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| Commander  United States Coast Guard  Sector Hampton Roads | 4000 Coast Guard Blvd.  Portsmouth, VA 23703-2199  Staff Symbol: s  Phone: (757) 483-8565  Fax: (757) 295-2046  SECHRINST 1650.1 |

SECTOR HAMPTON ROADS INSTRUCTION 1650.1

SUBJ: PROCESSING PROCEDURES FOR MILITARY AND CIVILIAN AWARDS

Ref: (a) Medals and Awards Manual, COMDTINST M1650.25 (series)

(b) Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (series)

(c) District Five Awards Process, CGDFIVEINST 1650.2F

1. PURPOSE. This instruction outlines individual and team awards processing for Sector Hampton Roads (SHR), Sector Field Office Eastern Shore (SFO ES), and units under the administrative control (ADCON) of SHR.
2. ACTION. All active duty, reserve, and civilian personnel assigned to SHR, SFO ES, and ADCON units must ensure full compliance with the procedures and timelines in this instruction when submitting individual and team awards for approval.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. The processing of awards in a timely and consistent manner is critical to ensure that personnel are properly and promptly recognized for their significant accomplishments. In the case of departing personnel, it is extremely important to present such awards prior to their departure.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
7. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CATEX) #A3 from further environmental analysis, in accordance with Appendix A, Table 1, found in the Implementation of the National Environmental Policy Act, Department of Homeland Security Instruction Manual 023-01-001-01 (series).
8. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment.

All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA Policy, and compliance with all other environmental mandates.

1. DISTRIBUTION. The original, signed instruction will be filed in the SHR Instruction binder. An electronic version may be found on Sector Hampton Roads Portal site using the following link: <https://cg.portal.uscg.mil/units/sectorhamptonroads/default.aspx>.
2. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
3. TYPES OF AWARDS.
4. Personal Awards. CG Commendation Medal and below awards must follow the checklist items of Enclosure (3) and adhere to the writing style guide found in enclosure (4). Higher level awards must follow the format requirements of reference (a) and require a summary of action in addition to the citation.
5. Team and Unit Awards. All team and unit award submissions must be accompanied by a spreadsheet of eligible personnel, broken down into the following categories as outlined in reference (a): Personnel meeting 50 percent or greater (recommended), personnel not meeting 50 percent (not recommended). The personnel roster must also include names, EMPLIDs, and current duty station.
6. Coast Guard Civilian Honorary Awards. An honorary award is non-monetary and recognizes an individual or group achievement worthy of recognition. Honorary award recipients are often presented with a certificate, plaque, crystal device or lapel pin. At a minimum, honorary awards must be approved through the Sector Hampton Roads awards board and depending on the type of aware, may required approval by the Commandant.
7. Commandant’s Superior Achievement Award
8. Commandant’s Distinguished Career Service Award (Retirement)
9. Civilian Service Commendation Medal
10. Certificate of Appreciation
11. Official Letter of Commendation
12. AWARD SUBMISSION REQUIREMENTS.
13. Award Administration.
    * + 1. The Sector Commander is the SHR Award Approving Authority and is authorized to approve individual awards at the CG Commendation Medal level and lower. Higher level awards require approval by the District Commander.
        2. All award citation recommendations must be submitted electronically from the SHR Department Head or Division Chief with the signed CG-1650 to the Awards Secretary. Any award sent directly to the Awards Board (outside of this chain) will be returned to the Originator as *Rejected*.
        3. The Awards Board will meet (face-to-face) once per quarter at a minimum. This will typically occur on a Tuesday before or after the Sector Staff Meeting. The Awards Secretary will dictate more frequent meetings as necessary to accommodate periods of increased award submissions and to discuss award processes. Electronic voting (i.e. e-voting by email) is an alternate method of voting and should not be considered the norm.
        4. All formatting questions are addressed in references (a) and (b). Enclosures (1) and (2) are particularly helpful and must be used when preparing award submissions.
        5. All award submissions must be routed in yellow folders and include: 1) signed CG-1650 form, 2) completed checklist, 3) signature-ready award citation, 4) any previous personal, team, or unit award that was received by the member (being recognized) while assigned to SHR or ADCON unit, and 5) member information page from DA.
14. Award Submission Timeline. Timelines found in enclosure (2) will be strictly enforced.
15. AWARDS SECRETARY.
    1. Is the overall facilitator of the SHR awards system. This includes managing the submittal and approval process, communicating the status of submissions and maintaining appropriate records and metrics, and coordinating and managing the type and periodicity (face-to-face or electronic) of the Awards Board with the CO of MILPERS.
    2. Within 3 business days of receipt of an award submission, the Awards Secretary will complete the following:
       * 1. Save the award submission at the following location: \\D05MS-ISECSHAR\Public\Sector Hampton Roads\Awards Folder\Awards Board
         2. Validate the signed CG-1650 and return to the department head or division chief for revision as needed.
         3. Ensure the MS Word “Track Changes” feature is turned on for the citation.
    3. The Awards Board Secretary will manage, organize, and record award submission voting.
       * 1. When voting in person during an Awards Board meeting:

