Honors and Awards

Overview

Introduction This guide provides the procedures for viewing, adding, correcting, and deleting Honors and Awards in Direct Access (DA).

Reference (a) Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 (series)

IMPORTANT Do **NOT** future date any entry. This will result in errors to the data file resulting in the file being rejected when transmitted to the Defense Manpower Data Center (DMDC).

DA doesn't allow two of the same award types to be entered with the same issue date. To work around this issue you must use two different issue dates.

Required Roles The user must have the CG Admin Technician or CG Admin Supervisor functional role to enter Honors and Awards into DA.

Contents

Overview, Continued

Helpful Information

Armed Forces Reserve Medal (AFRM): In order to qualify for the AFRM, a member must also qualify for one of the devices. The AFRM will always have at least one device:

- **First Entry –** Enter the Armed Forces Reserve Medal (CGMH) **AND** whichever device the member qualified for, the Hourglass (CGAFRMH) or Mobilization device (CGMOBDEV). For the Hourglass, include the type (bronze/silver/gold) in the comments. For the Mobilization device, include the event/contingency which qualified the member in the comments.

- **Subsequent Entries –** Only enter the new device for which the member qualified (with the corresponding comment, i.e. CGAFRMH or CGMOBDEV). Do **NOT** enter the Numeric Device (CGAFRNMD).

Campaign Medals (Afghanistan / Iraq / Inherent Resolve): Campaign Medals are only awarded once, and all campaigns participated in are represented by a separate campaign star. Campaign Medals will **always** have at least one campaign star.
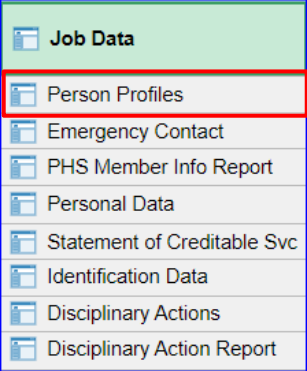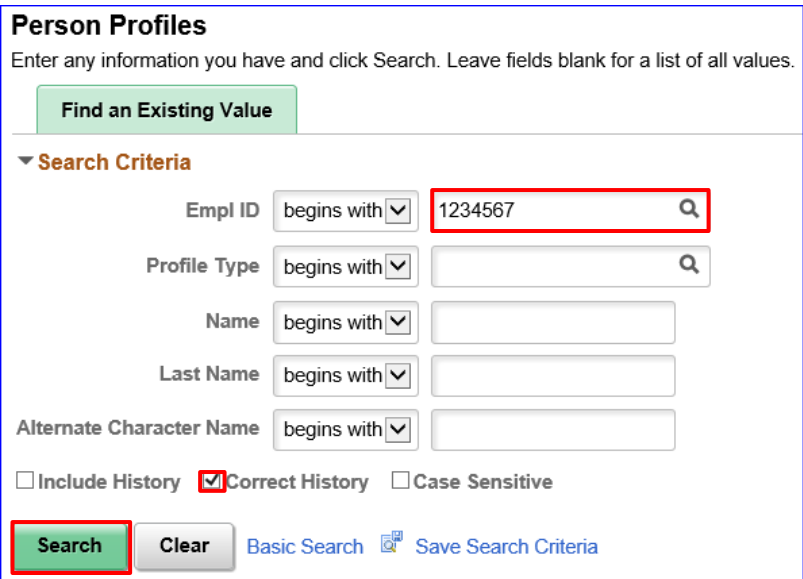
- **First Entry –** Enter the specific campaign medal (CGAFCM / CGICM / CGIR) **AND** the specific campaign star (see reference (a) to determine which campaign star to enter).

- **Subsequent Entries –** Only enter the new campaign star the member qualifies for (see reference (a) to determine which campaign star to enter).

Viewing an Honor/Award

Introduction   This section provides the procedures for viewing an honor/award in Direct Access (DA).

Procedures   See below.

