



USCG Auxiliary 9th Western Region Awards Guide

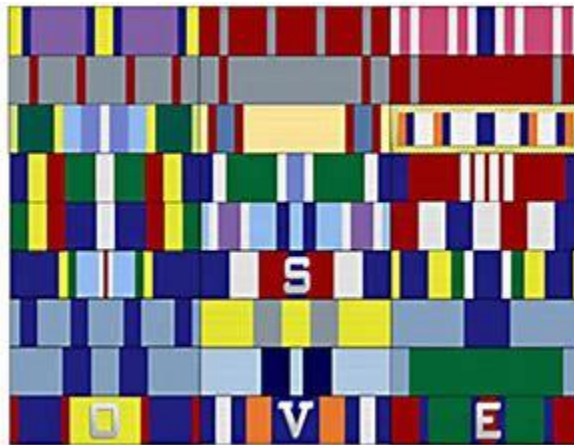


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The Auxiliary Manual defines Awards as such:

The recognition of Auxiliarists, for their service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary Program.

The general definition of an AWARD is as follows:

An award is something given to a person, a group of people, or an organization in recognition of their excellence in a certain field. An award may be accompanied by trophy, title, certificate, commemorative plaque, medal, badge, pin or ribbon. An award may carry a monetary prize given to the recipient. An award may also simply be a public acknowledgement of excellence, without any tangible token of prize of excellence.

The latter definition is the general condition of United States Coast Guard Auxiliary Awards. As Auxiliarists we volunteer our service to the Coast Guard and the general public without any expectations of compensation for our services. Therefore, an award to our member is of the upmost importance in recognition of our members service to the organization and Country. These awards must be presented timely and presented to the member in a public forum such as at the member's unit meeting or other Auxiliary events where appropriate.

We have many types of awards for our members from local unit awards to national awards both from within our organization to outside organization awards for outstanding service.

Our members receive awards for becoming proficient in various programs and the excellent performance of our skills demonstrated within the Auxiliary activities. Some of these awards will be personal awards and other will be Team awards.

The purpose of this guide booklet is to assist you in providing awards to the member within your unit. As a leader of the Auxiliary, it is our responsibility to ensure that our members are properly recognized for their efforts and accomplishment.

I encourage all elected leaders to review this Guide, use it as a desktop reference and visit Section V often. Section V is a useful timeline that will assist you with awards within the district, NACO and third party awards.



Thomas J. Mullally
District Commodore

INTRODUCTION

Reward and recognition is a critical component of helping members feel as though their hard work on behalf of the Auxiliary and Ninth Western Region has been appreciated. Over the years, 9WR leadership and management have reviewed the recognition processes and streamlined the action required to recognize the most important component to the Auxiliary, **OUR MEMBERS!!!**

This guide was designed to provide an overview of the recognition and awards commonly available to flotillas, divisions, district leaders and program managers.

This guide is divided into five sections:

Section I – District Level recognition approved by the District Commodore

Section II – Qualifications Leading to Device

Section III – Personal Awards recommended by either the Auxiliary or Coast Guard and issued in concurrence with the Director of the Auxiliary (DIRAUX), 9th Coast Guard District or Commanders Sector Lake Michigan or Marine Safety Unit Chicago.

Section IV- Miscellaneous Awards issued by the Chief Director Officer (BSX-1, CHIDIRAUX) USCGAUX Association, The National Commodore, USCGAUX Association and other organizations that focus of Recreational Boating Safety.

Section V – Important Due Dates for Award Submissions

This guide is designed to be a one-stop reference document for local leaders, ensuring **OUR MEMBERS** receive due credit for their hard work, achievements and accomplishments in a timely manner.

It is important this guide be reviewed periodically, and its importance shared during turn-over processes at all level of the District (flotillas, divisions, district and staffs).

The District Commodore appoints an Awards Chairperson who is a senior member and a subject matter expert in our recognition programs and processes. The Awards Chairperson is an available counsel to anyone in the district and can provide tools, guidance and recommendations on how best to recognize **OUR MEMBERS**.