the Awards Secretary will provide an email to all Awards Board member that contains the meeting agenda and link to awards to be voted upon.

The Awards Secretary will confer with the designated Chair before the meeting. During the Awards Board, the Awards Secretary will take meeting minutes, record all votes, and administer the award submission(s) appropriately upon adjourning, see enclosure (2).

Before the Awards Board adjourns, the Chair will decide the voting method (either face-to-face or electronic voting) for any award(s) requiring revision.

* + - 1. When conducting electronic voting, the Awards Secretary will provide an email to all Awards Board members using the parameters below.

Use HTML email with standard subject line:

Name (member’s last name, team or unit name) – Award Type

Insert a Hyperlink in the email body to direct readers to the location of the award submission.

Activate standard voting options: Accept; Reject

Administer award submissions appropriately upon receiving required votes, see enclosure (2).

Board Members in receipt of an electronic voting email have 3 calendar days to provide a vote. When no feedback or specific vote is provided by the member to the Awards Secretary, then it will constitute a “YES” vote. If the Awards Secretary receives an out of office email reply from the member, then the Secretary is responsible for tracking down the next appropriate point of contact for voting.

1. AWARDS BOARD MEMBERSHIP.
2. The Awards Board will consists those representatives found in enclosure (1).
3. The Awards Board Chair will maintain unit-level oversight of the awards process during Awards Board meetings and will serve as the tie-breaking vote as necessary.
4. An award must receive at least four “YES” votes from the Awards Board in order to move on to the next level for approval (see enclosure 2):
5. An Awards Board may convene (face-to-face) when at least one department head and three other voting members are present.
6. AWARDS BOARD RESPONSIBILITIES.
7. Review, evaluate, and screen all referred award recommendations and provide comments to the awarding authority so that he/she can more effectively consider recommendations for decorations and awards.
8. Ensure that recommendations for decorations and awards, and elements for those awards, are properly prepared in accordance with reference (a).
9. Ensure that all information which may support the recommendation for an award is carefully considered and that recommendations resulting from such information are forwarded for consideration of the awarding authority.
10. Recommend approval, disapproval, upgrading to a higher award, or return of the recommendation to originator for further clarification.
11. Read all award submissions prior to attending an Awards Board meeting.
12. FORMS/REPORTS. None.
13. REQUEST FOR CHANGES. Recommendations and feedback for the improvement of this Instruction should be submitted by email to the Admin Officer or emailed to the Admin Office at D05-SG-SECHR-Admin@uscg.mil.

K. M. CARROLL

Commander, Sector Hampton Roads

Enclosures: (1) Awards Board Membership

1. Awards Flow Chart
2. Awards Checklists
3. Award Writing Style Guide
4. Examples of Award Citations and CG-1650’s

**Awards Board Membership**

|  |  |  |
| --- | --- | --- |
| **Position** | **Chair** | **Membership** |
| Logistics Department Head1 | |  |
| Response Department Head | |
| Prevention Department Head | |
| CPFP Division Chief | |
| SCC Division Chief | |
| Intel Division Chief | |
| Command Master Chief | |
| Awards Secretary | | Permanent/Non-voting |
| Subunit CO/OIC/XPO | | Adhoc |
| SFO Eastern Shore | | Adhoc |
| Reserve Component | | Adhoc |
| Civilian Employee | | Adhoc |

Notes:

1- Every effort should be made for permanent members to attend. When 100% attendance is not possible, membership may be delegated one position down within the department or division.

