



# **DISTRICT 13 AWARDS PROGRAM GUIDE**

**U. S. COAST GUARD AUXILIARY**

**Effective 07 June 2018**

**Updated 23 September 2022**

**TABLE OF CONTENTS**

REFERENCES	4
ATTACHMENTS	4
INTRODUCTION	4
AWARDS PHILOSOPHY	4
AWARDS PROCESS AND REQUESTED FLOW	5
DISTRICT 13 AWARDS COORDINATOR (DAC) Awards REQUESTED FLOW	5
AWARDS WRITING TEAM	6
AWARD CATEGORIES	5
A. National Awards	---
B. Formal Awards	---
C. Auxiliary Annual Service Performance Awards	---
D. Informal Awards	---
<b>NATIONAL AWARDS</b>	---
A. AFRAS Silver Medal	6
B. Auxiliarist of the Year (AUXOY)	7
C. Auxiliary Diversity Award	7
D. Anniversary Streamers	8
E. Boat US Award for the best Flotilla	8
F. Commodore Charles S. Greanoff Inspirational Leadership Award	9
G. Coast Guard RBS Award of Excellence (Eagle Award)	9
H. Marine Retailers Association Award For the Flotilla best in Vessel Safety checks and Marine Dealer visits	10
I. NACO 3 Star Award for Excellence in Auxiliary Mandated Training	11
J. NACO Membership Growth Award - Individual	12
K. NACO Membership Growth Award - Flotilla	12
L. NACO Membership Growth Award - Division	13
M. NACO Membership Growth Award - District	13
N. National Boating Federation Award for the Best in Public Education	14
O. NACO 3-star Award for Diversity Excellence	15
P. Auxiliary Meritorious Team Commendation	15
Q. Auxiliary Commandant’s letter of Commendation	16
R. Auxiliary Achievement Medal	16
S. Auxiliary Commendation Medal	16
T. Medal of Operational Merit	16
U. Auxiliary Meritorious Service Medal	16
V. Auxiliary Plaque of Merit	16
W. Auxiliary Legion of Merit	17
S. Auxiliary distinguished Service Medal	17
SUMMARY OF ACTION OR SERVICE	17
AWARDS APPROVAL PROCESS	17
AWARDS FOR FLOTILLA AND DIVISION MEMBERS	17

ACTIVE DUTY GENERATED AWARDS FOR AUXILIARISTS	18
WRITING THE AWARD CITATION	18
SUBMISSION AND APPROVAL PROCESS	20
PROCESS FOR NON APPROVED AWARDS	21
PRESENTATION PROTOCOL	22
AWARDS BY DUE DATES	23
GENERAL AWARDS PROCESS	23
<b>ATTACHMENT – AWARD CHECKLISTS</b>	24
COAST GUARD MERITORIOUS TEAM COMMENDTION	24
AUXILIARY COMMANDNT’S LETTER OF COMENDATION	25
AUXILIARY ACHIEVEMENT MEDAL	26
AUXILIARY COMMENDTION MEDAL	27
MEDAL OF OPERATIONAL MERIT	28
AUXILIARY MERITORIOUS SERVICE MEDAL	29
AUXILIARY PLAQUE OF OPERATIONAL MERIT	30
AUXILIARY LEGION OF MERIT	31
AUXILIARY DISTINGUISHED SERVICE MEDAL	32
<b>AWARDS BY DUE DATES</b>	34
<b>AUTOMATICALLY GENERATED AWARDS</b>	<b>38</b>
MARINE RETAILERS ASSOCIATION (MRAA)	38
COAST GUARD RBS AWARD OF EXCELLENCE (EAGLE AWARD)	38
BOATUS BEST FLOTILLA AWARD	38
<b>AWARDS TEMPLATES</b>	
COAST GUARD MERITORIOUS TEAM COMMENDATION	39
AUXILIARY COMMANDANT'S LETTER OF COMMENDATION	40
THE AUXILIARY ACHIEVEMENT MEDAL ((FORMAT IN LANDSCAPE)	41
THE AUXILIARY COMMENDATION MEDAL (FORMAT IN LANDSCAPE)	42
THE AUXILIARY MEDAL OF OPERATIONAL MERIT (FORMAT IN LANDSCAPE)	43
THE AUXILIARY MERITORIOUS SERVICE MEDAL (FORMAT IN LANDSCAPE)	44
THE AUXILIARY PLAQUE OF MERIT (FORMAT IN LANDSCAPE)	45
THE COAST GUARD AUXILIARY LEGION OF MERIT (FORMAT IN LANDSCAPE)	46
THE AUXILIARY DISTINGUSED SERVICE MEDAL	47
<b>CERTIFICATES (INFORMAL AWARDS)</b>	
DISTRICT DIRECTORATE CHIEF RECOGNITION	---
DISTRICT CHIEF OF STAFF RECOGNITION	48
DISTRICT CAPTAIN'S RECOGNITION	49
COMMODORE'S RECOGNITION	50
<b>OTHER AWARDS IN THE DISTRICT</b>	---
DAVID E. HILL MEMORIAL AWARD	51
GEORGE "GI" JONES MEMORIAL AWARD	52
DIV 6 FRED MILBRADT VE Award	53
DISTRICT COMMODORE’S INSTRUCTIONS (DCOINST)	54

## **DISTRICT 13 AWARDS PROGRAM**

### **REFERENCE: DISTRICT 13 AWARDS PROGRAM**

- REFERENCE: (a) Chapter 11, AUXILIARY MANUAL, COMDTINST M16790.1 (series)  
(b) Medals And Awards Manual, COMDTINST M1650.25 (series)  
(c) U.S. Coast Guard Auxiliary Awards Primer, CG-BSX-1 dated 22 Feb 2016  
(d) Coast Guard Awards and Recognition Handbook, COMDTPUB P1650.37  
(e) National Awards Guide, U.S. Coast Guard Auxiliary H-Directorate  
(f) D13 Annual Program Awards, DCOINST 1-15019  
(g) D13 Golden Quill Award, DCOINST 1-15022  
(h) Awards Templates

**ATTACHMENTS:** Composite List of Available Awards  
District 13 Award Approval Process Check Lists  
Awards by Submission Due Dates to District Commodore

**INTRODUCTION** - This document is intended to clarify and define the District 13 award program for Auxiliarists. Awards are generated by Auxiliarists and intended to be approved through the Auxiliary Chain of Leadership to the District Commodore for final review and approval of the award.

This process does not apply to awards generated by the Active Duty Coast Guard for Auxiliary performance and support. The process for those awards is governed by the appropriate Station, Sector, District or Commandant Instruction and are reviewed by the AUXLO and forwarded to the Director of Auxiliary.

### **AWARDS PHILOSOPHY**

Our Awards Program is designed to acknowledge extraordinary achievements of extraordinary members, those who extended themselves beyond expectation in contributing their skills, talents, and experiences to a mission, project, and/or program of the Coast Guard and/or Auxiliary.

Our aim with the Awards Program is to make Auxiliary members feel appreciated and recognized for their work, collectively and individually, for the awards to be relevant and appropriate for the results recorded. District Thirteen awards strive to reinforce for Auxiliarists the feeling that they are an integrated partner of the Coast Guard Team and are making a difference in the maritime missions that are our purpose. Awards should acknowledge and reflect the significant impact and results of Auxiliary contributions to the general public as well as to our Coast Guard and recreational boating safety customers.

Lastly, we believe our awards should motivate and re-commit Auxiliarists

to continuing,enthusiastic volunteer service at the highest level of performance.

### **AWARD PROCESS- REQUESTED FLOW**

All award nominations will be sent **first** to the Flotilla Commander for signature, then to the Division Commander for signature. The Division Commander will then forward the document to the District Awards Manager and copy the DCOS. If a DCAPT or above writes and submits the award then it will be sent from them to the District Awards Manager and copied to the DCOS. *At this point the nominator will receive an email informing of the forward movement of the nomination.*

**DISTRICT AWARDS COORDINATOR (DAC)** Effective with the implementation of this program a District Awards Coordinator will be appointed by the District Commodore (DCO). Upon appointment, the DAC will recruit, train and coordinate the D13 Awards Writing Team in the writing of awards. The DAC will be responsible for tracking the processing.

**A.** All requests to the District Awards Writing Team will go through the **(DAC)** and copies to the DCO and DCOS. The DAC will then assign the request to an awards writer. When completed, the awards writer will return the written award to the DAC, who will track and forward the award to the DCOS . **The DAC will receive a copy of all Auxiliary Awards approved by the District Commodore (DCO) along with all awards generated by the Active Duty.**

**B.** The DAC will enter the award information into a spreadsheet and track the progress of the award to the actual award's presentation. The DAC will also track the award through the research/writing processes.

**AWARDS WRITING TEAM** – This team offers award writing services to award originators. The Awards Writing Team will report to the District Awards Coordinator (DAC). Care should be taken to ensure there are sufficient team members to handle writing requests.

### **AWARD CATEGORIES -**

**A. National Awards** Available to individual division and flotillas for specific accomplishments.

**B. Formal Awards** These awards are reserved for Auxiliarists who distinguish themselves in Auxiliary service. There are different levels depending on whether the accomplishment is operational or administrative. These rewards are recognized by the presentation of ribbons.

**C. Auxiliary Annual Service Performance Awards** IAW ref (f), District 13 awards Divisions and Flotillas annually for exceptional accomplishment in 10 stated areas. The awards will be in the form of unit flag pole-mounted swallow tail 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 2014"). Award categories will be as follows:

## D13 Awards Program

- Member Training
- Navigational Systems
- Operations Communications
- Patrols
- Program Visits
- Public Affairs
- Public Education
- Vessel Examinations
- Human Resources
- Division and Flotilla of the Year

**D. 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 eight program areas for which exceptional single member performance is to be awarded are:

- Member Training
- Navigation Systems
- Operations Communications
- Patrols
- Program Visits
- Public Affairs
- Public Education
- Vessel Examinations

**E. Informal Recognition** Informal recognition is used to recognize individuals, groups, or teams for **achieving specific goals or completing special projects**. It is **flexible** and can be adapted to the needs and preferences of individuals, groups, and teams. Informal recognition is **used as a means of expressing appreciation** for a specific effort. It **doesn't require a lengthy justification or high-level approval**. Informal recognition may be accompanied by a nonmonetary recognition item.

## NATIONAL AWARDS

### 1. AFRAS SILVER MEDAL

The **AFRAS Silver Medal** is awarded for heroic, uniquely distinguished, rescue at sea by a U.S. Coast Guard Auxiliarist.

**Type:** AFRAS Silver Medal

**Criteria:** This prestigious award is presented annually to a deserving Coast Guard Auxiliarist for an act involving lifesaving from inland or coastal waters where heroic action of an Auxiliarist was uniquely distinguished.

## D13 AwardsProgram

**Chain of Approval :** Should consist of a short cover letter indicating the nominee's name, Flotilla, and a short narrative (1 to 2 pages) to fully document the event. Address: COMMANDANT (CG-SAR), U.S. Coast Guard, 2100 2nd Street SW, Stop 7363, Washington, DC, 20593-7363, ATTN: AFRAS Nomination.

**Submission Deadline:** Award nominations are due at CG-534 by 1-Feb of "Current Calendar Year," based on accomplishments in "Award Year" (prior Calendar Year).

**Presentation :** AFRAS formally sponsors the Silver Lifesaving Medal at an annual ceremony (mid-Oct of each year) on Capitol Hill with U.S. Coast Guard Commandant and/or Vice Commandant in attendance, and Members of Congress.

