

**Check out these nomination package tips from the Office of Leadership  
and why it's important to nominate our leaders**

**Why it's important to nominate a leader and how to submit a stand out nomination from past panel participants**

- **Why should someone submit a nomination?**

The Coast Guard has a lot of great people who deserve recognition and it speaks highly when a supervisor takes the time to recognize their member. The extra recognition of the process could make the difference in job assignment, promotion/advancement, or even resume after the service. Even if your nominee is not selected, it is still a big deal to be nominated and the recognition can be documented in other forms (i.e. positive 3307, personnel award, OER/EER, etc.) and presented in front of their crew.

- **What stood out in a submission?**

The nominees were not only stellar performers within their day-to-day jobs, but also what stood out were their efforts beyond their daily duties (i.e.: volunteer/community service, LDAC leadership, mentoring of others, leadership within their respective group to include Chiefs Mess, Wardroom, CGEA, etc.).

- **What did the panel look for when deciding on the winners? What is that extra they noticed in those who were selected?**

First, the panel was comprised of members from different specialties, geographic locations, ranks and other diversity composition each adding value to the selections. The panel used the guidance promulgated by CG-12B, provided on their website, to assist with setting the criteria. We also selected based on what captured the essence of the hero for which the award is named. The little extra is those who went above and beyond in their commitment to the Core Values, mission execution, and professional development of others.

- **In pool of outstanding submissions, what really stands out for you as a panelist?**

Mission excellence, taking care of people up and down the chain, respected by their peers, fostered a culture of respect, an outstanding role model and inspiring others, and those who did a little, or in some cases a lot, beyond their primary duties.

## **Tips**

- Nominations must be forwarded to Commandant (CG-128) via the chain of command. Note: If a commanding officer is nominated, the next level command shall endorse the nomination.
- New page endorsements that include additional comments or information will not be accepted. Only a signature endorsement on the nomination memorandum will be accepted.
- Nominations should directly address individual leadership methodologies and climate rather than simply reporting unit accomplishments.
- The Witherspoon, McShan and Putnam Inspirational Leadership Awards require a signature endorsement by the first O-6 in the nominees' chain of command. There is no need to go any higher as it will not bear any weight during panel deliberations.
- Start writing and routing the nominations now! The busy holiday season is right around the corner, don't let it get in the way of recognizing our great leaders in the field.