5400-1 (Br Adjt)

 January 2020

C&E Branch Colonel Commandant (C/O Branch Adjutant)Office of the Branch Adjutant

95 Craftsman Boulevard

CFB Kingston, Ontario, K7K 7B4

2020 SUBMISSION FOR THE
COLONEL-IN-CHIEF COMMENDATION:

CWO DAVID BLOGGINS, MMM, CD, RCCS (RETIRED)

1. Introductory paragraph to broadly highlight the nominee, key accomplishments, and reasons why the member is a fitting recipient for the commendation.
2. Para two, and its sub-paras below, are used to substantiate your message with relevant points,
key examples, and findings. Each sub-para must provide a tangible example (reinforced with attachments such as LoA, etc. if available) to validate any claims or assertions. Be descriptive, precise, and succinct. Ensure that examples illustrate the level of achievement and / or benefit wrought:
3. Example one substantiated;
4. Example two substantiated; and
5. Example three substantiated.
6. The final para accomplishes three (3) objectives. First, it summarizes your key findings, reinstates your para one statement, and links all paragraphs together. Second, it will contain *the example citation (limited to 150 words or less) that will be used in the certificate*. The example citation shall be *italicized*. Lastly, the paragraph shall contain the drafter’s contact information so the selection council is able to contact him / her should they have any matters to discuss.
7. **Omit this para after reading as it provides formatting guidance only**. There are five (5) or six (6) clear spaces between the concluding paragraph and the signature block. The signature block should never be placed upon a page in isolation. Recall that the submission letter is restricted to a maximum of two (2) pages in length.

B.A. Christie

Major

Branch Adjutant

Enclosure: 1 *(pluralize ‘enclosures’ if adding more than one attachment; delete outright if nothing accompanies this letter)*