



## **Very Brief Summary of the D13 Awards Guidance**

For more detail - check "D13 AWARDS PROGRAM GUIDANCE"

dtd 19 SEP 22

***Pay your shipmates***

## BRIEF DISTRICT 13 AWARDS GUIDE

Awards for Flotilla Division Members Ref from COMDTINST 16790.G

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# Awards for Flotilla and Division Members Routing

~~BRIEF DISTRICT 13 AWARDS GUIDE~~

Originator  
Flotilla  
Division Commander  
**Awards Coordinator (DAC)**  
DCO & DCOS  
District Awards Board.  
District Commodore  
Director of Auxiliary **with a copy sent to District Awards Coordinator. For recording**

**AWARDS PHILOSOPHY** - Our Awards Program is designed to acknowledge the achievements of members and those who extended themselves in contributing their skills, talents, and experiences to a mission, project, and/or program of the Coast Guard and/or Auxiliary.

**All award nominations are to be submitted at least 90 days prior to the District Auxiliary Conference**

Each award nomination must have a **CG 1650** submitted with the nomination. All submissions are to be sent to the District Awards Coordinator.

## GENERAL AWARD PROCESS

These check lists are a tool for members involved in the awards process. Please use these to ensure that all awards are correct and complete.

- Originating member completes, signs electronically, and **submits CG-1650 Form** block 18 and the appropriate Award Checklist to the appropriate signatory then to the Awards Coordinator.
- Endorsing member signs electronically the CG-1650 Form block 19 and the included Award Checklist.
- Citation text is written in Times New Roman, 12-point **bold** font with justified margins.
- The citation meets the level of achievement as defined in References (a) and (b).  
  
(D13 Awards guide)
- Numbers 1- 9 spelled out in the citation (e.g., one man, 12 aircraft).
- Use of abbreviations is limited and used only after the term is completely written out.
- Nominees' name (last name written in **all caps**) and position properly formatted/spelled throughout the citation.

**BRIEF** DISTRICT 13 AWARDS GUIDE

- Previous awards (block #10), if any, are indicated on the citation. (e.g., Gold Star in Lieu of a Second).
- Use the standard “opening” and “closing” sentences as provided on the award template for each different award.
- Minimum/maximum number of lines for awards, including standard opening/closing sentences.
  - ACLOC and MTC Awards: Maximum of 1 page, minimum of 12 lines (portrait).
  - AAM, ACM and AMSM: 12 lines maximum (landscape).
  - AMOM, ADM and LOM: 16 lines maximum (landscape).
- If action is operational in nature, include “O” device in commendation.criteria met as per references (a) and (b).
- You must have **verifiable, quantitative** data stating: what, how and results.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD AWARD

RECOMMENDATION

SUMMARY OF ACTION: ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO CONVEY ACTION MORE EFFECTIVELY. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS:

(1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED?

(2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN?

(3) WHAT WAS THE VALUE/EFFECT OF THE MEMBERS' CONTRIBUTION? (SEE COMDTINST M1650.25 (SERIES)) FOR CIVILIAN AWARDS: SHOULD NOT EXCEED THREE PAGES: SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION, IF APPLICABLE

Coast Guard form CG-16t50 one required for each award

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD					
COAST GUARD AWARD RECOMMENDATION					
1. RECOMMENDED AWARD			2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE)		
3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.)			3B. "O" DEVICE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
PERSONAL AWARD INFORMATION (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI)		10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZED (ATTACH COPY)			
5. EMPID		11. PRESENT DUTY STATION (AUX. DIVISION/FLOTILLA)			
6. BRANCH OF SERVICE		12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED)			
7. STATUS <input type="checkbox"/> AUXILIARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE		13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED			
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX: POSITION TITLE)					
9A. PRESENTATION DATE		9B. RETIREMENT <input type="checkbox"/> YES <input type="checkbox"/> 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, EMPID, GRADE/RATE, STATUS, AND PRESENT DUTY STATION.					
18. NAME, GRADE, TITLE OF ORIGINATOR		PHONE NO.	SIGNATURE		DATE
19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S) ATTACH ADDITIONAL SHEETS AS NECESSARY.					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE	SIGNATURE, GRADE, TITLE	DATE
1.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
20. DISPOSITION BY AWARDING AUTHORITY AWARD APPROVED		"O" DEVICE	EXTRAORDINARY HEROISM APPROVED	SIGNATURE, GRADE, TITLE	DATE
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
21. SUMMARY OF ACTION. ATTACH A SEPARATE REPORT, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBER'S CONTRIBUTION? (SEE COMDTINST M1600.25(SERIES)) FOR CIVILIAN AWARDS SHOULD NOT EXCEED THREE PAGES; SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION IF APPLICABLE.					

