

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

EFFECTIVE: 24 February 2023

DISTRICT COMMODORE INSTRUCTION I-23019

**SUBJECT: ANNUAL AWARDS TO DIVISIONS, FLOTILLAS, AND EXCEPTIONAL
PROGRAM-PERFORMING MEMBERS IN DISTRICT 13**

1. **PURPOSE.** This instruction establishes guidelines for annual awards to divisions, flotillas, and high performing members in specific program categories based on information properly recorded in AUXDATA as of 31 December of the award year.
2. **DIRECTIVES AFFECTED.** Supersedes DCOINST I-21019
3. **DISCUSSION.**
 - a. **Annual Division and Flotilla Awards:** District 13 awards divisions and flotillas annually for exceptional accomplishment in 10 stated areas.
 - b. The awards will be in the form of unit flag pole-mounted swallowtail streamers, approximately 3 feet long and 3 1/2" wide, with silver vertical lettering indicating the category and year for which the Division and Flotilla won (e.g. "Public Education 2017"). The awards are presented to the winning Divisions and Flotillas only, with no second or third place awards. Award categories and their AUXDATA mission code (MC) calculation criteria area as follows:
 - 1) **MEMBER TRAINING:** Total number of Member Training hours (all positions) plus Training Support hours (MC 06a, 06b, 06c and 99d). Divide by the total membership of flotillas and divisions on 1 January of the award year so as to normalize the efforts of small and large units.
 - 2) **NAVIGATION SYSTEMS:** Total number of Navigation Systems actual counts completed (MC 30, 31 and 32).
 - 3) **CG OPERATIONS COMMUNICATIONS:** Total number of radio communication mission hours (MC 20b and 22b).
 - 4) **CG OPERATIONAL SUPPORT:** Total number of CG Operational Support mission hours (MC 07a through 07d, 26, 80a, 91c and 93b). Divide by the total membership of flotillas and divisions on 1 January of the award year so as to normalize the efforts of small and large units.
 - 5) **PATROLS:** Total number of surface underway missions (MC 01a, 01b, 02, 03, 22a, 24, 41, 42, 43 and 54a)
 - 6) **PROGRAM VISITS:** Total number of Marine Dealer Visits (MC 11).
 - 7) **PUBLIC AFFAIRS:** Total number of Public Affairs hours (MC 10a through 10L, exclude 10g)

- 8) PUBLIC EDUCATION: Total number of Public Education lead instructor hours (MC 14a through 14Lj).
- 9) VESSEL EXAMINATIONS: Total number of Vessel Safety Checks (MC 91a, 91b and 91h).
- 10) RECRUITING AND RETENTION: Percentage of increase in members. The difference in numbers of members from 1 January through 31 December of the award year will be used to determine the percentage increase.
- 11) RECRUITING: The number of new members during the Award year.
- 12) DIVISION AND FLOTILLA OF THE YEAR: Summation of all the above categories.
- 13) CULINARY ASSISTANCE: Total number of CG Operational Support mission hours (MC 96a and 96b)
- 14) AUXILIARY CHAPLAIN SUPPORT: Total number of Auxiliary Chaplain Support hours (MC 97a). This award is only given to a single member.

The colors of the streamers will be:

Member Training	Green
Navigation Systems	Silver
CG Operations Communications	Yellow
CG Operations Support	Grey
Patrols	Red
Program Visits	Purple
Public Affairs	Pink
Public Education	Blue
Vessel Examinations	White
Recruiting	Orange
Recruiting and Retention	Orange
Culinary Assistance	Black
Division/Flotilla of the Year	Gold

- c. Annual Member Program Awards: District 13 also wishes to recognize exceptional performance by a single member in specific program areas for the award year. The award will consist of a wooden plaque, approximately 4 1/4" x 6", and display the member's name, indicate 1st Place in the program area, and state the member's Auxiliary unit. The nine program areas for which exceptional single member performance is to be awarded are:

Member Training
 Navigation Systems
 CG Operations Communications
 CG Operational Support
 Patrols
 Program Visits

Public Affairs
Public Education
Vessel Examinations
Culinary Assistance
Auxiliary Chaplain Support

4. ACTION.

- a. Division, Flotilla, and individual winners in each category will be calculated by the DSO-IS immediately following the closeout of AUXDATA records at the end of the award year and furnished directly to the DCOS and DCAPTs by 15 January. The DCOS will furnish them to DIRAUX by 20 January.
- b. All awards are to be presented at the first District Meeting of the year.

5. REPORTS. None

6. AUTHORIZED BY: EXCOM

APPROVED BY:

A handwritten signature in blue ink, appearing to read "Dan M. Kienle".

Dan M. Kienle
District Commodore

DISTRIBUTION: District 13 Board
District 13 Staff