



Award Writing Guidance

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Purpose

The award system is the only way that our members are compensated for their undying dedication to the US Coast Guard Auxiliary and our nation. All too often, their efforts go unrecognized simply due to the fact that no one appropriately nominated them for the appropriate level of recognition.

Contents

This guidance will provide you a variety of resources. The following summarizes what is included for your use:

- An introductory explanation of the variety of awards for which members can be nominated. These explanations focus on requirements for the award as well as an image of the ribbon representing receipt of the award.
- The Award Recommendation form for submission of all award recommendations
- A specially created check list for award recommenders to utilize in preparing the award submission. In addition to the check-list nature of this document, it also includes those key words that must be included in the award citation in order to make likelihood of approval greater.
- While not included, the Summary of Action or Service is a critical part of the higher-level awards. The Summary of Action or Service provides the details that support the recommendation and the citation. Sources of information that can be utilized to prepare the Summary include: Statements from victims involved; Representatives of other agencies involved in the action or rescue; Newspaper articles; Affidavits or letters from witnesses, relatives and so forth; National Weather Service information for the time/day an action was performed; Statements from active-duty personnel, if they were involved, attesting to the skill/expertise of the Auxiliarist or civilian involved; Statements from those having knowledge of the financial impact of the action, if applicable, i.e., the act saved the US Coast Guard \$XXX.

Background and Process

Auxiliary and US Coast Guard awards are the only “compensation” available to our members and need to be given out whenever an act or service warrant special recognition. Many in the Auxiliary feel that recognition is not given often enough to our members. This author’s experience is even more telling when the question has been asked of Auxiliary audiences, “Please raise your hand if you feel you have ever performed an exceptional act or service for the Auxiliary that has never been officially recognized.” Universally, a rather startling number of hands are raised. What is the solution to this perceived lack of recognition? The simple answer is that more of our members need to be written-up for awards more frequently.

So, this guidance will provide you with some utilitarian tools for initiating awards

Let’s briefly examine the process of the granting of awards. While all of this may vary slightly between Districts and Regions, the process, in general, roughly universal throughout the Auxiliary.

The following recognitions are granted based upon a member completing training, length of service our hours of service and do not require a submission through the awards process:

- Auxiliary Membership Service Ribbon
- Instructor Program Ribbon
- Examiner Program Ribbon
- Annual Service Performance Award Ribbons
- Operations Program Ribbon
- Marine Safety Training Ribbon
- Specialty Training Ribbon

While these ribbons are awarded “automatically”, it is incumbent upon Flotilla Commanders, Flotilla Vice Commanders and Flotilla Staff Officers for Member Training, Personnel Services and Operations to be certain that those deserving recognition are appropriately identified by the system tracking these qualifications and recognitions.

Apparent errors in such automatic recognition should be communicated through the chain of leadership and reported to the appropriate Member Training District Staff Officer. The Member Training District Staff Officer(s) will work with the office of the Director of Auxiliary to see that corrections are made.

Awards and recognition for which members must be nominated go through a process that may vary from District to District but generally follow this step-wise procedure:

1. The member is nominated at the appropriate level. Most Auxiliary awards **can be recommended by ANY MEMBER**.
2. If a Flotilla or Division has an Awards Advisor or an Advisory Committee, those resources should be utilized before moving the award recommendation forward.
3. Following local preparation and review, the award recommendation may take one of two paths:
 - a. The award may be submitted directly to the District Chief of Staff; or,
 - b. The award may be submitted to your District Captain. It is recommended that your District Captain be involved prior to the District Chief of Staff since that individual may assist in the perfecting of the commendation as well as double-checking that all required information is included.
4. If the award is submitted directly to the District Chief of Staff, s/he may send it down to the District Captain in whose AOR the award originator resides.
5. The following describes the role of the District Captain in the awards process:
 - a. The District Captain will serve as an award advisor/consultant to the Divisions in his/her AOR
 - b. Members from the District Captain's AOR may submit summary information to the District Captain. Upon receipt, the District Captain will notify the impacted Division Commander, FC, and the District Chief of Staff.
 - c. The District Captain will:
 - i. Possibly amend the level of the award appropriate for the action for which the award is being recommended;
 - ii. Draft a commendation to be submitted with the award that will go forward to the District Chief of Staff;
 - iii. When necessary, advise the award recommender that the level of the award has been modified;
 - iv. Move the award recommendation, summary of action or service when required, District award nomination form, and citation to the District Chief of Staff.
 - d. The District Captain will offer to the Divisions in his/her AOR a presentation at a Division meeting, as determined by the Division Commander, on the awards program and appropriate submission of awards
 - e. The District Captain will also serve as the advocate for any award being submitted by any member in any Division in his/her AOR.
 - f. The added involvement of the District Captain should not add any more than 72-hours to the time that it takes for a member's award recommendation to reach the District Chief of Staff, provided there is no further background research or clarification required.
 - g. The District Captain will submit the award recommendation package to the District Chief of Staff when the package is completed.

