



16794  
8 Dec 2011

Seventeenth Coast Guard District Auxiliary Policy Directive 03

Subj: D17 AUXILIARY AWARDS RECOMMENDATION PROCESS

Ref: (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)

1. **PURPOSE.** The goal of this document is to provide an easy process for recommending members for individual or team awards. It also provides a means for Auxiliary members to recognize Active Duty members. However, it does not cover Auxiliarist of Year or any other awards in which the District 17 Auxiliary Awards Committee is responsible for preparing nor does it cover National Auxiliary awards.
2. **DIRECTIVES AFFECTED.** D17 Auxiliary Awards Recommendation Process, Seventeenth Coast Guard District Auxiliary Policy Directive 03 dated 4 Nov 2009.
3. **ACTION.** Flotilla Commanders and FSO-PAs shall ensure all members are aware of this program and have access to this Directive.
4. **RESPONSIBILITY.** The Director, in conjunction with the District Board, will make changes to this policy as required.
5. **DISCUSSION**
  - a. Each Flotilla, Division, as well as the District, should have a robust Awards Program to ensure timely and appropriate recognition of members, individually or as a team, to acknowledge noteworthy activity and achievements. Awards should be presented at an appropriate venue and in a timely manner. It is not always necessary to wait for the winter District Summit to disseminate awards for an event that occurred several months before.
  - b. There are three main categories of awards presented to D17 Auxiliary members: Individual and Team awards, District/Division and Program awards and National awards.
    - 1) Individual and team awards are typically awarded by the District Commander, Sector Commander or unit Commanding Officer.
    - 2) Auxiliary District/Division and Program awards are normally derived from AUXDATA, processed by the Auxiliary District Awards Committee and awarded by the District Commodore (DCO) and the Director of Auxiliary (DIRAUX).

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- 3) National awards are normally submitted by the Flotilla Commander, routed through the chain of leadership and awarded by the National Commodore (NACO) or Chief DIRAUX.
  - c. Individual and team awards are prepared to recognize members for the following:
    - 1) Acts of heroism which may or may not have involved significant risk to the individual being recognized.
    - 2) Meritorious achievements.
    - 3) Meritorious service that goes beyond what is normally expected in the capacity in which the individual, team or unit is tasked.
    - 4) A distinguished performance worthy of recognition.
    - 5) Some act that demonstrated noteworthy extra effort, extra work, personal risk or significant financial benefit/savings to the Coast Guard or Coast Guard Auxiliary.
  - d. All members are encouraged to nominate fellow members for awards. Member input is crucial to a successful awards program. No Auxiliary member or unit should assume that the District Board, Sector or DIRAUX is fully informed when a member or group of members has done something noteworthy. Therefore, it is up to you to bring the information forward using the steps outlined in this directive.
6. **PROCEDURE.** To recommend a member for an individual award or to recommend several members for a team award follow the procedures outlined in this section. Members are not required to draft the award citation. Instead they are asked to complete the D17 Awards Recommendation Worksheet, Enclosure (1). This worksheet will help provide the necessary information to the District Board and DIRAUX office, who will in turn review the form to determine whether an award is warranted, select the appropriate level of award, prepare the necessary forms and finalize the appropriate language for the award presentation. For some recognition activities, the Award Recommendation Worksheet may be forwarded by the DIRAUX office to the appropriate Sector for action.
- a. **Timeliness.** While a number of awards may be presented at the District Summit, others may be presented by a Coast Guard Sector, Flotilla or Division shortly after the noteworthy activity making it more meaningful to the awardees. If additional inquiries need to be made concerning the facts, it is best to begin as soon as possible after the event while witness and participant memories are fresh. Awards presented at the winter District Summit will only be considered if the completed Awards Recommendation Worksheet is routed by the originating member or unit through the chain of leadership, and reaches the DIRAUX office by January 10th of that year.
  - b. **Supporting Information.** Use the Awards Recommendation Worksheet to provide specific information on why you feel the member should receive an award. Provide five factually accurate performance bullets that describe the member's noteworthy actions, results and their significance. These bullets should include the amount of effort when it can be tabulated (i.e. hours, number of exams, number of years of service in this area, number of people impacted) and the end result of the activity and its significance (how the action benefit the boating public, or the flotilla, or the Coast Guard). Sample bullets

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are included on the worksheet. It is important for quantities and amounts to be included in a citation, therefore, the FSO-IS should be consulted when necessary for assistance with tabulating numbers from AUXDATA or AUXINFO.

