



# United States Coast Guard Auxiliary District 9CR

## Awards Development Manual

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## Acknowledgements

While there is always a certain pride in authorship of a document like this, there is much that has been gleaned from former and current colleagues and should not go without mention: District 8CR. We all should be very grateful to these individuals for their invaluable contributions.

## Purpose

The award system is the only way that our members are compensated for their undying dedication to the US Coast Guard Auxiliary and our nation. All too often, their efforts go unrecognized simply due to the fact that no one appropriately nominated them for the appropriate level of recognition. At times we may feel compelled to nominate Auxiliarists for an award only to be discouraged for a variety of reasons. Given the philosophy stated below it is the hope of the author that this manual will serve to encourage award preparation and development and bring greater recognition to those Auxiliarists who are deserving of recognition for their accomplishments.

***“As Auxiliarists, Auxiliary leaders, and human beings we are not made less by our recognition of our fellow Auxiliary members. We are only made more successful, complete, and whole through our recognition of the outstanding efforts of our fellow Auxiliary members.”***

**Mark R Villeneuve DSO-PS 091, 2008**

## Contents

This manual will provide you a variety of resources. Due to the nature of some of the manual, we suggest that you save the manual in electronic form since a variety of fill-in documents are included. The following summarizes what is included for your use:

1. An introductory explanation of the variety of awards for which members can be nominated. These explanations focus on requirements for the award as well as an image of the ribbon representing receipt of the award.

2. A specially created check list for award recommenders to utilize in preparing the award submission. In addition to the check-list nature of this document, it also includes those key words that must be included in the award citation in order to make the likelihood of approval greater.

3. While not included, the “summary of action or service” is a critical part of the higher-level awards. It provides the details that support the recommendation and the citation. Sources of information that can be utilized to prepare the summary include any or all of the following. Statements from victims involved are useful. Statements of representatives of other agencies involved in the action or rescue can provide information. Newspaper articles, affidavits or letters from witnesses, and relatives may be used as supporting material. National Weather Service information for the time/day an action was performed can provide detail. Statements from active-

duty personnel, if they were involved, attesting to the skill/expertise of the Auxiliarist or civilian involved is often helpful. Statements from those having knowledge of the financial impact of the action, if applicable, may provide a resource.

## Background

Auxiliary and US Coast Guard awards are the only “compensation” available to our members and need to be given out whenever an act or service warrants special recognition. Many in the Auxiliary feel that recognition is not given often enough to our members. A more telling experience is when addressing a large group of Auxiliarists if you pose the question; “Please raise your hand if you feel you have ever performed an exceptional act or service for the Auxiliary that has never been officially recognized”. A rather startling number of hands are often raised. What is the solution to this perceived lack of recognition? The simple answer is that more of our members need to be recommended for awards more frequently.

Not only will this manual provide you with some utilitarian tools for initiating the recommendation of awards but also some other tips for member recognition and some tools to help you recognize your members.

First, let’s briefly examine the process of the granting of awards.

The following recognitions are granted based upon a member completing training, length of service or hours of service and do not require a submission through the awards process:

Sustained Auxiliary Service Award  
Auxiliary Membership Service Ribbon  
Instructor Program Ribbon  
Examiner Program Ribbon  
Annual Service Performance Award Ribbons  
Operations Program Ribbon  
Specialty Training Ribbon

While these ribbons are awarded “automatically”, it is incumbent upon Flotilla Commanders, Vice Flotilla Commanders and Flotilla Staff Officers for Member Training, Personnel Services and Operations to be certain that those deserving recognition are appropriately identified by the system tracking these qualifications and recognitions. Apparent errors in such automatic recognition should be communicated upon through the chain of leadership and reported to the Director of Auxiliary.

Awards and recognition for which members must be nominated go through a process that may vary from District to District but generally follows the following step-wise procedure:

1. The member is nominated at the appropriate level. Most Auxiliary awards **can be recommended by ANY MEMBER**.
2. The award recommendation is reviewed by a District Awards Committee. If your Flotilla or Division also has an Awards Committee the recommendation may be reviewed there and then passed on to the District Captain or Chairman of the District Awards Committee. If your Division has an Awards Advisory Committee, the recommender or Flotilla Commander may wish to consult with that committee before the submission is sent to the District Captain. The primary focus should be how to effectively see that the member is recognized and may entail some editing of the citation and/or summary of action or service.

