

DCOINST I-21011

U.S. COAST GUARD AUXILIARY DISTRICT 13

EFFECTIVE: **04 November 2021**

DISTRICT COMMODORE INSTRUCTION I-21011

SUBJECT: **"DISTRICT 13 AUXILIARIST OF THE YEAR" AWARD**

1. **PURPOSE.** This instruction establishes the subject award, defines the criteria and process for identifying, proposing and evaluating candidates, states the process for selecting the award recipient, and specifies the manner and timing of award presentation.
2. **DIRECTIVES AFFECTED.** Supersedes DCOINST I-18011.
3. **DISCUSSION.** The District Board desires to recognize with an annual award, a District 13 Auxiliarist whose service and commitment exemplify high standards of participation, performance, and support in/of Coast Guard and Coast Guard Auxiliary activities and programs, including self-development, training and qualification achievement.
4. **ACTION.**
 - a. **GENERAL.**
 - 1) Award name: "District 13 Auxiliarist of the Year"
 - 2) Any Basically Qualified (BQ) or Operational Auxiliarist (AUXOP) member of District 13, except a member of the District Board in the year for which the award is given, shall be eligible for the award.
 - 3) To be nominated and considered for the Award, an Auxiliarist must be active in a least one cornerstone program (Member Services, Recreational Boating Safety, Operations and Marine Safety or Fellowship) and active in at least one more Coast Guard/Coast Guard Auxiliary activity (e.g., Food Service, Member Training, or appointed/elected office), as well as be a positive role model for others with respect to attitude, participation, proper appearance when wearing the Auxiliary uniform, and supporting the Auxiliary and its purposes.
 - 4) The Award nomination is to recognize performance during the current year (1 January through 15 November) and must be submitted in a letter or bullet format by/through the Flotilla Commander. At least one nominee from each Flotilla is encouraged. Flotilla Commanders should evaluate candidates to be submitted as the Flotilla's "Best of the Best," and must ensure the nomination reaches the respective Division Commander (DCDR) for endorsement not later than 05 December. Substantive supporting

documentation with factual data will strengthen the nomination.

- 5) The DCDR must review and endorse the flotilla nominations and submit them to the District Captain (DCAPT) of that area not later than 20 December. If for any reasons there are no submissions from the Flotillas the DCDR should reach out to secure submittals for deserving members.
 - 6) The DCAPT of the area must review and endorse the nominations and submit them to the DCOS not later than 30 December.
 - 7) The DCOS, as Chair of the District Awards Board, will initiate and guide the Board through the process of selecting the "District 13 Auxiliarist of the Year" not later than 15 January.
 - 8) The District 13 Awards Board, with the District Commodore's concurrence, may select the named "District 13 Auxiliarist of the Year" as the District 13 candidate for any "Auxiliarists of the Year" recognition by the National Auxiliary Board or other similar Auxiliary related awards.
- b. AWARD. The Award will be a perpetual plaque with a small individual keeper plaque and the Auxiliarist Achievement Medal. The Awards will be presented at the first District Meeting of the new calendar year (first meeting of the next year) to recognize activity accomplished during the previous year.
 - c. NOMINATOR. Any person nominating an Auxiliarist for the award of "District 13 Auxiliarist of the Year" shall prepare a bullet style or letter of nomination addressed to the District Chief of Staff, 13th Coast Guard District Auxiliary, in accordance with the guidance of sec. 4.a.4 above. US Coast Guard active duty, reserve, or civilian personnel may also submit nominations through the DIRAUX.
 - d. CHAIN OF LEADERSHIP. Each officer in the Chain of Leadership (Flotilla Commander, Division Commander and District Captain) shall receive letters of nomination, evaluate, make comments/endorse as appropriate and forward the original letter with endorsement to the next higher officer in the chain in a timely (see sec. 4.a.5 & 6) above) manner.
 - e. DIVISION COMMANDER. Encourage each Flotilla Commander to take special notice of Auxiliarists who not only comply with sec. 4.a.3 above, but excel in dedication to service far above that of his/her peers.
 - f. DISTRICT CAPTAIN (AREA). Assure that each Division Commander encourages nominations from each Flotilla Commander. The District Captain will forward nominee information along with his/her endorsement to the DCOS.
 - g. DISTRICT CHIEF OF STAFF.
 - 1) Receive letters of nomination for "District 13 Auxiliarist of the Year," properly endorsed by the officers in the chain of leadership. Present the nominations to the District Awards Board and a copy to the District Awards Program Manager for evaluation, with instructions to return to the Chief of Staff a recommended Auxiliarist for the award, to be forwarded to the District

Commodore.

- 2) Receive, review, and, as necessary, facilitate adjudication of dissimilar recommendations of the District Awards Board. Coordinate with the District Commodore and Director of Auxiliary to finalize the selection not later than 15 January. The District Awards Program Manager shall assist the DCOS as needed in any Board action as a non-voting member of the Board.

h. DISTRICT AWARDS BOARD.

- 1) The voting members of the District Awards Board are the DCOS and the Area District Captains. The DCOS, as Chair of the Board, shall receive the nomination(s) from the District Captains, who previously completed their review. The Board shall apply the criteria cited above and make a recommendation, by endorsement to the letters of nomination for the award, to the District Commodore not later than 15 January.
- 2) Upon notification from the District Commodore, the Chairperson shall arrange to obtain the plaque for the "District 13 Auxiliarist of the Year" award presentation at the next District 13 training conference.
- 3) The "District 13 Auxiliarist of the Year" shall have the opportunity to receive reimbursable USCG Orders to attend all remaining District 13 training conferences for the calendar year of the award notification, subject to available funding.

5. REPORTS. None

6. AUTHORIZED BY: District EXCOM

APPROVED BY:

Tiney D. Singler

Tiney D. Singler
District Commodore

Distribution:
District 13 Board
District 13 Staff
Flotilla Commanders