**Reference:** COMDINST M16520D, AUXMAN Chapter 11  
Association for Rescue at Sea

### **2. AUXILIARIST OF THE YEAR AWARD (AUXOY)**

Recognizes most **exemplary** performance by an eligible Auxiliarist during "Award Year" (previous calendar year)

**Type:** Plaque

**Criteria:** Nominees must be members in good standing of Auxiliary for at least 1 year and no more than 3 years from initial enrollment to date of nomination. Tenure: Date of AUXOY announcement to date of successor announcement.

**Chain of Approval:** Nominations originate at Flotilla level. Regional EXCOM determines which nomination to forward. DSO endorses/forwards 1 award nomination DNACO (28-Feb). DNACO forwards 1 nomination to VNACO (15-Mar). VNACO chairs Committee and forwards selection to NACO. NACO submits nomination to Chief Director (15-Apr). Chief Director forwards nomination to CCG by 30-Apr.

**Processing Instructions:** Nominations are electronically processed and forwarded, using sample format in Appendix F of the AUXMAN.

**Submission Deadline:** NACO solicits nominations during January, of "Current Calendar Year," based on accomplishments in "Award Year" (prior Calendar Year). AUXOY name is inscribed on perpetual plaque permanently displayed at CGHQ. Issuance of personalized keeper plaque. Announcement of Award by ALCOAST message. Presentation at National Conference (NACON). Travel, lodging, and per diem expenses for AUXOY and spouse are covered with orders issued by Chief Director. Recommendation for Auxiliary Commendation Medal submitted by VNACO.

**Reference:** AUXMAN Chapter 1

### **3. AUXILIARY DIVERSITY AWARD**

Recognizes most exemplary performance in field of diversity by 1 Auxiliarist who demonstrated sustained exceptional standards of conduct and consistent support of Auxiliary diversity goals and USCG Diversity Policy Statement.

**Type:** Certificate of Appreciation (with embossed Auxiliary seal) and Honorary Auxiliary noteworthy cooperation for assistance to Auxiliary. In limited cases, "Honorary Commodore" may be awarded. Announcement of Award by ALCOST and ALAUX, with appropriate article published in Navigator E-Magazine.

**Criteria:** Auxiliarist in good standing for at least 1 year at time of nomination. Awarded at discretion of NACO (not awarded annually).

**Processing Instructions:** For nominations initiated at District level or below, District/Regional EXCOM validates nominations and decides which to forward. DCO endorses and forwards only 1 Award

### D13 Awards Program

nomination from District/Region to respective DNACO by 1-Nov. Each DNACO endorses and forwards only 1 nomination to VNACO by 15-Nov. For nominations initiated at National Staff level, appropriate Directorate Chief and ANACO reviews and forwards to appropriate DNACO by 1-Nov. VNACO chairs selection committee (DNACO's) to select Award that is forwarded by VNACO to NACO by 1-Dec. NACO submits nomination to Chief Director by 10-Dec.

Chief Director reviews nomination and forwards to Chief Diversity Workforce staff by 15-Dec.

**Submission Deadline:** NACO solicits nominations during September of each year. Submitted to District/Region EXCOM (via chain-of-leadership) by 1-Oct. **Presentation:** At N-Train in January of each year.

**Reference:** AUXMAN Chapter 11

#### **4. ANNIVERSARY STREAMERS**

Recognition for reaching 50th Anniversary of Charter Date of Flotilla, Division, or Region. Subsequent anniversaries: 60th, 70th, and 75th.

**Type:** Streamer

**Criteria:** Flotilla, Division or Region may **display only the most recent** Anniversary Streamer on the Auxiliary ensign:

- 50th Anniversary: Blue and white letters that display "50 years."
- 60th Anniversary: Red and white letters that display "60 years."
- 70th Anniversary: Platinum and blue letters that display "70 years."
- 75th Anniversary: White and blue letters that display "75 years."

**Chain of Approval:** Cognizant DIRAUX submits request for applicable Anniversary Streamer Award and certificate directly to DIR-H.

**Processing Instructions:** DIR-H will direct BC-HTA to issue the applicable Anniversary Streamer Award and certificate.

**Submission Deadline** N/A

**Presentation:** Unit attained applicable anniversary date in Current Calendar Year, based on accomplishments in "Award Year" (prior Calendar Year)

**Reference:** AUXMAN Chapter 11

#### **5. BOATUS AWARD FOR THE BEST FLOTILLA**

Recognizes the best flotilla in the categories listed on the EXCEL work sheet from 01 Jan through 31 Dec of the "Award Year" (prior Calendar Year).

**Type :** Trophy for BoatUS Flotilla of the Year

**Criteria :** Flotilla with highest total points as calculated on the EXCEL worksheet.

**Chain of Approval :** Refer to processing instructions.

**Processing Instructions:** The person submitting the application should go to the NAC website ([www.cgaux.org/nac](http://www.cgaux.org/nac)) then click on NATIONAL AWARDS, then click on the Flotilla of the Year Award, then **open the EXCEL worksheet** and enter the required information using AUXDATA. Anyone in a Flotilla can submit an award application. The chain of leadership and management must be followed, starting with the Flotilla Commander. The Commander then submits the application to the Division Commander. The Division Commander submits the application to the District Commodore who has the responsibility to choose the best qualified application from all applications submitted and forward it to the NAC Award Chairman no later than May 31. Only one application for this award can be submitted per District. The winning Flotillas will be announced at NACON.

**Submission Deadline :** AUXDATA records are considered, as entered, by 31-May of "Current Calendar Year."

**Presentation :** Trophy presented to Flotilla with highest total points, by President of BoatUS, or designee, at NACON



Reference : BoatUS

## **6. COMMODORE CHARLES S. GREANOFF INSPIRATIONAL LEADERSHIP AWARD**

Recognizes most exemplary performance by a Flotilla Commander.

**Type:** Trophy and recommendation for Auxiliary Commendation Medal

**Criteria:** FC who demonstrated sustained, exceptional standards of proficiency and conduct, and whose appearance and bearing were consistently impeccable. Auxiliarist must have served as incumbent FC at time of solicitation for Award (Oct).

**Chain of Approval:** Refer to Processing Instructions

**Processing Instructions:** Nominations are **originated by Flotilla**, submitted by any member directly to DCDR who, in turn, submits Division selection to DCO by 15-Oct. District/Regional EXCOM validates nominations and determines which to forward. DCO endorses and forwards 1 nomination from District/Region to respective DNACO by 1-Nov. DNACO reviews, endorses, and forwards all nominations for area to Chief Director (cc: VNACO and NACO) for review by 5-Nov. If VNACO and NACO concur, Chief Director forwards all nominations to Chief, Office of Leadership and Development by 10-Nov. CG-133 convenes Committee (1 Captain, 1 MCPO, 1 civilian, 1 Auxiliary Commodore). Final nominee to be selected in January.

**Submission Deadline:** NACO solicits nominations during September of “Current Calendar Year,” based on accomplishments in “Award Year” (prior Calendar Year).

**Presentation:** Announcement of Award by ALCOAST and ALAUX message.

Presented at Washington, DC ceremony, article/photo, and publication in Coast Guard Leadership News and Navigator E-Magazine. Recipient may be requested to represent Auxiliary at other official functions and ceremonies during Current Calendar Year.

Reference : AUXMAN Chapter 11

## **7. COAST GUARD RBS AWARD OF EXCELLENCE (EAGLE AWARD)**

Recognizes Auxiliarists who made outstanding contributions to, and who best exemplified excellence in, Recreational Boating Safety Missions

**Type:** Certificate

**Criteria:** Based on AUXDATA (total of “Award Year“ and “Current Year” credits) for 5 Auxiliarists from each Region (Atlantic, Central and Pacific).

**Chain of Approval:** Chief of the U. S. Boating Safety Division may, at his/her discretion, reduce the number of annual awards from 3 (1 from each Region, including Atlantic, Central, and Pacific) to a total of 1 or 2 National Awards.

**Processing Instructions:** On 1-Apr of “Current Calendar Year,” Chief Director prepares RBS Device Report (based on AUXDATA) from “Award Year” (prior Calendar Year) and forwards it to Director of Performance Management who, in turn, determines each Auxiliarist's total credits for each Auxiliarist nominee listed (adding prior and Current Calendar Year credits drawn from AUXDATA). Director of Performance Management provides list of top 5 Auxiliary members from each Region (Atlantic, Central, and Pacific), with applicable credit totals, to appropriate DNACO's by 1-May. DNACO's forwards lists to appropriate DCO's who, in turn, nominate a single listed member. Each DCO prepares a short Commendation statement (preferably including applicable

### D13 AwardsProgram

RBS-related statistics) to justify nomination and submits it to appropriate DNACO by 20-May. DNACO selects and submits respective area nomination, including Commendation statement, to CG-5422 by 1-Jun.

**Submission Deadline:** N/A

**Presentation:** CG-5422 presents Annual Awards at NACON based on accomplishments in “Award Year” (prior Calendar Year)

**Reference:** AUXMAN Chapter 8

### **8. MARINE RETAILERS’ ASSOCIATION AWARD FOR THE FLOTILLA BEST IN VESSEL SAFETY CHECKS AND MARINE DEALER VISITS.**

Recognizes Flotilla improvement from 1-Jan through 31-Dec of “Award Year” (prior Calendar Year).

**Type:** Trophy for the flotilla best in Vessel Safety Checks and Marine Dealer Visits

**Criteria:** Automatically calculated without requiring any mathematical computations by Flotilla, Division or District staff. Highest total points for all listed criteria serve as the determining factor for selection of the winning Flotilla.

**Chain of Approval:** Refer to processing instructions

**Nomination Process:** Automated calculation measures improvement, by each Flotilla, 1-Jan through 31-Dec of “Award Year” (prior Calendar Year). Comparing number of vessel safety checks (VSC’s), number of AX, BQ, and IQ members, number of Vessel Examiners, number of Program Visitors, number of Vessel Examiners performing over 35 Vessel Safety Checks, and number of Program Visitors doing over 20 Program Visits. It is based on data entered in AUXDATA as of 1-Jan through 31-Dec of “Award Year” (prior Calendar Year). Nominations due to NAC (National Association of Commodores) by 31-May of “Current Calendar Year.” NAC forwards nomination applications to appropriate DCO who, in turn, approves applications, sorts by point count, and provides name of winner to Marine Retailers Association (MRA).

**Processing Instructions:** The person submitting the application should go to the NAC website ([www.cgaux.org/nac](http://www.cgaux.org/nac)) then click on NATIONAL AWARDS, then click on the Best Flotilla in Vessel Safety Checks and Marine Dealer Visits, then open the EXCEL worksheet and enter the required information using AUXDATA. Anyone in a Flotilla can submit an award application. The chain of leadership and management must be followed, starting with the Flotilla Commander. The Commander then submits the application to the Division Commander. The Division Commander submits the

application to the District Commodore who has the responsibility to choose the best qualified application from all applications submitted and forward it to the NAC Award Chairman no later than May 31. Only one application for this award can be submitted per District. The winning Flotillas will be announced at NACON. Awards Guide 12

**Submission Deadline:** Only data entered into AUXDATA by 31-May of “Current Calendar Year” will be included in the automated calculation **Presentation:** Trophy presented by President of the Marine Retailers Association (MRA), or designee, at NACON

**Reference:** Marine Retailers Association of the Americas

### **9. NACO 3-STAR AWARD FOR EXCELLENCE IN AUXILIARY MANDATED TRAINING**

Recognizes Flotillas and Divisions for having at least 90% of their members recorded as having completed all 10 Auxiliary Mandated Training courses and are current in their AUXMT requirements.

