



Performance Bullets

- raw material
- statement of actions
- three parts:
 - **what they did**
 - **how they did it**
 - **impact or results of their action**
(why it was significant)

What do I Write About

- 3 to 5 items:
 - what the member did best
 - had the greatest impact on the service or unit.
 - number-quantified action and a following result. For example, "...100 hours of member training – facilitated qualification of 3 new AUX-OPs," has the action and the result.
- ask yourself
 - "What was done?"
 - "How did they do it?"
 - "What was the Result?"

Hints For Using Statistics

- Use numbers to quantify actions and provides concrete results
For example, “Auxiliarist Garza volunteered many hours of personal time watchstanding, which saved the Coast Guard a lot of money...”
Doesn’t tell the story as well as, “Auxiliarist Garza volunteered 400 hours serving in the operations center every Friday, which freed up one full time equivalent person to perform other duties at the Station, a benefit to the Coast Guard of \$10,000.”

- DON'T criticize an individual's predecessor.
- Focus on items that are high profile or extend beyond a member's command.
- The citation is an account "...which will be cherished by them and a source of pride to their families".
- The Rewards and Recognition Handbook (COMDTINST P1650.27) says "...we are telling a story to everyone about what the person receiving the award has done.

Cheat Sheet

After the standard opening, each bullet should start with an action word like these:

- ✌ Displaying
- ✌ Exhibiting
- ✌ Demonstrating
- ✌ Showing
- ✌ Using
- ✌ Making
- ✌ Through

Cheat Sheet

The next words should be an adjective-noun combination something like these:

- ✂ Superior leadership, he...
- ✂ Exceptional competence and professionalism, she...
- ✂ Expert technical skills, he...
- ✂ Highest degree of proficiency, she...
- ✂ Accomplished organizational abilities, she...
- ✂ Finely honed
- ✂ Keen insight

Cheat Sheet

Adverbs work well for the next word(s) such as:

- ✂ Quickly
- ✂ Capably
- ✂ Professionally
- ✂ Skillfully
- ✂ Proficiently
- ✂ Adeptly
- ✂ Effectively
- ✂ Efficiently

Wording and the “Guts”

Steer away from using specific jargon or acronyms or name of equipment that are not commonly used in the English language. A good rule is to use simple, everyday words that convey powerful thoughts.

Also avoid being gushy or using “puffed up” words that seem phony or pompous.

Wording and the “Guts”

Now, simply mix and match the words and phrases to ensure each bullet is a flowing sentence or two. Start with the accomplishment you consider to be the most significant. The body of the citation is simply 3 to 5 bullets turned into powerful, concise sentences, one after another.

Voila!!! You've completed the citation.

Well Almost

Wording and the “Guts”

Before you turn it in, take the citation, stand up in front of a mirror, another person, or a microphone connected to a tape recorder and **READ** what you have written -- **OUT LOUD!** This is the most effective way to check grammar and see if what you have written really is concise, flowing, and powerful.