2- When the Awards Board convenes in person, the Chair position will alternate among the DHs (cannot be delegated down).

**Awards Flow Chart** **Role / Action Timeline**

**Originator**

Award submission (CG-1650, checklist, signature-ready citation, other awards earned, and eligibility roster (if applicable) sent to respective SHR POC/Department Head/Cmd Staff Chief.

**NLT 45 calendar days**

PRIOR to the requested presentation date listed on the CG-1650

**1**

**2**

**SHR POC/Department Head/Cmd Staff Chief**

Review award submission, e-sign CG-1650 and verifies citation is “signature ready”. Saves award submission and citation in awards folder. Informs Sector Award Secretary when ready for voting.

**NLT 3 business days**

AFTER receipt from SHR POC/DH/Cmd Staff Chief

**Award Secretary**

Validates award submission; sends back to Originator if not correct. Decides if the Board will meet in person or vote electronically. Sends the award submission review notification email to Awards Board with hyperlink. Record results and takes action.

**3**

**Awards Board**

Board members vote (electronically or in person) to “accept” or “reject.” Board members must accept or reject based on the following:

1. *Meets award criteria in Ref (a);*
2. *Is properly formatted and*
3. *within length limits;*
4. *Is well-written with correct grammar, easily read aloud; and*
5. *Is commensurate with other awards presented at Sector.*

*\*Review justification for “O” device*

**4**

**NLT 20 calendar days**

PRIOR to the requested presentation date listed

on the CG-1650

Award Board accepts award with at least four YES votes or ?

**5**

**Deputy Sector Commander**

Reviews Award.

**6**

**Sector Commander**

Approves and signs award. Notifies Award Secretary.

**7**

**NLT 5 calendar days**

PRIOR to the requested presentation date listed

on the CG-1650.

**8**

**Awards Secretary**

Forwards approved, signed award and CG-1650 to Originator.

Provides copy to Sector Admin.

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| SECTOR HAMPTON ROADS  COAST GUARD COMMENDATION MEDAL CHECKLIST | | | CGCM |
| **Initial Complete** | **\*\*\*General Guidelines\*\*\*** | | |
|  | Citation is completed and the CG-1650 is signed. | | |
|  | Review citation for spelling and grammatical errors. | | |
|  | Review writing guidance and required timelines | | |
|  | U󠄵se Times New Roman**, bold** font, 11-12 pitch. | | |
|  | Use a 1” top margin, 1” left and right margins, and a minimum 2 inch bottom margin. | | |
|  | Citation draft is prepared with “justified” text | | |
|  | **\*\*\*Heading Guidelines\*\*\*** | | |
|  | The entire heading is prepared in uppercase letter (Capitalized)  For subsequent awards: GOLD STAR IN LIEU OF A SECOND follows COAST GUARD COMMENDATION MEDAL on the next half line. For officer awards, the officer’s name is preceded by the rank (completely spelled out) on the same line. For enlisted awards, the member’s name is listed separately on one line, followed by the rating. | | |
| **OFFICER AWARDS:**  **CITATION TO ACCOMPANY THE AWARD OF**  **THE COAST GUARD COMMENDATION MEDAL**  **(GOLD STAR IN LIEU OF A SECOND)**  **TO**  **LIEUTENANT FIRST A. LAST**  **UNITED STATES COAST GUARD** | **ENLISTED AWARDS:**  **CITATION TO ACCOMPANY THE AWARD OF**  **THE COAST GUARD COMMENDATION MEDAL**  **(SILVER STAR IN LIEU OF A SIXTH)**  **TO**  **FIRST A. LAST**  **CHIEF YEOMAN**  **UNITED STATES COAST GUARD** | |
|  | **\*\*\*Opening\*\*\*** | | |
|  | Correct opening used: **Ex: Ensign DAVIS is cited for (heroic or outstanding) achievement while…”** | | |
|  | Cutter Names are capitalized and prefaced by USCGC and followed by the hull number in opening line only, i.e. USCGC SEAHORSE (WPB-87361). Capitalize all ship names. First reference to any ship/vessel is prefaced by USCGC, Motor Vessel, Sailing Vessel, etc. | | |
|  | **\*\*\*Body / Text\*\*\*** | | |
|  | Member’s rank is spelled out with the last name. Ex: **“Captain BRADY, Chief Petty Officer BROWN, Petty Officer ANDERSEN, Seaman SPENCER”.** | | |
|  | The member’s last name is CAPITALIZED throughout the citation | | |
|  | Do not use familiar references, i.e.: OPS, Gunner, Chief | | |
|  | Military operations and hurricanes are spelled out. Ex: **Operation AWE SHUCKS, Hurricane MARIA** | | |
|  | Body of citation cannot exceed 12 lines of text | | |
|  | **\*\*\*Closing\*\*\*** | | |
|  | Correct closing used. Ex: **“Ensign DAY’s dedication, judgment, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard.”** | | |
|  | If “O” device authorized, capital letters are used in the last sentence of the text. Ex: **“The Operational Distinguishing Device is authorized”.** | | |