**Type:** Certificate of Appreciation signed by NACO.

**Criteria:** All members of the Flotilla, whether current with AUXMT requirements or not, are included in the calculation except for those members whose Base Enrollment Date (BED) is less than one year from the end of the annual award period (31 December) and who have not completed their initial AUXMT requirements. Therefore, a member whose BED is 01 January of the award year or later will not be included in the member base that is used to calculate the flotilla's achievement percentage unless they are already AUXMT compliant (have completed all AUXMT requirements).

**Chain of Approval:** Refer to Processing Instructions

**Processing Instructions:** Flotilla Commanders must confirm eligibility by obtaining the following information from their IS officer: The AUXDATA member roster for their flotilla contains the BED, listed in AUXDATA as “Base Start Date”, for each member. By counting all the included members whose BED is 31 December of the award year or prior to that date, the FC can determine who should be part of the calculation. The AUXDATA Training Record Report or the AUXINFO Tasks Cube can then be used to find members who have completed all the AUXMT courses and have maintained currency. A monthly listing of ALL members’ status in AUXMT is also available on the M-DIR website under Mandated Training. Access to this data requires member log-in. With this information, the FC can perform the necessary calculations to determine if the flotilla has achieved the 90% threshold. Flotilla Commanders must fill out the Mandated Training NACO 3 Star Award application and attach a copy of their AUXDATA/AUXINFO reports.

**Submission Deadline:** Award application must be submitted no later than 30-Jun of the Awards Guide 15 year after the Calendar year the flotilla fulfilled the criteria.

**Presentation:** The authorized awards will be given to the DCOs at NACON for presentation at their District Conferences or other appropriate events.

**Reference:** AUXMAN Chapter 11

### **10. NACO MEMBERSHIP GROWTH AWARD – INDIVIDUAL**

To recognize the individual recruiting achievement of an Auxiliary member.

**Type:** Certificate issued by NACO

**Criteria:** To earn “NACO Membership Growth Award – Individual” (NMGA-I), the individual must have recruited five new members in “Award Year” (prior Calendar Year) and be considered a sponsor of such members (More than one member can be considered a sponsor to a new member). Each new member must have been assigned a Member ID number by DIRAUX.

**Chain of Approval:** After completion of the NACO Membership Growth Award Application, the Recruiting Member submits such NACO Membership Growth Award Application to the BC-HTA for verification and approval. The BC-HTA generates the certificate.

**Processing Instruction:** The Recruiting Member must initiate and submit a NACO

### D13 AwardsProgram

Membership Growth Award Application. All information requested must be printed clearly on the Application. Upon receipt of the Application, the BC-HTA shall verify that each Recruited Member's name and Member ID number are legible on the Application and:

1. Note the signature of the Recruiting Member.
2. Ensure that the district is identified.
3. Date stamp the application upon receipt.
4. If an application is incomplete or illegible, contact the Recruiting Member submitting the application by e-mail, US Postal Service (mail), or by telephone for the information.
5. Ensure that the names and Member ID of each newly Recruited Member actually appears on the membership list of the respective flotilla.
6. Perform additional input and printing details on the certificate, and forward it to the appropriate DCO for presentation to the Recruiting Member at a later date.

**Submission Deadline:** No later than **30-Jun of "Current Calendar Year"** for diversity accomplishments during "Award Year" (prior Calendar Year).

Award may also be presented at NACON.

**Presentation:** This award is sent to the member's District Commodore (DCO) for distribution to the member at a District Conference.

**Reference:** USCGAUX NMGA-I

### **11. NACO MEMBERSHIP GROWTH AWARD – FLOTILLA**

To recognize the recruiting achievement of an Auxiliary Flotilla.

**Type:** Certificate issued by NACO

**Criteria:** To earn "NACO Membership Growth Award for – Flotilla"(NMGA-FD), such Flotilla must have recruited enough new members to net 2 additional members during "Award Year" (prior Calendar Year) based on a comparison of "Current Calendar Year" and "Award Year" (prior Calendar Year) total membership.

**Chain of Approval:** After verifying starting and ending membership totals (1-Jan through 31-Dec) in AUXDATA, the FC sends the form NMGA-F to the BC-HTA for verification and approval.

**Processing Instructions:** The FSO-HR should determine if the Flotilla qualifies for the award and complete a NACO Membership Growth Award Application.

The FC then approves the Application and forwards it to the BC-HTA. All information requested must be printed clearly on the application. Upon receipt of the Application, the BC-HTA shall:

1. Verify the overall growth of the flotilla by 2 net members by checking starting membership totals in AUXDATA from 1-Jan through 31-Dec of prior year.
2. Ensure that the Name and Flotilla number are legible.
3. Note the submission signatures of the FC.
4. Ensure that the District is identified.
5. Date stamp the application on receipt.
6. If any application is not complete or legible, the BC-HTA will contact the appropriate FC by e-mail, US Postal Service (mail), or by telephone for the information.
7. Perform additional input and printing details on the certificate, and forward

back to the appropriate DCO for presentation to the Flotilla at a later date.

**Submission Deadline :** Not later than 30-Jun for the previous calendar year

**Presentation:** This award is sent to the District Commodore (DCO) for presentation to the Flotilla at a District Conference.

**Reference:** USCGAUX NMGA-FD

## **12. NACO MEMBERSHIP GROWTH AWARD – DIVISION**

To recognize the recruiting achievement of an Auxiliary Division.

**Type :** Certificate issued by NACO

**Criteria:** To earn “NACO Membership Growth Award – Division” (NMGA-FD), the individual Division must have recruited enough new members to net 2 additional members multiplied by the number of Flotillas in the Division from “Award Year” (prior Calendar Year) totals.

**Chain of Approval :** After verifying starting and ending membership totals (1-Jan through 31-Dec) in AUXDATA, the Division Commander (DCDR) sends the Form NMGA-D to BC-HTA.

**Processing Instructions:** The SO-HR will determine if the Division qualifies for the Award and complete a NACO Membership Growth Award. The Division Commander (DCDR) will approve the Application by verifying starting and ending membership totals (1-Jan through 31-Dec) in AUXDATA and forward the Application, to BC-HTA. All information must be printed clearly on the Application. Upon receipt of the Application, the BC-HTA shall:

1. Verify the overall growth of the Division by 2 net members multiplied times the number of Flotillas in the Division by checking starting membership totals in AUXDATA from :
2. Jan through 31-Dec of prior year.
3. Verify the DCDR’s name and Division number.
4. Note the approval signature of the DCDR.
5. Ensure that the District is identified.
6. Date stamp the Application upon receipt.
7. If any Application is incomplete or illegible, contact the appropriate person by e-mail, US Postal Service (mail), or by telephone for the information.
8. Perform additional input and printing details on the certificate, and forward to the appropriate DCO for presentation to the Flotilla at a later date.

**Submission Deadline :** No later than 30-Jun of “Current Calendar Year,” based on accomplishments in “Award Year” (prior Calendar Year).

**Presentation:** This award is sent to the District Commodore (DCO) for presentation to the Division at a District Conference.

**Reference:** USCGAUX Form NMGA-FD (forms.cgaux.org)

## **13. NACO MEMBERSHIP GROWTH AWARD – DISTRICT**

To recognize the recruiting achievement of an Auxiliary Division.

**Type:** Certificate issued by NACO

**Criteria:** To earn “NACO Membership Growth Award – Division” (NMGA-FD), the individual Division must have recruited enough new members to net 2 additional members multiplied by the number of Flotillas in the Division from “Award Year”

## D13 AwardsProgram

(prior Calendar Year) totals.

**Chain of Approval:** After verifying starting and ending membership totals (1-Jan through 31-Dec) in AUXDATA, the Division Commander (DCDR) sends the Form NMGA-D to BC-HTA.

**Processing Instructions:**

The SO-HR will determine if the Division qualifies for the Award and complete a NACO Membership Growth Award. The Division Commander (DCDR) will approve the Application by verifying starting and ending membership totals (1-Jan through 31-Dec) in AUXDATA and forward the Application, to BC-HTA. All information must be printed clearly on the Application. Upon receipt of the Application, the BC-HTA shall:

1. Verify the overall growth of the Division by 2 net members multiplied times the number of Flotillas in the Division by checking starting membership totals in AUXDATA from
2. Jan through 31-Dec of prior year.
3. Verify the DCDR's name and Division number.
4. Note the approval signature of the DCDR.
5. Ensure that the District is identified.
6. Date stamp the Application upon receipt.
7. If any Application is incomplete or illegible, contact the appropriate person by e-mail, US Postal Service (mail), or by telephone for the information.
8. Perform additional input and printing details on the certificate, and forward to the appropriate DCO for presentation to the Flotilla at a later date.

**Submission Deadline:** No later than 30-Jun of "Current Calendar Year," based on accomplishments in "Award Year" (prior Calendar Year).

**Presentation:** This award is sent to the District Commodore (DCO) for presentation to the Division at a District Conference.

**Reference:** USCGAUX Form NMGA-FD ([forms.cgaux.org](http://forms.cgaux.org))

### **14. NATIONAL BOATING FEDERATION AWARD FOR THE FLOTILLA BEST IN PUBLIC EDUCATION**

Recognizes Flotilla improvement from 1-Jan through 31-Dec of the "Award Year" (prior Calendar Year).

**Type:** Trophy for the flotilla best in public education

**Criteria:** Automatically calculated without requiring any mathematical computations by Flotilla, Division or District staff. Highest total points for all listed criteria serve as the determining factor for selection of the winning Flotilla.

**Chain of Approval:** Refer to processing instructions

**Processing Instructions:** The person submitting the application should go to the NAC website ([www.cgaux.org/nac](http://www.cgaux.org/nac)) then click on NATIONAL AWARDS, then click on the Best Flotilla in Public Education, then open the EXCEL worksheet and enter the required information using AUXDATA. Anyone in a Flotilla can submit an award application. The chain of leadership and management must be followed, starting with the Flotilla Commander. The commander then submits the application to the Division Commander. The Division Commander submits the application to the District Commodore who has the responsibility to choose the best qualified application from all applications submitted and forward it to the NAC Award Chairman no later than May 31. Only one application for this award can be submitted per District. The winning

Flotillas will be announced at NACON.

**Submission Deadline:** 31-May of Current Year

**Presentation:** Trophy presented to Flotilla with highest total points, by the President of National Boating Federation (NBF), or designee, at NACON

**Reference:** National Boating Federation

## **FORMAL AWARDS**

### **B. NACO 3-STAR AWARD FOR DIVERSITY EXCELLENCE**

Recognizes Flotillas and Divisions for distinction in valuing and managing diversity.

**Type:** Certificate of Appreciation signed by NACO.

**Criteria;** FC's may complete diversity application by verifying that all required goals have been completed, including:

Goal #1 – Create a Positive Environment

Goal #2 – Value all Members

Goal #3 - Promote Individual Success

Goal #4 - Carry out Diverse Outreach Activities in the Community

**Chain of Approval:** Refer to Processing Instructions

**Processing Instructions:** No limit to number of flotillas or divisions recommended by District to receive Award. Auxiliarists may access and submit an on-line electronic submission form to DANACO - Diversity, who will counsel Auxiliarists with respect to satisfying requirements for the Award. Using an alternative approval process, FC's may submit an application to DSO-DV who reviews documentation to ensure accuracy, secures approval of DCO and forwards it to BC-DV for review and approval.

**Submission Deadline:** Award application must be submitted no later than 30-Jun of "Current Year" for diversity accomplishments during "Award Year" (prior Calendar Year).

**Presentation:** The authorized awards will be given to the DCOs at NACON for presentation at their District Conferences or other appropriate events.

