

Requestor Information	
Name	
Member #	
Title	
Email Address	
Phone Number	
Nominee Information	
Name	
Member #	
Award Information	
Award Requested (Chapter 11 of the AUXMAN)	
For Services As (Staff Position(s), Roles, Events)	
Period of Award From Date	
Period of Award To Date	
Desired Presentation Date (at least 90 days after request)	
Mail award to: (Name of presenter, mailing address)	
Actions / Achievements Justifying the Award: (draft citation is preferred, use a separate attachment if necessary) If possible, please include a print-out from AUXDATA II showing hours, missions, etc. that support this award	

In "Actions and Achievements Justifying the Award," please focus on award-winning activities and benefits. Cite the commendable actions and the benefits, in bullet list of necessary. Describe personally recognizable character, values, and attributes most associated with the nominee in those actions and achievements. Don't treat the pro-forma or standard boiler plate sentences as instrumental to the substance of the award.

Hints:

What was accomplished / achieved?
 How did the accomplishments / achievements benefit the Auxiliary, Coast Guard or boating public?
 What accolades were bestowed by peers, Coast Guard members, or the boating public?
 Cite activity hours, counts, or measures from AUXINFO.
 How did the accomplishments / achievements compare (percentages) with other unit / member activities?
 Rank the accomplishments / achievements with other unit / member activities.

Reminders:

If the activities / efforts are not supported by the data in AUXINFO, the numbers are neither citable nor commendable and should not be used as the basis for the award.

The primary criteria are accomplishments, achievements, and benefits - focus on those.

"Commendable activity is more than performing a routine job in an excellent manner."

Submit this form along with draft citation and any documentation to:
D7 Help Desk (category "Award Recommendation")