**ATTACHMENT - AWARD CHECKLISTS**

**Coast Guard Meritorious Team Commendation** (Refer to district 13 Awards Guide) (90 days lead time)



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBERS' NAMES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use Second Page If Necessary)

- Awarded for **OUTSTANDING** and **MERITORIOUS SERVICE** to Auxiliarists in any **team or group** who are worthy of special recognition for fulfillment of Auxiliary goals at any organizational level (Flotilla, Division, District).
- State significant, positive effect on ability of the CG/AUX to exceed missions and goals.
- Justify in commendation as to why action.
- Submit this form along with completed and signed CG-1650 form and award citation to Awards coordinator.
- Use additional sheet of paper with names and member ID numbers and Flotilla numbers If there is not enough room on the CG-1650.
- Ensure all spelling, grammar, punctuation, line count, font type and size, and margins are correct.
- Check the award citation to ensure that it meets the criteria required.

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

*To be eligible an Auxiliarist must have made a **significant** contribution to the group or team cited for the award. Only those Auxiliarists who **serve for the entire meritorious period and make a significant contribution to the overall team accomplishments** should be included.*

THE COMMANDANT OF THE COAST GUARD  
TAKES PLEASURE IN PRESENTING  
THE COAST GUARD MERITORIOUS TEAM COMMENDATION TO:  
UNITED STATES COAST GUARD AUXILIARY

*Team name*  
for service as set forth in the following  
CITATION:

**"For exceptionally meritorious service from Month Year to Month Year while  
serving on the Name of Team.**

*There must be no more than twenty-four lines total in length without the Operational Distinguishing Device or no more than 26 lines with the Operational Distinguishing Device authorization. The entire award must fit on one page, within the margins (1.9" on top and 1.0" on the sides and bottom)*

**The dedication, pride, and professionalism displayed by the *Name of Team* are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary."**

*[If appropriate]* **The Operational Distinguishing Device is authorized.**

**For the Commandant,**

**FI. MI. LAST NAME OF SECTOR COMMANDER (ALLCAPS)  
Captain, U.S. Coast Guard**

**Commander / Commanding Officer, Sector / Air Station**

**BRIEF DISTRICT 13 AWARDS GUIDE**

ACLOC – Auxiliary Commandant’s Letter of Commendation (Refer to district 13 Awards Guide) (90 days lead time)



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER’S NAME: \_\_\_\_\_

- Commendable action less than for Auxiliary Achievement Award (see below).
- Award being used to recognize a *special event, new program* and/or exceptional service
- Use the words **EXCEPTIONAL** in commendation.
- Justify in commendation, why action was important
- Ask yourself, “is member just doing his/her job”? Is it really worthy of an award? If really worthy of an award, write the commendation to ***show why they are worthy.***
- If action is operational in nature, include “O” device in commendation.
- No additional documentation attachments required.
- Submit this form along with completed and signed CG-1650 form and award citation to the District Awards Coordinator.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

*The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for a superior act(s) of service in unusual resulting and/or outstanding achievement, whose performance is lesser than that required for the Auxiliary Achievement Medal. The award can also be used to recognize an Auxiliarist’s service/performance for a special event or project. in unusual*



DD Month YYYY

**From: Commandant**

**To: Commodore/Mr./Ms. First Name MI. Last Name, U.S. Coast Guard**

**AuxiliarySubj: AUXILIARY COMMANDANT'S LETTER OF COMMENDATION**

**I note with pride and am pleased to commend you for your performance of duty as *Auxiliary Position* from Month Year to Month Year.**

*There must be no more than twenty-four lines total in length without the Operational Distinguishing Device or no more than 26 lines with the Operational Distinguishing Device authorization.*

*The entire award must fit on one page, within the margins (1.9" on top and 1.0" on the sides and bottom)*

**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.**

**You are hereby authorized to wear the Auxiliary Commandant's Letter of Commendation Ribbon Bar (gold/silver star in lieu of a second/sixth. *[if appropriate]* The Operational Distinguishing Device is authorized**