**Reference:** AUXMAN Chapter 11

### **Acronyms**

- MTC - Meritorious Team Commendation
- ACLOC - Auxiliary Commandant's Letter of Commendation
- AAM - Auxiliary Achievement Medal
- ACM - Auxiliary Commendation Medal
- AMOM - Auxiliary Medal of Operational Merit
- AMSM - Auxiliary Meritorious Service Medal
- APOM - Auxiliary Plaque of Merit
- ALOM - Auxiliary Legion of Merit
- ADSM - Auxiliary Distinguished Service Medal
- SOA - Summary of Action

### **1. MERITORIOUS TEAM COMMENDATION**

To be eligible an Auxiliarist must have made a **significant** contribution to the group or team cited for the award. Only those Auxiliarists who **serve for the entire meritorious period and make a significant contribution to the overall team accomplishments** should be included.

2. **AUXILIARY COMMANDANTS LETTER OF COMMENDATION**  
The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for a **superior act(s)** of service resulting in **unusual and/or outstanding achievement**, whose performance is lesser than that required for the Auxiliary Achievement Medal. The award can also be used to recognize an Auxiliarist's **service/performance for a special event or project.**
  
3. **AUXILIARY ACHIEVEMENT MEDAL**  
This award recognizes outstanding achievement or service of a nature which is **worthy of special recognition** as described below. The Auxiliary Achievement Medal is for recognition of Auxiliarists who have **maintained an outstanding level of performance** and/or achievement **over a period of time** to further authorized activities of the Auxiliary.  
The achievements could be in administration or operations.
  
4. **AUXILIARY COMMENDATION MEDAL**  
The Auxiliary Commendation Medal is for outstanding **administrative services**. This requires services accomplished in a manner, which is **much better** than could normally be expected from an Auxiliarist of like capability and experience. Neither doing a difficult job well nor doing a routine job in an excellent manner will suffice. The **achievement must be truly outstanding.**
  
5. **AUXILIARY MEDAL OF OPERATIONAL MERIT**  
This award recognizes outstanding **achievement or service of an operational nature** (defined as direct, hands on, underway, surface or airborne aviation mission activity worthy of special recognition. To receive the Medal of Operational Merit, **only skill is, required** not extreme skill. Therefore, it **does not have to be a risk to the Auxiliarist's life**. Outstanding operational performance and other meritorious operational service have been included in this category. This was added to allow recognition of a cumulative series of operational services, none of which, standing alone, would merit this award, but taken as a group, do merit this level of recognition.
  
6. **AUXILIARY MERITORIOUS SERVICE MEDAL**  
The meritorious **performance of duty must have enhanced Auxiliary goals**. This performance must clearly be of a nature much **higher than that normally expected**, and which has a **significant positive effect on the ability of** the Coast Guard and/or the Auxiliary to complete its missions and goals.
  
7. **AUXILIARY PLAQUE OF MERIT**  
This award recognizes **heroism** in the face of **grave personal risk** and which clearly **stands out as above normal expectations**. The key aspects of performance for award of the Auxiliary Plaque of Merit are **extreme skill**, assist or rescue, and risk to the Auxiliarist's life. The Auxiliary Plaque of Merit can be given for an assist or rescue only. The Auxiliarist must have exercised extreme skill, as opposed to just skill required for the Medal of Operational Merit. Lastly, there must have been risk to the Auxiliarist's life. Neither the assist nor rescue needs be successful, only that the action required extreme skill and was performed or attempted at risk to the Auxiliarist's life.



**8. AUXILIARY LEGION OF MERIT**

The Auxiliary Legion of Merit is awarded for service comparable to the Auxiliary Distinguished Service Medal but in a duty of lesser, though considerable, responsibility. This is awarded only by the Commandant.

**9. THE AUXILIARY DISTINGUISHED SERVICE MEDAL**

The Auxiliary Distinguished Service Medal recognizes Auxiliarists who distinguish themselves by contributing exceptionally meritorious and distinguished service to the Coast Guard Auxiliary. The ADSM is awarded only by the Commandant.

**SUMMARY OF ACTION OR SERVICE** To make the recommendation for Auxiliary Meritorious Service Medal, Auxiliary Plaque of Merit, Auxiliary Legion of Merit, or the Auxiliary Distinguished Service Medal, a **Summary of Action or Service** (SOA) (except as in the asterisk note) must be prepared by the recommending Auxiliary elected or appointed leader. This must be attached to the award recommendation (form 1650), along with any documents (newspaper clippings, statements from those assisted, copies of Coast Guard station logs, letters, etc.) that help justify the recommendation. This summary is the most important part of the recommendation. Approval or disapproval will be based on the justification presented. **Avoid generalities and excessive use of superlatives.** Include any of the following, if pertinent or available:

- A. Specific examples
- B. Service impact
- C. Positive results
- D. Monetary savings
- E. Eyewitness statements
- F. Nature of action
- G. Date or inclusive dates
- H. Precise location
- I. Time of day
- J. Names of all involved
- K. Detailed weather conditions
- L. Amount of natural or artificial light
- M. Any other pertinent information

**The Summary of Action is not required for the AMOM, ACM, the AAM, or the ACLOC. The Summary of Action for the AMSM should be limited to one page.**

**AWARDS APPROVAL PROCESS**

Detailed processing instructions for the various awards are contained in References (a) through (f). Attachment (3) specifies the due dates for submission, approval and the criteria for each award. The approval chain for the various awards is as follows.

**A. Awards for District Executive Committee, District Staff Officers and Assistant District Staff Officers –**

- Originator
- District Staff Officer
- District Directorate Chief

District Chief of Staff  
District Commodore Director of Auxiliary **with a copy sent to the District Awards Coordinator.**

## **B. Awards for Flotilla and Division Members**

Originator  
Flotilla  
Division Commander  
Awards Coordinator (DAC)  
District Captain  
District Chief of Staff  
District Commodore  
Director of Auxiliary **with a copy sent to District Awards Coordinator.**

## **C. Active Duty Generated Awards for Auxiliarists**

**Active Duty Commands please forward approved awards to the Auxiliary Sector Coordinator/Auxiliary Unit Coordinator (ASC/AUC) → Director of the Auxiliary. DIRAUX will forward a copy of the approved award to the District Commodore, the District Chief of Staff and the District Awards Coordinator for logging and tracking.**

## **WRITING THE AWARD CITATION**

As explained in Reference (a) the award citation should be carefully prepared, be concise, and be easily read aloud, should read and flow well enough so that someone who knows nothing about the Coast Guard could read the award or listen to it being read and understand it in its entirety. It should be straightforward and avoid superfluous text, cover only the primary action(s) for which the award is intended, be factual, and contain no classified information.

The District 13 Awards Writing Team can provide valuable assistance in the writing of the awards. To utilize this service, send your request to the District Awards Coordinator.

Some general formatting guidelines for all citations include:

- a. All citations shall consist of **one brief paragraph consisting of three parts; the opening sentence, the statement of heroic acts or meritorious achievement, and the commentary remarks.**
- b. All awards must be in **12-point, Times New Roman bold font** and the text must right and left justified.
- c. The ACLOC award must be justified. They **must be at least 12 lines long but no longer than 16 lines in length.** Enough space must be left for the bottom margin to allow the placement of the 2-5/16 gold seal on the bottom, left side of the citation.

### D13 Awards Program

- d. MTC award must be justified and have top margin of 1.9 inches, bottom of 1.0 inches left and right margins are to be 1.25 inches and line count must be a minimum of 12 lines.
- e. All formal awards (AAM, ACM, AMOM, AMSM) must be justified and have a top margin of 0.7 inches, left and right margins of 1.0 inches and bottom of 1.25 inches. They must be no longer than 12 lines. Enough space must be left for the bottom margin to allow the placement of the 2-5/16 inch gold seal on the bottom left side of the citation.
- f. Citations for ALOM and ADSM must be justified and have a top margin of 0.7 inches, left and right margins of 1.0 inches and bottom margin of 1.25 inches. They must be at least 12 lines long but no longer than 16 lines in length. Enough space must be left on the bottom margin to allow the placement of the 2.5/6 inch gold seal on the bottom left side of the citation.
- g. Remember that your citation and **CG-1650** form are the only things that the Chain of Leadership, District Awards Coordinator, DCOS, DCO and DIRAUX will see in evaluating whether or not the member will receive the award.
- h. If you are not experienced in writing awards for members, get help from your FC, DCDR or the District Awards Writing Committee to ensure successful award citations.
- i. Award of Operational Merit, Auxiliary Meritorious Service Award, Plaque of Merit and Auxiliary Distinguished Service Award all require supporting documentation (SOA). All others require only **the CG-1650 form** and the *well-written* and properly formatted citation.
- j. When you recommend a member for an award, do not indicate to the member that they are to receive an award until you are certain that the award has been approved by the District Commodore, processed by the Sector and ready for presentation.
- k. Sometimes, the District Awards Coordinator will contact you to ask that the citation be re-worked in order to secure approval or will advise you why an award was not approved.
- l. The ACLOC and MTC are the only awards written in portrait format.
- m. Numbers nine and below are to be spelled out and numbers 10 and above are to be numerical.
- n. Unless an Auxiliarist holds or has held the title of District Commodore or higher, they must be referred to as either "Mr." or "Ms." throughout the text of the citation. If they hold or have held the title of District Commodore or higher, then they must be referred to as "Commodore."
- o. Acronyms other than those for the member's office may be used in the citation with the acronym immediately following in parenthesis. (i.e. Aids to Navigation)

### D13 Awards Program

- p. The CG-1650 must be completely filled out. Some common omissions are:
- i. The period being recognized is left blank (block #2).
  - ii. A listing of all previous award earned during period being recognized (no copy required) (block #10).
  - iii. The date the award will be presented should be completed (block #9A).
  - iv. To sign electronically, use /S/ and type your full name.
- q. Generally, the higher-level awards require a greater degree of action by the member, resulting in a bigger impact on the local area/organization/country/world.
- r. It shall be the **responsibility of each member in the process** to ensure that the award meets the criteria required for each award. They shall check the spelling, grammar, line count for each award, correct type and point, correct margins, etc. prior to forwarding up the Chain of Leadership. If the award is found to be deficient or incorrect in any of these aspects, it should be returned to the last person approving the award for correction and/or clarification.

### **SUBMISSION AND APPROVAL PROCESS** Templates for ACLOC, MTC, AAM, ACM, ADSM, ALOM, AMOM, and AMSM are available on the USCG Auxiliary District 13 Website.

- A. The primary focus for awards should be how to effectively recognize the member. This may entail some re-working of the citation and/or Summary of Action or service at any step in the approval process.
- B. The following comprises the detailed process for writing and submitting member awards.

1. All awards must be submitted to the District Commodore **NO LATER THAN 60 DAYS PRIOR TO THE PRESENTATION DATE**. Most Sectors require a minimum of 60 days to process all awards. You need to allow for the award going up the chain of leadership to the DCO, and ensure that the DCO has time to submit the award to the Sector at least 60 days prior to the presentation date. Be sure to calculate 1 to 2 weeks for the Award writing team to complete the writing and forward to the DCO.
2. All award citations and Form CG-1650 must be in **WORD** format.
3. The member should be nominated at the appropriate level. Most Auxiliary awards can be recommended by any member.
4. A Summary of Action or service (SOA) must be prepared for the applicable awards (See Section 8 above.)

The CG-1650 Form along with the appropriate Award Check List (Attachment 1) must be filled out and signed by the award originator. These forms must be submitted along with the award citation. Your signature on this form indicates:

- You have completed the appropriate Award Checklist.
- You have completed the CG-1650 properly.
- All requirements for the award have been met.

### D13 Awards Program

- The award format is correct.
- The correct template has been used.
- The award has been proofed for:
  1. Margins
  2. Font type and size
  3. Punctuation
  4. Grammar
  5. Quantifiable and verifiable data has been used and citation content justifies the level of the award.
  6. All members making nominations are responsible for maintaining a log of all awards that they have submitted including a copy of the citation, the CG-1650 and the checklist. If a Meritorious Team Award, a copy of the participants should also be maintained.