- h. When appropriate, the District Captain may recommend to the Division Commander that the award nominee be recognized at the local level and not be recognized through the formal award process. When this action takes place, the District Chief of Staff should be copied on any communication to the Division Commander.
6. When an award recommendation is received by the District Chief of Staff, the Division Commander of the member's Division will be notified of the receipt of the award recommendation.
7. At some point during the process of the award being reviewed at the District level, it may be passed on to the Director of Auxiliary for the District to review the wording of the citation and the possible re-writing or modification of the citation to make it more in keeping with accepted norms.
8. After the award recommendation is logged-in by the District Chief of Staff, if it does not need to be referred back to the District Captain for any re-work
9. The award is then given to the District Awards Board, the EXCOM, consisting of the District Commodore, District Chief of Staff, District Captains, District Director and the Immediate Past District Commodore. By a majority vote of this Awards Board, the award is passed along to the appropriate Coast Guard Officer for final approval and preparation of the award. The regular Coast Guard officer who must sign a particular award may make further modifications to the citation before it is presented.
10. If an award is not approved by the Awards Board, the award recommender is notified that the award was not approved and whether a re-work of the award might modify the Board's decision. The most typical reason that an award is not approved is due to the observation that "s/he was just doing her/his job" and there was nothing more that was accomplished than should be reasonably expected of someone in a similar position.
11. If an award is not approved and the Flotilla Commander or Division Commander feels that some special recognition is warranted for the individual, there is nothing to prevent the preparation of a certificate of appreciation or a similar document. The objective is to see that someone who a member felt was deserving of special recognition does, ultimately, receive some sort of special recognition.

Award Eligibility

The following individuals can be recognized under the award system:

- Auxiliaries
- Active-duty Coast Guard
- Reservists
- Civilians can be recognized by certain Coast Guard formal awards

Why Awards Are Given

Citations are prepared to recognize individuals, teams or units for the following:

- Acts of heroism which may or may not have involved significant risk to the individual being recognized
- Meritorious achievements
- Meritorious service that goes beyond what is normally expected in the capacity in which the individual, team or unit is tasked
- A distinguished performance worthy of recognition
- Some act that demonstrated noteworthy extra effort, extra work, personal risk or significant financial benefit/savings the Coast Guard or Coast Guard Auxiliary

Things to Do Relative to Award Recommendations

First, if you recommend a member for an award, it's probably most prudent not to let the member know that you have put them up for an award and you expect them to get it...remember that the approval process is fairly stringent and you and, perhaps, the member will be embarrassed if the award is not approved.

Second, if someone is not approved for an award, consider giving them an internally generated certificate of recognition...if someone thought the act or service was significant enough to write a member up for an award, it is surely significant enough to prepare a special certificate if the award is not approved.

The first time you write up an award, get some help from someone within your Flotilla or Division who has written successful award citations.

JDrafting The Award Citation

- Limit the use of the phrase, “during the citation period.” The citation’s effective period is stated in the opening sentence, and it is understood that all of the awardee’s actions occurred during the effective period. To use the phrase anywhere else in the citation is redundant
- Quantifiable data (e.g. – numbers) are an absolute must for inclusion in an award nomination. Numbers must be pertinent, relevant, and directly related to the award nominee’s actions. Numbers must be specific, for example:
 - How many boats, planes, radio facilities were impacted?
 - What specific increases/decreases resulted from the award nominee’s actions?
 - How much money was managed/saved?
 - How many organizations did the award nominee work with/coordinate?
- The awardees’ name should not appear in every sentence. A comfortable pattern is to have the name appear in every other sentence, alternating with “he” or “she” in the other sentences if they must be referred to.
- Whenever the award nominee’s last name appears in the citation, it should be capitalized. For example, “Auxiliarist JONES” or “Commodore JONES.”
- Sentence construction is important because citations are generally composed in order to be read aloud. Toward this end, many sentences should be constructed so that they open with a descriptive clause about how the awardee utilized their own skills, followed by the center of the statement that describes the awardees’ actions, and finally closed with a descriptive result. (See sample citations that follow)
- It is crucial to incorporate the adversity/challenges that were encountered in the mission...otherwise; recognition for above-and-beyond-the-call performance cannot be justified.
- Unless an Auxiliarist holds or has held the title of District Commodore or higher, they must be referred to as either “Auxiliarist”, “Mr” or “Ms” throughout the citation. If they hold or have held the position of District Commodore or higher, then they must be referred to as “Commodore.”
- Do not use the staff position acronym in the citation, not even parenthesized...just spell it out completely in the opening sentence.
- Use only standardized phraseology for the upper titling portion of the award citation. Only capital letters should be used in this portion of the award citation.
- Use only standard opening and closing sentences for citation texts. Do not add or change these formats.
- The last sentence of the citation expresses the gratitude of the United States Coast Guard. Do not preface it with a sentence that essentially does the same thing.

- Minimize the use of acronyms in the citation. If an acronym must be used, then spell it out completely the first time; follow it by the acronym in parentheses, then use the acronym throughout the rest of the citation. Acronyms should not be used with staff position titles.
- Ensure that the awardees' staff position title is the exactly the same title on the award recommendation form as it is in the citation and that they both match the title as it appears in the National Program or the Auxiliary Manual.
- ACLOC and MTC citations are the only award citations that are written in portrait format. All other citations (ACM, AAM, AMSM, MOM, ALOM, and ADSM) are written in landscape format.
- The ACLOC is the only award written in the first and second person formats ("I note with pride..."/"You did this...") All other citations are written in the third person ("Mr. JONES did this"/"He did this").
- 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." For example:
 - "eight committees"
 - "\$450,000"
 - "six percent"
 - "68 percent"
 - "\$5.5 million"
 - "3,500 aircraft"
 - "two million subscriptions"
- Avoid the run-on sentence trap when drafting a citation. If a sentence runs three lines long, it is probably too long and should be broken into at least two shorter sentences.
- Citations should not exceed 16 full lines long, for both citations in the landscape format (ACM, AAM, AMSM, MOM, ALOM, and ADSM) as well as the principal paragraph in portrait citations for the ACLOC. MTC portrait citations should be at least 17 full lines long.
- Use standard margins and test for format for citations:
 - AAM, ACM, AMSM, MOM, ALOM, ADSM landscape margins are: Top 1.0", bottom 2.0", sides 1.0"
 - ACLOC portrait margins are: Top 1.5", bottom 1.0", sides 1.5"
 - MTC portrait margins are: Top 1.5", bottom 1.0", sides 1.25"
 - All citations must be written in Times New Roman, **bold**, 11 to 12-point font.
 - All award text must be full justified.

