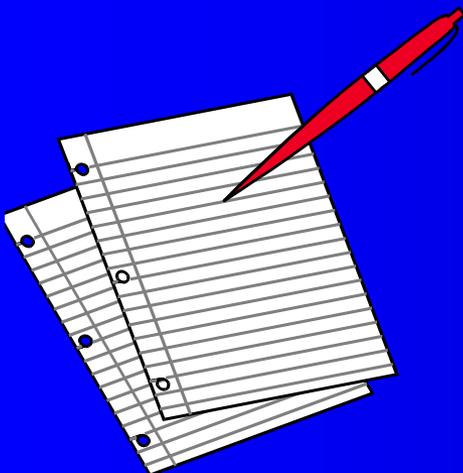


Award Writing Made Easy

A guide for writing Coast Guard
Award Recommendations



This presentation was created using “Award Writing Made Easy Handbook” developed by U.S. Coast Guard Leadership and Quality Institute.

Why Award?

- Recognize outstanding achievement
- Boost morale
- Motivate the members (recipient and others)
- “It’s our only paycheck”
- NOT when it cheapens the award
- NOT for just doing your “job”

Who Awards?

- Any Member can recommend another Member for an award (Auxiliary Manual).
- Elected Officers have a responsibility to identify and recognize members in their units who merit recognition.
- Staff Officers responsible for identifying and recognizing members in their staff area who merit recognition.

When to Award?

- As soon as possible after the activity being recognized.
- Changes of watch.
- DTrain.
- When you can get the most recognition for the member.
- Arrange for spouse and family to be there?
- Surprise?

Which Awards?

- Service Awards
 - Member Service (every 5 years)
 - Annual Service Performance (OPS, VE/PV, PE, Recruiting)
 - Sustained Auxiliary Service (every 750 hrs)
- Program Ribbons
- Unit Awards
- Team Awards
- Personal Awards

Which Awards?

- Service Awards
- Program Ribbons
 - Operations
 - Operations Excellence
 - Instructor
 - Vessel Exam
- Unit Awards
- Team Awards
- Personal Awards

Which Awards?

- Service Awards
- Program Ribbons
- Unit Awards
 - Unit Commendation
 - Meritorious Unit Commendation
 - Flotilla Meritorious Achievement Medal
- Team Awards
- Personal Awards

Which Awards?

- Service Awards
- Program Ribbons
- Unit Awards
- Team Awards
 - Recognizes accomplishment by a team
 - Can include Auxiliary, Active Duty, Reserves, Civilians, etc.
- Personal Awards

2 September 2005

The Commandant of the Coast Guard takes pleasure in presenting
the
COAST GUARD MERITORIOUS TEAM COMMENDATION to:

**UNITED STATES COAST GUARD AUXILIARY
AUX-04 C-SCHOOL INSTRUCTOR TEAM**

for service as set forth in the following

CITATION:

"For exceptionally meritorious service from January 2005 to August 2005 while serving on the Coast Guard Auxiliary AUX-04 C-School Instructor Team. Melding outstanding technical expertise with a remarkable spirit of cooperation, the Team overhauled the Auxiliary's AUX-04 Basic Electronic Presentation and Web-based Technologies C-School curriculum. The Team thoroughly researched existing curricula, sought the knowledge and talents of respected Auxiliary instructors, and consulted with Coast Guard training center experts. The resultant course offered clear and comprehensive training in website development techniques and the creation of advanced PowerPoint presentations. Demonstrating keen insight to customer needs, the Team designed an exportable course and provided training opportunities to active duty and Auxiliary students throughout the nation. As a result of the Team's commitment to timely course delivery, the Team successfully trained more than 60 Auxiliarists and achieved an exceptional 100 percent student attendance record. The school's objectives were met as graduates applied their new skills markedly improving local Auxiliary program administration and e-communications with the recreational boating public. The dedication, pride, and professionalism displayed by the Coast Guard Auxiliary AUX-04 C-School Instructor Team are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary."

