Instructions for filling out NOAA Corps Recommendation for Award Form 56-63

PART I - Recommended Officer Data

1. Name: Self Explanatory

2. Rank: Self Explanatory (e.g. CDR, LCDR, CAPT)

3. SSN: Social Security Number (Self Explanatory)

4. Organization: Full Address of Office/Ship where service member is assigned

5. Reason for Award: Enter ACH=Achievement, SVC=Service, RET=Retirement, PCS=Permanent Change of Station

6. Branch of Service: Enter Branch of service (e.g. NOAA, USPHS, and USCG)

7. Recommended Award: Enter NCDR-NOAA Corps Director's Ribbon, NCAM- NOAA Corps Achievement Medal, NCCM- NOAA Corps Commendation Medal

8. Period of Award: Self Explanatory

9. Previous Awards: Enter previous awards approved during the service member's current tour of duty.

PART II - Recommender Data

10. Name: Self Explanatory

11. Address: Self Explanatory

12. Title/Position: Self Explanatory

13. Rank/Grade: Self Explanatory (e.g. GS-15, CDR)

14. Relationship to Awardee: Self Explanatory (e.g. Rater, Supervisor, Project Leader)

15. Signature: An original signature is required on this form.

16. Date: Enter the date the award was submitted.

PART III – Justification and Citation Data

17. Achievements: Indicate in bullet or Paragraph form justification for the recommended award.

18. Proposed Citation: Enter up to five lines for the citation on the certificate

Top of Page 2: Enter the recommended officer's name and social security number.

PART IV – Recommendation/Approval/Disapproval

19. Intermediate Authority

19a. To: Address of the Intermediate Authority

19b. From: Address of the Recommender

19c. Date: Self Explanatory

19d. Recommend: Check the appropriate block.

19e. Name: Self Explanatory

19f. Rank: Self Explanatory (e.g. CDR, LCDR, CAPT)

19g. Title/Position: Self Explanatory

19h. Signature: An original signature is required on this form.

19i. Comments: Any comments that support the recommendation.

20a-i. Same as 19a-i

RESET

NOAA Form 56-63
Rev 03/31/04

RECOMMENDATION FOR AWARD

For use of this form, see NCD Chapter 12; the proponent agency is the NOAA Corps Commissioned Personnel Center

PART I –RECOMMENDED OFFICER DATA

1. NAME (Last, First, M.I.)	2. RANK	3. SSN	
4. ORGANIZATION	5. REASON FOR AWARD (INDICATE ACH, SVC, PCS, OR RET)		
6. BRANCH OF SERVICE	7. RECOMMENDED AWARD	8. PERIOD OF AWARD	
		a. FROM	b. TO
9. PREVIOUS AWARDS			

PART II - RECOMMENDER DATA

10. NAME		11. ADDRESS	
12. TITLE/POSITION	13. RANK/GRADE		
14. RELATIONSHIP TO AWARDEE		15. SIGNATURE	16. DATE

PART III - JUSTIFICATION AND CITATION DATA ***(Use Specific Bullet Examples of Meritorious Acts or Service)***

17. ACHIEVEMENTS

ACHIEVEMENT #1

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

18. PROPOSED CITATION

NAME	SSN

PART IV - RECOMMENDATION/APPROVAL/DISAPPROVAL

19. INTERMEDIATE AUTHORITY	a. TO		b. FROM	c. DATE
d. RECOMMEND:	☐ APPROVAL	☐ DISAPPROVAL	☐ UPGRADE TO	☐ DOWNGRADE TO
e. NAME			f. RANK	
g. TITLE/POSITION			h. SIGNATURE	
i. COMMENTS				
20. INTERMEDIATE AUTHORITY	a. TO		b. FROM	c. DATE
d. RECOMMEND:	☐ APPROVAL	☐ DISAPPROVAL	☐ UPGRADE TO	☐ DOWNGRADE TO
e. NAME			f. RANK	
g. TITLE/POSITION			h. SIGNATURE	
i. COMMENTS				
21. Uniform and Award Board Authority	a. TO		b. FROM	c. DATE
d. RECOMMEND:	☐ APPROVAL	☐ DISAPPROVAL	☐ UPGRADE TO	☐ DOWNGRADE TO
e. NAME			f. RANK	
g. TITLE/POSITION			h. SIGNATURE	
i. COMMENTS				
22. APPROVAL AUTHORITY	a. TO		b. FROM	c. DATE
d. ACTION:	☐ APPROVED	☐ DISAPPROVED	☐ UPGRADED TO	☐ DOWNGRADED TO
e. NAME			f. RANK	
g. TITLE/POSITION			h. SIGNATURE	
i. COMMENTS				