Step	Action
1	Click on the **Core HR** Tile. Core HR
1.5	Select the **Person Profiles** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Empl ID begins with 1234567 Profile Type begins with Name begins with Last Name begins with Alternate Character Name begins with ☐ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Viewing an Honor/Award, Continued

Procedures, continued

Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab. **Person Profile** Empl ID 1234567 **Spike** Profile Type PERSON Person *Profile Status Active *Description Spike × Print Comments Profile Actions [Select Action] **Competencies** Qualifications Education Mobility Waivers CAN ▼ Competencies 1-5 of 8 View All | ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	
----	-----------	-----------------	-----------------	-------------	--------------	--
CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	🗎	🗑
CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	🗎	🗑
EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		🗑
MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		🗑
MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Official	1-Little		🗑	 ➕ Add New Competencies

Viewing an Honor/Award, Continued

Procedures,
continued

Step	Action
4	The member's first 5 Honors and Awards will display. It may be necessary to click **View All** if more than 5 awards exist.

Viewing an Honor/Award, Continued

Procedures,
continued

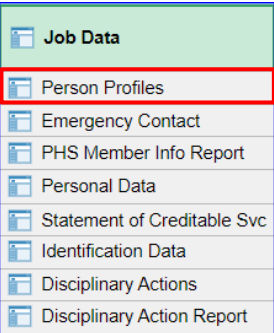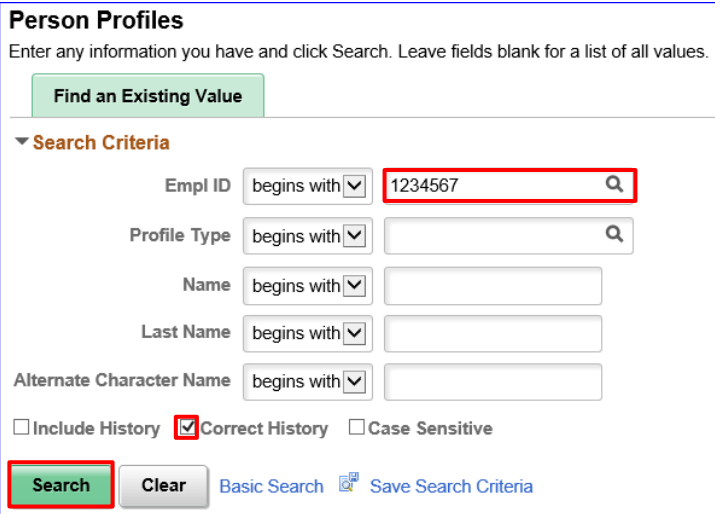| Step	Action
5	To view a specific instance, click the **Honor and Award**. **Honors and Awards** 1-6 of 6 View 5 **ID** **Honor and Award** **View History** CGMA CG Unit Commendation Ribbon 🗑 CGMB CG Meritorious Unit Comm Ribbo 🗑 CGMT CG Meritorious Team Comm Ribbo 🗑 CGNA CG COMDT Ltr of Comm Ribbon 🗑 CGNH National Defense Service Medal 🗑 CGSD CG Good Conduct Medal 🗑 ➕ Add New Honors and Awards
6	The member's Update Honors and Awards page for the selected award will display. Click **OK** to return to the previous page. **Person Profile** **Update Honors and Awards** Empl ID 1234567 Spike Profile Type PERSON Person Update item details, then select OK to apply changes and return. Select Cancel to return without any changes. **Details** 1 of 1 View All *Award Approval Date 07/05/2018 Honor and Award CGMA CG Unit Commendation Ribbon *Status Active *Date Entered 07/05/2018 From Date 09/01/2014 To Date 12/31/2016 Grantor 254 characters remaining **OK** Cancel

