# ACLOC – Auxiliary Commandant’s Letter of Commendation



|  |  |
| --- | --- |
| DATE: |  |
| ORIGINATOR: |  |
| MEMBER’S NAME: |  |

|  |  |
| --- | --- |
| Y/N | Commendable action is less than for Auxiliary Achievement Award (see below). |
| Y/N | Award is being used to recognize a special event, new program and/or exceptional service. |
| Y/N | The word ***EXCEPTIONAL*** is used in commendation. |
| Y/N | Justification in the citation that the action is “***above and beyond***” the job description. |
| Y/N | Service cited is more than the job description and exceeds expected level of accomplishment. |
| Y/N | Citation is written to show why the member is worthy and deserving. |
| Y/N | Action is (Y) or is not (N) operational in nature. “O” device is accordingly marked in block 3B and in the approval lines in block 19 of the CG1650 and accordingly authorized or omitted in the citation. |
| Y/N | This form along with completed and electronically signed D7 CG1650 form and award citation is attached to forwarding e-mail. |
| Y/N | Additional documentation is neither required nor included. |
| Y/N | Spelling, grammar, and punctuation have been checked. |
| Y/N | Paragraph justification, orientation, margins, line count, and font are correct (see below). |
| Y/N | Check the award citation to ensure that it meets the criteria required. |

**Routing Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| Flotilla Commander | **/S/ FC Name (Unit)** | Date: | **DD MMM YYYY** |
| Division Commander | **/S/ DCDR Name (Unit)** | Date: | **DD MMM YYYY** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | ***Margins*** | | |
| ***Award*** | ***Justified*** | ***Min*** | ***Max \**** | ***Font*** | ***Orientation*** | ***Top*** | ***Bottom*** | ***Sides*** |
| ACLOC | Full | None | 24 /26 lines | TNR 11/12 B | Portrait | 1.90 | 1.00 | 1.00 |

\* Add 2 lines for the Operational Distinguishing Device authorization

**Auxiliary Commandant Letter of Commendation**

The Auxiliary Letter of Commendation Ribbon (ACLOC) is the Auxiliary’s equivalent to the Coast Guard’s Commandant Letter of Commendation (LOC) Ribbon. Coast Guard units and Directors can prepare award citations using the same criteria, format, and style as the LOC.

Eligibility

The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for an act of service resulting in unusual and/or outstanding achievement, whose performance is lesser than that required for the Auxiliary Achievement Medal. The award can also be used to recognize an Auxiliarist’s service/performance for a special event or project. Commanding officers/Group Commanders, Directors, DVCs of HQ, MLC, ISC or district offices, O-4 and above, can approve the ACLOC. Recommendations are made on the CG-1650 award recommendation form and submitted to the approving official, via the Auxiliarist’s chain of leadership and management

**Commendable Action is less than for an Auxiliary Achievement Medal**

The Auxiliary Achievement Medal (AAM) is given to Auxiliarists in recognition of their sustained professional and/or leadership achievements in administration or operations. The Auxiliary Achievement Medal may be awarded by any Coast Guard Commanding officer (0-4 and above) of an operational unit or serving as a DVC or higher at a district office, MLC, HQ or Director.

Eligibility

This award recognizes outstanding achievement or service of a nature, which is worthy of special recognition as described below. The key words for the Auxiliary Achievement Medal are sustained professional, leadership achievements and period of time. The Auxiliary Achievement is for recognition of Auxiliarists who have maintained an outstanding level of performance and/or achievement over a period of time to further authorized activities of the Auxiliary. The achievements could be in administration or operations.