For the Commandant,

B. P. SMITH
Captain, U.S. Coast Guard
Chief Director of Auxiliary

Personal Awards

- Auxiliary Commandant Letter of Commendation (ACLOC)
- Auxiliary Achievement Medal (AAM)
- Auxiliary Commendation Medal (ACM)
- Medal of Operational Merit (MOM)

Very rare at District Level

- Meritorious Service Medal (MSM)
- Humanitarian Service
- Plaque of Merit
- Legion of Merit
- Distinguished Service Award

ACLOC

- Members serving in any capacity with the Coast Guard or Auxiliary
- Act of service resulting in unusual and/or outstanding achievement
- Lesser than that required for the Auxiliary Achievement Medal.
- Service/performance for a special event or project.

29 January 2005

From: Commandant

To: Mr. Peter R. Dewitt, U.S. Coast Guard Auxiliary

Subj: AUXILIARY LETTER OF COMMENDATION

1. I note with pride and am pleased to commend you for your performance of duty while serving as the On-the-Water Support Coordinator (OTWC) for the 2004 International Search and Rescue (ISAR) Competition Committee from 1 August 2004 to 7 November 2004. By working closely with the Fifth Coast Guard District staff, U.S. Coast Guard Group Hampton Roads, and local Auxiliary Divisions, you arranged unprecedented levels of Auxiliary facility support for every competition venue. With excellent leadership skills, you marshaled 50 Auxiliarists, 13 Auxiliary surface facilities and three Auxiliary personal water craft to monitor safety and security throughout the competition. As a result of your determination to arrange complete Auxiliary coverage, Coast Guard resources were able to remain focused on vital maritime homeland security missions in the Hampton Roads area. With exemplary enthusiasm and cooperative spirit, you deftly handled several major unforeseeable delays and interruptions during the competition and earned the admiration and respect of our Canadian maritime counterparts.

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.

For the Commandant,

B. P. SMITH
Captain, U.S. Coast Guard
Chief Director of Auxiliary

AAM

- sustained professional and/or leadership achievements
- over a period of time
- outstanding achievement or service worthy of special recognition
- outstanding level of performance and/or achievement
- administration or operations.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY ACHIEVEMENT MEDAL
(GOLD STAR IN LIEU OF A SECOND)**

TO

MR. JOHN L. SIKES

UNITED STATES COAST GUARD AUXILIARY

Mr. SIKES is cited for superior performance of duty while serving as Branch Chief, Newsletter Services from August 2001 to August 2005. Exhibiting exceptional foresight and technical ability, Mr. SIKES expertly edited and produced the Boating Department newsletter, "WAVES." He adeptly partnered with the Auxiliary national staff and boating safety organizations to promote boating safety programs including: "Operation Boat Smart", "You're In Command", and National Safe Boating Week. Mr. SIKES also assured "WAVES" covered boating safety initiatives by State Boating Law Administrators and corporations including BoatUS and West Marine. In order to advance "WAVES" as an informative and beneficial publication to Auxiliary units, Mr. SIKES made certain that current guidance on procedures to obtain funding for a broad range of boating safety grants was featured. Mr. SIKES proficiently incorporated frequent last-minute changes to the newsletter to produce a finished product with the latest information. His keen organizational ability was instrumental during several major departmental staff changes, which ensured timely distribution and maintained optimal newsletter quality. As a result of his attention to detail and commitment to quality, all 24 issues of the "WAVES" newsletter were published on schedule. Mr. SIKES' 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.

ACM

- outstanding achievement
- administrative services
- accomplished in a manner which is much better than could normally be expected from an Auxiliarist of like capability and experience.
- NOT for just doing a routine or difficult job well

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY COMMENDATION MEDAL
TO
MR. RANDOLPH M. BOGDAN
UNITED STATES COAST GUARD AUXILIARY**

