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FM COMDT COGARD WASHINGTON DC  
TO ALCOAST COMDT NOTICE  
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SUBJ: UPDATE TO COAST GUARD CIVILIAN AWARDS MANUAL, CHAPTER 4.B.4  
A. Coast Guard Civilian Awards Manual, COMDTINST M12451.1C  
1. This ACN announces an immediate change to REF (A).  
2. CH-4 to REF (A) promulgated the process for nominating deserving civilian employees for the Commandant Distinguished Service Award. Chapter 4.B.4c specifically outlines the process for review and approval of these awards. The current process review requires recommendations to be forwarded to the Commandant for approval/disapproval. This ACN provides an update to this specific section to revise the current language.  
3. The updated language for Chapter 4.B.4c will now read: Recommendations are forwarded to the Commandant, or designee, for approval/disapproval.  
4. REF (A) will be updated to reflect these changes and will be released within one year of the promulgation of this ACN.  
5. Policies and standards in REF (A) not specifically addressed in this ACN remain unchanged.  
6. For general policy questions contact COMDT (CG-124) at: Brooke.M.Lawson@uscg.mil.  
7. Released by Michelle R. Godfrey, Director of Civilian Human Resources, Diversity and Inclusion (CG-1).  
8. Internet release is authorized.