- c. Selecting the level of award. Award nominations do not require the level of award in order to be submitted. The DIRAUX office will evaluate your input and the impact of the actions and determine the best level of award. If you decide to recommend someone for a particular award, first write out the five bullets and then select the level of award you feel is appropriate based on your input. Paragraph 7 of this document contains brief descriptions of Auxiliary awards. Sample award citations can be found in Enclosure (2).
  - d. Where to send the Awards Request. Route the Awards Recommendation Worksheet to the first level of your chain of leadership (FC, DCDR, etc.) unless that officer is the intended award recipient which will require sending it to the next level. Whenever possible, notify this first level person well in advance and request assistance from that person as needed while completing the Worksheet.
  - e. Editing of Citations and Approval of Awards. Once an award recommendation is received by the DCO, the following final editing and approval procedures will be completed.
    - 1) The DCO will assign one member of the District Board as the project officer for each award recommendation package/worksheet that is submitted. The project officer will be responsible for editing, tracking, ensuring the award citation is complete and forwarding it to the DIRAUX office for processing.
    - 2) The project officer will send the completed citation electronically as a Word document to the Assistant Director at the DIRAUX office, for processing. When emailing the citation, include a recommended month or occasion that the award should be presented to the member(s).
    - 3) If an award citation is initiated from another unit (i.e., Commanding Officer, Sector Commander), the DIRAUX staff will provide the appropriate, Auxiliary specific, awards package (blue awards folders, citation and certificate card-stock, and the appropriate medals, ribbons and/or devices) and will prepare the official award for signature and submit it back to the unit, for signature and presentation.
    - 4) DIRAUX, Sector Commanders, or other unit commanders, shall then ensure the award is presented to the member(s) in a timely manner and appropriate venue. Some awards may be presented by the flotilla commander or another member of the chain of leadership during an occasion where the authorizing Coast Guard officer is not present.
7. **INDIVIDUAL AWARDS.** Descriptions of the most common Auxiliary awards are paraphrased in the following paragraphs. The full description of Auxiliary awards can be found in Reference (a), Chapter 11, Para A.1 through A.8).

- a. Auxiliary Commandant Letter of Commendation This award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for an 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.
  - b. Auxiliary Achievement Medal: This award recognizes outstanding achievement or service of a nature, which is worthy of 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.
  - c. Auxiliary Commendation Medal: This award recognizes outstanding achievement or service worthy of special of recognition 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.
  - d. Medal of Operational Merit: This award recognizes outstanding achievement or service of an operational nature defined as direct, hands on, underway, surface mission activity worthy of special recognition. To receive the Medal of Operational Merit, only skill is required, not extreme skill, and therefore does not have to be a risk to an 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.
  - e. Auxiliary Meritorious Service Medal: This award recognizes Auxiliarists who have contributed exceptional meritorious service to the Coast Guard and/or Auxiliary. 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. For this award, the key words are outstanding and meritorious service worthy of special recognition, which contributes significantly to fulfillment of Auxiliary goals at the local level.
8. **TEAM AWARD** The Meritorious Team Commendation (MTC) should be used liberally to recommend groups of Auxiliarists who complete noteworthy projects. Anyone may submit a Team of Auxiliarists for the MTC. An MTC can include members from multiple flotillas and members of the Active Duty Coast Guard. For an MTC which includes Active Duty members, award recommendations need to be vetted by DIRAUX, through the Active Duty Coast Guard awards approval process. This will take more lead time so recommendations should be submitted as soon as possible.

9. **RECOGNITION FOR ACTIVE DUTY.** There are times when an Active Duty member goes out of their way to assist the Auxiliary plan and/or execute their goals and missions. Since there is no formal method for Auxiliary to thank those members, the DCO has decided to send formal letters of recognition. The letter of recognition will serve as valuable input to member's performance evaluation and potential Active Duty award. Auxiliary members wishing to recognize Active Duty member(s) should send a detailed email with AD Name(s), unit and description of actions through their chain of leadership to the DCO. The DCO, with support from the DIRAUX office, will format, sign and send the letter of recognition to the member's commanding officer.



STEPHANIE BRENNELL  
Lieutenant Commander, U. S. Coast Guard  
Director of Auxiliary  
Seventeenth Coast Guard District

Enclosures: (1) Award Recommendation Worksheet  
(2) Sample Award Citations



## D17 Auxiliary Awards Recommendation Worksheet

Complete this form, attach additional information (i.e. AUXINFO printout, samples of work, articles), and send it electronically or hard copy to the next person in your chain of leadership.