C. The Flotilla Commander's review will be done utilizing the included Awards Checklist along with References (a) through (g). If the award meets all criteria for content, format and award criteria the FC signs the attached Form CG-1650 and Awards Checklist. If the award does not meet the requirements for the award the FC may make the corrections or may return the package to the originator to make the necessary changes/modifications. The completed package is then forwarded to the DCDR via email.

D. The Division Commander's review will be done utilizing the included Awards Checklist along with References (a) through (g). If the award meets all criteria for content, format and award criteria, the DCDR endorses the award and forwards it via email to the District Awards Coordinator (DAC).

E. The DAC will review the award package, will log the information into the District Awards Tracking site, and assign it to an awards writer. The writer will send the completed citation back to the DAC who will forward the packet to the DOCS for review and to present to the Awards Board.

F. The District Awards Coordinator will enter the award onto a tracking spreadsheet. The District Awards Coordinator (DAC) who will work with the writers/researchers to ensure the award is the proper level for the action, is properly worded and formatted and ready to be printed for presentation. The DAC will submit the final package to the DCOS who will forward the package to the District Awards Board for a vote.

G. The District Awards Board consists of the DCOS and three District Captains. A simple majority is required to approve an award nomination. In the event of a tie vote the District Commodore shall be the deciding vote.

H. Awards approved shall be sent to the DCO and DIRAUX for processing with **copies to (DAC)**

**PROCESS FOR NON APPROVED AWARDS** - If an award is not approved by the District leadership, the award is sent back through the DAC stating the reason for denial and recommendations as to whether a re-work of the award might be acceptable.

### D13 AwardsProgram

The most typical reason that an award is not approved is due to the observation that the member was “just doing his job” and there was nothing more that was accomplished than should be reasonably expected of someone in a similar position.

If an award is not approved and the Flotilla Commander and/or Division Commander feels that some special recognition is warranted for the member(s), a certificate of appreciation or a nominal gift may be presented. The objective is to see that a deserving member ultimately receives appropriate recognition.

## **!! PRESENTATION PROTOCOL !!**

The purpose of the award presentation is to publicly demonstrate the importance of the award to recognize the individual member. The ceremony provides an opportunity for the Auxiliary Leadership and Active Duty Command members to know who earned the award and how the award was earned. The award ceremony should be simple yet dignified.

1. Units shall prepare for the presentation of an award by assembling the membership and inviting the recipient’s family members and others as appropriate.
2. At the ceremony, the award recipient(s) may be called forward or “front and center”. He / She will come forward, stand at attention.
3. Those in attendance will be requested to stand and those in uniform should come to attention while the award is read.
4. After receiving the award, the recipient(s) shall return to their position.
5. Units shall make every attempt to take photos of the awards ceremony.
6. If possible, the family members of the award recipient should be notified to enable them to attend the presentation.

**7. Extra copies of the award citation to be provided for the District, Division and Flotilla Publications Officers to be used in their publications and to local media!**

## **GENERAL AWARD PROCESS**

These checklists are a tool for members involved in the awards process. Please use these to ensure that all awards are correct and complete.

- Originating member completes and signs electronically and then **submits CG-1650 Form** block 18 and the appropriate Award Checklist.
- Endorsing member signs electronically the CG-1650 Form block 19 and the included Award Checklist.
- Citation text is written in Times New Roman, 12-point **bold** font, justified margins.
- The citation meets the level of achievement as defined in References (a) and (b).

## D13 AwardsProgram

- Numbers 1- 9 spelled out in the citation (e.g. one man, 12 aircraft).
- Use of abbreviations is limited and used only after the term is completely written out.
  - Nominees' name (last name written in all caps) and position properly formatted/spelledthroughout the citation.
  - Previous awards (block #10), if any, are indicated on the citation. (e.g., Gold Star in Lieuof a Second).
  - Use the standard “opening” and “closing” sentences as provided on the award templatefor each different award.
- Minimum/maximum number of lines for awards, including standard opening/closing sentences.
  - ACLOC and MTC Awards: Maximum of 1 page, minimum of 12 lines (portrait).
  - AAM, ACM and AMSM: 12 lines maximum (landscape).
  - AMOM, ADM and LOM: 16 lines maximum (landscape).
- If action is operational in nature, include “O” device in commendation if criteria is met as per references (a) and (b).
- You must have **verifiable, quantitative** data stating: what, how and results.

**ATTACHMENT - AWARD CHECKLISTS**

**Coast Guard Meritorious Team Commendation**



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBERS' NAMES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use Second Page If Necessary)

- Awarded for OUTSTANDING and MERITORIOUS SERVICE to Auxiliarists in any **team or group** who are worthy of special recognition...fulfillment of Auxiliary goals at any organizational level (Flotilla, Division, District).
- State significant, positive effect on ability of the CG/AUX to exceed missions and goals.
- Justify in commendation as to why action is "*above and beyond*".
- Submit this form along with completed and signed CG-1650 form and award citation.
- Use additional sheet of paper with names and member ID numbers and Flotilla number if there is not enough room on the CG-1650.
- Ensure all spelling, grammar, punctuation, line count, font type and size, and margins are correct.
- Check the award citation to ensure that it meets the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_ District

Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_



## ACLOC – Auxiliary Commandant’s Letter of Commendation



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER’S NAME: \_\_\_\_\_

- Commendable action less than for Auxiliary Achievement Award (see below).•
- Award being used to recognize a special event, new program and/or exceptional service•
- Use the words **EXCEPTIONAL** in commendation. •
- Justify in commendation why action is “*above and beyond*”.•
- Ask yourself if member was just “doing his/her job”? Is it really worthy of an award? If worthy of an award, write the commendation to **show why they are worthy**.•
- If action is operational in nature, include “O” device in commendation. •
- No additional documentation attachments required. •
- Submit this form along with completed and signed CG-1650 form and award citation. •
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?•
- Does the award citation meet the criteria required?•

### Routing Signatures:

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

### Auxiliary Achievement Medal



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Recognizes sustained professional leadership and/or management in either administration or operations.\*
- Service must be of an exceptional nature or an outstanding service that is worthy of special recognition.\*
- Citation states **specifically** that service is **sustained for a period of one year or longer**.\*
  - SUSTAINED leadership over a period of \_\_\_\_\_ years.
  - MERITORIOUS OPERATIONAL ACTIVITY for the citation period.
  - MERITORIOUS ADMINISTRATIVE PERFORMANCE for the citation period.
- If action is operational in nature – include “O” device in commendation.\*
- Submit this form along with completed and signed CG-1650 form and award citation.\*
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?\*
- Does the award citation meet the criteria required?\*

#### Routing Signatures:

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

### Auxiliary Commendation Medal



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Award is administrative in nature only...not appropriate for any operational activity.\*
- Recognizes truly outstanding administrative or service activity that furthers any authorized program area.\*
- Must be approved by a CG Commanding Officer O-6 or above.\*
- Wording in the commendation must demonstrate that the activity is **TRULY OUTSTANDING.**
  - Neither performing a difficult job well nor doing a routine job in an excellent manner qualifies for this award.
- Submit this form along with completed and signed CG-1650 form and award citation.\*
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?\*
- Does the award citation meet the criteria required?\*

#### Routing Signatures:

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

### Medal of Operational Merit



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Equivalent to the US Coast Guard Commendation Medal with "O" device.\*
- Recognizes meritorious operational performance in assist, rescue or other operational service.\*
  - Issued **ONLY** for underway operations – aircraft, boat or ship.
  - **SKILL** required **but not extreme skill.**
  - There **does not** have to be a risk to the member's life.
- Wording in commendation should include.  
OUTSTANDING OPERATIONAL PERFORMANCE or SKILL in performing an ASSIST or RESCUE or OTHER OPERATIONAL MERITORIOUS SERVICE.
- Must be approved by a CG Commanding Officer O-6 or above.\*
- Submit this form along with completed and signed CG-1650 form and award citation.\*
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?\*
- Does the award citation meet the criteria required?\*

#### Routing Signatures:

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

*The meritorious performance of **duty must have enhanced Auxiliary goals.** This performance must clearly be of a nature much higher than that normally expected, and which has a significant positive effect*



**Auxiliary Meritorious Service Medal (Refer to district 13 Awards Guide) (90 days lead time)**

DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBERS NAME: .

- Equivalent to US Coast Guard Meritorious Service Medal.
  - Recognizes **meritorious service to the US Coast Guard or US Coast Guard Auxiliary.**
  - Recognized service must have enhanced Auxiliary goals at the **District Level.**
- Performance clearly of a much higher level than normally expected and had a positive impact on the quality of the US Coast Guard or US Coast Guard Auxiliary's ability to complete its missions and goals.
- Wording in commendation should include **OUTSTANDING** and **MERITORIOUS** and service **WORTHY OF SPECIAL RECOGNITION** that contributed significantly to the fulfillment of Auxiliary goals.
- Must be approved by a CG Flag Officer.
- Summary of Action or service must accompany Award Form and citation.
- Submit this form along with completed and signed CG-1650 form and award citation to District Awards Coordinator.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

*Effect on the ability of the Coast Guard and/or the Auxiliary to complete its missions and **goals***

### Auxiliary Plaque of Merit



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Extreme skill in performing an assist or rescue at risk to the Auxiliarist's life.\*
  - Can only be given for an assist or rescue (operational).
  - Heroism in the face of grave personal risk that clearly stands out as above normal expectations.
- Must **be approved by a CG Flag Officer.**
- Summary of Action or service must accompany Award Form and citation.\*
- Submit this form along with completed and signed CG-1650 form and award citation.\*
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?\*
- Does the award citation meet the criteria required?\*

#### Routing Signatures:

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

**Auxiliary Legion of Merit**



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Equivalent to the US Coast Guard Legion of Merit.
  - Awarded for service comparable to the ADSM but in a duty of lesser, though considerable, responsibility.
- Measurable, positive effect on the Auxiliary across multiple districts or at the Auxiliary Area or national level (**national or multi-regional scope**).
- Must be approved by a CG Flag Officer.
- Summary of Action or service must accompany Award Form and citation.
- Submit this form along with completed and signed CG-1650 form and award citation.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

**Routing Signatures:**

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_

### Auxiliary Distinguished Service Medal



DATE: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

- Equivalent to US Coast Guard Distinguished Service Medal.
  - Traditionally, it's presented to **NACO** upon completion of their tour.
  - Recognizes exceptionally meritorious service and distinguished service to the US Coast Guard Auxiliary as a ***national organization***.
- Recognizes exceptional performance of duty that benefited the **Auxiliary as a whole**.
- Performance clearly of a much higher level than normally expected and must have a measurable, positive effect on the entire organization.
- Wording in commendation should include member **DISTINGUISHED** him/herself and contributed **EXCEPTIONALLY MERITORIOUS** service **WORTHY OF SPECIAL RECOGNITION** that significantly benefits the **ENTIRE AUXILIARY** .Must be awarded/approved by the Commandant.
- Summary of Action or service must accompany Award Form and citation.
- Submit this form along with completed and signed CG-1650 form and award citation.
- Is all spelling, grammar, punctuation, line count, type and point, and margins correct?
- Does the award citation meet the criteria required?

#### Routing Signatures:

Flotilla Commander \_\_\_\_\_ Division Commander \_\_\_\_\_

District Captain \_\_\_\_\_ District Chief of Staff \_\_\_\_\_



# AWARDS BY DUE DATES

## **APR 1 NACO Membership Growth Award – Individual**

This award is for the prior calendar year. To earn “NACO Membership Growth Award-Individual”, the individual must have recruited five new members in “Award Year” and be considered a “sponsor” of such members. Each member must have been assigned a Member ID number by DIRAUX.

