



16794  
14 Aug 2007

Seventeenth Coast Guard District Auxiliary Policy Directive 03-07

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 encourage the development and implementation of an improved Auxiliary Awards Program at all levels of District 17 by providing an easy process for recommending members or teams for awards.
2. **DIRECTIVES AFFECTED.** None.
3. **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. Timely recognition is also important. Waiting for the February District Conference to disseminate awards for an event that occurred almost a year or many months before may not be beneficial.
  - b. For awards that are signed by a Coast Guard Commanding Officer or District Commander, the District requires input from members, Flotillas and Divisions. No Auxiliary member or unit should assume that the District or DIRAUX is fully informed when a member or group of members has done something noteworthy.
  - c. Auxiliary individual awards are outlined in Chapter 11 of Ref (a). The most commonly awarded ribbons/medals are paraphrased in the following paragraphs to assist submitters in selecting the appropriate level of award for members.
    - 1.) 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.
    - 2.) 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.

- 3.) Auxiliary Commendation Medal: This award recognizes outstanding achievement or service worthy of special 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.
  - 4.) 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.
  - 5.) 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.
- d. The procedures below for Individual Awards and Team Awards do not require extensive form completion. The District Awards Board will do most of the work for members or units who request an award including determining whether an award is appropriate, selecting the appropriate level of award, preparing necessary forms and finalizing the appropriate language and forum for the award presentation.
- (1.) Individual Awards (AUXMAN, Chapter 11, Para. A.1 - A.8): When a member has done something noteworthy that another member or unit (Flotilla or Division) believes warrants Coast Guard or Auxiliary award recognition, any member or unit may submit a recommendation using the Awards Recommendation Worksheet, Enclosure (1).
    - (a.) Prepare it in a timely fashion. While a number of awards may be presented at the District Conference, 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 February District Conference 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 10<sup>th</sup> of that year.**
    - (b.) Keep it simple. Using the Awards Recommendation Worksheet, Enclosure (1), write a concise summary of noteworthy activity, including date and location, and

five factually accurate performance “bullets” that describe five things the member did that are noteworthy. These “bullets” should include: a) the amount of effort when it can be tabulated (example: hours, number of exams, number of years of service in this area, number of people reached/taught/impacted by this member’s action), and, b) the end result of the activity that is noteworthy (how the action benefit the boating public, or the flotilla, or the Coast Guard). Sample bullets are included on the worksheet.

- (c.) Selecting the level of award. Read the 5 bullets and then select the level of award you feel is appropriate (see full description in AUXMAN, Chapter 11, Para A.1 – A.8). Detailed descriptions of Auxiliary awards can be found on several web sites. One web site link is provided here as one good explanation of awards available and their criteria information. <http://www.division-1.org/ribbons.html>
  - (d.) As previously stated the award request is a simple form and does not have to be completed in a final award citation format. The request will be reviewed by the District Awards Board and will go through several levels of writers as it nears completion and is ready for a signature. The unit IS officer should be consulted when necessary for assistance with tabulating numbers from AUXDATA / AUXINFO. It is important for quantities and amounts to be included in a citation.
- (2.) **Team Awards:** 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. A sample MTC Award can be found in Enclosure (2). The member or unit preparing the Request should ensure that the standard format for the opening sentence and closing or final sentence is used word for word. An MTC can include members from multiple flotillas and members of the Active Duty Coast Guard. If Active Duty Coast Guard members are going to be included, that MTC will then need to be vetted by DIRAUX, through the Active Duty Coast Guard awards approval process. This will take more lead time.
- (a.) The same five “bullet” method and routing process to the next level of the chain of communications is followed. If several flotillas are involved in the project, a DCP should be the first level for routing.
  - (b.) While MTC Award Requests may be made at any time, the January 10<sup>th</sup> deadline applies to all MTC requests that are written to be presented at the annual D17 Conference held in February.
- e. Where to send the Awards Request. Route the Awards Request to the first level of your chain of communication (i.e.: FC in most cases, DCP in some cases, 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 Award Recommendation Worksheet.