SECTION I

DISTRICT LEVEL RECOGNITION

District Level recognition are those authorized by the District Commodore to mark certifications, achievements and milestones. The following is an overview of the typical recognitions that are issued routinely throughout the year.

Certifications and Qualifications – When a flotilla commander requests a qualification for a member in the flotilla through the 9WR Website, the DSO-IS enters the qualification in AUXDATA and informs the District Awards Chairperson (monthly). A certificate is generated noting the qualification/certification and Ribbon/Medal Set is sent to the division commander. The typical certifications and qualifications are Instructor, RBS Program Visitor, Vessel Examiner, Specialty Courses that warrant a ribbon, Fingerprint Technician, AUX-FS & AUX-FE. **Note:** All certifications/qualifications that are Operations oriented are authorized and issued by the Operational Training Officer (OTO) or DIRAUX. All recognition certificates and initial ribbon/medal set are sent via USPS.

Service Awards – There are two Service Awards that are routinely issued by the District. The Sustained Service Award (issued for every 750 hours of volunteer service) and the Anniversary Award issued at five-year intervals. The District issues the initial ribbon/medal set with all Service Awards. Local units are not required to request these awards. Each month an eligibility report is downloaded from AUXDATA and the recognition is sent to the division commander. **Note:** Members celebrating twenty-five years or more of volunteer service are recognized by Commander, Ninth Coast Guard District and those certificates typically are hand-carried by DIRAUX and presented to the division commanders at or semi-annual District Training (DTRAIN).

Annual Performance Awards – These awards are issued annually and presented to the division commanders at the Spring District Training (DTRAIN). Performance areas are **Operations** (200 hrs. of operations, support or combination), **Vessel Examination/Program Visits** (60 or more in any combination) & **Public Education** (30 hours; one point per hour ½ point per aide hour). Initial Award is accompanied by a Ribbon/Medal set. The eligibility report is an auto-generated report from AUXDATA and generated after 31 December each year.

District Commodore Letter of Commendation (DCOLOC)– This is a local award that can be requested by anyone and forwarded through the chain of leadership and management to the Awards Chairperson. In general, the DCOLOC is for a specific action or achievement that may not meet the requirements for a personal award described in Section II of this Guide.

Annual District Unit & Member Awards – These awards are calculated at the beginning of each year based on the metrics reported in AUXINFO for the previous year. These District Awards recognize the best flotilla (1st & 2nd Place) and highest performing individual (1st, 2nd & 3rd) in the areas of Vessel Exams, Program Visits, Public Affairs, Member Training, Public Education, Instructors, Crew, Coxswains, Coast Guard Support, Recruiting, Member Growth and most active member, flotilla and division. Units receive streamers and certificates, 1st Place individuals receive Plaques and 2nd/3rd Place Individuals receive certificates. The most active flotilla will be awarded the Flotilla Meritorious Service Ribbon/Medal.

SECTION II

QUALIFICATIONS LEADING TO DEVICE

This section provides a quick reference for the common breast devices our members earn. The Auxiliary Manual (AUXMAN) provides more detail about qualification eligibility and should be the source document for learning more about the qualifications leading to a breast device.

Operational Auxiliarist (AUXOP)– Once a member has completed all the requirements for AUXOP as outlined in AUXMAN Chapter 8.C.1, their name will automatically be added to the AUXOP Eligibility Report. The DIRAUX Office will be notified and the member’s status will change from BQ to AX2. An AUXOP Certificate and Pin will be issued by the DIRAUX office and presented at the District Training (DTRAIN) or sent to the division commander for special presentation.

Auxiliary Recreational Boating Insignia (RBS Device) – Once a member has completed all the requirements for the RBS Device as outlined in AUXMAN Chapter 10.f.9.o, their name will automatically be added to the RBS Device Eligibility Report. The DIRAUX Office will be notified. An Auxiliary Recreational Boating Certificate and Insignia will be issued by the DIRAUX office and presented at the District Training (DTRAIN) or sent to the division commander for special presentation.