Link: [http://hdept.cgaux.org/pdf/nmga\\_if.pdf](http://hdept.cgaux.org/pdf/nmga_if.pdf)

## **APR 1 NACO Membership Growth Award – Flotilla**

This award is for the prior calendar year. To earn “NACO Membership Growth Award-Flotilla,” the Flotilla must have recruited enough new members to net 2 additional members during “Award Year” based on a comparison of “Current Calendar Year” and Award Year (prior Calendar Year) total membership.

Link: [http://hdept.cgaux.org/pdf/nmga\\_fdf.pdf](http://hdept.cgaux.org/pdf/nmga_fdf.pdf)

## **APR 1 NACO Membership Growth Award – Division**

This award is for the prior calendar year. To earn “NACO Membership Growth Award-Division,” the Division must have recruited enough new members to net 2 additional members multiplied by the number of Flotillas in the Division from 34 “Award Year” based on a comparison of “Current Calendar Year” and Award year (prior Calendar Year) total membership.

Link: [http://hdept.cgaux.org/pdf/nmga\\_fdf.pdf](http://hdept.cgaux.org/pdf/nmga_fdf.pdf)

**APR 1 NACO Membership Growth Award – District**

This award is for the prior Calendar Year. To earn “NACO Membership Growth Award-District,” a District must have increased the overall membership in that District by a

minimum of 5% as reflected in AUXDATA, during the award year. The top 3 Auxiliary Districts with the greatest percentage increase in new members in “Award Year” (prior Calendar Year) are eligible.

**APR 1 NACO 3 Star Award for Excellence in Auxiliary Mandated Training (AUXMT)**

This award is for Flotilla’s achievement percentage unless they are already AUXMT compliant. The Flotilla Commander

must confirm award eligibility by obtaining the following information from their “IS” officer:

The AUXDATA member roster for their flotilla contains the Base Enrollment Date (BED), listed in AUXDATA as “Base Start Date”, for each member. By counting all the included members whose BED is 31 December of the award year or prior to that date, the Flotilla Commander can determine who should be part of the calculation.

The AUXDATA Training Record Report or the AUXINFO Tasks Cube can be used to find members who have completed all the AUXMT courses and have maintained currency.

Link:

[http://tdept.cgaux.org/mt/AUXMT\\_NACO\\_3-Star\\_Award\\_2016-01-11.pdf](http://tdept.cgaux.org/mt/AUXMT_NACO_3-Star_Award_2016-01-11.pdf)

**MAY 1 Commodore Donald L. Frasch Inspirational Leadership Award**

This award recognizes the most exemplary performance by a Flotilla Commander during the previous calendar year. Only Flotilla Commanders who have demonstrated sustained, exceptional standards of proficiency and conduct, and whose appearance and bearing were consistently impeccable, shall be considered. Nominees must meet the criteria found in AUXMAN Chapter 11.A.16.f.(1). Nomination packages shall adhere to the minimum requirements for such an award as prescribed in the sample formant in Appendix F of the Auxiliary Manual.

**June 30 NACO 3 Star Award for Diversity Excellence**

This award is for the prior calendar year. Flotilla Commanders may complete diversity application by verifying that all required goals have been completed, including:

Goal 1- Create a positive environment  
Goal 2- Value all members

Goal 3- Promote individual success

Goal 4- Carry out diverse outreach activities in the community  
You may apply annually for this award.

Link:

<http://wow.uscgaux.info/content.php?unit=D-DEPT & category=diversity-excellence-award>

**AUG 1 Auxiliary Diversity Award**

The Auxiliary Diversity Award recognizes the most exemplary performance in the field of diversity by an eligible Auxiliarist. Only those Auxiliarists who have demonstrated sustained, exceptional standards of conduct and consistent

support of the Auxiliary's diversity goals and the Coast Guard Diversity Policy Statement shall be considered for nomination. This award is not an annual award, but rather shall be implemented in accordance with the following provisions at the discretion of the NACO.

Nominees for this award must meet the following criteria:

- a- Be an Auxiliarist in good standing for at least one year at the time of nomination.
- b- Demonstrated exemplary conduct.
- c- Exemplified Coast Guard core values of "Honor, Respect, and Devotion to Duty."
- d- Delivered consistently outstanding performance in terms of leadership in the field of diversity, personal conduct, and work ethics, and support of the Coast Guard's Diversity Policy.
- e- Displayed superb initiative and motivation that helped significantly advance the Coast Guard's diversity goals: create a positive environment, value all members, and promote individual success.
- f- Participated in recruiting and retention activities to increase the diversity of the Auxiliary.
- g- Participated in diversity training sessions and presentations.
- h- Promoted the NACO's 3-Star Diversity awards.
- i- Projected professional uniform appearance and bearing.
- j- Other related contributions, achievements, and awards during the period should be included for consideration

**For further information, please check the Auxiliary Manual Chapter 11, page 19**

**OCT 1 Charles S. Greanoff Award Inspirational Leadership Award**

Nominees for this award must meet the following criteria:

- a- Be an Auxiliarist in good standing at the time of selection
- b- Served as incumbent FC at the time of the solicitation for the award
- c- Regularly demonstrated unwavering leadership prowess, including the ability to gain genuine commitment from all levels of the organization
- d- Exemplified Coast Guard core values of “Honor, Respect and Devotion to Duty”

**For further information, please check the Auxiliary Manual Appendix F-5**

**NOV 15 District 13 Auxiliarist of the year (AUXOY)**

The award recognizes exemplary performance by an eligible

Auxiliarist during the previous 12 months. Only Auxiliarists who have demonstrated sustained, exceptional standards of proficiency and conduct, and whose appearance and bearing were consistently impeccable shall be considered for this award.

**NOV 1 AFRAS Silver Award (Association for Rescue at Sea)**

Based on the current calendar year. This award is presented annually to a deserving Auxiliarist for an act involving lifesaving from inland or coastal waters where heroic action of an Auxiliarist was uniquely distinguished.

Link: <http://hdept.cgaux.org/pdf/National%20Awards%20Guide.pdf>

*There must be no more than 24 lines total in length without the Operational Distinguishing Device or no more than 26 lines with the Operational Distinguishing Device authorization.*

*The entire award must fit on one page, within the margins (1.9" on top and 1.0" on the*

## **AUTOMATICALLY GENERATED AWARDS**

### **Marine Retailers Association Award (MRAA)**

This award is automatically calculated without requiring any computations by Flotilla, Division or District Staff. Highest total points for all criteria serve as the determining factor for selection of the winning Flotilla. Criteria compares number of vessel safety checks, number of AUXOP, Basically Qualified and Initially Qualified members, number of Vessel Examiners, number of Program Visitors, number of Vessel Examiners performing over 35 Vessel Safety Checks, and the number of Program Visitors doing over 20 Program Visits. Data is calculated from 1 Jan through 31 Dec. of the "Award Year."

Link: <http://www.cgaux.org/nac/awards.php>

### **Coast Guard RBS Award of Excellence (Eagle Award)**

This award is based on AUXDATA (total of "Award Year" and "Current Year" credits) for 1 Auxiliarist from each region (Atlantic, Central and Pacific). Recognizes Auxiliarists who made outstanding contributions to, and who best exemplified "Excellence in Recreational Boating Safety Missions."

**For further information, please check the Chapter 8 of the Auxiliary Manual**

### **Boat US Best Flotilla Award**

The Flotilla with membership, number of operational missions, number of vessel safety checks, number of public education sessions, number of member training sessions, and number of public affairs missions is selected for the Boat US Best Flotilla Award recognizes Auxiliarists who made outstanding contributions and who best exemplified "Excellence in Recreational Boating Safety Missions."

For further information, please check the Auxiliary Manual Chapter

## **NATIONAL BOATING FEDERATION (NBF)**

This award is automatically calculated without requiring any computation by Flotilla, Division or District staff. Highest total points for all listed criteria serve as the determining factor for selection of the winning flotilla. Criteria consists of: Membership at beginning of the award year, number of instructors at the end of the award year, total number of BS&S lessons, number of S&S lessons, number of CAN/BCN lessons taught number of Boat "N" Kids lessons taught, number of Boating safety lessons, number of ABS lessons, number of State Safe Boating lessons.

Link: <http://www.cgaux.org/nac/awards.php>

38

# AWARDS TEMPLATES

DD Month YYYY

The Commandant of the Coast Guard takes pleasure in  
presenting the

**COAST GUARD MERITORIOUS TEAM COMMENDATION**

**TO:**

**UNITED STATES COAST GUARD AUXILIARY**  
*(NAME OF TEAM – ALL CAPITAL LETTERS)*

**for service as set forth in the following CITATION:**

**"For exceptionally meritorious service from Month Year to Month Year  
while serving on the Name of Team.**

*There must be no more than 24 lines total in length without the Operational  
Distinguishing Device or no more than 26 lines with the Operational Distinguishing  
Device authorization. The entire award must fit on one page, within the margins (1.9"  
on top and 1.0" on the sides and bottom)*

**The dedication, pride, and professionalism displayed by the Name of Team are in  
in keeping with the highest traditions of the United States Coast Guard and the  
United States Coast Guard Auxiliary."**

*[If appropriate]* **The Operational Distinguishing Device is authorized.**

**For the Commandant,**

**FI. MI. LAST NAME OF SECTOR COMMANDER (ALLCAPS)**

**Captain, U.S. Coast Guard**  
**Commander / Commanding Officer, Sector / Air Station**

39

DD Month YYYY

**From: Commandant**

**To: Commodore/Mr./Ms. First Name MI. Last Name, U.S. Coast Guard Auxiliary**

**Subj: AUXILIARY COMMANDANT'S LETTER OF COMMENDATION**

**1. I note with pride and am pleased to commend you for your performance of duty asAuxiliary Position from Month Year to Month Year.**

*There must be no more than 24 lines total in length without the Operational Distinguishing Device or no more than 26 lines with the Operational Distinguishing Device authorization.*

*The award must fit on one page, within the margins (1.9" on top and 1.0" on the sides and bottom)*

**2. You are commended for your outstanding performance of duty. By your meritorious service, you have upheld the highest traditions of the United States Coast Guard and theUnited States Coast Guard Auxiliary.**

**3. You are hereby authorized to wear the Auxiliary Commandant's Letter of Commendation Ribbon Bar (gold/silver star in lieu of a second/sixth. [if appropriate] The Operational Distinguishing Device is authorized.**

**For the Commandant,**

**Name of Sector Commander or Director of  
AuxiliaryCaptain, U.S. Coast Guard  
Commander, Sector Name or Director of Auxiliary**



DD Month YYYY

**In landscape**

**THE AUXILIARY ACHIEVEMENT MEDAL**  
***[If appropriate](GOLD/SILVER STAR IN LIEU OF A***

***SECOND/SIXTH)TO***

**COMMODORE/ MR./ MS. FIRST NAME MI. LAST NAME**

**UNITED STATES COAST GUARD AUXILIARY**

**Commodore / Mr. / Ms. LAST-NAME-CAPITALIZED is cited for superior performance of duty while serving as Position from Month Year to Month Year.**

*Total body not to exceed 12 lines without the Operational Distinguishing Device authorization or 14 lines with the Operational Distinguishing Device authorization.*

**Commodore/Mr./ Ms./ LAST NAME's diligence, perseverance, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

***[If appropriate]Operational Distinguishing Device is authorized.***

**In landscape**

**THE AUXILIARY COMMENDATION MEDAL**

*[If appropriate](GOLD/SILVER STAR IN LIEU OF A*

*SECOND/SIXTH TO*

**COMMODORE/ MR./ MS. FIRST NAME MI. LAST NAME**

**THE UNITED STATES COAST GUARD AUXILIARY**

**Commodore /Mr./ Ms./ LAST NAME is cited for outstanding achievement while serving as *Position* from Month Year toMonth Year. During this period,**

