Section D. Making a Recommendation

Introduction	This section provides general guidance and procedures for making award recommendations.
D.1. Who Can Recommend	Military and Coast Guard civilian personnel are highly encouraged to make Auxiliary award recommendations, and may submit them directly to the appropriate chain of command. For consideration of all listed awards (except the ADSM, ALOM, APOM, and the Flotilla Meritorious Achievement), any Auxiliarist may make an Auxiliary award recommendation via the chain of leadership and management to the designated Auxiliary awarding elected or appointed leader.
D.2. National Commodore	National Staff members may recommend to the NACO, via the chain of leadership and management, the consideration of a staff member for an award. The NACO will review it and forward it to the Chief Director with either a favorable or unfavorable endorsement. The Chief Director will endorse, as appropriate, and forward final action.
D.3. Command Initiated Awards	All Coast Guard personnel shall initiate and/or approve meritorious awards for deserving Auxiliarists at the appropriate awarding authority levels. Coast Guard Senior Executive Service (SES) civilian personnel, serving in appropriate award authority positions, may take action or approve Auxiliary Awards in the same manner as comparable Flag officers.
D.4. What to Recommend	The key words in the paragraphs describing the meritorious awards will help with the decision. If the act or service meets the requirements, the recommendation is appropriate. If they do not, either an award is not indicated or, the wrong award is being considered.
D.5. Philosophy	Only the truly deserving should receive recognition. To do otherwise dilutes the significance of the award for the deserving recipient and minimizes the value of these awards to the entire organization. Good performance and service should always be recognized, but the presentation of formal awards should be reserved for Auxiliarists who have truly distinguished themselves in their Auxiliary service.

D.6. Procedures	The recommending Auxiliary elected or appointed leader shall submit the recommendation form and the supporting documents, through the chain of leadership and management, to the NACO or DCO, as appropriate, who will endorse the recommendation, ensure its citation is quality checked and signature ready, and send it to the applicable reviewing personnel for consideration. Award citations coming through the chain of leadership and management shall be signature ready or at the very least shall closely follow the quality of sample citations found in the Chief Director web site (www.uscg.mil/auxiliary). Coast Guard personnel will use the appropriate chain of leadership and management with a copy to the respective Director of Auxiliary. The following documentation is required to have an award recommendation considered.
D.6.a. Award Recommendation Form	A Coast Guard Award Recommendation Form (CG-1650) shall be prepared by the recommending Auxiliary elected or appointed leader.
D.6.b. Summary of Action or Service	To make the recommendation for any of the above awards, a summary of action or service (except as noted below) must be prepared by the recommending Auxiliary elected or appointed leader. This must be attached to the award recommendation, along with any documents (newspaper clippings, statements from those assisted, copies of Coast Guard station logs, letters, etc.) that help justify the recommendation. This summary is the most important part of the recommendation. Approval or disapproval will be based on the justification presented. Avoid generalities and excessive use of superlatives. Include any of the following, if pertinent or available: (1) Specific examples (2) Service impact (3) Positive results (4) Monetary savings (5) Eyewitness statements (6) Nature of action (7) Date or inclusive dates (8) Precise location (9) Time of day (10) Names of all involved (11) Detailed weather conditions (12) Amount of natural or artificial light (13) Any other pertinent information The Summary of Action is not required for the AMOM, ACM, the AAM, or the ACLOC. The Summary of Action for the AMSM should be limited to one page.

D.6.c. Citation	The citation is the account of heroic acts or of meritorious achievement of services. It is essentially a condensation of the summary of action or service. Recipients of awards are entitled to well prepared citations that will be cherished by the Auxiliarist and be a source of pride to their families. The citation may be prepared by an Auxiliary Awards Committee. NACO and DCOs are responsible to maintain and directly contribute to high quality signature ready citations. It is through their experience and leadership that the awards program will be successful for truly deserving Auxiliarists.
D.7. Other Organizations	Awards and recognition shall originate and be processed within the organization to which an Auxiliarist's contributions are credited. For example, if an Auxiliarist volunteers to support the Federal Emergency Management Agency (FEMA) in its response to a natural disaster as an employee of FEMA, then any recognition for such shall be expected to originate within FEMA.