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| SECTOR HAMPTON ROADS  USCG ACHIEVEMENT MEDAL CHECKLIST | | | CGAM |
| **Initial Complete** | **\*\*\*General Guidelines\*\*\*** | | |
|  | Citation is completed and the CG-1650 is signed. | | |
|  | Review citation for spelling and grammatical errors. | | |
|  | Review writing guidance and required timelines. | | |
|  | Use Times New Roman**, bold** font, 11-12 pitch. | | |
|  | Use a 1” top margin, 1” left and right margins, and a minimum 2 inch bottom margin. | | |
|  | Citation draft is prepared with “justified” text. | | |
|  | **\*\*\*Heading Guidelines\*\*\*** | | |
|  | The entire heading is prepared in UPPERCASE LETTERS.  For subsequent awards: GOLD STAR IN LIEU OF A SECOND follows COAST GUARD ACHIEVEMENT MEDAL on the next half line. For officer awards, the officer’s name is preceded by the rank (completely spelled out) on the same line. For enlisted awards, the member’s name is listed separately on one line, followed by the rating. | | |
| **OFFICER AWARDS:**  **CITATION TO ACCOMPANY THE AWARD OF**  **THE COAST GUARD ACHIEVEMENT MEDAL**  **(GOLD STAR IN LIEU OF A SECOND)**  **TO**  **LIEUTENANT FIRST A. LAST**  **UNITED STATES COAST GUARD** | **ENLISTED AWARDS:**  **CITATION TO ACCOMPANY THE AWARD OF**  **THE COAST GUARD ACHIEVEMENT MEDAL**  **(SILVER STAR IN LIEU OF A SIXTH)**  **TO**  **FIRST A. LAST**  **CHIEF YEOMAN**  **UNITED STATES COAST GUARD** | |
|  | **\*\*\*Opening\*\*\*** | | |
|  | Correct opening used: Ex: Ensign DAVIS is cited for superior performance of duty while…” | | |
|  | Cutter Names are capitalized and prefaced by USCGC and followed by the hull number in opening line only, i.e. **USCGC SEAHORSE (WPB-87361)**. Capitalize all ship names. First reference to any ship/vessel is prefaced by USCGC, Motor Vessel, Sailing Vessel, etc. | | |
|  | **\*\*\*Body / Text\*\*\*** | | |
|  | Member’s rank is spelled out with the last name. Ex: “Captain BRADY, Chief Petty Officer BROWN, Petty Officer ANDERSEN, Seaman SPENCER”. | | |
|  | The member’s last name is CAPITALIZED throughout the citation | | |
|  | Military operations and hurricanes are spelled out. Ex: **Operation AWE SHUCKS, Hurricane MARIA** | | |
|  | Body of citation cannot exceed 12 lines of text | | |
|  | **\*\*\*Closing\*\*\*** | | |
|  | Correct closing used. Ex: “Ensign DAY’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.” | | |
|  | If “O” device authorized, capital letters are used in the last sentence of the text. Ex: “The Operational Distinguishing Device is authorized”. | | |