Coast Guard Meritorious Team Commendation



This award can be presented to an Auxiliarist or Active Duty member as well as to civilians including police, firemen, political leaders, media members, etc., whoever contributed to the making the team successful. Those being recommended must have made a significant contribution to the group or team being recognized.

The award can also be used to recognize a team or group's service/performance for a special event or project.

Captains (O-6) or higher serving in command billets (Area, District, Sector, Ship, or Unit), serving as an Office Chief at CGHQ or serving as an Auxiliary District/Regional Director may authorize this award.

The command member, exercising operational or administrative control of the Team to be recognized should initiate the recommendation. Recommendations for Meritorious Team Commendation are made to appropriate operational CG commanders for actions under their control. Awards involving Auxiliary Flotilla, Division or District staffs must be forwarded to the applicable Director. Recommendations involving National Staff must be forwarded to the Chief Director. Awards should be recommended promptly after the action as there is a time limitation for making recommendations.

Separate recommendations for team members are NOT required. The recommendation includes a single award recommendation form, the citation and a listing of individuals recommended for the award.

The commendation must reflect that the activity of the group or team is clearly above and beyond the performance of other groups in like activity. Separate commendation certificates indicating each recipient by name will be more meaningful versus a certificate that does not show recipient names.

An "O" device can be recommended if the citation is for operational in nature including underway operations, communications watchstanding, over-flights, and other operational activities that are not necessarily underway activities.

Recipients receive a ribbon only. There is no mini-medal. Civilians recognized for the Meritorious Team Commendation receive a separate civilian pin.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

Citation – Meritorious Team Commendation

THE COMMANDANT OF THE COAST GUARD TAKE PLEASURE IN PRESENTING

THE COAST GUARD MERITORIOUS TEAM COMMENDATION to:

**UNITED STATES COAST GUARD AUXILIARY
RADIO STATION SEABROOK RELOCATION TEAM**

for service as set forth in the following

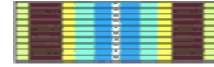
CITATION:

For exceptionally meritorious service from May 2000 to September 2000 while serving as a member of the Auxiliary Radio Station Seabrook Relocation Team. Following the loss of the 30+ year old Seabrook radio and SAR facility, which served as the major Coast Guard and Coast Guard Auxiliary presence in the Galveston Bay area, team members began an initiative to restore the direct Coast Guard support asset. A suitable barge was located and transferred from an active duty Coast Guard command to Division 6 of the Eighth Coast Guard District Auxiliary. Immediately upon delivery of the barge, members of Division 6 undertook efforts to make the new facility operational. Myriad tasks had to be accomplished before the barge would be serviceable, which included construction and/or installation of electrical wiring, flooring, radio cable, air conditioning, doors, gangways, and water service. Despite record-setting temperatures between 110 and 112 degrees, members of the team enthusiastically spend hundreds of hours working both inside the sweltering barge and outside in the direct sunlight. As a result of these extraordinary efforts, Auxiliary Radio Station Seabrook was transformed into an operational facility well ahead of even the most optimistic schedule. The team's hard work and long hours, under extremely adverse conditions, reestablished the Coast Guard and Auxiliary boating safety and search-and-rescue capability on the third largest recreational boating area in the United States. The dedication, pride and professionalism displayed by the Auxiliary Radio Station Seabrook Relocation Team reflects upon each team member, the United States Coast Guard.

For the Commandant,

**Commander, United States Coast Guard
District Five, Chief of Prevention**

Auxiliary Commandant Letter of Commendation



This award is the Auxiliary's equivalent to the Coast Guard's Commandant Letter of Commendation (CLOC) award. The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for any act of service resulting in unusual and/or outstanding achievement, whose performance is lesser than that required for the Auxiliary Achievement Medal. Review the nature of the Auxiliary Achievement Medal and if the desired recognition of the member or members does not come up to the Standards for the Auxiliary Achievement Medal then the ACLOC is likely award for which the member should be cited.

The award can also be used to recognize an Auxiliarist's service/performance for a special event or project.

Commanding Officers/Sector Commanders, Directors of Auxiliary, Division Chiefs of headquarters, Sector, or District offices, O-4 and above on Active Duty, may approve the ACLOC.

This award is always written in the first person as contrasted to all other award citations.

An "O" device can be recommended if the citation is for action that is operational in nature.

Recipients receive both a ribbon and an accompanying mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

Citation – Auxiliary Commandant Letter of Commendation

From: Commandant

To: John Doe, U.S. Coast Guard Auxiliary

- 1. I note with pride and am pleased to commend you for your performance of duty during the period September 2000 through March 2001 while serving as the Eighth Coast Guard District, Coastal Region, Coastie the Safety Boat Coordinator. During this period you have significantly contributed to the public affairs and outreach program by personally utilizing Coastie the Safety Boat, an interactive robotic boat, to teach safe boating and water safety to children and adults throughout the state of Texas. Since September 2000, you traveled at your own expense to 57 scheduled events reaching more than 10,000 children and willingly trained other Auxiliary members within the Coastal Region on the technical and safe use of Coastie. A formal training program you initiated, complete with a training manual, has inspired other Auxiliarists to be interested in using Coastie within their local area. You developed a Coastie website that allows members access to current schedules of events, photo archives, Coastie performance tips, Coastie appearance request information and technical assistance,. Your enthusiasm for the Coastie program has reached the national level and you graciously accepted a request to participate as a member of the National Coastie the Safety Boat Development Team. Additionally, your liaison with media representatives and your website has instilled a positive image of the Coast Guard and Coast Guard Auxiliary.**
- 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.**
- 3. You are hereby authorized to wear the Auxiliary Commandant's Letter of Commendation Award miniature medal and ribbon.**

For the Commandant,

**Commander, United States Coast Guard
Director of Auxiliary**

Auxiliary Achievement Medal



This award is given to a member in recognition of sustained professional and/or leadership in either administration or operations. The award is for recognition of outstanding achievement or service over an extended period of time. Sustained service for this award is defined as period of **one-year or more**. The service to be recognized may be either administrative or operational.