Mr. BOGDAN is cited for outstanding achievement while serving as Division Chief, Web Services from January 2005 to August 2005. Demonstrating superior professional competence, Mr. BOGDAN skillfully managed the installation of two new LINUX computer servers to support Auxiliary information systems and communications services networks. Faced with the imposing challenges of escalating system demands, antiquated equipment, and budgetary constraints, he extensively researched and identified innovative technology-based solutions to meet Auxiliary requirements. Determined to provide affordable state-of-the-art equipment, Mr. BOGDAN solicited vendors to obtain valuable software donations and high-tech system hardware that markedly enhanced Auxiliary computer system capacity and capabilities. As a direct result of his efforts, new Auxiliary computer systems were established to support over 700 local Auxiliary unit web sites, national departmental web sites, and the National Auxiliary web site that annually serves over three million site visitors. Mr. BOGDAN's extraordinary foresight and vision ensured that these new systems were flexible and powerful enough to handle the Auxiliary's rapidly expanding online training needs, extensive document archives and complex e-mail subsystems for years to come. His tenacious pursuit of computer system excellence significantly advanced the Auxiliary's goal of fully leveraging technology to support its member services and the needs of America's recreational boating public. Mr. BOGDAN'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.

MSM

- exceptional meritorious service
- outstanding and meritorious service
- meritorious performance of duty enhanced Auxiliary goals
- performance much higher than that normally expected
- significant positive effect on the ability of the Coast Guard and/or the Auxiliary to complete its missions and goals.

MOM

- outstanding achievement or service of an operational nature
- direct, hands on, underway, surface or airborne (aviation mission activity) worthy of special recognition.
- outstanding operational performance, skill, assist, rescue or other meritorious operational service
- may recognize cumulative series of operational services

From: Commandant

To: Mr. William S. Kinsey, U.S. Coast Guard Auxiliary

Subject: USCG AUXILIARY MEDAL OF OPERATIONAL MERIT

1. I take great pleasure in presenting you with the United States Coast Guard Auxiliary Medal of Operational Merit for outstanding achievement in support of the Coast Guard and the Coast Guard Auxiliary.

2. You are cited for outstanding operational skill in performance of your duties as Coordinator of the Humpback Whale rescue efforts during the month of May, 2007. Confronted with a situation of unique characteristics and proportions, you marshaled the efforts of eighty-eight District Eleven, Northern Region Auxiliarists to assist in whale herding operations from the Sacramento River to San Francisco Bay. As the District Eleven Rear Commodore for Operations you provided exceptional leadership and oversight for this highly publicized national event. The impact of this event was orchestrated through several federal and state agencies, which included California Fish and Game, the Mammal Research Center, the California Office of Emergency Services and the National Oceanic and Atmospheric Administration (NOAA). The incident command system was utilized and resulted in a unified command structure that deployed multi-agency assets and resources through out the San Francisco Bay Area which allowed the hump-back whales to return to the Pacific Ocean. Over a period of several weeks, you responded to hourly updates regarding the position and condition of two Humpback whales now known as "Delta" and "Dawn". Using the highest level of proficiency and your finely honed diplomatic skills, you coordinated Auxiliary efforts with a myriad of other federal, state, and local agencies as well as press representatives, resulting in a very positive image of the Coast Guard and Auxiliary as protectors of these vulnerable mammals.

3. You are commended for your devotion to these tasks as a key member of the Coast Guard Family. Through your dedication, judgment and devotion to duty you have upheld the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.

For the Commandant,

Plaque of Merit

- heroism in the face of grave personal risk
- clearly stands out as above normal expectations
- extreme skill
- assist or rescue
- risk to the Auxiliarist's life

Humanitarian Service

- meritorious, direct, non-routine participation
- significant act or operation of a humanitarian nature.
- physically present at the designated location
- directly contributed and influenced the action.

U.S. COAST GUARD AUXILIARY

AWARDS PRIMER

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Step One

Gather Performance Data On the Member

- ⌘ Look for documentation – formal and informal
- ⌘ Conduct interviews with:
 1. Chain Of Command
 2. Peers/Subordinates
 3. Other Witnesses

Step Two

Do Each Of The Following To Develop Bullet

☎ State the impact on the department/division/unit or Coast Guard

☎ Wordsmith the statement to create one concise yet simple sentence. State what was done and how it was done. (stated in the past tense)

Step Three

Decide On The Level Of The Award

- ✎ The higher the impact, the higher the award
- ✎ Consult with those in your chain and related staff officers
- ✎ Awards committee may reduce level if appropriate

Formats

There are two type of formats for an award citation, and they are:

✂ Citation Format

✂ Letter Format

Citation Format

- sideways (landscape)
- margins: 1 inch - top and sides; 2.3 inches - bottom.
(leaving room for the gold seal)
- 12 point Helvetica style font
- 5 lines of heading
- body: between 15 and 19 lines long, justified

Citation Format - Heading

The heading should look like this:

**CITATION TO ACCOMPANY THE AWARD OF
THE (type of medal goes here)
TO
(spelled out rank and full name goes here)
UNITED STATES COAST GUARD**

The heading is always centered on the page and capitalized

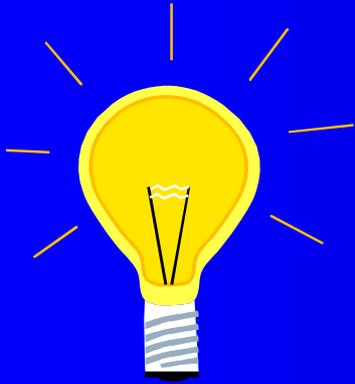
LETTER FORMAT

- printed on the Commandant's letter stationary
- from the "Commandant" to the individual (2nd person)
- 3 paragraphs
- Examples:
 - Commandant's Letter of Commendation
 - Medal of Operational Merit

Step Four

Draft The Citation

- ☞ Use standard opening and closing jargon.
- ☞ Identify position held (if appropriate) and time period.
- ☞ Use the sentence developed in Step 2 for the body.
- ☞ **ALWAYS** capitalize the member's **LAST NAME**
- ☞ Spell out abbreviations the first time in the citation.
- ☞ Read the citation out loud to another to check the “flow”.



Performance Bullets

- raw material
- statement of actions
- three parts:
 - **what they did**
 - **how they did it**
 - **impact or results of their action**
(why it was significant)

What do I Write About

- 3 to 5 items:
 - what the member did best
 - had the greatest impact on the service or unit.
 - number-quantified action and a following result. For example, “...100 hours of member training – facilitated qualification of 3 new AUX-OPs,” has the action and the result.
- ask yourself
 - “What was done?”
 - “How did they do it?”
 - “What was the Result?”

Hints For Using Statistics

- Use numbers to quantify actions and provides concrete results
For example, “Auxiliarist Garza volunteered many hours of personal time watchstanding, which saved the Coast Guard a lot of money...”
Doesn’t tell the story as well as, “Auxiliarist Garza volunteered 400 hours serving in the operations center every Friday, which freed up one full time equivalent person to perform other duties at the Station, a benefit to the Coast Guard of \$10,000.”

- DON'T criticize an individual's predecessor.
- Focus on items that are high profile or extend beyond a member's command.
- The citation is an account "...which will be cherished by them and a source of pride to their families".
- The Rewards and Recognition Handbook (COMDTINST P1650.27) says "...we are telling a story to everyone about what the person receiving the award has done.

Cheat Sheet

After the standard opening, each bullet should start with an action word like these:

- ✌ Displaying
- ✌ Exhibiting
- ✌ Demonstrating
- ✌ Showing
- ✌ Using
- ✌ Making
- ✌ Through

Cheat Sheet

The next words should be an adjective-noun combination something like these:

- ✂ Superior leadership, he...
- ✂ Exceptional competence and professionalism, she...
- ✂ Expert technical skills, he...
- ✂ Highest degree of proficiency, she...
- ✂ Accomplished organizational abilities, she...
- ✂ Finely honed
- ✂ Keen insight

Cheat Sheet

Adverbs work well for the next word(s) such as:

- ✂ Quickly
- ✂ Capably
- ✂ Professionally
- ✂ Skillfully
- ✂ Proficiently
- ✂ Adeptly
- ✂ Effectively
- ✂ Efficiently

Wording and the “Guts”

Steer away from using specific jargon or acronyms or name of equipment that are not commonly used in the English language. A good rule is to use simple, everyday words that convey powerful thoughts.

Also avoid being gushy or using “puffed up” words that seem phony or pompous.

Wording and the “Guts”

Now, simply mix and match the words and phrases to ensure each bullet is a flowing sentence or two. Start with the accomplishment you consider to be the most significant. The body of the citation is simply 3 to 5 bullets turned into powerful, concise sentences, one after another.

Voila!!! You've completed the citation.