Viewing an Honor/Award, Continued

Procedures,
continued

Step	Action
7	If there are multiple instances of an award, click the **details icon** to view the Award Profile History. **▼ Honors and Awards** 1-6 of 6 · View 5 **ID** / **Honor and Award** / **View History** CGMA / CG Unit Commendation Ribbon / / 🗑 CGMB / CG Meritorious Unit Comm Ribbo / / 🗑 CGMT / CG Meritorious Team Comm Ribbo / ▣ / 🗑 CGNA / CG COMDT Ltr of Comm Ribbon / / 🗑 CGNH / National Defense Service Medal / / 🗑 CGSD / CG Good Conduct Medal / / 🗑 ➕ Add New Honors and Awards
8	To view a specific instance of the award, click the **Honor and Award**. **View Profile Item History** **Honors and Awards** 1-2 of 2 · View All **Effective Date** / **Honor and Award** / **ID** 08/08/2018 / CG Meritorious Team Comm Ribbo / CGMT 08/31/2017 / CG Meritorious Team Comm Ribbo / CGMT Return to Profile

Viewing an Honor/Award, Continued

Procedures,
continued

Step	Action
9	Click **Cancel** to return to the Honors and Awards Item History list.
	View Honors and Awards
	Empl ID 1234567 Spike
	Profile Type PERSON Person
	This page displays the item details. You are not authorized to update this Content Item.
	Details 🔍 I ⏮ ◀ 2 of 2 ▾ ▶ ⏭ I View All
	Award Approval Date 08/31/2017
	Honor and Award CGMT CG Meritorious Team Comm Ribbo
	Status Active
	Date Entered 08/31/2017
	From Date
	To Date
	Grantor Base Cleveland COC
	Cancel
10	Click **Return to Profile**.
	View Profile Item History
	Honors and Awards
	📋 🔍 ⏮ ◀ 1-2 of 2 ▾ ▶ ⏭ I View All
	Effective Date | **Honor and Award** | **ID**
	08/08/2018 | CG Meritorious Team Comm Ribbo | CGMT
	08/31/2017 | CG Meritorious Team Comm Ribbo | CGMT
	Return to Profile

Viewing an Honor/Award, Continued

Procedures, continued

Step	Action
11	Click **Return to Search** to exit the member's Person Profile.

Adding a New Honor/Award

Introduction	This section provides the procedures for adding a new honor/award in Direct Access (DA). **NOTE:** The user must have the CG Admin Technician or CG Admin Supervisor functional role to add an Honor/Award.

Duplicate Award Entries	DA does **NOT** allow duplicate award entries. For example, if a member was awarded a Letter of Commendation by their Parent Command and another Letter of Commendation by a support Command on the same day, DA will **NOT** allow the same award to be entered for the same Award Approval Date. The Award Approval Date will need to be changed to allow for the entry of the second award.

Procedures See below.

Step	Action
1	Click on the **Core HR** Tile. Core HR
1.5	Select the **Person Profiles** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▼ Search Criteria Empl ID begins with 1234567 Profile Type begins with Name begins with Last Name begins with Alternate Character Name begins with ☐ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Adding a New Honor/Award, Continued

Procedures,
continued

Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab.

Adding a New Honor/Award, Continued

Procedures, continued

Step	Action
6	The Add New Honors and Awards page will display. The Award Approval Date auto-populates with the current date. **Update each field as appropriate per the chart below.**

Field	Description
*Award Approval Date (Required)	Enter the date the award was signed by the authorization authority. Do **NOT** future date.
*Honor and Award (Required)	Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.
*Status (Required)	Defaults to Active. Do **NOT** change this field.
*Date Entered (Required)	Enter the current date.
From Date (Optional)	If the award covers a specific time frame, enter the begin date for the time frame.
To Date (Optional)	If the award covers a specific time frame, enter the end date for the time frame.
Grantor (Optional)	Enter the agency, organization, or unit granting the award.

Adding a New Honor/Award, Continued

Procedures,
continued

Step	Action
7	Once all fields have been completed, click **OK**.

Adding a New Honor/Award, Continued

Procedures,
continued

Step	Action
8	Click **Save**.

 |

Adding a New Honor/Award, Continued

Procedures,
continued

Step	Action
9	Once saved, a confirmation message will display. Click **Return to Search** to exit the member's profile.