Operational Insignias – Qualifications leading to the awarding of Operational Insignias (Coxswain, PWO, Aviator/Air Crew, Cutterman, Marine Safety etc.) are monitored by the DIRAUX and OTO and awarded at District Training (DTRAIN).

Past Officer Device - Past elected and appointed leaders are authorized to permanently wear the insignia of the highest office held if they held the office for at least half of the term. AUXMAN Chap 10.F.9.c is the source for further information on this device.

Section III

Personal Awards

This section will focus on the most common recognition that our members are eligible to receive. This section is not intended to cover all authorized awards. If you believe a member is worthy of an award not covered by Section III of this Guide, please refer to the Auxiliary Manual (AUXMAN) Chapter 11. We also recommend that you confer with the 9WR Awards Chairperson prior to initiating a request for a higher precedence award that is not covered in this Section.

Originators of award recommendations are often flotilla and division commanders as well as District Directorate Chiefs, District Captains and the Chief of Staff. The District encourages members at any level of the organization to submit other members for personal recognition. If a member in a non-leadership position is recommending another member for an award, they are encouraged to work with the lowest leader in the organization. For example, if a flotilla member witnesses another flotilla member going above and beyond at a flotilla function, they should speak with the flotilla commander about recognition.

Personal Awards recommendations are initiated and sent through the Chain of Leadership and Management (COLM). A typical flow may look like this:

Originator -> Flotilla Commander -> Division Commander -> 9WR Awards Chairperson -> (DDC/DCAPT if further consultation is required) DCOS/DCO -> OTO/DIRAUX.

Note: No one in the COLM has the authority to stop an Award Recommendation once the process has started. The District Commodore is the final Auxiliary Authority and is the only person who can deny an award recommendation. Those in the COLM can make “soft” rejections to get further information/clarification. Once that information has been provided, anyone in the COLM can recommend to the DCO the award is not warranted, but no one can stop the recommendation from going to the DCO. With this said, we will work with membership to ensure that deserving members are recognized.

There are four common awards that our deserving members can obtain.

Auxiliary Commandant Letter of Commendation - The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for a *superior act 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.

Auxiliary Achievement Medal - The Auxiliary Achievement Medal (AAM) is given to Auxiliarists in recognition of their sustained and superior professional and/or leadership achievements in administration or operations. This award recognizes outstanding achievement or service of a nature, which is worthy of special recognition. *The key words for the Auxiliary Achievement Medal are sustained professional, leadership achievements and period. The Auxiliary Achievement is for recognition of Auxiliarists who have maintained an outstanding level of performance and/or achievement over a period to further authorized activities of the Auxiliary.* The achievements could be in administration or operations.

Auxiliary Commendation Medal - The Auxiliary Commendation Medal (ACM) is given to Auxiliarists in recognition of outstanding assistance that furthers any of the Auxiliary's authorized activities, except operations. The key words for the Auxiliary Commendation Medal are ***outstanding achievement***, which significantly furthers any of the Auxiliary's authorized activities. 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.

Coast Guard Meritorious Team Commendation – Unlike the previously discussed awards, the Coast Guard Meritorious Team Commendation (CGMTC) is a Coast Guard Award that can be presented to Auxiliarist. Occasionally, an Auxiliary Unit can request/recommend members for the CGMTC, but these awards generally are initiated by Coast Guard Units and Commands. The Coast Guard command, exercising operational or administrative control of the chartered team, should initiate the recommendation. Recommendations for the CGMTC are made to the appropriate Coast Guard commander for actions under their control. An Auxiliarist must have made a significant contribution to the group or team cited for the award.

How do I submit someone for an award? Perhaps the most common belief is “*submitting someone for an award is a difficult, time-consuming endeavor*” or “*I really have to do a lot of writing to submit someone for an award*”! Nothing could be further from reality! Ask yourself the following questions:

- Does the member meet the criteria for one of the awards mentioned above?
- Can I quantify/qualify the action or achievement?

