

FACT SHEET: Civilian Service Commendation Medal Ordering and Printing

ORDERING:

This Award consists of: Civilian Service Commendation Medal and lapel pin in a presentation case and a certificate, Form CG-5061. Each Command is responsible for ordering the medals and certificates judiciously and to refrain from over ordering to ensure adequate stock is available for all Commands. The medal sets and certificates are available for requisition from the Surface Forces Logistics Center (SFLC) through MILSTRIP using the following information:

- a. Civilian Service Commendation Medal Set's unit of issue is a set "SE" and National Stock Number (NSN) 8455-01-661-2802.



- b. Civilian Service Commendation Medal certificate's unit of issue is a package of ten certificates "PG" and Activity Control Number (ACN) 7530-01-GF9-0013.



- c. For subsequent awards, employees will be presented a certificate and a 5/16 inch gold star for each additional award. Should an employee receive a sixth award, a 5/16 inch silver star will be presented and replace the gold stars on the ribbon portion of the medal. Only one medal set will be presented for the initial award. The stars are available through the Defense Logistics Agency (DLA) using MILSTRIP requisition and are the same used for Coast Guard military personal awards. Gold Star unit of issue is each (EA) and NSN 8455-00-141-0888. The Silver Star unit of issue is each (EA) NSN 8455-00-141-0889. Commands are encouraged to order a sufficient supply of the gold and silver stars.

CERTIFICATE PRINTING:

Certificate printing templates are available for initial and subsequent awards at:

<http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-to-Human-Resources-CG-1-/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Office-of-Civilian-Human-Resources-CG-121/Awards/Honorary/> under the References section.

The awarding official will be responsible for the preparation of the Civilian Service Commendation Medal certificate. The name and duty station, with duty station below the name, will be centered, evenly spaced between “United States Coast Guard” and “is awarded the” in Times New Roman, bold, and no larger than 22 pitch. The citation portion of the certificate will be justified with the type even with the margins of the certificate title “Civilian Service Commendation Medal” in Times New Roman, caps, bold, 11 or 12 pitch and no more than seven lines of text.

For subsequent awards, use the print template designated with “subsequent.” “Gold Star in lieu of a ...” must be included on the certificate in the Citation section. For sixth awards (or greater), change text to “Silver Star in lieu of a ...”

See Sample Certificates on the next page.

Sample 1: Initial Award



Sample 2: Subsequent Award – Gold Star



Sample 3: Subsequent Award – Silver Star