☑ You have successfully saved those profile changes that do not require approval.

| Competencies | Qualifications | Education | Mobility | Waivers | CAN |

▼ Honors and Awards

1-5 of 7 | View All

ID	Honor and Award	View History	
CGFC	CG Commendation Medal		🗑
CGMA	CG Unit Commendation Ribbon		🗑
CGMB	CG Meritorious Unit Comm Ribbo		🗑
CGMT	CG Meritorious Team Comm Ribbo	📑	🗑
CGNA	CG COMDT Ltr of Comm Ribbon		🗑

+ Add New Honors and Awards

▸ Language Skills

+ Add New Language Skills

▸ Licenses and Certifications

+ Add New Licenses and Certifications

▸ Memberships

+ Add New Memberships

▸ Tests or Examinations

+ Add New Tests or Examinations

▸ Courses & Training

▸ Additional Training

+ Add New Additional Training

Save

Return to Search

31 March 2023

Adding an Additional Honor/Award of the Same Type

Introduction   This section provides the procedures for adding an additional honor/award of the same type in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to add an additional Honor/Award.

Duplicate Award Entries   DA does **NOT** allow duplicate award entries. For example, if a member was awarded a Letter of Commendation by their Parent Command and another Letter of Commendation by a support Command on the same day, DA will **NOT** allow the same award to be entered for the same Award Approval Date. The Award Approval Date will need to be changed to allow for the entry of the second award.

Procedures   See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option.
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**.

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Adding an Additional Honor/Award of the Same Type, Continued

Procedures,
continued

Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab.

Adding an Additional Honor/Award of the Same Type,
Continued

Procedures,
continued

Step	Action
4	The member's first 5 Honors and Awards will display. It may be necessary to click **View All** if more than 5 awards exist.
5	Select the **Honor and Award** to be added to.

Adding an Additional Honor/Award of the Same Type, Continued

Procedures,
continued

Step	Action
6	The Update Honors and Awards page will display. **Do NOT overtype any of the fields.** Click the **(+)** button to add a new row.

Adding an Additional Honor/Award of the Same Type,
Continued

Procedures,
continued

Step	Action
7	The Award Approval Date will default to the current date. Some of the other fields from the previous row will carry over to the new row. **Update each field as appropriate per the chart below**.

Field	Description
*Award Approval Date (Required)	Enter the date the award was signed by the authorization authority. Do **NOT** future date.
*Honor and Award (Required)	Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.
*Status (Required)	Defaults to Active. Do **NOT** change this field.
*Date Entered (Required)	Enter the current date.
From Date (Optional)	If the award covers a specific time frame, enter the begin date for the time frame.
To Date (Optional)	If the award covers a specific time frame, enter the end date for the time frame.
Grantor (Optional)	Enter the agency, organization, or unit granting the award.

Adding an Additional Honor/Award of the Same Type, Continued

Procedures, continued

Step	Action
8	Once all fields have been completed, click **OK**.

Adding an Additional Honor/Award of the Same Type, Continued

Procedures, continued

Step	Action
9	Click **Save**.

Adding an Additional Honor/Award of the Same Type, Continued

Procedures, continued

Step	Action
10	Once saved, a confirmation message will display. Click **Return to Search** to exit the member's profile.

Correcting an Honor/Award

Introduction	This section provides the procedures for correcting and honor/award in Direct Access (DA). **NOTE:** The user must have the CG Admin Technician or CG Admin Supervisor functional role to correct an Honor/Award.

Duplicate Award Entries	DA does **NOT** allow duplicate award entries. For example, if a member was awarded a Letter of Commendation by their Parent Command and another Letter of Commendation by a support Command on the same day, DA will **NOT** allow the same award to be entered for the same Award Approval Date. The Award Approval Date will need to be changed to allow for the entry of the second award.

Procedures   See below.

Step	Action
1	Click on the **Core HR** Tile. Core HR
1.5	Select the **Person Profiles** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Empl ID begins with 1234567 Profile Type begins with Name begins with Last Name begins with Alternate Character Name begins with ☐ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Correcting an Honor/Award, Continued

Procedures, continued

Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab.

