

**U.S. COAST GUARD AUXILIARY
DISTRICT 13**

EFFECTIVE: 15 August 2018

DISTRICT COMMODORE INSTRUCTION I-18012

SUBJECT: RECOGNITION OF DISTRICT OFFICERS

1. **PURPOSE.** This instruction establishes a uniform policy and practice for the District Board to recognize the District Commodore (DCO), District Chief of Staff (DCOS) and District Captains (DCAPTs) for their contributions and service at the completion of their terms in office.

2. **DIRECTIVES AFFECTED.** Supersedes DCOINST I-15012.

3. **DISCUSSION.**

a. By this Instruction, the District Board will recognize and thank the following District Officers at the completion of their terms of office as set forth below:

- 1) District Commodore. Presentation of an 8" wide X 10" high wood plaque (walnut or mahogany) on which is mounted the insignia of the U.S. Coast Guard Auxiliary surrounded by a golden wreath centered on the top one-third and flagged on each side by a single DCO rank insignia (shoulder mark size). Centered on the bottom two-thirds of the plaque is to be a Coast Guard blue-surface-colored aluminum plate, 6.5" wide x 5.0" high, on which is engraved: "Presented to (Name), Commodore, 13th U.S. Coast Guard District Auxiliary, 20XX-20YY (Years in Office), With thanks and appreciation for a job well done! The District Board."
- 2) District Chief of Staff and District Captains. Presentation of a plaque essentially similar in design to that presented to the DCO, except that the size of the plaque shall be 6" wide x 8" high, the rank insignia shall be collar device size, and the inscription on the plaque shall read: "Presented to (Name), Chief of Staff or District Captain (Area), 13th U.S. Coast Guard District Auxiliary, 20XX-20YY (Years in Office), With thanks and appreciation for a job well done! The District Board."
- 3) The spouse of the outgoing District Commodore shall be recognized and thanked by the District Board with an appropriate gift.

- b. The District Budget shall include within the “Awards/Memorials” account sufficient funds to cover the awards and gifts provided for in this instruction.
- c. It is the intent of the District Board that the award plaques and gifts be consistent in appearance, quality, and execution from year to year. Therefore, all items shall be procured from sources approved by the District Commodore or his/her delegate based upon the sample and/or designs presented which meet the requirements set forth in this instruction.

4. ACTION.

- a. The District Chief of Staff, who is the Chair of the District Awards Board, shall procure the required plaques and gifts required by this Instruction for presentation at the District Meeting Change of Watch ceremony.
- b. The serving/outgoing District Commodore shall present the awards to District Chief of Staff and District Captains (Area) completing their terms of office.
- c. The incoming District Commodore shall present the awards and gifts to the outgoing District Commodore and spouse.

5. REPORTS. None.

6. AUTHORIZED BY: District EXCOM.

APPROVED BY
Kathleen Goodwin
Kathleen Goodwin
District Commodore

Distribution: District 13 Board