*Total body not to exceed 12 lines without the Operational Distinguishing Device authorization or 14 lines with the OperationalDistinguishing Device authorization.*

**Commodore/ Mr./ Ms./ LASTNAME's dedication, judgment, and devotion to duty are most heartily commended and are inkeeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

*[If appropriate]Operational Distinguishing Device is authorized.*

**THE AUXILIARY MEDAL OF OPERATIONAL MERIT**  
*[If appropriate](GOLD/SILVER STAR IN LIEU OF A SECOND/SIXTH)*

**TO**

**COMMODORE/ MR./ MS. FIRST NAME MI. LAST NAME**

**UNITED STATES COAST GUARD AUXILIARY**

**Commodore/ Mr./ Ms./ LAST NAME) is cited for meritorious service in the performance of duty as Position from Day Month Year to Day Month Year.**

*Total body not to exceed 12 lines without the Operational Distinguishing Device authorization or 14 lines with the Operational Distinguishing Device authorization.*

**Commodore/Mr./ Ms./ LAST NAME's judgment and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

*[If appropriate]***Operational Distinguishing Device is authorized.**

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY MERITORIOUS SERVICE MEDAL  
*[If appropriate]*(GOLD/SILVER STAR IN LIEU OF A SECOND/SIXTH)**

**TO**

**COMMODORE/ MR./ MS. FIRST NAME MI. LAST NAME**

**UNITED STATES COAST GUARD AUXILIARY**

**Commodore/ Mr./ Ms. LAST NAME) is cited for meritorious service in the performance of duty as Position from Month Year to Month Year.**

*Total body not to exceed 12 lines without the Operational Distinguishing Device authorization or 14 lines with the Operational Distinguishing Device authorization.*

**Commodore/ Mr./ Ms./ LAST NAME's dedication and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

***[If appropriate]*Operational Distinguishing Device is authorized.**

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY PLAQUE OF MERIT**

**(Note: if second or third award etc. insert: GOLD STAR IN LIEU OF A SECOND or THIRD)**

**TO**

**MR./MS./COMMODORE - FULL NAME**

**THE UNITED STATES COAST GUARD AUXILIARY**

**(COMMODORE/MR./ MS./ LAST NAME CAPITALIZED is cited for extreme skill in effecting a rescue on (date)  
at risk to his/her own life.**

**BODY CANNOT EXCEED 16 LINES**

**Mr./Ms./COMMODORE Last Name rapid response, skillful direction, and unselfish actions are most heartily  
commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast  
Guard Auxiliary.**

**CITATION TO ACCOMPANY THE AWARD OF  
THE COAST GUARD AUXILIARY LEGION OF MERIT**

**TO**

**COMMODORE/ MR./ MS FIRST NAME, MIDDLE INITIAL, LAST NAME**

**UNITED STATES COAST GUARD AUXILIARY**

**(COMMODORE/MR./ MS./ LAST NAME CAPITALIZED)) is cited for outstanding meritorious service as (state position) from (month, year) to (month, year). (Commodore/Mr./ Ms./ LAST NAME CAPITALIZED) provided**

**Total body not to exceed 16 lines**

**Commodore/Mr./ Ms./ LAST NAME CAPITALIZED ability, diligence, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY DISTINGUISHED SERVICE MEDAL**

**TO**

**COMMODORE/ MR./ MS FIRST NAME,MIDDLE INITIAL, LAST NAME**

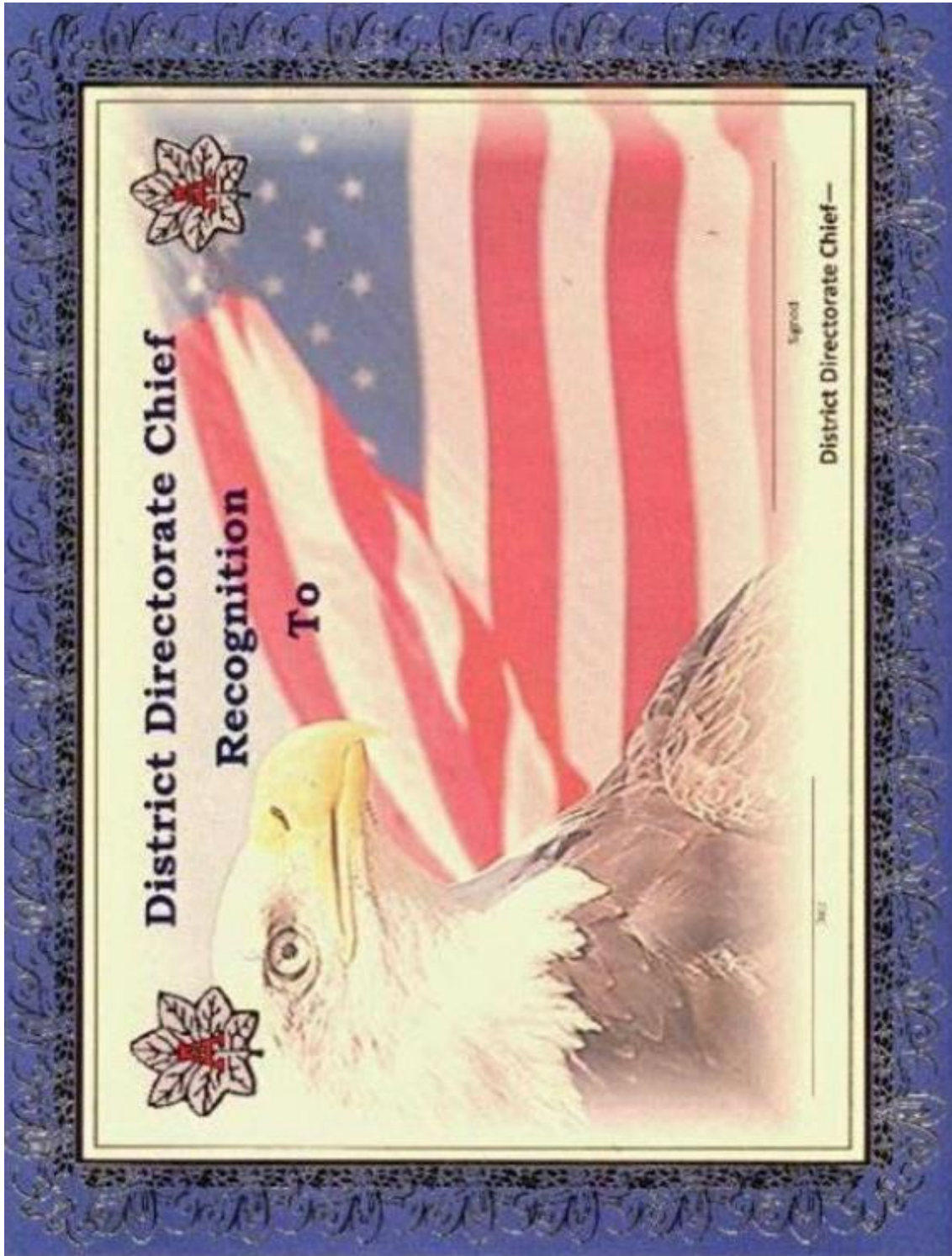
**UNITED STATES COAST GUARD AUXILIARY**

**COMMODORE/MR./ MS./ LAST NAME CAPITALIZED is cited for exceptionally meritorious service to the Government of the United States in a position of great responsibility as (state position) from (month, year) to (month, year). Exercising exceptional vision and exemplary leadership, Commodore/Mr./ Ms./ LAST NAME CAPITALIZED**