**For the Commandant,**

**Name of Sector Commander or Director of  
Auxiliary Captain, U.S. Coast Guard**

**Commander, Sector Name or Director of Auxiliary**

**BRIEF DISTRICT 13 AWARDS GUIDE**

**Auxiliary Achievement Medal**

*(Refer to district 13 Awards Guide) (90 days lead time)*



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- 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.**
  - SUSTAINED leadership over a period of \_\_\_\_\_ years.
  - MERITORIOUS OPERATIONAL ACTIVITY for the citation period.
  - MERITORIOUS ADMINISTRATIVE PERFORMANCE for the citation period.
- If action is operational in nature – include “O” device in commendation. •
- Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator. •
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct? •
- Does the award citation meet the criteria required? •

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_  
District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

*This award recognizes **outstanding achievement or service of a nature which is worthy of special recognition** as described below. The Auxiliary Achievement Medal is for recognition of Auxiliaries who have maintained an outstanding level of performance and/or achievement **over a period** to further authorized activities of the Auxiliary.*

*The achievements could be in administration or operations.*

CITATION TO ACCOMPANY THE AWARD  
OF  
THE AUXILIARY ACHIEVEMENT MEDAL  
TO

**Commodore / Mr. / Ms. LAST-NAME-CAPITALIZED is cited for superior performance of duty while serving as Position from Month ,Year to Month. Year.**

*Total body not to exceed twelve lines without the Operational Distinguishing Device authorization or 14 lines with the Operational Distinguishing Device authorization.*

*Landscape format*

**Commodore/Mr./ Ms./ LAST NAME's 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.**

***[If appropriate]* Operational Distinguishing Device is authorized.**

**For the Commandant,**

**Name of Sector Commander or Director of  
Auxiliary Captain, U.S. Coast Guard**

**Commander, Sector Name or Director of Auxiliary**

**BRIEF DISTRICT 13 AWARDS GUIDE**

Auxiliary Commendation Medal  
time)

(Refer to district 13 Awards Guide) (90 days lead



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- 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 a CG Commanding Officer O-6 or above.
- Wording in the commendation must demonstrate that the activity is **TRULY OUTSTANDING.**
  - o Neither performing a difficult job well nor doing a routine job in an excellent manner qualifies for this award.
- Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

*The Auxiliary Commendation Medal is for outstanding **administrative** services. This requires services accomplished in a manner, which is much better than could normally be expected from an Auxiliarist of like capability and experience. Neither doing a difficult job well nor doing a routine job in an excellent manner will suffice. The achievement must be truly outstanding.*

**THE AUXILIARY COMMENDATION MEDAL**

*[If appropriate ]*

**(GOLD/SILVER STAR IN  
LIEU OF A SECOND/SIXTH)**

**TO**

**COMMODORE/ MR. MS. FIRST NAME MI. LAST NAME**

**THE UNITED STATES COAST GUARD**

**AUXILIARY**

**Commodore /Mr./ Ms./ LAST NAME is cited for outstanding achievement while serving as Position from Month Year to Month Year. During this period, \_\_\_\_**

*Total body not to exceed twelve lines without the Operational Distinguishing Device authorization or 14 lines with the Operational Distinguishing Device authorization.*

*Print Landscape*

**Commodore/ Mr./ Ms./ LAST NAME's dedication, judgment, and devotion to duty are most heartily commended and are inkeeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

*If appropriate Operational Distinguishing Device is authorized.*

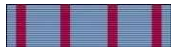
**For the Commandant,**

**Name of Sector Commander or Director of  
Auxiliary Captain, U.S. Coast Guard**

**Commander, Sector Name or Director of Auxiliary**

*The Auxiliary Commendation Medal is for **outstanding administrative services**. This requires services accomplished in a manner, which is much better than could normally be expected from an Auxiliarist of like capability and experience. Neither doing a difficult job well nor doing a routine job in an excellent manner will suffice. The achievement must be truly outstanding*

**Auxiliary Medal of Operational Merit** (Refer to district 13 Awards Guide) (90 days lead time)



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- 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.
  - SKILL required **but not extreme skill**.
  - There **does not** have to be a risk to the member's life.
- Wording in commendation should include OUTSTANDING OPERATIONAL PERFORMANCE or SKILL in performing an ASSIST or RESCUE or OTHER OPERATIONAL MERITORIOUS SERVICE.\*
- Must be approved by a CG Commanding Officer O-6 or above.\*
- Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?\*
- Does the award citation meet the criteria required?\*

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_  
District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

*The meritorious performance of **duty must have enhanced Auxiliary goals**. This performance must clearly be of a nature much higher than that normally expected, and which has a significant positive effect.*

***Medal of Operational Merit***

CITATION TO ACCOMPANY THE AWARD OF THE  
AUXILIARY MEDAL OF OPERATIONAL MERIT

***[If appropriate]*** (GOLD/SILVER STAR IN LIEU OF A  
SECOND/SIXTH)

TO

COMMODORE/ MR./ MS. FIRST NAME MI. LAST NAME

UNITED STATES COAST GUARD AUXILIARY

Commodore/ Mr./ Ms. LAST NAME) is cited for meritorious service in the performance of duty as Position from Month Year to Month Year.

