



COMDTINST 1650.7A
13 FEBRUARY 2009

COMMANDANT INSTRUCTION 1650.7A

Subj: JOSHUA JAMES ANCIENT KEEPER AWARD

Ref: (a) Invitational Travel Orders, COMDTINST 12570.3 (series)
(b) Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series)

1. PURPOSE. This Instruction establishes policies, procedures, and standards for the administration of the Joshua James Ancient Keeper Award.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at headquarters shall ensure that the provisions of this Instruction are followed. Internet release is authorized.
3. DIRECTIVE AFFECTED. Joshua James ‘Keeper’ Award, COMDTINST 1650.7 is cancelled.
4. BACKGROUND. The Joshua James Ancient Keeper Award was established to honor longevity and outstanding performance in Coast Guard boat operations. The award’s namesake, Captain Joshua James, is the most celebrated lifesaver in Coast Guard history with 626 lives saved. Only those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James, were appointed as station keepers. The Joshua James Ancient Keeper Award recipient will hold the distinction until retirement, release from active duty, or upon display of unsatisfactory performance or conduct. One officer or enlisted member will hold the title at any given time.
5. DESCRIPTION. The award is a large bronze and wooden display plaque, which depicts Joshua James and an original lifeboat. This plaque will be kept on permanent display at the Hull Lifesaving Museum in Hull, Massachusetts, and display the names of all award winners. Duplicates will be displayed at the Boat Forces Command Cadre school and Coast Guard Headquarters. A miniature version of the plaque is presented to the new recipient upon transfer of the award.

DISTRIBUTION – SDL No.151

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1		1	1		1	1																
B		2	2		1		1							2				1								
C					1				1		2			2		1							1		2	
D		1		2				1																		
E																		1	1							
F																										
G			1																							
H																										

NON-STANDARD DISTRIBUTION:

- a. The award recipient will receive custody of a United States Life Saving Service Keeper's hat and other regalia that will be transferred during the award ceremony.
 - b. The award recipient will also be given a nametag, which is an authorized item for the prescribed uniform of the day. The nametag is 5/8 inch by 3-3/16 inch in size and has black lettering on a gold background. The lettering size shall be 1/4 inch for the individual's last name and 3/16 inch for the legend "Joshua James Ancient Keeper." Commandant (CG-731) will fund and procure two nonstandard nametags per recipient.
 - c. The recipient is authorized to wear these items during subsequent retirement ceremonies, commissionings, decommissionings, and other appropriate gatherings in his/her capacity as holder of the Joshua James Ancient Keeper Award.
 - d. Award items shall not be worn as a replacement for authorized uniform parts during unit inspections, daily routine (items other than nametags), or as part of civilian clothing. They should be kept in an appropriate display case when not in use.
6. ELIGIBILITY REQUIREMENTS. To be eligible for the Joshua James Ancient Keeper Award, candidates must:
- a. Be a Coast Guard officer or enlisted member who has served on continuous active duty with ten or more years of accumulated service at Boat Force units, of which five years must have been as commanding officer or officer in charge.
 - b. Be qualified as a coxswain in accordance with directives and guidelines in effect at the time of certification. Certification must have been completed on a boat that is attached to a shore unit and designated by Commandant as a standard boat of 30 feet or greater in length.
 - c. Have not received a derogatory report for any Officer Evaluation Report (OER) and/or must have maintained Good Conduct eligibility, and have not received a mark less than "4" in the professional dimensions of Integrity, Loyalty, and Respecting Others for enlisted evaluations.
 - d. Officers with enlisted service must have maintained Good Conduct eligibility, and have not received a mark less than "4" in professional dimensions of Integrity, Loyalty, and Respecting Others on their enlisted evaluations.
 - e. Be eligible to hold the distinction for at least one year.
 - f. Have a distinguished record of seamanship and leadership in the Boat Forces community.
7. SELECTION CRITERIA. The Joshua James Ancient Keeper will be selected from the group of candidates meeting the above criteria on the following basis:
- a. The candidate who meets the performance requirements and has the most cumulative service at Boat Force units will be chosen. For the purpose of this instruction, Boat Force units include: Stations, Station Smalls, Aids to Navigations Teams, Station Aids to Navigation Teams (STANTs), Groups/ Sectors, Marine Safety Units (MSUs), Marine Safety Detachments (MSD) with boat allowance, Maritime Force Protection Units (MFPUs), Marine Safety and Security

Teams (MSSTs), Marine Security Response Team (MSRT), Port Security Units (PSUs), and Centers for Excellence (National Motor Lifeboat School, Boat Forces Center, UTB Systems Center, Special Missions Training Center, Boat Forces Standardization Team).