The award may be approved by any O-4 of an operational unit or serving as a Division Chief or higher at a District Office or Sector or headquarters office. Any DIRAUX at O-4 and above may approve the award.

Special wording that should appear in the citation includes: **OUTSTANDING, EXCEPTIONAL, SUSTAINED OVER** *mention period of time*, **LEADERSHIP ACHIEVEMENT(S) OVER** cited period of time.

If the award is for operations awarding of the “O” device should be recommended.

Recipients receive both a ribbon and accompanying mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY ACHIEVEMENT MEDAL
TO
FRANK BLACKLIDGE**

Auxiliarist BLACKLIDGE is cited for superior performance of duty while serving as Division 1 Staff Officer for Communications for the period from 01 January 1999 to 31 December 2000. During this period, Auxiliarist BLACKLIDGE demonstrated sustained leadership skills and program knowledge while upgrading and improving the effectiveness of radio communications in the Division 1 area of responsibility. Included in the upgrade was the adoption of the same radio reporting guidelines used by Group Mobile to enhance the transfer of information between Auxiliary and active duty Coast Guard Stations. He also worked with Group Mobile to set up quarterly division wide radio drills to increase knowledge and comfort level of both active duty and Auxiliary working together. Auxiliarist BLACKLIDGE used information obtained to help establish new radio facilities in weak areas of coverage. Auxiliarist BLACKLIDGE was also instrumental in having Group send out a train-the-trainer team to teach the skills necessary to upgrade the Auxiliary AUXCOM qualified watchstanders to active duty standards. This training program has already resulted in upgrading 35 Auxiliarists. Throughout this time period, Auxiliarist BLACKLIDGE continued to be active in the flotilla area by standing regular watches and providing radio coverage when necessary to support Group Mobile. Auxiliarist BLACKLIDGE's diligence, perseverance, and devotion to duty are most heartily commended and in keeping with the highest traditions of the United States Coast Guard.

Auxiliary Commendation Medal



This award is given to members who provide outstanding administrative service that furthers any of the Auxiliary's authorized activities. This is purely an administrative award and, thus, no "O" device may be worn. This award recognizes administrative service that is truly worthy of special recognition. It recognizes service that is much better than could normally be expected from a member of like capability and experience. Neither doing a difficult job well nor doing a normal staff or elected position in an excellent manner is sufficient. The member must have done some administrative task that is both outstanding and significantly furthers or expands an authorized activity.

This award may be approved by any Commanding Officer O-5 and above of an operational unit or serving as a Division Chief or higher at the District Office, Sector or Headquarters. A District Director of Auxiliary, O-5 and above, may also approve the award.

Special wording that should appear in the citation: **OUTSTANDING, EXCEPTIONAL, SIGNIFICANTLY IMPROVED** the authorized activity, **SIGNIFICANTLY EXCEEDED THE EXPECTED RESULTS FROM** the authorized activity.

Recipients receive both a ribbon and accompanying mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY COMMENDATION MEDAL
TO
WELDON G. FAULL
THE UNITED STATES COAST GUARD AUXILIARY**

Auxiliarist FAULL is cited for outstanding administrative achievement and leadership while serving as the Division Captain of Division 1, Eighth Coast Guard District Coastal Region, during the period January 1999 through December 2000. During this period, Division 1 had over 150 new enrollees, qualified 98 new Boat Crew members, had 124 Specialty Courses passed, taught 1,495 hours of Member Training, expended over 1,800 Instructor hours conducting 110 Public Education courses, performed over 3,600 Vessel Safety Checks, and made 1,800 Marine Dealer Visits. Under his leadership and support, members of the Division performed over 6,200 mission hours, and is credited with 103 assists to boaters that saved 22 lives and property valued at \$1,432,000. Working closely with the active duty Coast Guard, over 10,600 hours of direct Coast Guard support was given, with five Division Auxiliarists standing watch each weekend and holiday from the first of April through November. Division 1 and a Division flotilla were recognized as leading the nation in Aids to Navigation reporting for the second year in a row. National recognition was also given both years of his tenure to a Division flotilla as the top producer of Vessel Safety Checks, and the number one flotilla for Public Education one of the years and runner up the other year. Auxiliarist FAULL's leadership proved critical in the revitalizing of two flotillas on the verge of disenrollment, and both are now back on line and functioning. Auxiliarist FAULL's perseverance, dedication, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard .

Auxiliary Medal of Operational Merit



This is purely an operational award and as such there is no "O" device authorized for this award.

This award is approved only for underway operations onboard an aircraft, boat or ship involving an outstanding assist, rescue or other operational service. This award is not authorized for those involved in radio watch standing nor those involved in an operational mission in a staff capacity only. In addition, the operational activity must be truly outstanding in its demonstration of the member's skill though it does not require extreme skill nor any risk to the member's life.

This award may be approved by any Commanding Officer O-6 and above of an operational unit or serving as a Division Chief or higher at the District Office, Sector or Headquarters. A District Director of Auxiliary, O-6 and above, may also approve the award.