*Total body not to exceed twelve lines without the Operational Distinguishing Device authorization or 14 lines with the Operational Distinguishing Device authorization.*

*Print Landscape*

Commodore/ Mr./ Ms./ LAST NAME's dedication 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.

***[If appropriate]*** Operational Distinguishing Device is authorized.

For the Commandant,

Name of Sector Commander or Director of Auxiliary  
Captain, U.S. Coast Guard

Commander, Sector Name or Director of Auxiliary

*Print landscape*

*Citation Format • **sideways (landscape)** • margins: one inch - top and sides; 2.3 inches - bottom. (Leaving room for the gold seal) • 12-point Helvetica style font • five lines of heading • body: between 15 and 19 lines long, justified*

BRIEF DISTRICT 13 AWARDS GUIDE

Auxiliary Meritorious Service Medal (Refer to district 13 Awards Guide) (90 days lead time)



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBERS NAME:

- 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 a CG Flag Officer.
- Summary of Action or service must accompany Award Form and citation.
- Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_ District  
Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

*Effect on the ability of the Coast Guard and/or the Auxiliary to complete its missions and **goals.***



BRIEF DISTRICT 13 AWARDS GUIDE

CITATION TO ACCOMPANY THE AWARD OF THE

AUXILIARY MERITORIOUS SERVICE MEDAL

***[If appropriate]* (GOLD/SILVER STAR IN LIEU OF A  
SECOND/SIXTH)**

TO

**COMMODORE/ MR./ MS. FIRST NAME MI. LAST NAME**

**UNITED STATES COAST GUARD AUXILIARY**

**Commodore/ Mr./ Ms. LAST NAME) is cited for meritorious service in the performance of duty as Position from Month, Year to Month, Year.**

*Total body not to exceed twelve lines without the Operational Distinguishing Device authorization or 14 lines with the Operational Distinguishing Device authorization.*

*Print Landscape*

**Commodore/ Mr./ Ms./ LAST NAME's dedication 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.**

***[If appropriate]* Operational Distinguishing Device is authorized.**

**For the Commandant,**

**Name of Sector Commander or Director of Auxiliary  
Captain, U.S. Coast Guard**

**Commander, Sector Name or Director of Auxiliary**

BRIEF DISTRICT 13 AWARDS GUIDE

Auxiliary Plaque of Merit

*(Refer to district 13 Awards Guide) (90 days lead time)*



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Extreme** skill in performing an assist or rescue at **risk to the Auxiliarist's** life.
  - Can only be given for an assist or rescue (operational).
  - Heroism in the face of grave personal risk that clearly stands out as above normal expectations.
- Must be approved by a **CG Flag Officer.**
- Summary of Action or service must accompany Award Form and citation.
- Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

CITATION TO ACCOMPANY  
THE AWARD OF  
THE AUXILIARY PLAQUE OF MERIT  
TO  
*Name*

UNITED STATES COAST GUARD AUXILIARY

**(COMMODORE/MR./ MS./ LAST NAME CAPITALIZED** is cited for extreme skill in effecting a rescue on **(date)** at risk to his/her own life.

*Body cannot exceed sixteen lines Print Landscape*

**Mr./Ms./COMODORE Last Name** 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 and the United States Coast Guard Auxiliary.

**For the Commandant,**

**Name of Sector Commander or Director of Auxiliary  
Captain, U.S. Coast Guard**

**Commander, Sector Name or Director of Auxiliary**

BRIEF DISTRICT 13 AWARDS GUIDE

Auxiliary Legion of Merit ( Refer to district 13 Awards Guide) (90 days lead time)



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Equivalent to the US Coast Guard Legion of Merit.
  - Awarded for service comparable to the ADSM but in a duty of lesser, though considerable, responsibility.
- Measurable, positive effect** on the Auxiliary across multiple districts or at the Auxiliary national level (**national or multi-regional scope**).
- Must be approved by a **CG Flag Officer**.
- Summary of Action or service must accompany Award Form and citation.
- Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

*The Auxiliary Legion of Merit is awarded for service comparable to the Auxiliary Distinguished Service Medal but has duty of lesser, though considerable, responsibility. This is awarded only by the Commandant.*

