

**Here are some tips from the Office of Leadership for nomination packages:**

- Any Coast Guard member or civilian employee can submit a nomination. Nominations will be in the form of a memorandum, **NOT** to exceeding two pages.
- Each nomination must be typed using Times New Roman (12-point) font with one inch margins. Any package that exceeds two pages will not be considered.
- The memorandum nominating the member shall be signed by the member's officer-in-charge or commanding officer. A "signature endorsement", per The Coast Guard Correspondence Manual (COMDTINST M5216.4C), is required by the first O6 in the nominated member's chain of command. If the nominated member's commanding officer is an O6 then a signature endorsement is NOT required.
- 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.
- The nomination should identify specific examples and supporting information on how the nominee exemplifies each of the criteria established in section (a) by using action impact statements explaining how the member inspired others and influenced favorable outcomes. Note: Feedback from previous selection panels continues to stress that nominations should directly address leadership methodologies and climate rather than simply reporting accomplishments.