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|  | Commanding Officer/OIC  Unit | Staff Symbol:  Phone:  Fax:  Email: |

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| --- |
| 1650 |
| DD Mmm YYYY |

**MEMORANDUM**

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| ~For~ for: | |  |  |  |
| From: | CO or OIC  CG Unit |  | Reply to  Attn of: | Who is the POC? |
| To: | COMDT (CG-128) |  |  |  |
| Thru: | First Flag or SES in chain |  |  |  |
|  |  |  |  |  |
| Subj: | NOMINATION OF <NAME> FOR THE <YEAR> <AWARD> INSPIRATIONAL LEADERSHIP AWARD | | | |
|  |  | | | |
| Ref: | 1. ALCOAST | | | |

1. Identify specific examples and supporting information on how the nominee exemplified each of the award criteria by using impact statement explaining how the member inspired other and influenced favorable outcomes. Nominations should directly address individual leadership methodologies and climate rather than simply reporting unit accomplishments.
2. Consistently demonstrated outstanding leadership skills which motivated and inspired personnel to strive for excellence and achieve measurable results that contributed to the success of the Coast Guard.
3. Possessed the ability to create and maintain a positive culture where the differences of all personnel were respected, so that all could achieve their full potential and maximize their contributions to Coast Guard missions.
4. Acted with strategic intent to ensure optimization of resources, influenced the success of major operations or programs, and achieved operational excellence.
5. Guided, coached, or mentored others to reach new levels of performance.
6. The entire nomination package must not exceed two pages. Any package that exceeds two pages will not be considered.

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| Enclosure: | | 1. [Optional Enclosure] |
| Dist: | [Optional Dist] | |
| Copy: | [Optional Copy] | |
| Blind Copy: | | [Optional Blind Copy] |