- b. In a case where candidates have the same amount of cumulative service at Boat Force units, the member who possesses the most service as commanding officer or officer in charge will be selected.
 - c. The award may be earned only once.
8. DUTIES AND RESPONSIBILITIES. Award recipients are charged with oversight of Coast Guard boat operations to ensure that the Service's tradition of professionalism remains intact. Award winners should be invited by Area, District, Sector and Unit commanders to attend and take part in any official ceremony which involves our boat community. In addition to Station commissionings, decommissionings, Dinings in/out, and changes of command, recipients should participate in public affairs events and public ceremonies, that highlight our rich heritage. Recipients should also speak at one Coxswain, Surfman, or Boat Force Command Cadre resident course annually. Travel to be funded by Commandant (CG-731). Award holders should notify Commandant (CG-731) by message, letter, or e-mail at least annually, listing the events attended in their capacity as Ancient Keeper.
 9. NOMINATIONS. Commandant (CG-7) will solicit nominations via ALCOAST upon notification of the incumbent award holder's retirement, release from active duty, or unsatisfactory conduct. District Commanders shall submit nominations to the Commandant (CG-731) using the format provided in enclosure (1). Nominations shall not exceed two pages.
 10. SELECTION PROCESS. The steps in the selection process are outlined below:
 - a. The incumbent Ancient Keeper and Commander, Coast Guard Personnel Command (CGPC) will notify Commandant (CG-731) as soon as it is determined that the incumbent Ancient Keeper is retiring or being released from active duty, in order to facilitate timely selection and change of watch.
 - b. Commandant (CG-7) shall promulgate an ALCOAST message with notification of pending Ancient Keeper vacancy and solicitation for nominations of qualified candidates to be submitted via district commanders. District commanders shall not submit more than one nomination package. Each district should nominate the most deserving of the award per the outlined criteria. Headquarters units shall submit nominations directly to Commandant (CG-731).
 - c. Commandant (CG-731) shall review the nominations and select the nominee who best meets the outlined criteria.
 - d. Commandant (CG-7) will submit selection to Commandant (CG-00) for approval.
 11. CEREMONY. Commandant (CG-731) will arrange for formal announcement of the award. The incumbent's command will host the official ceremony that recognizes the transfer of this title. It should be conducted on or immediately prior to the incumbent's official date of retirement or release from active duty. The incumbent's command shall assign a project officer and Commandant (CG-

731) will also assign a project officer to liaise and assist with the planning as necessary. Commandant (CG-731) will provide funding for travel and per diem for the principals to participate in appropriate ceremonies. Funding for the spouse of the Ancient Keeper select will be funded in accordance with ref (a). Commandant (CG-7) will serve as the Travel Approving Official for the purposes of the Joshua James Ancient Keeper Award Ceremony.

12. QUESTIONS OR COMMENTS. This policy will be incorporated into the next change of reference (b). Questions should be directed to Commandant (CG-731) at (202) 372-2515.
13. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
14. FORMS/REPORTS. None.

WAYNE E. JUSTICE/s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Capability

- Encl: (1) Joshua James Ancient Keeper Award Nomination Format
Encl: (2) Joshua James Ancient Keeper Sample Ceremony Script

U.S. Department of
Homeland Security

United States
Coast Guard



Commander

Unit Address
City, State, Zip
Phone:
Fax:

1650

MEMORANDUM

From: x. x. xxxx, RADM
(District Commander)

Reply to
Attn of: xxxxx xxxxxxxx

To: COMDT (CG-731)

Subj: NOMINATION OF BMx xxxxx xxxxxx FOR THE JOSHUA JAMES ANCIENT
KEEPER AWARD

Ref: (a) Joshua James Ancient Keeper Award, COMDTINST 1650.7A

1. It is my distinct pleasure to nominate BMx xxxxxx xxxxxx for the Joshua James Ancient Keeper Award.

2. BMx xxxxxxxx meets the eligibility requirements as outlined in reference (a):

a. Number of days assigned to Boat Force units:

b. Number of days in command at Boat Force units:

c. Date certified as a coxswain/ platform type:

d. Has maintained good conduct(enlisted) and has not received a derogatory OER (officer) or a mark less than '4' in the professional dimensions of Integrity, Loyalty, and Respecting Others on their enlisted evaluations.

e. Expected date of retirement:

3. BMx xxxxx has a distinguished record of seamanship and leadership in the Boat Force community as demonstrated by:

a. Leadership.

b. Maritime Professionalism.

c. Performance of Duty.

d. Summary of Action.

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Joshua James Ancient Keeper Award Sample Ceremony Script

A table will be set up and have for the award recipient:

- a. Ancient Keeper life saving service cover with insignia*
- b. Ancient Keeper name-tags (2)*
- c. Joshua James Ancient Keeper award plaque*

MC: Calls attention and arrival of official party, posting of colors, and National Anthem

Invocation

MC: Introduction and recognition of VIP's

MC: Introduction of guest speaker to podium
Guest speaker addresses audience

MC: Introduction of incumbent Ancient Keeper to the podium
Incumbent Ancient Keeper addresses audience

MC: The incumbent and incoming Ancient Keeper will rise for changing of the watch and presentation of cover and nametag

Incoming Ancient Keeper hand salutes and states "I stand ready to relieve you"
Incumbent Ancient Keeper returns salute and states "I stand properly relieved"

MC: Presentation of the Joshua James Ancient Keeper Award plaque to new Ancient Keeper

MC: Closing remarks

Benediction

MC: Retiring of colors

MC: Departure of official party