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_ District

Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

BRIEF DISTRICT 13 AWARDS GUIDE

THE COAST GUARD AUXILIARY

LEGION OF MERIT

TO

**COMMODORE/ MR./ MS FIRST NAME, MIDDLE INITIAL, LAST NAME**

**UNITED STATES COAST GUARD AUXILIARY**

**COMMODORE/MR./ MS./ LAST NAME CAPITALIZED** is cited for outstanding meritorious service as (state position) from (month, year) to (month, year). (Commodore/Mr./ Ms./ LAST NAME CAPITALIZED) provided

*Total body not to exceed sixteen lines*

*Print landscape*

**Commodore/Mr./ Ms./ LAST NAME CAPITALIZED**) ability, diligence, 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.

**For the Commandant,**

**Name of Sector Commander or Director of Auxiliary  
Captain, U.S. Coast Guard**

**Commander, Sector Name or Director of Auxiliary**

BRIEF DISTRICT 13 AWARDS GUIDE

*Auxiliary Plaque of Merit*



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

Extreme skill in performing an assist or rescue at risk to the Auxiliarist's life.\*

○ Can only be given for an assist or rescue (operational).

Heroism in the face of grave personal risk that clearly stands out as above normal expectations

○

Must be approved by a **CG Flag Officer**.\*

Summary of Action or service must accompany Award Form and citation.\*

Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator.\*

Is all spelling, grammar, punctuation, line count, type and point, and margins correct?\*

Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_ District

Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

**THE AUXILIARY PLAQUE OF  
MERIT**

(Note: if second or third award etc. insert: **GOLD STAR**

**IN LIEU OF A SECOND or THIRD)TO**

**MR./MS./COMMODORE – FULL NAME**

**THE UNITED STATES COAST  
GUARD AUXILIARY**

**COMMODORE/MR./ MS./ LAST NAME CAPITALIZED** is cited for **extreme skill** in effecting a rescue on **(date)**at risk to his/her own life.

*Total body cannot exceed sixteen lines*

*Print landscape*

**Mr./Ms./COMOMODORE Last Name** 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 and the United States Coast Guard Auxiliary.

**For the Commandant,**

**Name of Sector Commander or Director of Auxiliary  
Captain, U.S. Coast Guard**

**Commander, Sector Name or Director of Auxiliary**

BRIEF DISTRICT 13 AWARDS GUIDE

Legion of Merit



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Equivalent to the US Coast Guard Legion of Merit.
  - Awarded for service comparable to the ADSM but in a duty of lesser, though ~~comparable~~ responsibility.
- Measurable, positive effect on the Auxiliary across multiple districts or at the Auxiliary Area or national level (**national or multi-regional scope**)
- Must be approved by a **CG Flag Officer**.
- Summary of Action or service must accompany Award Form and citation to District Awards Coordinator.
- Submit this form along with completed and signed CG-1650 form and award citation.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_



BRIEF DISTRICT 13 AWARDS GUIDE

THE COAST GUARD

AUXILIARY LEGION OF

MERIT

**COMMODORE/ MR./ MS FIRST NAME, MIDDLE INITIAL, LAST NAME**

**UNITED STATES COAST GUARD AUXILIARY**

**COMMODORE/MR./ MS./ LAST NAME CAPITALIZED** is cited for outstanding meritorious service as (state position) from (month, year) to (month, year). (Commodore/Mr./ Ms./ LAST NAME CAPITALIZED) provided

**Total body not to exceed sixteen lines**

**Commodore/Mr./ Ms./ LAST NAME CAPITALIZED** ability, diligence, 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.

BRIEF DISTRICT 13 AWARDS GUIDE

**Auxiliary Distinguished Service Medal**  
*time)*

*( Refer to district 13 Awards Guide) (90 days lead*



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_ \_\_\_\_\_

- Equivalent to US Coast Guard Distinguished Service Medal.
  - Traditionally, it is presented to **NACO** upon completion of their tour.
  - Recognizes exceptionally meritorious service and distinguished service to the US Coast Guard Auxiliary as a ***national organization***.

