

E-Mail ALSPO A/20

Subj: HONORS AND AWARDS MASS UPDATE PROCESS CHANGE

Ref: (a) E-mail ALSPO J/11; Honors and Awards Mass Update Process
(b) Personnel and Pay Procedures TTP, PPCINST M1000.2 (series)

Introduction This E-Mail ALSPO message updates the process announced in reference (a) for entering honors and awards data for a large group of members who are authorized the same honor or award on the same date.

Discussion The new honors and awards mass update process will be included in an update to reference (b).

Multiple Awards Data Entry / Mass Update Yeoman assigned to Personnel & Administration (P&A) Offices must have CG Admin Technician or the CG Admin Supervisor functional role in Direct Access to enter individual and/or mass entries of medals or awards.

Action The Award Authority upon receiving/issuing a mass award, will forward all source documents (such as citations, certificates, CG-1650, and rosters) for award entry to include roster of members receiving the award or medal, to include full name and EMPLID, to their P&A Office. The P&A Office will enter all medals or awards either individually or by using the mass update procedures.

Procedures PPC procedural guide to enter individual awards is available at:
<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/PersonProfile/awards.pdf>.

PPC procedural guide to enter mass awards is available at:
<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/PersonProfile/MassUpdateAwardsProcess.pdf>.

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**Directives
Affected** Reference (a) is cancelled.

Questions Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:

 (866) 772-8724/(785) 339-2200
 <https://cg.portal.uscg.mil/units/ppc/SitePages/Contact%20Us.aspx>
(Online Trouble Ticket/Inquiry Form)
 PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released By Internet release authorized.

/s/
J. D. BURNS, CAPT, USCG
Commanding Officer

Encl: (1) PPPM, Medals & Awards Procedure Table.

Medals and Awards

Introduction This section will guide you through the procedures to report medals and awards.

- References**
- (a) [Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)
 - (b) [Military Personnel Data Records \(PDR\) System, COMDTINST M1080.10 \(series\)](#)

Procedures for Medals and Awards Follow these procedures to have medals and awards entered in DA. Users must have the CG Admin Technician/Supervisor functional role to enter an award in DA.

Step	Who Does It	What Happens
1	Member/ Awarding Authority	If member, upon receiving award/medal, immediately forwards a copy of the award/citation to P&A Office. If Awarding Authority, immediately forwards a copy of award citation, CG-1650 , roster or any other supporting documentation to the P&A Office for data entry into DA.
2	P&A Office	Within two business days of receipt: <ul style="list-style-type: none"> • Enters the appropriate data entry in DA using one of the following guides: Honors and Awards (individual entry) or Mass Award Update (multiple entries at once). • Files appropriate source documentation in the PDR IAW references (a) and (b). • Forwards a copy (with the member's EMPLID on the upper right hand corner of the citation) for electronic imaging into the EI-PDR IAW reference (a).
NOTE:	If a unit does not have a P&A Office (administrative support), the responsibilities listed above defaults to the unit's Servicing Personnel Office.	

Table 5-8 Procedures for Medals and Awards