade, Title of Originator – self explanatory.

- xix. All Blocks – Use Times New Roman, 12-point font. A conventional mix of upper and lower case letters should be used, as opposed to all capital letters.
3. Drafting a Summary of Action (re – AUXMAN section 11.D)
    - a. An Summary of Action (SOA) is required for the following awards - Auxiliary Distinguished Service Medal, Auxiliary Legion of Merit, and Auxiliary Meritorious Service Medal
    - b. An SOA should be a single spaced narrative (vice outline), one to two pages long (except that an Auxiliary Meritorious Service Medal should be limited to one page).
    - c. The contents must provide quantifiable data and a level of detail from which the citation naturally and logically flows without misunderstanding.
  4. Every award has the same basic structure:
    - a. Citation composed of
      - i. The Opening Sentence.:
        1. With a standard opening phrase (specific to the award);
        2. The duty of the individual;
        3. The date/inclusive dates on which the recommendation is based;  
and
        4. (Optional) Description of operations of the unit to which attached.
      - ii. Statement of Heroic Acts or Meritorious Achievement. The second part of the citation identifies the recipient by name. It describes the specific duty assignment(s), accomplishment(s), and outstanding personal attributes displayed by the individual. Value of results of achievements may also be included. In instances where heroism is indicated additional information is required in the summary of action to justify this part of the proposed citation when submitting the award for consideration, to include (where pertinent):
        1. Statement of at least two eyewitnesses (if possible), attesting to their accounts of the incident and containing their opinion as to whether or not the person for whom the award is sought imperiled his or her own life (required in lifesaving cases).
        2. The precise locality of the rescue, attempted rescue, or heroic action. Provide sketch, diagram, picture, video, chart, or map to indicate distances, location of assistance, heights of piers or vessels, etc.
        3. The date, time of day, weather (sea conditions, wind, air & water temperature), and amount & source of light if at night.
        4. The names of all those rendering assistance and the nature of the aid attempted/provided; in addition to an account of the cooperation (or lack) on the part of the person being rescued.

5. A statement as to the swimming qualifications of the rescuer (required for Lifesaving Medal recommendations).
  6. For rescues from fires, a detailed description of the even, including the aid received by the rescuer, the extent of any burns, and a description of the outer clothing of the rescuer.
  - iii. Commendatory Remarks. The third part of the citation is a standard closing sentence, specific to the level of the award recommended.
5. Examples for different types of award citations are provided on the 8 Western Rivers member's webpage. CAUTION: do not copy the performance criteria or cut and paste them into your citation. They will look bad and be returned for re-writing. Besides the individuals at DIRAUX who wrote these awards know them by heart.
6. Citation Format.
- a. Use standard margins and text format for citations.
    - i. Auxiliary Achievement Medal, Auxiliary Commendation Medal, Auxiliary Meritorious Service Medal, Auxiliary Legion of Merit, and Auxiliary Distinguished Service Medal use landscape format with the following margins: top 0.7", bottom 1.25", sides 1.0".
    - ii. Auxiliary Letter of commendation uses portrait format with the following margins: top 1.5", bottom 1.0", sides 1.5".
    - iii. Meritorious Team Commendation uses portrait format with the following margins: top 1.5", bottom 1.0", sides 1.25".
    - iv. All citations must be written in Times New Roman , **bold**, 12-point font.
    - v. All award text must be full-justified.
  - b. The Auxiliary Letter of Commendation citation is the only one written in the first and second person (i.e. – "I note with pride..." / "You did this ..."). All other citations are written in the third person (i.e. – "Mr. JONES did this..." / "He did this...").
7. Citation Template:
- a. **COAST GUARD MERITORIOUS TEAM COMMENDATION**.
    - i. Opening Sentence. The Commandant of the Coast guard takes pleasure in presenting the Coast guard Meritorious Team commendation to: (insert name of team) for service as set for in the following citation: For exceptionally meritorious service from (insert dates) while serving on (insert name of team).
    - ii. Statement of achievement. Insert performance of duty. Ensure that there is a cause and effect for each action attributed to the individual.
    - iii. Commendatory remarks. The dedication, pride, and professionalism displayed by the (insert name of team) are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary. The

b. **AUXILIARY LETTER OF COMMENDATION:**

- i. Opening Sentence. 1. I note with pride and am pleased to commend you for your performance of duty as (insert duty) from (insert dates).
- ii. Statement of achievement. Insert performance of duty. Note: Awarded to individuals serving in any capacity with the Coast Guard auxiliary for an act of service resulting in unusual and/or outstanding achievement but lesser than that required for the Achievement Medal. Ensure that there is a cause and effect for each action attributed to the individual.
- iii. Commendatory remarks. 2. You are commended for your outstanding performance of duty. By your meritorious service you have upheld the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary. 3. You are hereby authorized to wear the Auxiliary commandant's Letter of Commendation ribbon bar.