Correcting an Honor/Award, Continued

Procedures,
continued

Step	Action
4	The member's first 5 Honors and Awards will display. It may be necessary to click **View All** if more than 5 awards exist. **Person Profile** Empl ID 1234567 **Spike** Profile Type PERSON Person *Profile Status Active *Description Spike × Print Comments Profile Actions [Select Action] » Competencies | **Qualifications** | Education | Mobility | Waivers | CAN ▼ Honors and Awards 1-5 of 7 View All | ID	Honor and Award	View History	
CGFC	CG Commendation Medal		🗑
CGMA	CG Unit Commendation Ribbon		🗑
CGMB	CG Meritorious Unit Comm Ribbo		🗑
CGMT	CG Meritorious Team Comm Ribbo	📄	🗑
CGNA	CG COMDT Ltr of Comm Ribbon		🗑	 ✚ Add New Honors and Awards
5	Select the **Honor and Award** to be updated or corrected. ▼ Honors and Awards 1-7 of 7 View 5 | ID	Honor and Award	View History	
CGFC	CG Commendation Medal		🗑
CGMA	CG Unit Commendation Ribbon		🗑
CGMB	CG Meritorious Unit Comm Ribbo		🗑
CGMT	CG Meritorious Team Comm Ribbo	📄	🗑
CGNA	CG COMDT Ltr of Comm Ribbon		🗑
CGNH	National Defense Service Medal		🗑
CGSD	CG Good Conduct Medal		🗑	 ✚ Add New Honors and Awards

Correcting an Honor/Award, Continued

Procedures,
continued

Step	Action
6	If necessary, click **View All** to display all rows for the selected award.