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| SECTOR HAMPTON ROADS  LETTER OF COMMENDATION CHECKLIST | | LOC |
| **Initial Complete** | **\*\*\*General Guidelines\*\*\*** | |
|  | Citation is completed and the CG-1650 is signed. | |
|  | Review citation for spelling and grammatical errors. | |
|  | Review writing guidance and required timelines. | |
|  | Use Times New Roman**, bold** font, 11-12 pitch. | |
|  | Will be prepared in portrait orientation on Commandant’s letterhead with 1” side and bottom margins, and at least a 1.68” top margin. | |
|  | Body of citation cannot exceed 25 lines of text. | |
|  | **\*\*\*Body / Text\*\*\*** | |
|  | **From: Commandant**  **To: GM1 First C. Last, USCG**  **Subj: LETTER OF COMMENDATION**  **1. I note with pride and am pleased to commend you for your performance of duty while….**  **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 Commandant’s Letter of Commendation Ribbon Bar.**    **For the Commandant,**  **A. B. Name**  **Captain, U. S. Coast Guard**  **Commander, Sector Hampton Roads** | |
|  | **\*\*\*Closing\*\*\*** | |
|  | Standard closing phrase for citation: **“You are hereby authorized to wear the Commandant’s Letter of Commendation Ribbon Bar (gold star in lieu of a second)** | |

**Award Writing Style Guide**

1. **Opening Line(s)**:
   1. Include their position (if they have one) in the first sentence - i.e. "...as Executive Petty Officer at Station Portsmouth, Virginia, etc...". It usually then flows well to then start the 2nd sentence off with "Demonstrating outstanding..."
   2. For members assigned to a shore unit, it should read assigned to (unit), then list the location. Example: Petty Officer BOLWINE is cited for superior performance of duty while assigned to Sector Field Office Eastern Shore, Chincoteague, Virginia, from…(note that Virginia is spelled out and “VA” ). Also, for the units stationed at Little Creek, the location is Norfolk, VA.
   3. For those assigned to Sector Hampton Roads, it would read “…while assigned to Sector Hampton Roads, Portsmouth, Virginia, from ….”
   4. For members assigned to a cutter, it would read serving onboard USCGC UNIT (WPB-87354) location. Example: Petty Officer SARDOG is cited for superior performance of duty while serving onboard USCGC DOLPHIN (WPB-87354) Portsmouth, V
2. **Names**:
   1. Names – Do not use "MK1 Smith" or "LT Smith" when referring to the awardee - need to write out the rank. Last name is always in all CAPS.
   2. The names of operations are always capitalized, but the word “operation” before is not (i.e. operation
3. **Miscellaneous**:
   1. Maintain consistency - i.e. if capitalize "Coxswain", do it throughout. In general, I think it is easier to not capitalize things like positions and missions (search and rescue) unless it is used like: the Coast Guard Search and Rescue Program. Technically, even the word "president" is lower case unless it is attached to a specific name "President Obama".
   2. If there is a Coast Guard wide impact, mention it. Also, if their performance was well above that expected of a certain grade/position, mention that too.
   3. In general, avoid generalities - that is covered in the standard closing sentence. Total stats as well as mention of a specific example works better. When mentioning stats, do not over use "over" - can use exact stats instead, even if not exactly accurate. "...conducted over 200 SAR cases and over 500 hours saving over 20 lives and over 400,000 dollars in property." Also, when citing a specific example like a SAR case, include mention of pertinent details like “…adeptly took the vessel into tow despite 45 knot winds, 10-foot seas and freezing temperatures.”
   4. Ensure the CG-1650 and the citation text match: i.e. number of awards previously received, whether Operational Distinguishing Device is authorized, period of award, etc.
   5. Draft the text as it is read – use Virginia vice VA, Coast Guard vice CG. When mentioning the state in the first sentence, include a comma before and after the state.
   6. Mention what someone did and how they did it - just being assigned something isn't an accomplishment typically. "Exhibiting outstanding leadership as Training Officer she..." vice "As Training Officer she was responsible for..."
   7. With only 12 lines in the citation, using the full name and rank (other than first and last sentence) takes up a lot of room. Consider "he" or "she" instead, or at least every other mention, esp if it will allow you to fit in additional stats or further describe the result of their actions. Can also shift try 11 point font (to create enough space) or 12 point font (to better fill space).
   8. Obviously, an XPO of a STA deserves an Operational Device. But ensure at least some of the lines are dedicated to an operational accomplishment - quickly qualified as coxswain, total stats as coxswain, specific example of a rescue or LE op in strong winds/heavy seas, etc.
   9. Use the examples at the end of the Medals and Awards Manual as a guide (except the number of lines which is now limited to 12), especially for one-time big events like a dangerous rescue with injured people.
4. **Sentences**:
   1. Avoid having sentences that repeat the same theme - sometimes sentences in the citation really say the same thing just in a different way – please do not do this.
   2. Use only one space between sentences - if two are used, due to being justified both left and right, it can look funny.
   3. Use active vice passive voice –