c. **AUXILIARY ACHIEVEMENT MEDAL.**

- i. Opening Sentence. (Insert name) is cited for superior performance of duty while serving as (insert duty) from (insert dates).
- ii. Statement of achievement. Insert performance of duty. Note: The award is given for professional and/or leadership achievement based on sustained performance or specific achievement of a superlative nature and shall be of such merit as to warrant more tangible recognition than is possible by the Commandant's Auxiliary Letter of Commendation Ribbon, but which does not warrant an Auxiliary Commendation Medal. Ensure that there is a cause and effect for each action attributed to the individual.
- iii. Commendatory remarks. (insert name)'s diligence, perseverance, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.

d. **AUXILIARY COMMENDATION MEDAL.**

- i. Opening Sentence. (Insert name) is cited for outstanding achievement while serving as (insert duty) from (insert dates).
- ii. Statement of achievement. Insert performance of duty. Note: For Meritorious Achievement that is outstanding and worthy of special recognition, but not to the degree required for the Legion of Merit or Meritorious Service Medal. The achievement should be such as to constitute a definite contribution to the Service, such as an invention, or improvement in design, procedure, or organization. Ensure that there is a cause and effect for each action attributed to the individual.
- iii. Commendatory remarks. (insert name)'s dedication, judgment, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.

e. **AUXILIARY MERITORIOUS SERVICE MEDAL.**

- i. Opening Sentence. (Insert name) is cited for meritorious service in the performance of duty as (insert duty) from (insert dates).
- ii. Statement of achievement. Insert performance of duty. Note: Awarded to persons who have distinguished themselves by outstanding achievement or

service to the United States Coast Guard Auxiliary. To justify this decoration, the acts or service rendered must have been comparable to that required for the Legion of Merit but in a duty of lesser though considerable responsibility. This should not be interpreted to preclude the award to any individual regardless of position. Ensure that there is a cause and effect for each action attributed to the individual.

- iii. Commendatory remarks. (insert name)'s dedication and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.

f. **AUXILIARY LEGION OF MERIT.**

- i. Opening Sentence. (Insert name) is cited for outstanding meritorious service as (insert duty) from (insert dates).
- ii. Statement of achievement. Insert performance of duty. Note: Awarded to persons for service comparable to the Auxiliary Distinguished Service Medal but in a duty of lesser though considerable responsibility. In general, the auxiliary Legion of Merit should be awarded to Auxiliarists in leadership positions whom have performed such exceptionally meritorious service as to justify the award of the Auxiliary Distinguished Service Medal, except as to degree. Ensure that there is a cause and effect for each action attributed to the individual.
- iii. Commendatory remarks. (insert name)'s ability, diligence, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.

g. **AUXILIARY DISTINGUISHED SERVICE MEDAL.**

- i. Opening Sentence. (Insert name) is cited for exceptionally meritorious service as (insert duty) from (insert dates).
- ii. Statement of achievement. Insert performance of duty. Note: Awarded to whom, distinguish themselves by exceptionally meritorious service to the United States coast Guard Auxiliary. To justify this decoration, exceptional performance of duty, clearly above that normally expected that has contributed materially to the success of the Coast Guard Auxiliary is required. In general, the Auxiliary Distinguished Service Medal will be awarded only to those in principal national position. . Ensure that there is a cause and effect for each action attributed to the individual.
- iii. Commendatory remarks. (insert name)'s ability, diligence, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.

8. Drafting an Award Citation – General Rules of thumb (re – AUXMAN section 11.D.)

- a. Do not use the phrase “During this period.”

- b. Quantifiable data (e.g. – numbers) are an absolute for inclusion in an award nomination. Numbers must be pertinent, relevant, and directly relatable to the award nominee’s actions. Numbers must be specific.
- c. The awardee’s name should not appear in each sentence.
- d. Whenever the awardee’s last name appears in the citation, it should be capitalized.
- e. Sentence construct is important because citations are composed in order to be read aloud.
- f. It is crucial to incorporate the adversity/challenges overcome by the awardee, otherwise recognition for above and beyond the call cannot be justified.
- g. Unless the Auxiliarist holds the title of Commodore they should be referred to as “Mr.” or “Ms.”
- h. Do not use the staff position acronym in the citation, not even parenthesized. Spell it out completely.
- i. Use only the standard phraseology for the upper titling portion of the award citation. Only capital letters should be used in this portion of the award citation.
- j. Use only standard opening and closing sentences for citation texts. Do not add or change these formats.
- k. The last sentence of the citation expresses the gratitude of the Coast Guard and the Coast Guard Auxiliary. Do not preface it with a sentence that essentially does the same thing.
- l. Do not use acronyms in the citation.
- m. Ensure that the awardee’s staff position title is exactly the same in the citation as it is on the Form 1650.
- n. Spell out any numbers from zero to nine, then use the actual number for values greater than nine. Spell out the word “percent” and “million.”
- o. Avoid the run-on sentence trap when drafting a citation. If a sentence runs three lines long, it is too long!