Special wording that should appear in the citation: **OUTSTANDING ACHIEVEMENT, OUTSTANDING SKILLS, OUTSTANDING OPERATIONAL PERFORMANCE, OUTSTANDING SKILL IN PERFORMING THE ASSIST/RESCUE, MERITORIOUS OPERATIONAL SERVICE.**

Outstanding operational performance and other meritorious operational service have been added to allow for recognition of members having performed a series of operational services that, standing by themselves, would not usually warrant this award but taken together receive this special recognition.

Recipients receive both a ribbon and accompanying mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY MEDAL OF OPERATIONAL MERIT
TO
JOANNE W. BURCH
UNITED STATES COAST GUARD AUXILIARY**

Auxiliarist BURCH is cited for outstanding meritorious achievement and operational skill in the performance of duty on 2 June 2001 while serving as coxswain of the Auxiliary Facility SERIT during a rescue on Lake Pontchartrain. While moored in the vicinity of the Seabrook Bridge, the crew of the SERIT observed a 15 to 16 foot tri-hulled vessel with seven persons on board, including young children. One of the Auxiliary crewmembers actually counted the number of people on board because he felt that it was dangerously overloaded, not just by the number of persons, but the lack of freeboard based on the size *of the persons. This count soon became very important to everyone. There was a 4 to 5 knot current running to Lake Pontchartrain from the Gulf of Mexico with white water showing at the Seabrook Bridge. As the tri-hull approached the white water, waves began coming over the bow, and those in the front of the vessel ran to the back. This caused the stem to start taking on water and the tri -hull quickly slipped under the churning water, stem first. Auxiliarist BURCH immediately backed the SERIT down to the overturned vessel and recovered two of the victims. They observed the remaining 5 non-swimmers were not wearing PFD's and were slipping away from the overturned vessel. Two of the younger children had gone beneath the surface several times and were struggling to stay afloat. Auxiliarist Burch and his crew threw Coast Guard issued throw lines with floats to the drowning children. Even though one of the children was going down again he was able to grab the correctly positioned line along with another child and was pulled to the stem of the facility where they were yanked to safety. Simultaneously with float lines, Auxiliarist BURCH and his crew were also throwing throw rings and flotation devices to the other victims. The worst case of the two drowning children was rescued first and given treatment as she coughed up and regurgitate a lot of water. Other victims were removed and treated by priority. Auxiliarist BURCH demonstrated exceptional professionalism in dealing with multiple victims without life jackets, exceptional boat handling in turbulent waters, and exceptional stamina and courage in recovering persons as large as or larger than he from the swim platform of the SERIT under the turbulent conditions. Auxiliarist BURCH's perseverance, dedication and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard.

Citation—Auxiliary Medal of Operational Merit

Auxiliary Meritorious Service Medal



The service recognized by this award must be of an exceptionally outstanding nature and have enhanced the Auxiliary goals at the District level or above. The service rendered and recognized has a significant positive effect on the ability of the US Coast Guard or the Auxiliary to complete its missions or goals.

The recognition must be approved by a US Coast Guard Flag Officer.

Special wording that should appear in the citation: **OUTSTANDING, MERITORIOUS, WORTHY OF SPECIAL RECOGNITION, ON THE ENTIRE DISTRICT (OR THE ENTIRE US COAST GUARD AUXILIARY), SIGNIFICANT POSITIVE IMPACT, IMPACT ON THE US COAST GUARD, IMPACT ON THE US COAST GUARD AUXILIARY.**

Recipients receive both a ribbon and accompanying mini-medal. "O" attachment may be authorized for this award.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY MERITORIOUS SERVICE MEDAL
TO
RICHARD A. CLINCHY, III
UNITED STATES COAST GUARD AUXILIARY**

Auxiliarist CLINCHY is cited for outstanding meritorious service in the performance of duty from 1 March 2000 through 16 December 2002 while serving as both instructor and site coordinator for twelve sessions of the Flotilla Commanders Academy in the Eighth Coast Guard District, Coastal Region. The three years of Academy sessions have seen cycles of continuous improvement that has resulted in the Eighth District program being the benchmark for Flotilla Commander training in the nation. Though only 40% of Commanders attended the sessions of the first year, over 94% attended the sessions in 2002. For the eastern half of the region, Auxiliarist CLINCHY personally arranged berthing at the Bachelor Officer Quarters at the Pensacola Naval Air Station for each session, each year, at a cost savings of more than \$7,000 over using hotel rooms in the area. Further, Auxiliarist CLINCHY used his experience as a professional educator to create PowerPoint presentations for all the instructors, infusing technology and learning principles to produce outstanding training aids. Though originally scheduled for a two-year tenure as an instructor, Auxiliarist CLINCHY met a last-minute call to serve again a third year in 2002 and rearranged his schedule to accommodate the District need. His contribution definitely benefited the entire District by producing better leaders. Auxiliarist CLINCHY's perseverance, dedication and devotion to duty are most heartily commended and in keeping with the highest traditions of the United States Coast Guard .

Plaque of Merit



This award is given to Auxiliarists in recognition of their extreme skill in performing an assist or rescue that also involved risk to the Auxiliarist's life.

The Plaque of Merit comes only from the Commandant of the Coast Guard via the Chief Director of the Auxiliary.

Special wording that should appear in the citation: **EXTREME SKILL** in performing an **ASSIST** or **RESCUE** at **RISK TO THE MEMBER'S LIFE**. The Plaque can only be given for an assist or rescue. The individual must have demonstrated **extreme** skill as compared to **skill** required for the Medal of Operational Merit. There must, in addition, have been risk to the member's life. Neither the assist nor rescue must have been successful, only that the action required extreme skill and was performed at risk to the member's life.

Recipients receive a bronze plaque, ribbon and miniature medal. There is no certificate. The operational "O" attachment is not authorized for this award since, by its very nature, it is an operational award.

Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY PLAQUE OF MERIT
TO
CLEVE CHANDLER
UNITED STATES COAST GUARD AUXILIARY**

Auxiliarist CHANDLER is cited for extreme skill in effecting a rescue on 13 July 2000 at risk to his own life. While chaperoning a group of children from his church on a boating trip at Lake Tangipahoa, Auxiliarist CHANDLER observed a Plymouth van slide down an embankment next to the dam and into the lake. Racing his boat to the location, Auxiliarist CHANDLER spent those precious few seconds briefing the other adult on the boat on the course of action to be taken and arranged for someone to take over the helm of the boat. Diving into the water, Auxiliarist CHANDLER quickly arrived at the passenger window and observed an elderly couple sitting in the van, frozen in terror . Based on Auxiliarist CHANDLER’s direction, the other adult from the boat put a life jacket on the male driver and assisted him from the van, which was now taking on water at an increasing rate. The female passenger, besides being terrified to the point of hysteria, was overweight and had a knee replacement, which immobilized her leg. As the driver was pulled out, the van suddenly sunk with a gulping sound, taking down with it both the female passenger and Auxiliarist CHANDLER. The water depth by the dam ranges from 15 to 30 feet, and the van disappeared from sight. Auxiliarist CHANDLER broke the surface for a moment, took a great gasp of air, and dove back down again. Then, according to a witness, it was just like in the movies. The water has gotten still, there was complete silence on shore from the onlookers, and as everyone focused on that small patch of water, Auxiliarist CHANDLER’s hand came splashing up, then his head appeared, and finally the figure of the rescued victim. Park Rangers and State Police were both on scene by the time the rescue was complete, and they provided emergency medical assistance to the semiconscious woman for breathing difficulties prior to admitting her to a hospital for treatment, which resulted in a full recovery. Auxiliarist CHANDLER’s rapid response, skillful direction, and unselfish actions are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard.

Auxiliary Legion of Merit Medal



This award, equivalent of the US Coast Guard Legion of Merit Medal, recognizes those individuals who distinguish themselves by contributing exceptionally meritorious and distinguished service to the Coast Guard Auxiliary at the in multiple Auxiliary Regions, an Auxiliary Area, or at the National level.

The performance required to justify this award is exceptional performance of duty which benefits the Auxiliary in an area greater than a single Region or District. This performance must be much higher than normally expected and must have a measurable, positive effect on a broad expanse of the Auxiliary organization and impacting multiple Districts or Regions, an Auxiliary Area, or the entire Coast Guard Auxiliary at the National level. Normally this award will be given to elected or appointed officers for extraordinary achievement. However, this caveat does not exclude the possibility that anyone whose service measures up the above description may be recognized by this award. This award may be considered when a member provides exceptional service that does not measure up to the level of the Distinguished Service Medal but does have wide ranging impact.

This award can only be approved by the Commandant of the Coast Guard and the award recommendation must be reviewed by the Auxiliary National Commodore before it is routed to the Commandant via the Chief Director of the Auxiliary.

Special wording that should appear in the citation: **EXCEPTIONAL SERVICE, MERITORIOUS SERVICE** having a **SIGNIFICANT IMPACT** on the US Coast Guard Auxiliary in multiple Districts or Regions, a Coast Guard Area, or the entire Coast Guard Auxiliary at the National level. Include **QUANTIFIABLE MEASURE** of the Auxiliarist's contribution.

The award consists of a citation letter, ribbon, miniature medal, and certificate. The operational "O" attachment is not authorized for this award.

Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY LEGION OF MERIT
TO
COMMODORE GENE M. SEIBERT
UNITED STATES COAST GUARD AUXILIARY**

Commodore SEIBERT is cited for outstanding meritorious service as the National Immediate Past Commodore from July 2006 to December 2007. Applying unparalleled corporate insight and organizational skill as the Auxiliary’s first representative on the prestigious Coast Guard Leadership Council, Commodore SEIBERT clearly illuminated Auxiliary readiness and capabilities in support of the Commandant’s transformation and modernization initiatives. An ambassador of organizational flexibility and mission support, he shepherded Auxiliary alignment with Coast Guard and Department of Homeland Security goals, objectives, and strategic intent. As Chairperson of the Leadership Guidance Team, Commodore SEIBERT’s superb managerial and mentoring expertise were instrumental to the creation of the Auxiliary Leader Development Strategic Plan and Leadership Framework that established a comprehensive leadership continuum for the organization’s future elected and appointed officers. Exercising similar As chairperson of the Auxiliary Long Range Study Team (LRST), Commodore SEIBERT has used his expertise and intimate knowledge of Coast Guard policy and direction to guide discussion of an appropriate organizational structure that will enable the Auxiliary to support the Coast Guard’s modernization of its command and control structure, for today and the future. Profoundly dedicated to the professional development of others, he served as a lead instructor and curriculum developer for the Auxiliary Senior Officer Course, and delivered invaluable executive level training on change management, transition techniques, and protocol. His unwavering allegiance and tireless efforts anchored the Auxiliary’s resolve to support and enable the Coast Guard to fulfill its mantra, “*All Hazards...All Threats...Always Ready.*” Commodore SEIBERT’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 .

Auxiliary Distinguished Service Medal



This award, equivalent of the US Coast Guard Distinguished Service Medal, recognizes those individuals who distinguish themselves by contributing exceptionally meritorious and distinguished service to the Coast Guard Auxiliary at the National level.

The performance required to justify this award is exceptional performance of duty which benefits the entire Auxiliary. This performance must be much higher than normally expected and must have a measurable, positive effect on the entire Auxiliary organization. Normally this award will be given to elected or appointed officers for extraordinary achievement. However, this caveat does not exclude the possibility that anyone whose service measures up to the above description may be recognized by this award.