“Exhibiting unparalleled dedication.." vice "Her dedication was evident"

"He adeptly served as.." vice "He was used as"

"She rapidly repaired" vice "She was able to rapidly repair"

"The admiral praised him" vice "He was highly praised"

"His dedication ensured" vice "His dedication yielded/allowed"

* 1. One phrase which can typically be used in every citation somehow is: "...improving unit readiness" - whether they are a FS, MK or BM, typically their efforts in some way will improve unit readiness which is a good thing to mention.
  2. Consider combining two related short sentences - usually reads better.

1. **Word Selection**:
   1. Use the actual word vice splitting into two other words:

"onscene" vice "on scene"

"watchstander" vice "watch stander"

"safeguarding" vice "safe guarding"

"offshore" vice "off shore"

“onboard” vice “on board”

* 1. Do not refer to “small boats”. On a patrol boat, it is called a cutter boat. At a Station or ANT, call it a “boat” or refer to it by specific type.
  2. Use “preventive” maintenance and NOT “preventative”
  3. Try not to repeat words i.e. "...a true professional who exhibited outstanding professionalism" or "led the replacement of three engine replacements." Also, try not to start off consecutive sentences the same way: i.e. "As boarding officer..." followed by "As training officer..."
  4. Avoid using phrase "during this period" the period is already mentioned in the first sentence.
  5. Use of "led" or "leadership" is usually a better fit than "managed" or "management".
  6. Avoid double negatives - use "maximized readiness" vice "ensured no loss of readiness"
  7. "Sector Hampton Roads" vice "SECTOR Hampton Roads" or "Sector HAMPTON ROADS"

1. **Acronyms, Symbols, and Numbers**:
   1. Some acronyms are ok and even preferable - LED is actually more widely known than Light Emitting Diode, NOAA more widely known than National Oceanic and Atmospheric Administration, etc. Others like RB-M and ANT are ok after it is initially defined on first use. But no need to include the acronym {like (ANT) or (RB-M)} if not used later in the text.
   2. Symbols: Spell out dollars instead of using $. Spell out percent instead of using %. Do not use the “&” symbol. This is the same for all award types.
   3. Numbers: Spell out numbers if they are less than 10.
2. **Grammar**:
   1. Ensure tense agreement. For examples, see: <https://www.google.com/?gws_rd=ssl#q=verb+tense+agreement+grammar>+
   2. For other grammar resources, see the famous book "The Elements of Style" by William Strunk and E. B. White. See: <https://en.wikipedia.org/wiki/The_Elements_of_Style>
   3. Another popular resource is the website: http://www.quickanddirtytips.com/grammar-girl
   4. Use apostrophes correctly - use them for possessives not plurals. These are incorrect: "coxswain for many operation's" "issued four violation's" "qualified 11 watchstander's" "conducted 67 boarding's".
   5. Some good action verbs/adjectives for citations: leveraged, saved, guided, instilled, led, developed, protected, mentored, perfected, contributed to, displayed, identified, engaged, execute, enhanced, pioneered, accomplished, balanced, expertly, intercepted, orchestrated, deterred, launched, facilitated, impacted, coordinated, pioneered, deployed, improved, increased, minimized, maximized, brokered, cemented, passionate, superb, unparalleled, dramatic, unprecedented, critical, selflessly, outstanding, exceptional, distinguished, expertly, instrumental, first-ever, collaborative, extraordinary, superior, keen, stalwart, adept, steadfast, decisive, diligent, skillfully, crucial, etc.
   6. If award is for a member retiring, insert retirement blurb: (Members Name)’s notable accomplishments culminate a distinguished (years of service)-year career to our nation.