

Award Recommendation 10-6.03-P

PREPARE an award recommendation on a Coast Guard member and SUBMIT it to your supervisor for review, as presented in the E-PME Study Guide

Award Recommendation Preparation

As a Coast Guard leader, you can recognize outstanding performance of members by recommending them for awards. This recommendation is formalized and submitted on CG1650.pdf (found in USCG Adobe Forms).

Preparing the award recommendation is a seven-step process.

1. Gather performance data on the Coast Guard member
 2. Develop a performance bullet
 3. Decide on the level of award
 4. Draft the citation
 5. Edit the citation
 6. Complete CG1650.pdf
 7. Submit the award package.
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Gather Performance Data

For your recommendation to be seriously considered, support your recommendation with specific facts, events, and data. Locate PDR entries (i.e., Page 7s) and informal documentation. You can also conduct interviews with:

1. Chain of command
 2. Peers/subordinates
 3. Other witnesses.
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Develop a Performance Bullet

Create a bullet that states the impact of the action(s) on the Coast Guard. Develop the impact statement into a simple, concise sentence. State what was done, how it was done, and the impact it made on the Coast Guard.

Select 3 to 5 significant accomplishments and quantify each action with its subsequent result.

Decide on Level of Award

Determine the award for recommendation. A summary of action is not required for the CG Achievement and CG Commendation medals. However, a one-page summary of action is required for the Meritorious Service medal.

Draft the Citation

When drafting your citation, follow these suggestions:

- Refer to the proper award manual for opening and closing verbage for each award and copy exactly as shown.
 - Use the impact statement developed in Step 2 to create the body of the citation.
 - Always capitalize the member's LAST NAME and spell out the rate or rank.
 - Spell out abbreviations the first time used in the citation.
 - Read the citation aloud to someone to make sure it sounds and flows the way you want.
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Edit the Citation

Follow these suggestions to edit your citation text:

- Read once to match the points with supporting information.
 - Organize the information into powerful well-connected sentences.
 - Read again to delete all unnecessary words.
 - Check your grammar, spelling, punctuation, and capitalization.
 - Have a co-worker read the citation. Address any feedback.
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Complete CG1650.pdf

To process the award recommendation, complete blocks 1 through 19 of the Coast Guard Award Recommendation form. For a team award, include all team members' names and SSNs.

Submit the Award Package

Submit the award package to the appropriate Awards Board via your chain of command. Follow your local award submission procedure.

***Additional
Resources***

The following references provide the opening and closing paragraphs for the citation text, as well as additional information on the award process.

The following information can be accessed at this (untestable) web site:

<http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>

- COMDTINST M1650.25C for military personnel
- COMDTINST M12451.1 for civilian personnel
- COMDTINST M16790.1 for auxiliarist personnel
- COMDTINST P1650.27, Rewards and Recognition Handbook

The following information can be accessed at this (untestable) web site::

<http://www.uscg.mil/hq/g-w/g-wt/g-wtl/award>

- Award Writing Made Easy
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