If you answered “yes” to both questions, then you have probably accomplished the hardest task. So, what is next? Once you have determined the level of award and our Awards Chair stands at the ready to guide you, assist you and answer your question to help you with that determination, you start with the CG-1650 Coast Guard Award Recommendation. <http://forms.cgaux.org/archive/a7002.pdf>. A sample CG1650 is provided as a tool to assist you in completing the form. If you use the link provided, the form is a fillable PDF. Simply complete and save the file to a drive.

Then on a separate piece of paper, write down a few bullets (typically three to five) that quantifies the action/achievement, verifiable metrics that support the action and achievement and that is it. Really that is it! You are not required to write a draft citation, that is the responsibility of the Awards Chair. That person holding our Awards Chair position is well-versed in Auxiliary & Coast Guard Awards, understands award language, mandatory openings and closings. It takes about 30 minutes of your time to submit a justified award, that is it.

What if I have questions, am unsure the level of award, whether an award is justified, what can I do?
– While Awards Chair is appointed by the District Commodore and is in the COLM for Awards Processing, the Awards Chair is YOUR CONSULTANT. The Awards Chair will work with anyone in the organization to assist them with award recommendations and submission. The District philosophy is to ensure that our members who go above and beyond are receiving the recognition they deserve. Awards may seem a daunting task, but our Awards Chair will work with anyone to ensure the justifications and appropriate level of award is being recommended.

I completed the CG1650 and have written three to five bullets, now what do I do? When you believe you have an award package ready to go, you electronically send the CG1650 and justification document to the next elected leader in your chain of leadership and management. Once the CG1650 and justification document are received by the Awards Chairperson, a review for completeness and accuracy will be completed. A “proposed” citation will be written and sent back to the originator (copy to those leaders who signed off on the recommendation) to ensure the Citation captures the achievement or action. Once the originator agrees to the verbiage, the CG1650, and Citation are sent to the DCOS & DCO. The DCOS give a preliminary recommendation to the DCO. If the DCO concurs, the DCO will send the CG1650 and Citation to the OTO & DIRAUX. If the DCO does not concur with the award recommendation, they may ask for further justification or deny the request. If the DCO denies an award recommendation, he/she will notify the originator. Award rejections are rare! Our processes provide abundant tools/opportunities that allow those who go above and beyond to be recognized.

The Commodore agrees, what happens then? – The awards package is submitted to the OTO/DIRAUX for consideration. If the OTO/DIRAUX have any questions, they will ask the DCO to respond. Like the District, the Coast Guard wants to see our member recognized. Typically, the DIRAUX asks for 60 days lead-time to process an award. Planning is key especially for retirement awards, end of tour awards that are to be presented at Change of Watches or awards to be presented at the District Training (DTRAIN). The key lead-time is **60 days**. On occasion we can get an award through the process in a short-fused time.

Can I submit someone for an award for actions that occurred while under orders? In most cases actions or achievements because of operations are documented by the local USCG unit/command and gold-side will initiate an award recommendation through the Coast Guard Awards Boards. The OTO is the best person to consult when there is a question about recognition while under orders.