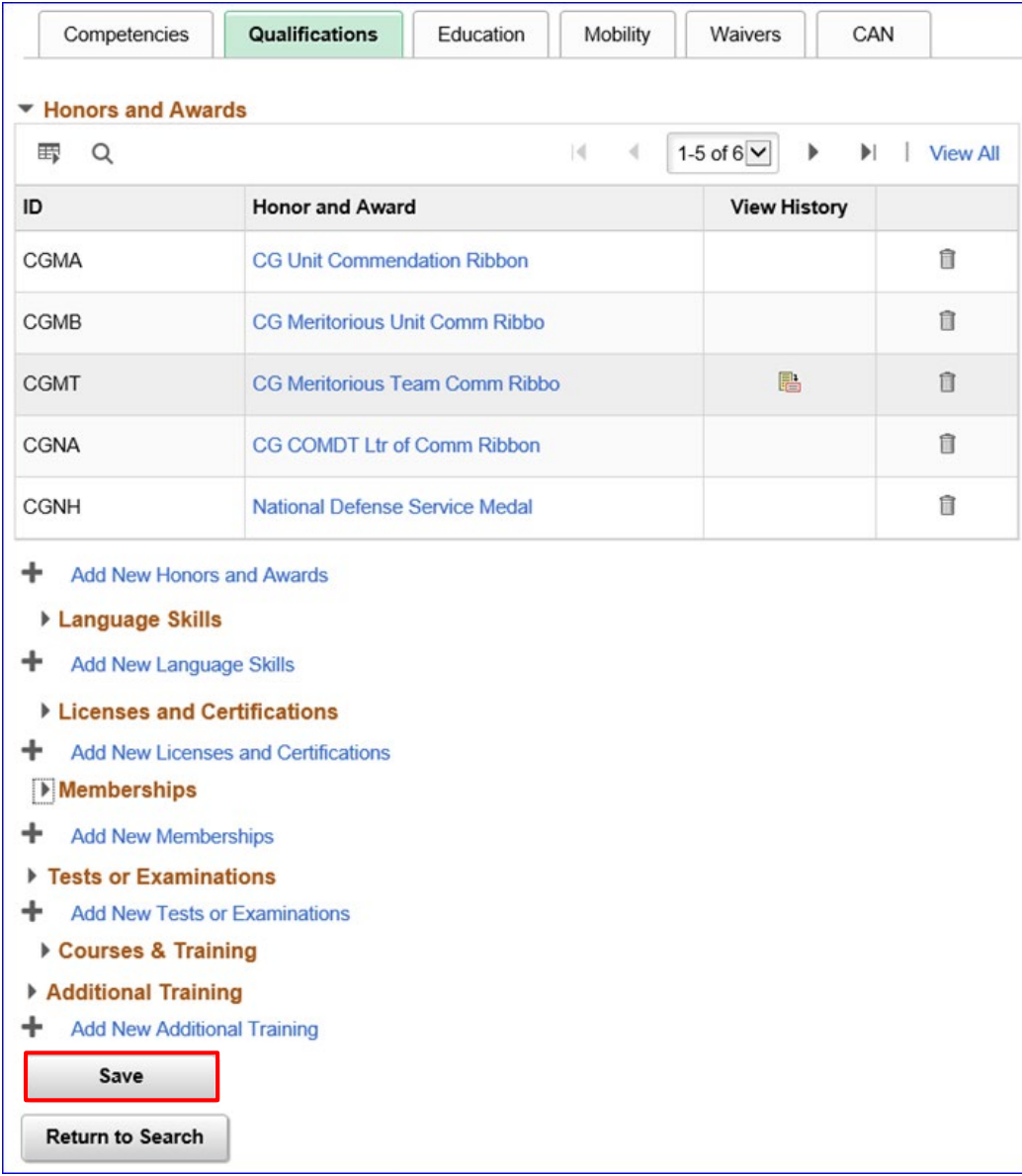# Correcting an Honor/Award, Continued

Procedures,
continued

Step	Action
7	Locate the row to be corrected. Each field may be edited, as necessary. Once all corrections have been made, click **OK**. **NOTE:** Do **NOT** future date any entry.

Correcting an Honor/Award, Continued

Procedures,
continued

Step	Action
8	Click **Save**.

Correcting an Honor/Award, Continued

Procedures,
continued

Step	Action
9	Once saved, a confirmation message will display. Click **Return to Search** to exit the member's profile.

Deleting a Single Honor/Award

Introduction   This section provides the procedures for deleting a single honor/award in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to delete an Honor/Award.

Important Information   As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record(s), especially if the member has multiple instances of the same Honor/Award. If the record is erroneously deleted, it will have to be recreated.

NOTE: If this is an Honor/Award that has just been entered, the minus (–) button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

Procedures   See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option.

Deleting a Single Honor/Award, Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID — begins with — 1234567 Profile Type — begins with — Name — begins with — Last Name — begins with — Alternate Character Name — begins with — ☐ Include History ☑ Correct History ☐ Case Sensitive **Search** **Clear** Basic Search Save Search Criteria
3	The member's Person Profile page will display. Click the **Qualifications** tab. **Person Profile** Empl ID 1234567 **Spike** Profile Type PERSON Person *Profile Status Active *Description Spike Print Comments Profile Actions [Select Action] **Competencies** **Qualifications** Education Mobility Waivers CAN ▼ Competencies 1-5 of 8 View All 	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History		 	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		🗑	 	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		🗑	 	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		🗑	 	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		🗑	 	MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Official	1-Little		🗑	 ✛ Add New Competencies

Deleting a Single Honor/Award, Continued

Procedures,
continued

Step	Action
4	The member's first 5 Honors and Awards will display. It may be necessary to click **View All** if more than 5 awards exist.
5	To delete an Honor/Award that the member has only a single instance of, click the **trashcan icon** of the Honor and Award to be deleted.

Deleting a Single Honor/Award, Continued

Procedures,
continued

Step	Action
6	A warning prompt will display. Click **OK** to continue. Delete current/selected rows from this page? The delete will occur when the transaction is saved. OK Cancel
7	Click **Save**.

