

DCOINST I-18015

U.S. COAST GUARD AUXILIARY DISTRICT 13

EFFECTIVE: **15 October 2018**

DISTRICT COMMODORE INSTRUCTION I-18015

SUBJECT: HOW TO PREPARE A FORMAL RECOMMENDATION

1. **PURPOSE.** This instruction standardizes the format to be used by flotillas and divisions when administratively processing a formal recommendation to the District Board for consideration.
2. **DIRECTIVES AFFECTED.** Supersedes DCOINST I-15015.
3. **DISCUSSION.**
 - a. Recommendations are considered to be formal presentations and endorsements of potential policy or procedural concepts that are worthy of district and/or national consideration. The subject matter of a recommendation is that which is urged and advocated. The format for a formal recommendation (see Attachment 1), is not to be used for routine correspondence.
 - b. It is in the best interests of both the originator and the recipient of such recommendations that they reflect a uniform format so that the tracking of such recommendations is clear and concise.
 - c. Flotillas and divisions are encouraged to participate and communicate their recommendations to the District Board, and this Instruction describes how to do that.
4. **ACTION.**
 - a. The originator of a recommendation (either a flotilla or division) will, after approval and recording that required information on the attached form, send the form to the District Legal Officer for review and comment.
 - b. The District Legal Officer will review the recommendation and either return it with written comments to the originator for revision or forward them to the next District leadership tier.

- c. As appropriate, the originator will act on the legal comments, if any, including amending the recommendation for resubmission or withdrawing it. In the absence of reasons for withdrawal, the revised recommendation will be forwarded to the next level in the chain of leadership (Flotilla Commander, Division Commander or Area District Captain) for continued processing. Example: If a Division Commander is the originator and has received no defining limitations or get readily correctable adjustments to the proposal from the DSO-LP, that person will forward the recommendation to the area District Captain, who will review and forward it to the District Commodore, copy to the DCOS.
- d. In all cases, the processing of a formal recommendation originated by a flotilla must not only record the actions of that flotilla, but also the actions taken by the division before being received by the area District Captain.
- e. Each flotilla and division will provide themselves with copies of the attached form by freely copying the form.

5. REPORTS. None

6. AUTHORIZED BY: District EXCOM

APPROVED BY:

Kathleen Goodwin

Kathleen Goodwin
District Commodore

Distribution: Division Commanders
Flotilla Commanders

**Attachment 1--Template for Submission Of A
Formal Recommendation To The District 13 Auxiliary Board**

1. Submitter and Position: _____

2. Relevant Background of Current Policy/Method: _____

3. Proposed Recommendation, and Any Time Urgency: _____

4. Value Statement: Benefit of the Recommendation: _____

5. Differences With and Implications For Current Policy/Methods in Auxiliary Directives/Manual: _____

6. Recommended Action: _____

7. DSO-LP Reviewer Comments: _____

8. Forwarded by DSO-LP to _____ For Further Action.

Returned by DSO-LP to Submitter with Above Comments.

(Use reverse for additional comments, citing applicable Section Number)

Lined writing area for notes or responses.