**Total body not to exceed 16 lines**

**Commodore/Mr./ Ms./ LAST NAME CAPITALIZED leadership, dedication, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

**SAMPLE DISTRICT DIRECTORATE CHIEF'S RECOGNITION**



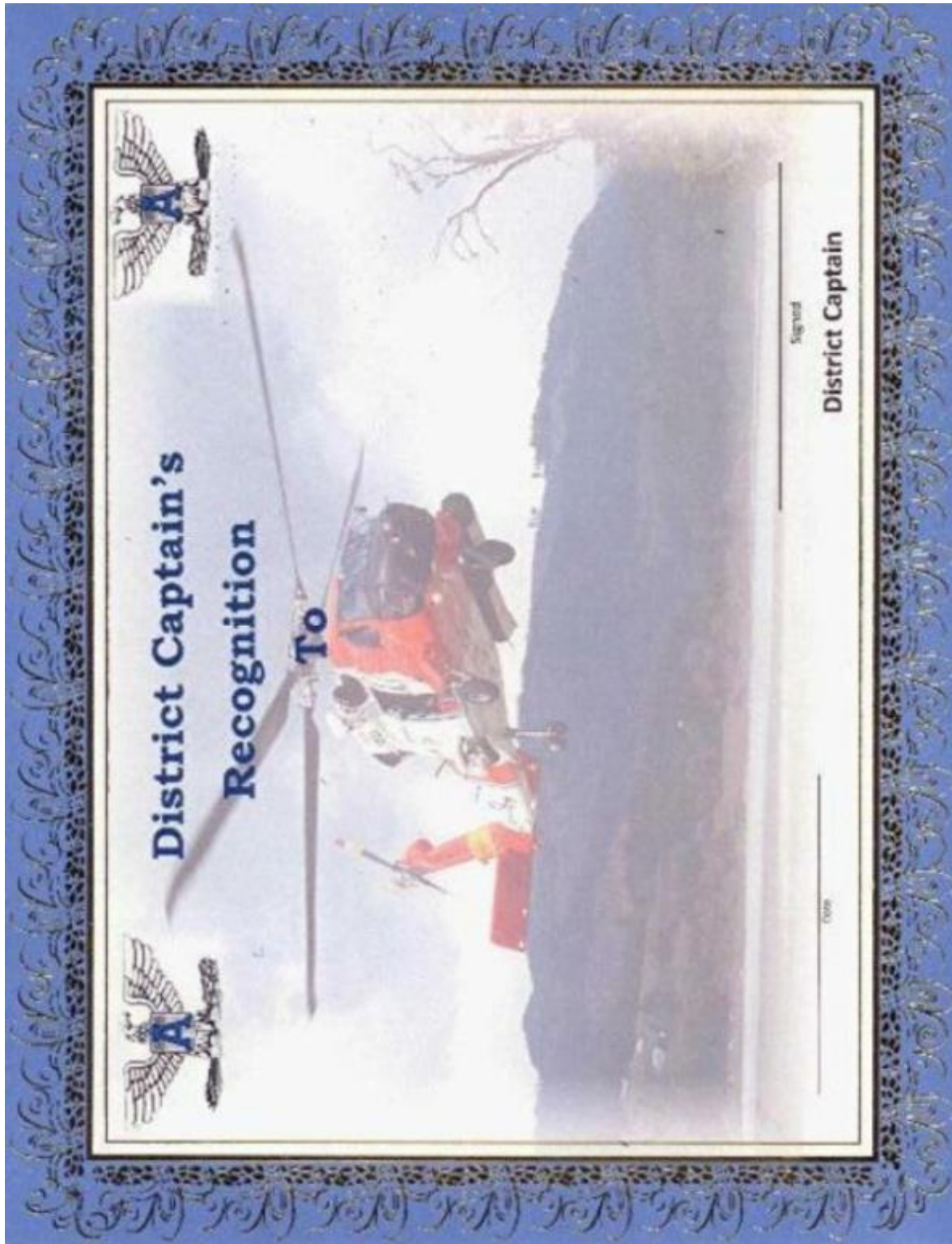


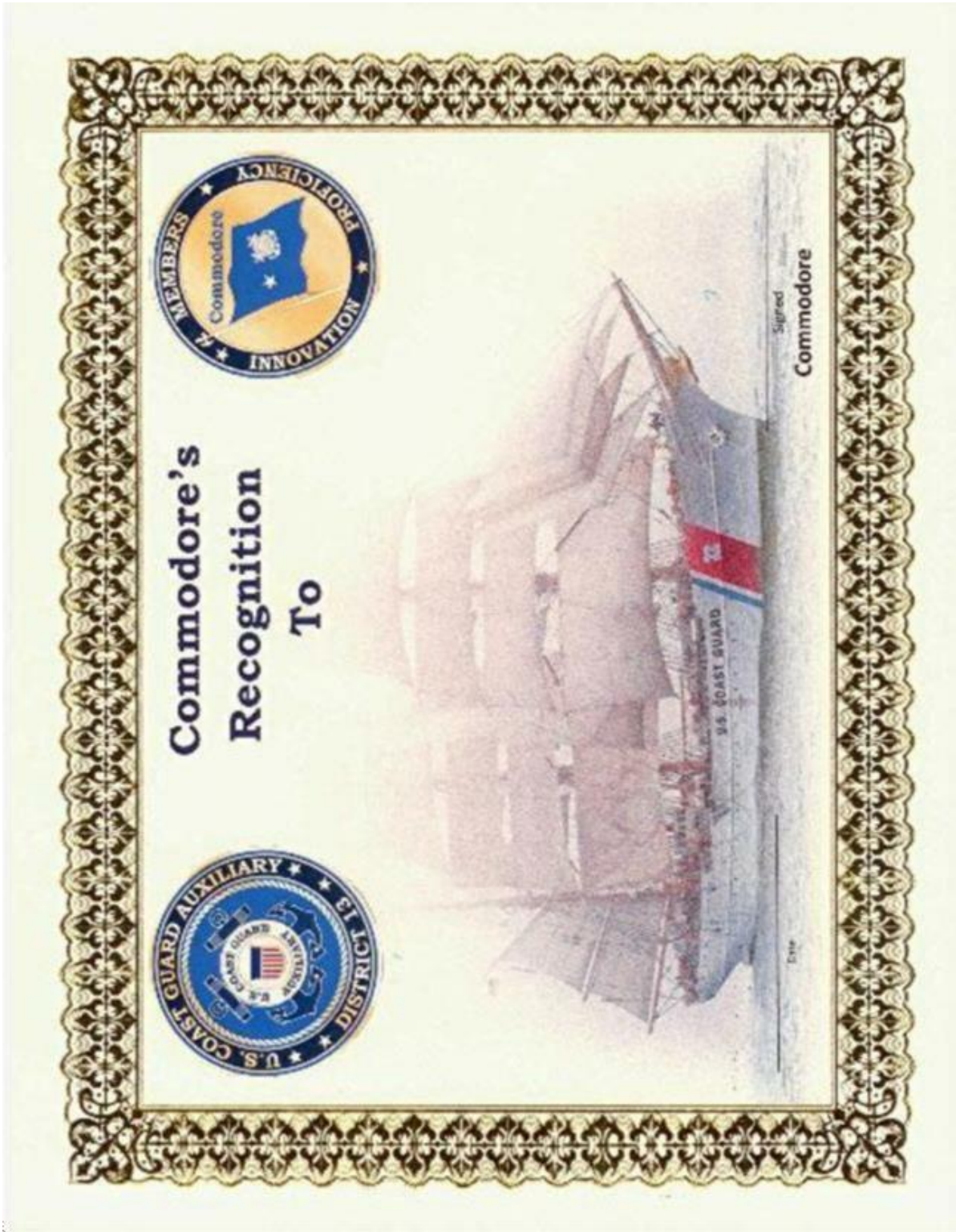
**SAMPLE DISTRICT CAPTAIN'S RECOGNITION CERTIFICATE**





**SAMPLE DISTRICT CAPTAIN'S RECOGNITION CERTIFICATE**





Note: Coin print changes with each Commodore

**DISTRICT 13 PAST DIVISION COMMENDERS ASSOCIATION**

**DAVID E. HILL MEMORIAL AWARD**

PURPOSE

The Past Division Commanders' Association (PDCA) created an award in honor of David E. Hill. The "David E. Hill Award" (DHMA) is to promote District 13 members to be active in all the Auxiliary Programs of: Operations, Public Education, Member Training, and Vessel Examinations.

DUTIES

After 01JAN a PDCA representative(s) will determine the winner of the DHMA per the DHMA policy.

Prior to the Fall District meeting a PDCA representative will procure the DHMA plaque. The plaque will be per requirements defined by the DHMA policy.

A PDCA representative will procure and issue the engraved label per the DHMA policy.

During the Fall District meeting, a PDCA representative will publicly present the DHMA plaque to the DHMA winner, or Division representative (to pass along to the winner).

CALCULATION

The score is determined by using the following formula applied to the appropriate data from AUXINFO for the prior calendar year.

The District 13 Auxiliary member with the highest total score is the winner of the DHMA. In the event there is a tie the member with the highest total hours (prior calendar year) in the following programs wins.

OPERATIONS

A member shall receive two (2) points for each recorded hour as Coxswain during patrols and one (1) point for each recorded mission as Coxswain, all while under orders. A member shall receive one (1) point for each recorded hour as Crew during patrols and one (1) point for each recorded mission as Coxswain, all while under orders.

PUBLIC EDUCATION

A member shall receive three (3) points for each recorded hour as Instructor in PE and one (1) point for each recorded hour as a PE Aide and one (1) point for each recorded PE Mission.

MEMBER TRAINING

A member shall receive three (3) points for each recorded hour as Instructor in MT and one (1) point for each recorded hour as a MT Aide and one (1) point for each recorded mission.

VESSEL EXAMINATION

A member shall receive one (1) point for each recorded Vessel Examination and one (1) point for each recorded Facility Examination.

TROPHY

The DHMA trophy is perpetual, will reside at the office of the Director of Auxiliary, and is the property of PDCA.

A DHMA plaque (5 x 7) will be awarded to the winning member. The plaque shall include the winner's name, "David E. Hill Memorial Award", year, and "Presented by D13 PDCA".

One (1) engraved label will be created. The label will list the winner's name and year. The label shall use adhesive for attachment. The engraved label will be provided to DIRAUX to be attached to the DHMA trophy.

APPROVAL

Approved at the regular meeting of the Association held in Tukwila, WA on 20 September 2009, in compliance with Article X of the PDCA Standing Rules.

\_\_\_\_\_ President, PDCA

Date \_\_\_\_\_

**DISTRICT 13 PAST DIVISION COMMANDERS ASSOCIATION**  
**Appendix E**

**GEORGE "GI" JONES MEMORIAL**  
**OUTSTANDING DIVISION COMMANDER OF THE YEAR AWARD**

PURPOSE

The Past Division Commanders' Association (PDCA) created the "Outstanding Division Commander of the Year Award" (ODCYA) to recognize a current Division Commander for achievements that improved his/her Division and went beyond the call of a Commander's duty.

DUTIES

1. At the PDCA Annual meeting the President will appoint an ODCYA committee consisting of the Vice-President, who will be the committee chairperson, and one PDCA member from each of the three Areas (North, South & Eastern).
2. The committee will verify the nominee(s) & the nomination(s) meet the requirements of the ODCYA policy and by 02JAN submit an e-mail to each PDCA regular member which includes:
  - recommendation as to the recipient of the ODCYA.
  - for each nominee a description of the nominee's achievements submitted as part of their nomination.
3. By 15JAN via e-mail to ODCYA chairperson, each PDCA regular member gets one vote for recipient of the ODCYA. Only e-mails received will be counted. The nominee with the most votes is the recipient of the ODCYA. A tie will be broken by the ODCYA chairperson flipping a coin.
4. Prior to the first District general meeting a PDCA representative will procure the ODCYA plaque. The plaque will be per requirements defined by the ODCYA policy.
5. During the first District general meeting, a PDCA representative will publicly present the ODCYA plaque to the recipient.

REQUIREMENTS

1. The nominee must be in his/her final term of office as Division Commander (DCDR).
2. A DCDR can be nominated by a past DCDR (DCP prior to name change).
3. Nominations **must** be submitted, in writing, to the ODCYA Chairperson by 01DEC of the current year.
4. A nomination must clearly and specifically describe the nominee's achievements that have improved his/her Division and which have extended beyond the normal call of a Division Commander's duty.
5. This award is **NOT** an annual award. It is the intent of the PDCA that the ODCYA only be awarded during a year in which a DCDR clearly has gone beyond the normal call of a Division Commander's duty to improve his/her Division.

TROPHY

An ODCYA plaque (5 x 7) shall include the recipient's name, "Division Commander of the Year", year, "District 13", and "Presented by D13 PDCA".

APPROVAL

Approved at the regular meeting of the Association held in Tukwila, WA on 20 September 2009, in compliance with Article X of the PDCA Standing Rules.

\_\_\_\_\_ President, PDCA

Date \_\_\_\_\_



KNOWN DIVISION AWARDS

DIVISION SIX AWARDS

**Fred Milbradt VE Award:**

Criteria is 100 plus VE for each of the last 3 years. Not an individual award, **can be multiple** awards given in a year. The individual gets a plaque. The third year would end 15 November as per recorded in AUX-DATA

HISTORY OF AWARD – Fred E Milbradt was very active in Vessel examination from 1996 to 2007.

- Auxiliarist Milbradt consistently served as Division Six ‘Vessel Examination Staff Officer and as Flotilla Staff Officer in charge of Vessel Examinations and Flotilla Information Systems Staff Officer. Auxiliarist Milbradt reflected great pride of being an Auxiliarist, he consistently exhibited high standard of bearing and behavior. He provided invaluable management and leadership skills to his Division as Vessel Examiner Officer, and to Flotilla 66 as Information Systems Officer and Vessel Examiner Staff Officer. Auxiliarist Milbradt lead the Division to yearly recognition as being in the top 100 in the nation in the “Vessel Examination Program. He developed a system of member files which allowed him to provide any member with missing records of accomplishment. He developed a one-page summary sheet that shows each month’s member activities and the yearly total of activity for any area of activity. These reports were provided monthly to the membership and the VDC. Auxiliarist Milbradt was AUXOP qualified, a Qualification Examiner, Coxswain qualified, instructor rated and a Fingerprint Technician as well as a Testing Proctor.



**DISTRICT COMMODORES INSTRUCTIONS : (DCOINST)**

<b>DCOINST</b>	<b>SUBJECT</b>
Memo - 11-04-21	Cover Letter From Commodore Singler
I-20001 8-4-20	District 13 Auxiliary Directive System
<a href="#">I-18002 8-15-18</a>	Reports By District Board and Staff
I-18003 8-15-18	Auxiliary Travel and Expense Reimbursement Policy
I-18010 8-15-18	Flotilla Meritorious Achievement Medal
I-21011 11-04-21	District 13 Auxiliarist Of The Year Award
I-18012 8-15-18	Recognition of District Officers
I-18013 9-15-18	District Captains Award for Member Training Achievement
I-18015 10-15-18	How to Prepare a Formal Recommendation
I-21019 2-26-21	Annual Awards to Divisions, Flotillas, and Exceptional Program Performing Members in District 13
I-18022 8-15-18	District 13 Golden Quill Award
I-15028 6-15-15	District Liaison and Program Manager Officer Devices
I-21030 11-04-21	District 13 Auxiliary Assignment to Duty
I-20031 7-7-20	District 13 Auxiliary Unit Flag Standards
I-21032 1-6-21	District 13 Social Media Guidelines