COAST GUARD AWARD RECOMMENDATION				1. RECOMMENDED AWARD ALOC or AAM or ACM	
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE) January X, 20XX to December XX, 20XX				3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.) First/Second/Third	
				3B. "O" DEVICE YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
PERSONAL AWARD INFORMATION (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI) Smith, John, D				10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZED (ATTACH COPY) Not usually applicable to USCGAUX	
5. EMPLID Member ID # 9999999				11. PRESENT DUTY STATION (AUX: DIVISION/FLOTILLA) 095-XX-XX	
6. BRANCH OF SERVICE USCG		7. STATUS AUXILIARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/>		12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED)	
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX: POSITION TITLE) Member, FSO/SO/DSO XX, VFC/FC/VCDR/DCDR/DCAPT				13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED	
9A. PRESENTATION DATE Date req		9B. RETIREMENT YES <input type="checkbox"/> NO <input type="checkbox"/>			
14. FOR CIVILIAN RECOMMENDATIONS ONLY					
14A. PREVIOUS AWARDS DURING PAST 3 YEARS Not applicable to USCG AUX				14B. RECOMMENDED AMOUNT OF AWARD (IF APPLICABLE) N/A	
				14C. RECOMMENDED AMOUNT OF TIME OFF (IF APPLICABLE) N/A	
UNIT/TEAM AWARD INFORMATION					
15. NAME OF UNIT/TEAM				16. LOCATION OF UNIT/TEAM AT TIME OF ACTION	
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, SSN, GRADE/RATE, STATUS, AND PRESENT DUTY STATION.					
18. NAME, GRADE, TITLE OF ORIGINATOR PHONE NO. SIGNATURE DATE					
19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE	SIGNATURE, GRADE, TITLE	DATE
1.	FC/DCDR/DCO		<input type="checkbox"/> YES <input type="checkbox"/> NO		
2.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
20. DISPOSITION BY AWARDDING AUTHORITY AWARD APPROVED		"O" DEVICE <input type="checkbox"/> YES <input type="checkbox"/> NO	EXTRAORDINARY HEROISM APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	SIGNATURE, GRADE, TITLE	DATE
21. SUMMARY OF ACTION: ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBERS' CONTRIBUTION? (SEE COMDTINST M1650.25 (SERIES)) FOR CIVILIAN AWARDS: SHOULD NOT EXCEED THREE PAGES: SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION IF APPLICABLE.					

U.S. DEPT. OF HOMELAND SECURITY/USCG/CG-1650 (Rev. 06-04)
SUPERSEDES OPNAV 1650/3

SAMPLE CG 1650

Section IV

Miscellaneous Awards

Section IV describes other awards that units and individual may qualify for

- AFRAS SILVER AWARD (ASSOCIATION FOR RESCUE AT SEA)
- AUXILIARIST OF THE YEAR (AUXOY)
- AUXILIARY DIVERSITY AWARD
- ANNIVERSARY STREAMERS
- BOATUS AWARD FOR THE BEST FLOTILLA
- COAST GUARD RBS AWARD OF EXCELLENCE (EAGLE AWARD)
- COMMODORE CHARLES S. GREANOFF INSPIRATIONAL LEADERSHIP AWARD
- MARINE RETAILERS ASSOCIATION AWARD FOR THE FLOTILLA BEST IN VESSEL SAFETY CHECKS AND MARINE DEALER VISITS
- NACO 3-STAR AWARD FOR DIVERSITY EXCELLENCE
- NACO 3-STAR AWARD FOR EXCELLENCE IN AUXILIARY MANDATED TRAINING
- NACO MEMBERSHIP GROWTH AWARD – INDIVIDUAL
- NACO MEMBERSHIP GROWTH AWARD – FLOTILLA
- NACO MEMBERSHIP GROWTH AWARD – DIVISION
- NACO MEMBERSHIP GROWTH AWARD – DISTRICT
- NATIONAL BOATING FEDERATION AWARD FOR THE FLOTILLA BEST IN PUBLIC EDUCATION

Title of National Award	AFRAS SILVER AWARD (ASSOCIATION FOR RESCUE AT SEA)
Purpose	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.
Chain of Approval	Nomination is submitted to Chief, Coast Guard Office of Search and Rescue (CG-534) via the Auxiliarist's Chain-of-Leadership to the cognizant Commander and forwarded to NACO.
Processing Instructions	Nominations 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

Title of National Award	AUXILIARIST OF THE YEAR (AUXOY)
Purpose	Recognizes most exemplary performance by an eligible Auxiliarist during “Award Year” (previous calendar year). Parallels Coast Guard “Person of the Year (EPOY)” and “Civilian Employee of the Year (CEOY).”
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. DCO 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).
Presentation	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 (DTRAIN) (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 11

Title of National Award	AUXILIARY DIVERSITY AWARD
Purpose	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.
Chain of Approval	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 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

