

CONNECTICUT MILITARY DEPARTMENT
RECOMMENDATION FOR STATE AWARD



PURPOSE: To recommend members of the Armed Forces of the State of Connecticut and the Governor's Guards for state awards.

AUTHORITY: Connecticut General Statutes Sections 27-72, 27-73, 27-73a through 27-73h;

INSTRUCTIONS: Any member of the Armed Forces of the State of Connecticut may recommend another individual of the Armed Forces of the State for a state award as stated in the Connecticut General Statutes.

- **Nominee Information:** Provided the requested information on the individual being recommended for an award. Awards for achievement are generally for a singular event or series of events over a short period of time. Service awards are cumulative awards over a longer period of time, usually submitted at the conclusion of an assignment or career.
- **Recommender Information:** Provide the requested information about yourself. You must sign the award before submitting.
- **Justification:** It is only mandatory to complete one achievement. However, that achievement must justify the purpose of the award. Singular achievements may not justify an award, but cumulatively they warrant the proposed award.
- **Recommendations/Approvals/Disapprovals.**
 - The first intermediate authority is the nominee's immediate Commander or Commandant. (Not the recommender)
 - Subsequent intermediate authorities are the chain of command up to the Approval Authority.
 - The Approval Authority is The Adjutant General of the State of Connecticut for all state awards
 - *Guidance on recommendations: Regardless of the Intermediate Authority's recommendation, the award must complete the process up the chain of command to the Approval Authority. Only the Approval Authority has to approve, disapprove, upgrade or downgrade the recommend award. An Intermediate Authority may request the recommender to rewrite the recommendation if they believe the achievements do not warrant the recommended award, but may not deny the award.*

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NOMINEE INFORMATION			
Last Name		First Name	Middle Initial
Unit	Rank	E-Mail	
Reason for Award <input type="checkbox"/> Achievement <input type="checkbox"/> Service	Proposed Award <input type="checkbox"/> CT Achievement Medal <input type="checkbox"/> Civilian Medal of Merit <input type="checkbox"/> CT Medal of Merit <input type="checkbox"/> CT Medal of Valor	Period of Award	
		From	To
RECOMMENDER INFORMATION			
Last Name		First Name	Middle Initial
Unit	Position/Title	Rank	
Relationship to Awardee:		Signature:	
JUSTIFICATION			
Achievement #1			
Achievement #2			
Achievement #3			
Achievement #4			
Proposed Citation			

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RECOMMENDATIONS/APPROVALS/DISAPPROVAL			
INTERMEDIATE AUTHORITY	To	From	Date
RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
Name			Rank
Position/Title		Signature	
INTERMEDIATE AUTHORITY	To	From	Date
RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
Name			Rank
Position/Title		Signature	
INTERMEDIATE AUTHORITY	To	From	Date
RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
Name			Rank
Position/Title		Signature	
APPROVAL AUTHORITY	To	From	Date
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
Name			Rank
Position/Title		Signature	

ORDERS DATA	
Order Number	Approved Award
Position/Title	Rank
Name	Signature