*Print portrait*

- Recognizes 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 ORGANIZATION contributed significantly to the **ENTIRE AUXILIARY**.
- Must be awarded/approved by the Commandant.
- Summary of Action or service must accompany Award Form and citation.
- Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

BRIEF DISTRICT 13 AWARDS GUIDE

CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY DISTINGUISHED SERVICE MEDAL

TO

COMMODORE/ MR./ MS FIRST

NAME. MIDDLE INITIAL, LAST NAME

UNITED STATES COAST GUARD AUXILIARY

COMMODORE/MR./ MS./ LAST NAME CAPITALIZED is cited for exceptionally meritorious service to the Government of the United States in a position of great responsibility as (state position) from (month, year) to (month, year). Exercising exceptional vision and exemplary leadership, Commodore/Mr./ Ms./ LAST NAME CAPITALIZED

Commodore/Mr./ Ms./ LAST NAME CAPITALIZED leadership, dedication, 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.

Routing Signatures:

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

## AWARDS BY DUE DATES

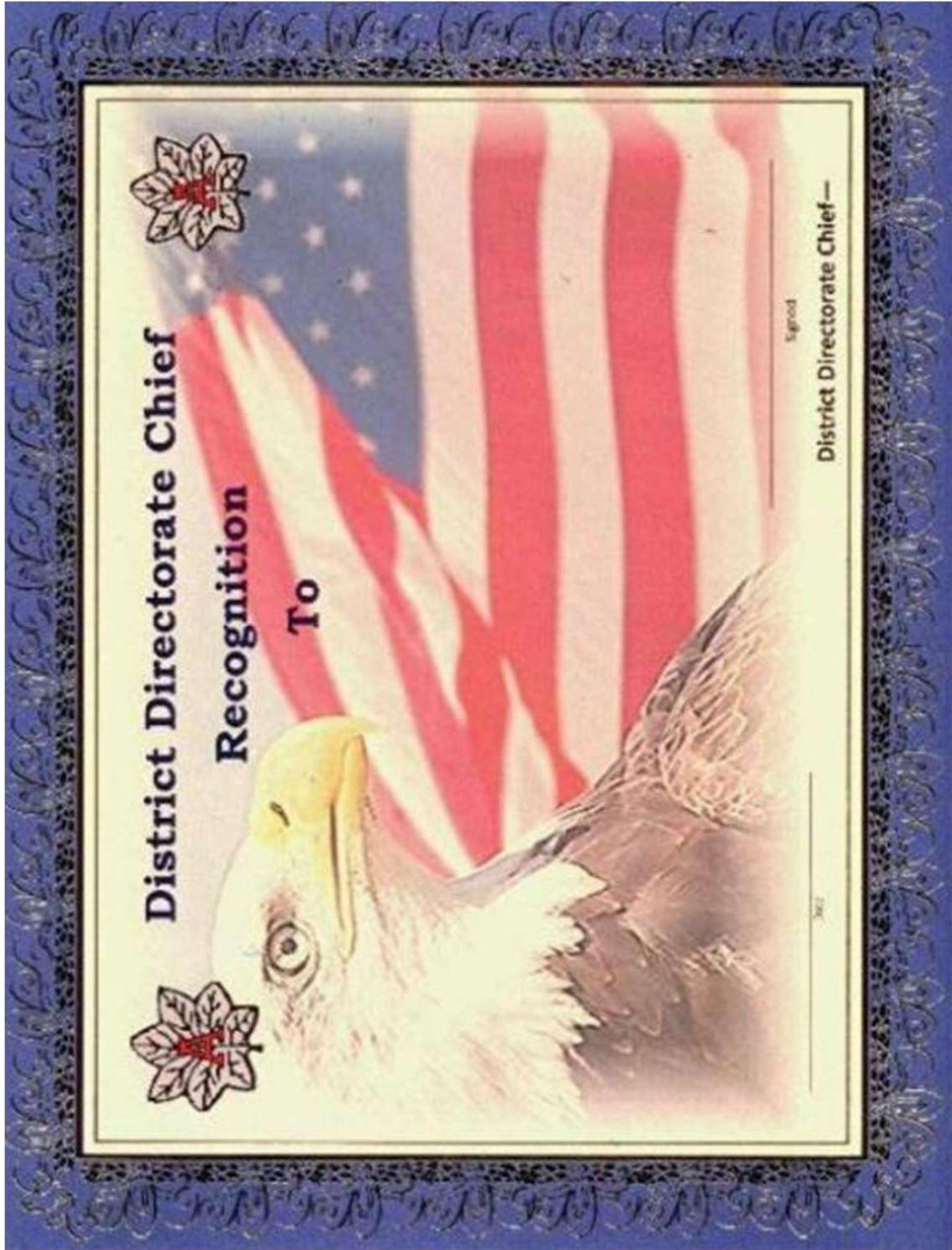
APR 1	NACO Membership Growth Award – Individual NACO Membership Growth Award – Flotilla NACO Membership Growth Award – Division NACO Membership Growth Award – District
	<b>NACO 3 Star Award for Excellence in Auxiliary Mandated training (AUXMT)</b>
MAY 1	<b>Commodore Donald L. Frasch Inspirational Leadership award</b>
JUN 30	<b>NACO 3 Star Award for Diversity Excellence</b>
AUG 1	<b>Auxiliary Diversity Award</b>
OCT 1	<b>Charles S. Greanoff Award Inspirational Leadership Award</b>
NOV 1	AFRAS Silver Award (Association for Rescue at Sea)
NOV 15	<b>District 13 Auxiliarist of the year (AUXOY)</b>

