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|  | Commanding Officer/OIC  Unit | Staff Symbol:  Phone:  Fax:  Email: |

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| --- |
| 1650 |
| DD Mmm YYYY |

**MEMORANDUM**

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| ~For~ for: | |  |  |  |
| From: | CO or OIC  CG Unit |  | Reply to  Attn of: | Who is the POC? |
| To: | COMDT (DCMS-DPR-5) |  |  |  |
| Thru: | First O6 in chain, delete if From is O6 |  |  |  |
|  |  |  |  |  |
| Subj: | NOMINATION OF <NAME> FOR THE <YEAR> <AWARD> <ACTIVE DUY OR RESERVE> INSPIRATIONAL LEADERSHIP AWARD | | | |
|  |  | | | |
| Ref: | 1. ALCOAST | | | |

1. Identify specific examples and supporting information on how the nominee exemplified each of the award criteria by using impact statement explaining how the member inspired other and influenced favorable outcomes. Nominations should directly address individual leadership methodologies and climate rather than simply reporting unit accomplishments.
2. Exemplified the Coast Guard Core Values of Honor (integrity), Respect (esteem of junior and seniors), and Devotion to Duty (ethical behavior).
3. Fostered a culture of diversity through inclusion and commitment.
4. Mentored both junior and senior personnel toward their highest potential.
5. Lead and motivated by example to ensure mission execution excellence.
6. The entire nomination package must not exceed two pages. Any package that exceeds two pages will not be considered.

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| Enclosure: | | 1. [Optional Enclosure] |
| Dist: | [Optional Dist] | |
| Copy: | [Optional Copy] | |
| Blind Copy: | | [Optional Blind Copy] |