Well Almost

Wording and the “Guts”

Before you turn it in, take the citation, stand up in front of a mirror, another person, or a microphone connected to a tape recorder and **READ** what you have written -- **OUT LOUD!** This is the most effective way to check grammar and see if what you have written really is concise, flowing, and powerful.

Step Five

Edit The Citation (Use the 4-step process)

1. Read it once...

Match the points with support

2. Read it a 2nd time...

Organize into powerful well-connected thoughts

3. Read it a 3rd time...

Delete dead words

4. Read it a 4th time...

Check grammar, spelling, punctuation, and capitalization

Step Six

Complete ANSC 7002/CG-1650

- ✎ Complete blocks 1 through 19
- ✎ Team awards need to include all team members and SSNs

COAST GUARD AWARD RECOMMENDATION

ANSC# 7002

1. RECOMMENDED AWARD**2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE)****3A. INDICATE IF SUBSEQUENT AWARD
(FIRST, SECOND, THIRD, ETC.)****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 THE PERIOD BEING RECOGNIZED (ATTACH COPY)****5. MEMBER NUMBER****11. PRESENT DUTY STATION (AUX: DIVISION/FLOTTILA)****6. BRANCH OF SERVICE****7. STATUS**

AUXILIARY CIVILIAN REGULAR RESERVE

12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED)**8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX:
POSITION TITLE)****13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD
RECOMMENDED****9A. DETACHMENT DATE****9B. RETIREMENT**

YES

NO

14. FOR CIVILIAN RECOMMENDATIONS ONLY**14A. PREVIOUS AWARDS DURING PAST 3 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, SSN, GRADE/RATE,
STATUS, AND PRESENT DUTY STATION.****18. NAME, GRADE, TITLE OF ORIGINATOR**

PHONE NO.

SIGNATURE

DATE

COAST GUARD AWARD RECOMMENDATION ANSC# 7002		1. RECOMMENDED AWARD Commendation Medal	
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE) 1 January 2000 to 1 March 2007		3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.) First	3B. "O" DEVICE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
PERSONAL AWARD INFORMATION (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)			
4. NAME (LAST, FIRST, MI) Bolles, Rodger N.		10. PREVIOUS AWARDS EARNED DURING THE PERIOD BEING RECOGNIZED (ATTACH COPY) none	
5. MEMBER NUMBER 1175101		11. PRESENT DUTY STATION (AUX: DIVISION/FLOTILLA) 113-06-10	
6. BRANCH OF SERVICE Coast Guard	7. STATUS AUXILIARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/>		12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED) n/a
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX: POSITION TITLE) Rear Commodore (RCO) and District Staff Officer Legal (I		13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED none	
9A. DETACHMENT DATE N/A	9B. RETIREMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
14. FOR CIVILIAN RECOMMENDATIONS ONLY			
<i>Not Applicable</i>			
<i>Unit Award- Only ONE type of award per form. To reveal, clear or remove entry in item #4</i>			
18. NAME, GRADE, TITLE OF ORIGINATOR Nick G. Tarlson, DSO-MS		PHONE NO. (415) 956-5700	SIGNATURE  Nick Tarlson DATE 02/27/2007
19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.			

COAST GUARD AWARD RECOMMENDATION ANSC# 7002		1. RECOMMENDED AWARD Meritorious Team Commendation	
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE) 1 January 2007 to 31 October 2007		3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.) unknown	3B. "O" DEVICE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<i>Individual Award- only 1 type of award per form. To reveal, clear entry in item #15</i>			
14. FOR CIVILIAN RECOMMENDATIONS ONLY			
<i>Not Applicable</i>			
UNIT/TEAM AWARD INFORMATION			
15. NAME OF UNIT/TEAM South Bay Lakes Safety Patrol Team		16. LOCATION OF UNIT/TEAM AT TIME OF ACTION Anderson Reservoir, California	
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, SSN, GRADE/RATE, STATUS, AND PRESENT DUTY STATION. See attached.			
18. NAME, GRADE, TITLE OF ORIGINATOR		PHONE NO.	DATE
		Signature Nick Tarlson	

Step Seven

Submit the award package through the chain of Leadership who will forward to Awards Committee via D14 DCOS