**Certificates** can be created or modified to meet the need for a recognition to members who have done a good job but it does rise to the level of formal awards. **Informal recognition is the**

**real fuel for the flotilla, division, District Captain, District Staff Officers, Chief of Staff and the District Commodore.**

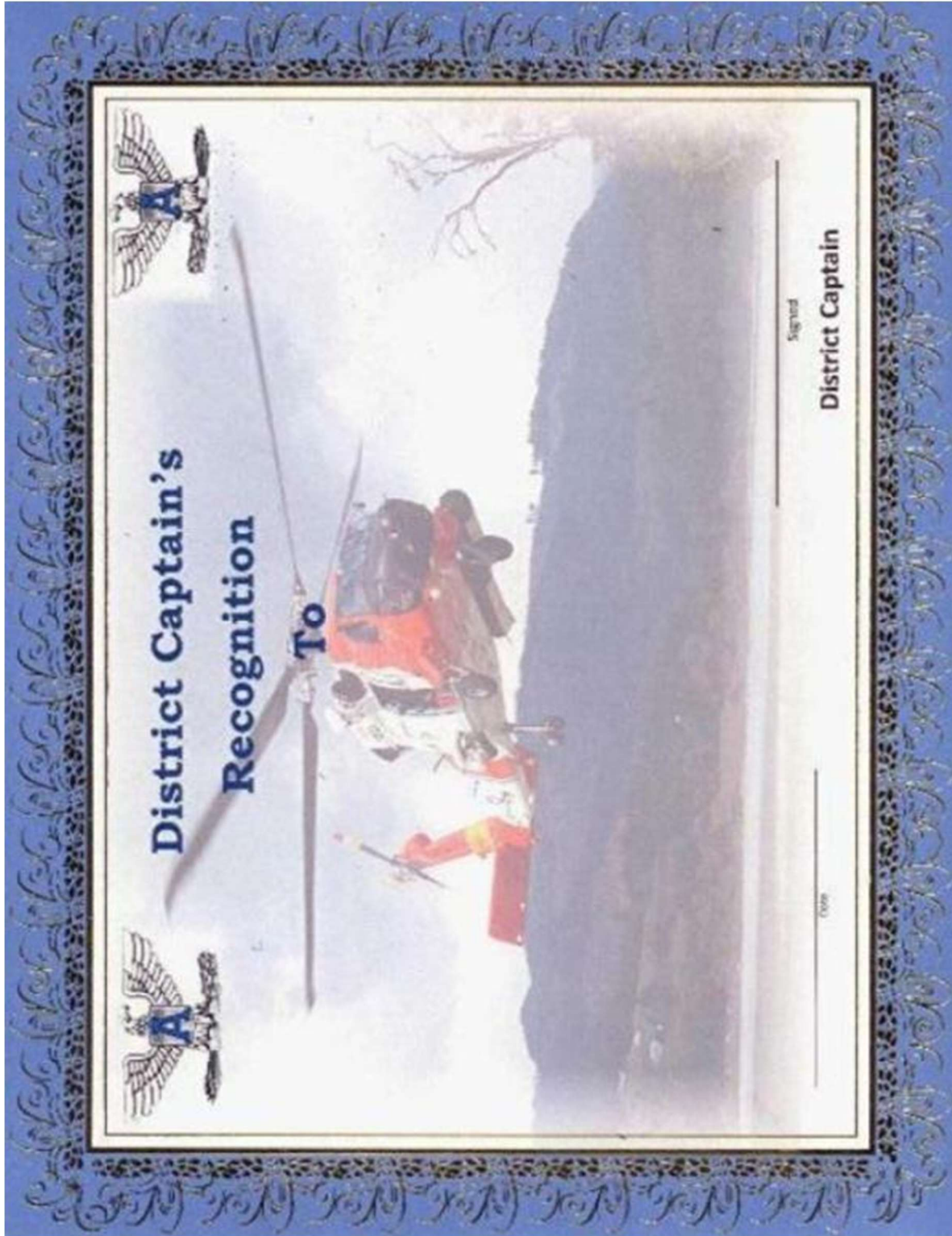
A certificate shows appreciation and should get the member in front of his peers! ***We must do better at recognizing our shipmates!***

Send notes of statements, for the certificate, to the **District Awards Coordinator** for production of certificates and /or special certificates! Be sure to indicate where the coordinator is to send the certificate for presentation!