Title of National Award	ANNIVERSARY STREAMERS
Purpose	Recognition for reaching 50 th Anniversary of Charter Date of Flotilla, Division, or Region. Subsequent anniversaries: 60 th , 70 th , and 75 th .
Type	Streamer
Criteria	<p>Flotilla, Division or Region may display only the most recent Anniversary Streamer on the Auxiliary ensign:</p> <ul style="list-style-type: none"> • 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 BA-HNA 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

Title of National Award	BOAT U.S. AWARD FOR THE BEST FLOTILLA
Purpose	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	<p>The person submitting the application should go to the NAC website 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.</p> <p>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 <u>best qualified application</u> from all applications submitted and forward it to the NAC Award Chairperson no later than May 31. Only one application for this award can be submitted per District. The winning Flotillas will be announced at NACON.</p>
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

No action required on part of the 9 WR COLM, these awards are calculated by the District based on previous year’s AUXDATA metrics

Title of National Award	COAST GUARD RBS AWARD OF EXCELLENCE (EAGLE AWARD)
Purpose	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 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

No action required on part of the 9WR COLM

Title of National Award	COMMODORE CHARLES S. GREANOFF INSPIRATIONAL LEADERSHIP AWARD
Purpose	Recognizes most exemplary performance by a Flotilla Commander. Parallels other CG awards [John G. Whitherspoon Inspirational Leadership Award, George R. Putnam Inspirational Leadership Award, and MCPO Angela M. McShan Inspirational Award] for active duty or Reserve CPO's.
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

Title of National Award	MARINE RETAILERS ASSOCIATION AWARD FOR THE FLOTILLA BEST IN VESSEL SAFETY CHECKS AND MARINE DEALER VISITS
Purpose	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	<p>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).</p>
Processing Instructions	<p>The person submitting the application should go to the NAC website (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.</p> <p>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 <u>best qualified application</u> from all applications submitted and forward it to the NAC Award Chairperson no later than May 31. Only one application for this award can be submitted per District. The winning Flotillas will be announced at NACON.</p>

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

No action required on part of the 9 WR COLM, these awards are calculated by the District based on previous year’s AUXDATA metrics

Title of National Award	NACO 3-STAR AWARD FOR DIVERSITY EXCELLENCE
Purpose	Recognizes Flotillas and Divisions for distinction in valuing and managing diversity.
Type	Certificate of Appreciation signed by NACO.
Criteria	<p>FC's may complete diversity application by verifying that all required goals have been completed, including:</p> <p>Goal #1 – Create a Positive Environment</p> <p>Goal #2 – Value all Members</p> <p>Goal #3 - Promote Individual Success</p> <p>Goal #4 - Carry out Diverse Outreach Activities in the Community</p>
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 ANACO - 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 (DTRAIN) or other appropriate events.
Reference	AUXMAN Chapter 11

Title of National Award

NACO 3-STAR AWARD FOR EXCELLENCE IN
AUXILIARY MANDATED TRAINING

Purpose	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	<p>Flotilla Commanders must confirm eligibility by obtaining the following information from their IS officer:</p> <ul style="list-style-type: none">• The AUXDATA member roster for their flotilla contains the BED, listed in AUXDATA as “BaseStatDate”, 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. <p>With this information, the FC can perform the necessary calculations to determine if the flotilla has achieved the 90% threshold.</p> <p>Flotilla Commanders must fill out the Mandated Training NACO 3 Star Award application and attach a copy of their AUXDATA/AUXINFO reports</p>
Submission Deadline	Award application must be submitted no later than 30-Jun of the

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 (DTRAIN) or other appropriate events.

Reference

AUXMAN Chapter 11

Title of National Award	NACO MEMBERSHIP GROWTH AWARD – INDIVIDUAL
Purpose	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 Instructions	<p>The Recruiting Member must initiate and submit a NACO Membership Growth Award Application.</p> <p>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:</p> <ol style="list-style-type: none"> 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 (DTRAIN).