This award can only be approved by the Commandant of the US Coast Guard.

Special wording that should appear in the citation: **EXCEPTIONAL SERVICE, MERITORIOUS SERVICE** having a **SIGNIFICANT NATIONAL IMPACT** on the entire US Coast Guard Auxiliary. Include **QUANTIFIABLE MEASURE** of the Auxiliarist's contribution.

The award consists of a Commandant's citation letter, a plaque, ribbon, miniature medal, and lapel pin. The operational "O" attachment is not authorized for this award.

Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

Active duty and reserve members can be recognized with this award but the associated ribbon and medal are not authorized for wear on the Active Duty uniform.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY DISTINGUISHED SERVICE MEDAL
TO
COMMODORE EVERETT W. EDGERTON, JR.
UNITED STATES COAST GUARD AUXILIARY**

Commodore EDGERTON is cited for exceptionally meritorious service to the Government of the United States in a position of great responsibility as National Auxiliary Commodore from November 2002 to September 2004. Exercising exceptional vision and exemplary leadership, Commodore EDGERTON guided the Auxiliary through a period of unprecedented growth and expansion of its roles and missions. With keen insight and organizational skill, he significantly raised the Auxiliary readiness and capabilities by clearly defining the value of three fundamental principles- people, processes, and professionalism. Commodore EDGERTON superbly navigated the Auxiliary through implementation of Phases II and III of Operation Patriot Readiness, establishing remarkable new levels of Auxiliary support to Coast Guard missions, particularly ports, waterways, and coastal security. With determined vigor, Commodore EDGERTON shepherded rapid Auxiliary growth in its resources including increases of more than 4,500 members, 1,500 patrol vessels, 110 aircraft, and 800 radio stations. His ardent advocacy helped garner over \$2.3 million in additional Coast Guard funding support for all Auxiliary programs. To meet the Department of Homeland Security’s mandate to endure the complete integrity of its workforce, Commodore EDGERTON effectively bridged the gaps between the Coast Guard’s Office of Security Policy and Management, its Security Center, and the Auxiliary, to initiate the most comprehensive series of personnel security investigations ever required for Auxiliarists. Reflecting his tireless pursuit of excellence, Auxiliarists overwhelmingly adopted this new requirement and solidified their well-deserved share of the nation’s public trust. Commodore EDGERTON’s leadership, dedication, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard.

Award Perfection/Approval Checklists

General comments:

- Remember that your citation and accompanying documentation, where applicable are the only things that the reviewing officers and Award Board will see in evaluating whether or not the member will receive the award.
- If you are not experienced in writing awards for members, get help from your Flotilla Commander or Division Commander...either or both of these individuals have likely written a number of successful award citations.
- Medal of Operational Merit, Auxiliary Meritorious Service Medal, Plaque of Merit, Auxiliary Legion of Merit, and Auxiliary Distinguished Service Medal all require supporting documentation. All others require only the Award Recommendation Form and a well written commendation.
- While not required for awards below the level of the Meritorious Service Medal, supporting documentation is always helpful for those who will be reviewing the award recommendation and may strengthen the likelihood of approval at level of award submitted. More information is always better than less.
- When you have recommended a member for an award, do not indicate to the member that they are to receive an award until you are certain that the award has been approved.
- Sometimes, the District Chief of Staff or District Captain will get back to you and ask that the commendation be re-worked in order to secure approval or will advise you why an award was not approved.
- A message accompanying the award recommendation summarizing the outcome of the activity or event will strengthen the award recommendation. For example, if a member or unit held 16 public education classes and only 26 people in total were educated, that would not be notable. However, if 2 public education events were held and over 200 people were in attendance, that would be truly notable and worthy of recognition. Information such as this can also be contained in the citation itself.

Coast Guard Meritorious Team Commendation Checklist

MEMBERS NAMES: _____

RECOMMENDER: _____

TODAY'S DATE: _____

Commendable action is activity which is above and beyond other groups in like activity.

For team members being recognized, include Unit identification or organization for locating the recipients at the time the award is presented.

Justify in commendation why action is "above and beyond"

See criteria for Award of Operational Merit if award is operational, i.e., **OUTSTANDING OPERATIONAL PERFORMANCE** or **SKILL** in performing an **ASSIST** or **RESCUE** or **OTHER OPERATIONAL MERITORIOUS OPERATIONAL SERVICE**.

See criteria for Auxiliary Commendation Medal, i.e., the activity is **TRULY OUTSTANDING**

If action is operational in nature, include "O" device in commendation

No additional documentation attachments required

Award Recommendation Form complete

Sent to the District Captain or District Chief of Staff on _____ (date)

Auxiliary Commandant Letter of Commendation Checklist

MEMBER NAME: _____

RECOMMENDER: _____

TODAY'S DATE: _____

Commendable action less than for Auxiliary Achievement Medal (see below)

Award being used to recognize a special event

Action being recognized covers a period of one year or less

Use the words **EXCEPTIONAL** in commendation

Justify in commendation why action is "above and beyond"

Ask yourself is member just "doing his/her job"? If that's how the commendation reads, work on it yourself or get advice

If action is operational in nature, include "O" device in commendation

No additional documentation attachments required

Award Recommendation Form complete

Sent to the District Captain or District Chief of Staff on _____ (date)

Auxiliary Achievement Medal Checklist

MEMBER NAME: _____

RECOMMENDER: _____

TODAY'S DATE: _____

Recognizes sustained professional leadership and/or management in either administration or operations

Service must be of an exceptional nature or an outstanding service that is worthy of special recognition.