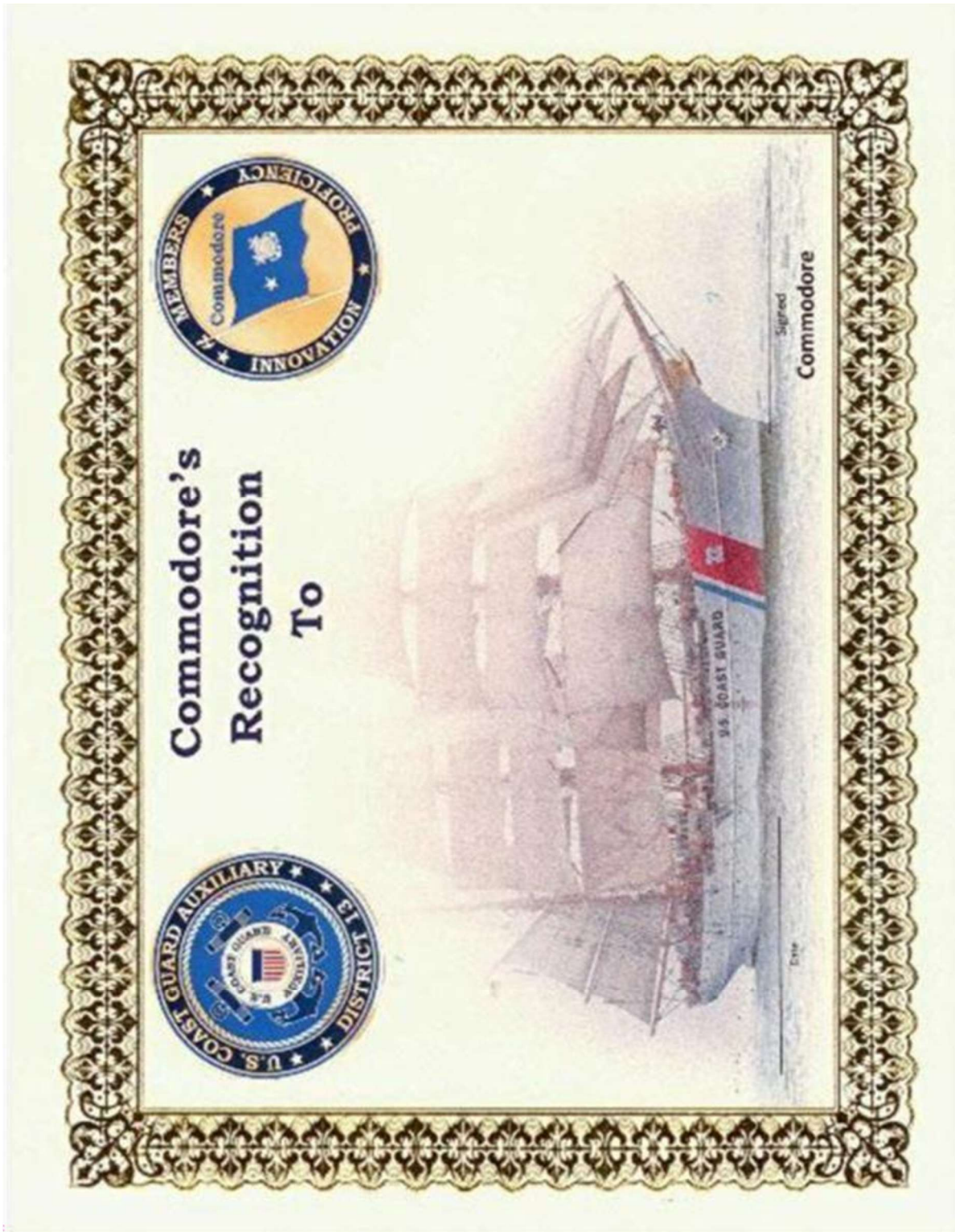
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Backgrounds/borders can be modified, these are just suggestions





Note: Coin image changes with each Commodore  
Backgrounds/borders can be modified, these are just suggestions