Deleting a Single Honor/Award, Continued

Procedures,
continued

Step	Action
8	Once saved, a confirmation message will display. Click **Return to Search** to exit the member's profile.

Deleting One Honor/Award when Multiple Instances Exist

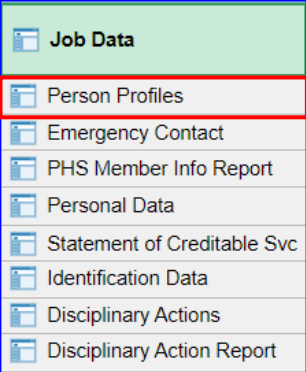|	
Introduction	This section provides the procedures for deleting one instance of an honor/award when multiple instances exist in Direct Access (DA). **NOTE:** The user must have the CG Admin Technician or CG Admin Supervisor functional role to delete an Honor/Award.

Important Information	If the user attempts to delete an Honor/Award using the trashcan icon when multiple instances exist, this warning prompt will display. Click OK and continue with this section of the guide.

You cannot delete an item with Multiple instances. You MUST delete them individually in the details page.

The PeopleCode program executed an Error statement, which has produced this message.

OK

As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record(s), especially if the member has multiple instances of the same Honor/Award. If the record is erroneously deleted, it will have to be recreated.

NOTE: If this is an Honor/Award that has just been entered, the minus (–) button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

Procedures	See below.

Step	Action
1	Click on the **Core HR** Tile. Core HR
1.5	Select the **Person Profiles** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ **Search Criteria** Empl ID [begins with ▼] [1234567 🔍] Profile Type [begins with ▼] [🔍] Name [begins with ▼] [ ] Last Name [begins with ▼] [ ] Alternate Character Name [begins with ▼] [ ] ☐ Include History ☑ Correct History ☐ Case Sensitive [**Search**] [Clear] Basic Search Save Search Criteria
3	The member's Person Profile page will display. Click the **Qualifications** tab. **Person Profile** Empl ID 1234567 **Angel** Profile Type PERSON Person *Profile Status [Active ▼] *Description [Angel ×] 🖶 Print 💬 Comments Profile Actions [Select Action] ▼ » [**Competencies**] [Qualifications] [Education] [Mobility] [Waivers] [CAN] ▼ **Competencies** 🔍 ◀ 1-4 of 4 ▼ ▶ ▶| | View All | ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	
---	---	---	---	---	---	---
EPMEE7	EPME E7 ERATS	01/16/2020	Approved/Official	Good	📋	🗑
PAO	Payment Approving Official	04/07/2015	Approved/Official	Good		🗑
YNC	YNC ERATS	01/10/2020	Approved/Official	Good	📋	🗑
YNL1	Legal Techician	08/19/2011	Approved/Official	Good		🗑	

Continued on next page

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
4	The member's first 5 Honors and Awards will display. It may be necessary to click **View All** if more than 5 awards exist.

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
5	Select the **Honor and Award** in which one of the instances needs to be deleted.

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
6	Click **View All** to display all the rows for this Honor and Award. **Person Profile** **Update Honors and Awards** Empl ID 1234567 Angel Profile Type PERSON Person Update item details, then select OK to apply changes and return. Select Cancel to return without any changes. **Details** 🔍 | ◄◄ ◄ 1 of 5 ▾ ► ►► | **View All** *Award Approval Date 05/26/2020 📅 + − Honor and Award CGHC CG Achievement Medal *Status Active ▾ *Date Entered 05/26/2020 📅 From Date 06/01/2015 📅 To Date 06/30/2020 📅 Grantor BASE CLEVELAND 240 characters remaining [OK] [Cancel]

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
7	Locate the row to be deleted and click the **(–) button**.

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
8	A warning prompt will display. Click **OK** to continue.

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
9	Click **OK**.

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
10	Click **Save**.

Deleting One Honor/Award when Multiple Instances Exist,
Continued

Procedures,
continued

Step	Action
11	Once saved, a confirmation message will display. Click **Return to Search** to exit the member's profile.