Citation states specifically that service is sustained for a period of one year or longer

- i) SUSTAINED** leadership over a period of ____ months/years
- ii) MERITORIOUS OPERATIONAL ACTIVITY** for the citation period
- iii) MERITORIOUS ADMINISTRATIVE PERFORMANCE** for the citation period

If action is operational in nature – include “O” device in commendation

District 5NR Award Recommendation form complete

Sent to the District Captain or District Chief of Staff on _____ (date)

Auxiliary Commendation Medal Checklist

MEMBER NAME: _____

RECOMMENDER: _____

TODAY'S DATE: _____

Award is administrative in nature only...not appropriate for any operational activity.

Recognizes truly outstanding administrative or service activity that furthers any authorized program area

Must be approved by any CG Commanding Officer O-5 or above

Wording in the commendation must demonstrate that the activity is **TRULY**

OUTSTANDING

Neither performing a difficult job well nor doing a routine job in an excellent manner qualifies for this award.

Award Recommendation Form complete

Sent to the District Captain or District Chief of Staff on _____ (date)

Medal of Operational Merit Checklist

MEMBER NAME: _____

RECOMMENDER: _____

TODAY'S DATE: _____

Equivalent to the US Coast Guard Commendation Medal with "O" device

Recognizes meritorious operational performance in assist, rescue or other operational service

Issued ONLY for underway operations – aircraft, boat or ship.

Wording in commendation should include **OUTSTANDING OPERATIONAL PERFORMANCE** or **SKILL** in performing an **ASSIST** or **RESCUE** or **OTHER OPERATIONAL MERITORIOUS OPERATIONAL SERVICE**.

SKILL required but not extreme skill

There does not have to be a risk to the member's life.

Must be approved by any CG Commanding Officer O-6 or above.

Award Recommendation Form complete.

Sent to the District Captain or District Chief of Staff on _____ (date)

Auxiliary Meritorious Service Medal Checklist

MEMBER NAME: _____

RECOMMENDER: _____

TODAY'S DATE: _____

- Equivalent to US Coast Guard Meritorious Service Medal
- Recognizes meritorious service to the US Coast Guard or US Coast Guard Auxiliary
- Recognized service must have enhanced Auxiliary goals at the District level.
- Performance clearly of a much higher level than normally expected and had a positive impact on the quality of the US Coast Guard or US Coast Guard Auxiliary's ability to complete its missions and goals.
- Wording in commendation should include **OUTSTANDING** and **MERITORIOUS** and service **WORTHY OF SPECIAL RECOGNITION** that contributed significantly to the fulfillment of Auxiliary goals.
- Must be approved by any CG Flag Officer.
- Summary of action or service must accompany Award Form and citation but should be limited to one-page in length.
- Award Recommendation Form complete.
- Sent to the District Captain or District Chief of Staff on _____ (date)

Plaque of Merit Checklist

MEMBER NAME: _____

RECOMMENDER: _____

TODAY'S DATE: _____

Equivalent to the US Coast Guard Medal

Recognizes heroism in the face of grave personal risk that clearly stands out as above normal expectations.

Issued ONLY for underway operations – aircraft, boat or ship.

Wording in commendation should include **EXTREME SKILL** in performing an **ASSIST** or **RESCUE** at **RISK TO THE MEMBER'S LIFE**

EXTREME SKILL required

There was a risk to the member's life

Must be approved by any CG Flag Officer

Summary of action or service must accompany Award Form and citation.

Award Recommendation Form complete.

Sent to the District Captain or District Chief of Staff on _____ (date)

Auxiliary Legion of Merit Medal Checklist

MEMBER NAME: _____

RECOMMENDER: _____

TODAY'S DATE: _____

Equivalent to US Coast Guard Legion of Merit Medal

Recognizes exceptionally meritorious service and distinguished service to the US Coast Guard Auxiliary over multiple Districts or Regions, an entire Coast Guard Area, or the US Coast Guard Auxiliary nationally.

Recognized exceptional performance of duty that benefited the Auxiliary over a wide-ranging area or nationally. If of national significance, the meritorious service may not quite measure up to the level of the Distinguished Service Medal.

Performance clearly of a much higher level than normally expected and must have a measurable, positive effect on the Auxiliary in multiple Districts or Regions, a Coast Guard Area, or the entire United States Coast Guard Auxiliary at the National level.

Wording in commendation should include member **DISTINGUISHED** him/herself and contributed **EXCEPTIONALLY MERITORIOUS** service **WORTHY OF SPECIAL RECOGNITION** that contributed significantly to the **MULTIPLE DISTRICTS OR REGIONS/A COAST GUARD AREA/ OR THE ENTIRE AUXILIARY ORGANIZATION.**

Must be awarded/approved by a Vice Admiral or above.

Summary of action or service must accompany Award Form and citation.

Award Recommendation Form complete.

Sent to the District Captain or District Chief of Staff on _____ (date)

Auxiliary Distinguished Service Medal Checklist

MEMBER NAME: _____

RECOMMENDER: _____

TODAY'S DATE: _____

Equivalent to US Coast Guard Distinguished Service Medal

Recognizes exceptionally meritorious service and distinguished service to the US Coast Guard Auxiliary as a national organization.

Recognized exceptional performance of duty that benefited the Auxiliary as a whole.

Performance clearly of a much higher level than normally expected and must have a measurable, positive effect on the entire organization.

Wording in commendation should include member **DISTINGUISHED** him/herself and contributed **EXCEPTIONALLY MERITORIOUS** service **WORTHY OF SPECIAL RECOGNITION** that contributed significantly to the **ENTIRE AUXILIARY ORGANIZATION**.

Must be awarded/approved by the Commandant.

Summary of action or service must accompany Award Form and citation.

District 5NR Award Recommendation Form complete.

Sent to the District Captain or District Chief of Staff on _____ (date)