Title of National Award	NACO MEMBERSHIP GROWTH AWARD – FLOTILLA
Purpose	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	<p>The FSO-HR should determine if the Flotilla qualifies for the award and complete a NACO Membership Growth Award Application.</p> <p>The FC then approves the Application and forwards it to the BC-HTA. All information requested must be printed clearly on the application.</p> <p>Upon receipt of the Application, the BC-HTA shall:</p> <ol style="list-style-type: none"> 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	No 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 (DTRAIN).

Title of National Award	NACO MEMBERSHIP GROWTH AWARD – DIVISION
Purpose	To recognize the recruiting achievement of an Auxiliary Division.
Type	Certificate issued 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	<p>The SO-HR will determine if the Division qualifies for the Award and complete a NACO Membership Growth Award.</p> <p>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:</p> <ol style="list-style-type: none"> 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 1-Jan through 31-Dec of prior year. 2. Verify the DCDR’s name and Division number. 3. Note the approval signature of the DCDR. 4. Ensure that the District is identified. 5. Date stamp the Application upon receipt. 6. If any Application is incomplete or illegible, contact the appropriate person 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 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 (DTRAIN).

Title of National Award	NACO MEMBERSHIP GROWTH AWARD – DISTRICT
Purpose	To recognize the recruiting achievement of an Auxiliary District.
Type	Certificate issued by NACO and Banner
Criteria	To earn the NACO Membership Growth Award for a 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) when compared to prior “Award Year” are eligible.
Chain of Approval	The DVC-HT prepares a listing of eligible Districts and forwards to DIR-H with relevant backup data for submission to NACO.
Processing Instructions	<p>The District is not required to make an application, since the award for Districts is predetermined from National statistics.</p> <ol style="list-style-type: none"> 1. DVC-HT shall check and review the data from AUXDATA from 1-Jan through 31-Dec to determine the top three Districts with the highest percentage of growth for prior calendar year. 2. After approval and verification by the DVC-HT, the DIR-H forwards the up the chain (ANACO, VNACO) to the NACO. 3. DIR-H will advise BC-HTA to prepare certificates for presentation by the NACO at NTRAIN.
Submission Deadline	None
Presentation	This award (certificate and banner) is presented at NTRAIN to the District Commodore (DCO).
Reference	USCGAUX Form NMGA-FD (forms.cgaux.org) USCGAUX Form NMGA-FD (forms.cgaux.org)

Title of National Award	NATIONAL BOATING FEDERATION AWARD FOR THE FLOTILLA BEST IN PUBLIC EDUCATION
Purpose	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	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 <u>best qualified application</u> from all applications submitted and forward it to the NAC Award Chairperson 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

No action required on part of the 9 WR COLM, these awards are calculated by the District based on previous year’s AUXDATA/AUXINFO metrics

Section V. Important Dates

- January –** **3rd Monday Division AOY Nominations due to 9WR Awards Chair.**
- 3rd Monday AFRAS Silver Medal Nominations (if applicable) due to 9WR Awards Chair.**
- February -** **1st Monday Award Recommendations to be presented at Spring DTRAIN due to 9WR Awards Chair.**
- May -** **15th Flotilla Commanders submit NACO 3-Star Award for Diversity through the Diversity Chain of Management (SO-DV>DSO-DV>BC-DV)**
- 15th Flotilla Commanders submit NACO 3-Star for Excellence in MANTR (FSO-MT>SO-MT>DSO-MT>Dir M)**
- 15th Flotilla & Division Commander submit NACO Membership Growth (SO-HR>DSO-HR>BA-HNAS)**
- August** **Division Commanders begin AOY Solicitation**
- September –** **1st Monday Awards Recommendations to be presented at Fall DTRAIN due to 9WR Awards Chair**
- 3rd Monday Auxiliary Diversity Award Nominations due to 9WR Awards Chair**
- 3rd Monday Divisions submit Charles S. Greanoff nominations to 9WR Awards Chair**

Ongoing – Anniversary Streamers