1. Your name and phone number \_\_\_\_\_

2. Your email address \_\_\_\_\_

3. Name of Auxiliarist(s) recommended for the award. You may also attach a list of Auxiliarists.

\_\_\_\_\_

4. Brief description of Achievement (i.e. Big Lake VE Team, exceptional IS support for flotilla)

\_\_\_\_\_

5. List 5 dynamic descriptive “bullets” that thoroughly describe the impact of the member’s accomplishments. **See page 2 for sample bullets.**

Bullets should be specific (exact dates, full name of school visited, city action occurred in, etc).

Bullets should include amounts (number of exams, total number of hours/weeks of effort, number of students/public reached, type of weather: seas were \_\_\_ feet, winds were \_\_\_ kts.).

1). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2). \_\_\_\_\_

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3). \_\_\_\_\_

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4). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Samples of Performance Bullets**

1. He recruited 8 new members in the last 10 months
  2. While those 8 applicant members were waiting for final approval as members, he kept them active in the Auxiliary by checking in with them and suggesting specialty courses they could begin taking, such as the APC Course.
  3. Of those 8 new members, 6 of them passed specialty courses this past year for a total of 11 courses.
  4. Of those 8 new members, one volunteered for appointment as the FSO-MA, three assisted with the boat show booth in April, and 1 took/passed the ABC course offered by the flotilla in March.
  5. He accepted appointment as the new FSO-PS this year and continues to support all members of the flotilla with personnel services issues.
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1. She mentored 4 new crew break-in members this past year.
  2. Three of the 4 crew break in members became qualified as boat crew with her help by the end of the summer season, one is continuing to work on sign-offs.
  3. She always asks crew trivia questions during flotilla meetings and fellowship events to challenge members' knowledge in the operations program in a fun way.
  4. She was instrumental in assisting the FSO-OP in coordinating the summer flotilla SAREX, calling members to get OPFACs for the SAREX, 7 boats participated in the SAREX.
  5. She helped FSO create a credible search scenario for the SAREX that used local names/examples in the scenario and challenged all OPFAC crews. Crews were appreciative of the realism of this scenario.
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1. The team conducted 38 VEs in 3 days.
2. The team spent 3 days interacting with campers and boaters at the campground launch ramp, encouraging safe boating practices and providing information on boating safety and proper fit of PFD's, there were approximately 75 boaters that the team interacted with that 3-day weekend.
3. The team issued a press release prior to the 3-day event announcing that VSCs would be available at the ramp, they coordinated a site visit by a news crew from Channel 7, 3 members were interviewed, team made sure all team members who were being filmed or interviewed wore clearly recognizable Auxiliary marked clothing to put the best Auxiliary foot forward.
4. 5 flotillas from 2 divisions participated in the event.
5. The team coordinated preparations for the event working with the campground host to reserve campsites nearest the launch ramp.

06 Oct 05

**CITATION TO ACCOMPANY THE AWARD OF**

**THE AUXILIARY ACHIEVEMENT MEDAL  
(GOLD STAR IN LIEU OF A SECOND)**

**TO**

**MR. JOHN L. SIKES**

**UNITED STATES COAST GUARD AUXILIARY**

Mr. SIKES is cited for superior performance of duty while serving as Branch Chief, Newsletter Services from August 2001 to August 2005. Exhibiting exceptional foresight and technical ability, Mr. SIKES expertly edited and produced the Boating Department newsletter, "WAVES." He adeptly partnered with the Auxiliary national staff and boating safety organizations to promote boating safety programs including: "Operation Boat Smart", "You're In Command", and National Safe Boating Week. Mr. SIKES also assured "WAVES" covered boating safety initiatives by State Boating Law Administrators and corporations including BoatUS and West Marine. In order to advance "WAVES" as an informative and beneficial publication to Auxiliary units, Mr. SIKES made certain that current guidance on procedures to obtain funding for a broad range of boating safety grants was featured. Mr. SIKES proficiently incorporated frequent last-minute changes to the newsletter to produce a finished product with the latest information. His keen organizational ability was instrumental during several major departmental staff changes, which ensured timely distribution and maintained optimal newsletter quality. As a result of his attention to detail and commitment to quality, all 24 issues of the "WAVES" newsletter were published on schedule. Mr. SIKES' 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.

