

To be used by ORIGINATOR and REVIEWERS!!

The Awards Committee will require a MINIMUM of 45 days for processing through the DIRAUX Office!

AWARD FOR (LAST, FIRST, MI): _____ FLOTILLA: _____

D5 SOUTHERN AWARD WRITING CHECKLIST

IAW COMDTINST M1650.25 (series)

CITATIONS, Format and Length:

_____ Awards are to be drafted in the standard format to ensure consistency and quality of appearance, as well as, ample room for items such as the Coast Guard Seal.

_____ Prepare Award citation in:

Auxiliary Commendation Medal – Landscape, 12 lines

Auxiliary Achievement Medal – Landscape, 12 lines

Auxiliary Commandant Letter of Commendation – Portrait, 24 lines

Coast Guard Meritorious Team Commendation – Portrait, 17 - 24 lines

Any award **HIGHER than a Meritorious Service Medal – Portrait, 16 lines**

_____ Use **TIMES NEW ROMAN 11 OR 12 PITCH BOLD FONT.**

_____ ENSURE margins on citation, for **Commendation and Achievement**, are **1 inch on top, 1 inch on both sides** and **TWO INCHES** at the bottom for Coast Guard Seal.

_____ ENSURE margins on citation, for **Team Commendation and LOC**, are **1 inch on bottom, 1 inch on both sides** and **AT LEAST 1.9 inch on top**

Opening Sentences: The opening sentence of a citation consists of a **standard opening** phrase, the duty assignment... (Position, unit, city and state), and the date/inclusive dates of service. The standard opening phrases are:

_____ **Auxiliary Commendation Medal...**Mr. Jones is cited for outstanding achievement while....

_____ **Auxiliary Achievement Medal...**Mrs. Smith is cited for superior performance while....

_____ **Auxiliary Commandant Letter of Commendation Ribbon...**

_____ **1. I note with pride and am pleased to commend you for your performance of duty....**

Closing Sentences: The closing sentence of a citation consists of a **standard closing** phrase:

_____ **Auxiliary Commendation Medal:**....dedication, judgment, 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. **NOTE:** the spelling of the word **“judgment”** above. The alternate spelling with extra “e” is not acceptable.

_____ **Auxiliary Achievement Medal:**....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.

_____ **Auxiliary Commandant Letter of Commendation Ribbon:**

_____ 2. You are commended for your outstanding performance of duty. By your meritorious service, you have upheld the highest tradition of the United States Coast Guard and the United States Coast Guard Auxiliary.

_____ 3. You are hereby authorized to wear the Auxiliary Commandant Letter of Commendation Ribbon Bar (gold star in lieu of a ...).

_____ The awarding authority's **signature block** will be centered four blank lines below the citation text.

_____ **Coast Guard Meritorious Team Commendation:**

_____ **Opening Line:** "For exceptionally meritorious service on *XX Month XXXX to XX Month XXXX*, as part of the Fifth District Southern Region *Name of Team* (example, Kids Week on Intrepid Team)

_____ **Closing Line:** "The dedication, pride, and professionalism displayed by the Fifth District Southern Region *Name of Team* are in keeping with the highest traditions of the United States Coast Guard."

_____ **If Applicable:** Leave 1 space after the closing line and add: "The Operational Distinguishing Device is Authorized."

_____ The awarding authority's **signature block** will be centered four blank lines below the citation text.

Other requirements:

_____ **Abbreviations:** Do **NOT** use the abbreviations. Example: ANT, ATON, SAR, D1, CWO, LT, etc...

_____ The numbers 1 through 10 are spelled out when used Example: 1 = one. Words such as percent are spelled out vice using the % symbol. Dollar amounts Examples: \$22 million, \$100,000, \$3 billion

_____ Capitalize **NAME** of individual **at all times** throughout the citation. Example: **Mr./Ms. JONES** (unless **Commodore/Former Commodore, then use Commodore**) **NOT Auxiliarist.**

_____ **"O" Device:** this is rarely warranted unless for obviously operational performance. Refer to award primer and COLM.

_____ Ensure **subsequent** awards are shown on the citation:

**THE COAST GUARD AUXILIARY ACHIEVEMENT MEDAL
(GOLD STAR IN LIEU OF A SECOND)**

_____ Completing 1650, include a print out of previous awards from AUXDATA.