- f. Availability of Award Request Writer. The author of award request should be available to provide additional information regarding the contributions of the member or team as the award is considered and as the final draft is being written by the Awards Board/DIRAUX staff.
- g. District Citation Awards Board. The District Citation Awards Board should not be confused with the District 17 Awards Committee whose role is tabulating AUXDATA member activity for annual D17 Auxiliary Awards. All members of the District 17 Board shall serve as members of the District Citation Awards Board. The Citation Awards Board will be utilized for Coast Guard and Auxiliary individual and team awards; awards that are signed by a Coast Guard senior officer. The Sectors or any other Coast Guard units may provide their own Awards Board process for Meritorious Team Commendations and individual Auxiliary medals.
- h. Final Editing of Citations and Approval of Awards. Once an award recommendation is received by the District Citation Awards Board, they will follow the final editing and approval procedures outlined in Enclosure (3).
- i. D17 Awards Committee calculated awards. For clarification, the D17 Auxiliarist of the Year is awarded to the Auxiliarist with the most overall accomplishments and contributions to the Coast Guard Auxiliary as reported and verified by AUXDATA for the previous year. This award is calculated by the D17 Awards Committee and no nominations are accepted for this award. Please refer to the D17 Awards Committee Report for further information on this award and the other D17 awards that are calculated through AUXDATA entry reports.
4. **ACTION.** Flotilla Commanders and FSO-PAs shall ensure all members are aware of this program and have access to this Directive. This Directive is also posted on the D17 Auxiliary web page.
5. **RESPONSIBILITY.** The Director, in conjunction with the District Board, will make changes to this addendum as required.

  
S. J. ALBRIGHT  
Lieutenant Commander, United States Coast Guard  
Director of Auxiliary  
Seventeenth Coast Guard District

Enclosures: (1) Award Recommendation Worksheet  
(2) Sample Award Citations  
(3) Procedures for Final Editing and Approval of Award Citations

## D17 Auxiliary Awards Recommendation Worksheet

Complete this form, attach any additional information (AUXINFO printouts, sample of work this person did, newspaper article about the event), and send it electronically or hard copy to the next person in your chain of leadership.

1. Name of person recommending this award \_\_\_\_\_
2. Phone numbers and email address that we can use to contact you and best time of day to contact you by phone if necessary:  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of Auxiliarist (or attach a list of Auxiliarists) recommended for the award:  
\_\_\_\_\_

4. Brief description of Accomplishment (example: "Big Lake VE Team" or "extraordinary IS support for flotilla" or "for boating safety education work in Valdez schools") \_\_\_\_\_

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, actual name of school visited, city action occurred in, etc). Bullets should include amounts (numbers of exams, total number of hours or weeks this project took, number of students/public reached, type of weather encountered during rescue: seas were \_\_\_ feet, winds were \_\_\_ Kts.) Bullets should be written so a member of the public would easily understand the importance of this accomplishment (no abbreviations, written for the common man). **See page 2 for sample bullets.**

- 1). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

## **Sample 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 his 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."

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.

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**

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

## **Procedures for Final Editing and Approval of District Award Citations**

1. The following procedures will be followed for processing award citations submitted by an Auxiliarist for a Meritorious Team Commendation, Auxiliary Letter of Commendation, Auxiliary Achievement Medal, Award of Operational Merit, or Auxiliary Commendation Medal.
  - a. All members of the District 17 Board shall serve as members of the District Citation Awards Board.
  - b. The DCO will assign one member of the District Citations Awards Board as the project officer for each award recommendation package/worksheet that is submitted. The project officer will be responsible for editing, tracking, and ensuring the award citation is complete and ready for processing to the DIRAUX office.
  - c. Once the citation is ready for processing, the project officer will send the completed citation electronically as a Word document to Lori Cook, Assistant Director at the DIRAUX office for processing. When emailing this citation to Lori Cook, include a recommended month or occasion that this citation would best be presented to the member/members.
  - d. Once the final citation is received at the DIRAUX office, DIRAUX staff will be responsible for ensuring the citation is routed through the proper Coast Guard chain for final editing/approval.
  - e. Once the citation is approved by the Coast Guard chain, DIRAUX staff will prepare the official award for signature and submit it to the signing official (i.e., District Commander or Sector Commander). Some Coast Guard signed awards may be processed through the Sector Offices instead of the DIRAUX office. DIRAUX staff will then assist Sector staff by providing the awards package (blue awards folders, citation and certificate card-stock, medals/ribbons/devices) to the Sector office for signature.
  - d. DIRAUX, Sector Commanders, or other unit commanders, shall then ensure the award is presented to the member/members during an appropriate time. Some awards may be presented by the flotilla commander or another member of the chain of leadership during an occasion where the signing Coast Guard officer is not present.