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SECRETARY'S SECOND ANNUAL AWARDS CEREMONY

I just released ALCOAST 088/06 announcing that the Department of Homeland Security will hold the Secretary's Second Annual Awards Ceremony on May 4, 2006 at DAR Constitution Hall, 1776 D Street, N.W. Washington DC. There are 10 award categories and the ALCOAST describes the criteria for each. Military members are eligible for all but 2 categories. I ask that you give this ALCOAST your close and immediate attention because we only have a few weeks to get our nominations to the Department. The Secretary's Awards Ceremony is a terrific opportunity to recognize the achievements of our people active duty, reserve, and civilian (both appropriated and non-appropriated employees).

Besides the ALCOAST, the award categories, nomination criteria and nomination form can be found at the following links on the Civilian Home Page at:

<http://www.uscg.mil/hq/cgpc/cpm/news/dhsawardsceremony.htm> Nominations must be submitted to Commandant (CG-1213), Room 6306, 2100 Second Street SW, Washington DC 20529-0001, no later close of business on Friday, March 3, 2006. Each nomination must be typed, conform to the space provided and submitted on the nomination form provided at the line above. Please ensure that your submissions include the following information:

- The original nomination form (see link above), plus 8 copies;
- A clear, "plain English" citation of 15 words or less for each nomination;
- The nominating official's location and telephone number;
- For team nominations, a separate listing of team members' first name, middle initial, last name, social security number (last 4 digits only) and telephone numbers attached to the form;
- The name and telephone number of the individual from any team nomination who, if selected, will accept the award for the team; and,
- The phonetic spelling of individual nominees' and team member representatives' names.
- An electronic copy of each nomination package should also be sent via email to SHailstorks@uscg.mil

I realize we have a short timeline to submit these recommendations, but it is important to recognize our people for the great work they do. Please carefully review the award categories and criteria at the link above and nominate deserving people.

If you have any questions regarding the Secretary's Award Ceremony or the nomination process, please contact Sherrie Hailstorks on (202) 267-2368 or Lari Bowman on (202) 267-0230.

Regards,

RADM Kenneth J. Venuto

Ken Venuto

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