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**ENCLOSURE(2)**

06 Oct 05

CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY COMMENDATION MEDAL

TO

MR. RANDOLPH M. BOGDAN

UNITED STATES COAST GUARD AUXILIARY

Mr. BOGDAN is cited for outstanding achievement while serving as Division Chief, Web Services from January 2005 to August 2005. Demonstrating superior professional competence, Mr. BOGDAN skillfully managed the installation of two new LINUX computer servers to support Auxiliary information systems and communications services networks. Faced with the imposing challenges of escalating system demands, antiquated equipment, and budgetary constraints, he extensively researched and identified innovative technology-based solutions to meet Auxiliary requirements. Determined to provide affordable state-of-the-art equipment, Mr. BOGDAN solicited vendors to obtain valuable software donations and high-tech system hardware that markedly enhanced Auxiliary computer system capacity and capabilities. As a direct result of his efforts, new Auxiliary computer systems were established to support over 700 local Auxiliary unit web sites, national departmental web sites, and the National Auxiliary web site that annually serves over three million site visitors. Mr. BOGDAN's extraordinary foresight and vision ensured that these new systems were flexible and powerful enough to handle the Auxiliary's rapidly expanding online training needs, extensive document archives and complex e-mail subsystems for years to come. His tenacious pursuit of computer system excellence significantly advanced the Auxiliary's goal of fully leveraging technology to support its member services and the needs of America's recreational boating public. Mr. BOGDAN's dedication, 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.

06 Oct 05

29 January 2005

**From: Commandant**

**To: Mr. Peter R. Dewitt, U.S. Coast Guard Auxiliary**

**Subj: AUXILIARY LETTER OF COMMENDATION**

1. I note with pride and am pleased to commend you for your performance of duty while serving as the On-the-Water Support Coordinator (OTWC) for the 2004 International Search and Rescue (ISAR) Competition Committee from 1 August 2004 to 7 November 2004. By working closely with the Fifth Coast Guard District staff, U.S. Coast Guard Group Hampton Roads, and local Auxiliary Divisions, you arranged unprecedented levels of Auxiliary facility support for every competition venue. With excellent leadership skills, you marshaled 50 Auxiliarists, 13 Auxiliary surface facilities and three Auxiliary personal water craft to monitor safety and security throughout the competition. As a result of your determination to arrange complete Auxiliary coverage, Coast Guard resources were able to remain focused on vital maritime homeland security missions in the Hampton Roads area. With exemplary enthusiasm and cooperative spirit, you deftly handled several major unforeseeable delays and interruptions during the competition and earned the admiration and respect of our Canadian maritime counterparts.

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 the United States Coast Guard Auxiliary.

3. You are hereby authorized to wear the Auxiliary Commandant's Letter of Commendation Ribbon Bar.

**For the Commandant,**

**B. P. SMITH  
Captain, U.S. Coast Guard  
Chief Director of Auxiliary**

06 Oct 05

2 September 2005

The Commandant of the Coast Guard takes pleasure in presenting  
the  
COAST GUARD MERITORIOUS TEAM COMMENDATION to:

**UNITED STATES COAST GUARD AUXILIARY  
AUX-04 C-SCHOOL INSTRUCTOR TEAM**

for service as set forth in the following

**CITATION:**

"For exceptionally meritorious service from January 2005 to August 2005 while serving on the Coast Guard Auxiliary AUX-04 C-School Instructor Team. Melding outstanding technical expertise with a remarkable spirit of cooperation, the Team overhauled the Auxiliary's AUX-04 Basic Electronic Presentation and Web-based Technologies C-School curriculum. The Team thoroughly researched existing curricula, sought the knowledge and talents of respected Auxiliary instructors, and consulted with Coast Guard training center experts. The resultant course offered clear and comprehensive training in website development techniques and the creation of advanced PowerPoint presentations. Demonstrating keen insight to customer needs, the Team designed an exportable course and provided training opportunities to active duty and Auxiliary students throughout the nation. As a result of the Team's commitment to timely course delivery, the Team successfully trained more than 60 Auxiliarists and achieved an exceptional 100 percent student attendance record. The school's objectives were met as graduates applied their new skills markedly improving local Auxiliary program administration and e-communications with the recreational boating public. The dedication, pride, and professionalism displayed by the Coast Guard Auxiliary AUX-04 C-School Instructor Team are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary."

For the Commandant,

**B. P. SMITH**  
Captain, U.S. Coast Guard  
Chief Director of Auxiliary