SAMPLE COMMENDATION FORMAT

ROYAL AUSTRALIAN NAVY

Commendation

NAVY GOLD LEVEL

CHIEF PETTY OFFICER GRAHAM BILL SMITH 88888888

JOINT WATCHKEEPING CENTRE

I commend you for your tireless and exemplary performance in carrying out your responsibilities as Senior Watchkeeper at the Joint Watchkeeping Centre.

Your contribution to the establishment of the training component of the centre and your management of the introduction of the new training simulator have contributed significantly to the proficiency of personnel undertaking watchkeeping duties.

You have displayed technical knowledge of the highest order in overcoming problems associated with the commissioning of the new simulator. Working under severe time constraints, you have applied yourself extremely diligently to all tasks, ensuring the timely introduction of both the new training program and the training simulator.

Your achievements are in keeping with the finest traditions of the Royal Australian Navy and the Australian Defence Force.

M.Y. NAME, AO, DSC
Vice Admiral, RAN
Chief of Navy

12 December 2012