3. When an award recommendation is received by the District Captain, the Division Commander of the member's Division will be notified of the receipt of the award recommendation.
4. At some point during the process of the award being reviewed at the District level, it may be passed on to the Director of Auxiliary for the District to review the wording of the citation and the possible re-writing or modification of the citation to make it more in keeping with accepted norms.
5. After the award recommendation is received by the District Rear Commodore, it is passed along to the District Awards Committee. This small group of very experienced Auxiliarists makes recommendations to the District Board as to the approval/disapproval of the award or whether or not they believe the award being recommended is appropriate or might appropriately be granted a higher or lower precedence award. At times, the District Awards Committee will recommend to the District Commodore/Vice Commodore that the award recommendation be sent back to the originator for improvement of the citation or additional supporting documentation.
6. The award is then given to the EXCOM, consisting of the District Commodore, District Vice Commodore, District Rear Commodores, District Director and the Immediate Past District Commodore. By a majority vote of this Board, the award is passed along to the appropriate Coast Guard Officer for final approval and preparation of the award. The regular Coast Guard officer who must sign a particular award may make further modifications to the citation before it is presented.
7. If an award is not approved by the Awards Committee, the award recommender is notified that the award was not approved and whether a re-work of the award might modify the Committee's decision. The most typical reason that an award is not approved is due to the observation that "s/he was just doing her/his job" and there was nothing more that was accomplished than should be reasonably expected of someone in a similar position.
8. If an award is not approved and the Flotilla Commander or Division Captain feels that some special recognition is nonetheless warranted for the individual, there is nothing to prevent the preparation of a certificate of appreciation or a similar document. The objective is to see that someone who a member felt was deserving of special recognition does, ultimately, receive some sort of special recognition.

## **Award Eligibility**

The following individuals can be recognized under the award system:

- Auxiliarists
- Active-duty Coast Guard
- Reservists
- Civilians can be recognized by certain Coast Guard formal awards

## **Why Awards Are Given**

Citations are prepared to recognize individuals, teams or units 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 the Coast Guard or Coast Guard Auxiliary

## Things to Remember Regarding Award Recommendations

First, if you recommend a member for an award, it's probably most prudent not to let the member know that you have put them up for an award and you expect them to get it. Remember that the approval process is fairly stringent and you and, perhaps, the member will be embarrassed in the award is not approved.

Second, if someone is not approved for an award, consider giving them an internally generated certificate of recognition. If someone thought the act or service was significant enough to write a member up for an award, it may be significant enough to prepare a special certificate if the award is not approved.

The first time you write up an award, get some help from someone within your Flotilla or Division who has written successful award citations.

## The Award Citation

*(See Auxiliary Manual Section 11.D)*

### Drafting the Award Citation:

1. Avoid using the phrase "during the period." The citation's effective period is stated in the opening sentence, and it is understood that all of the awardees actions occurred during the effective period. To use the phrase anywhere else in the citation is redundant and distracts the eventual listener of the award at presentation.
2. Quantifiable data (e.g. – numbers) are an absolute must for inclusion in an award nomination as much as possible without overwhelming the document. Numbers must be pertinent, relevant, and directly related to the award nominee's actions. Numbers must be specific. For example:
  - i. How many boats, planes, radio facilities were impacted?
  - ii. What specific increases/decreases resulted from the award nominee's actions
  - iii. How much money was managed/saved?
  - iv. How many organizations did the award nominee work with/coordinate?
3. The awardees name should not appear in every sentence. A comfortable pattern is to have the name appear in every other sentence, alternating with "he" or "she" in the other sentences if they are to be referred.
4. Whenever the award nominee's last name appears in the citation, it should be capitalized. For example, "Auxiliarist JONES" or "Commodore JONES." There is some preference, although not absolute, to use proper titles such as Mr., Dr., and Mrs. with the name of the Auxiliarist. While "Auxiliarist JONES" is acceptable it is more sterile or harsh.
5. Unless an Auxiliarist holds or has held the title of District Commodore or higher, they must be referred to as either "Auxiliarist", "Mr." or "Ms" throughout the citation. If they

- hold or have held the position of District Commodore or higher, then they must be referred to as "Commodore."
6. Sentence construction is important because citations are generally composed in order to be read aloud. To this end, many sentences should be constructed so that they open with a descriptive clause about how the awardees utilized their own skills followed by the center of the statement that describes the awardees actions and finally closed with a descriptive result. (See sample citations that follow) Short succinct sentences are better than long sentences.
  7. It is crucial to incorporate the adversity/challenges that were overcome otherwise; recognition for above-and-beyond-the-call performance may be justified.
  8. Do not use the staff position acronym in the citation, not even parenthetically, just spell it out completely in the opening sentence.
  9. Use only standardized phraseology for the upper titling portion of the award citation. Only capital letters should be used in this portion of the award citation.
  10. Use only standard opening and closing sentences for citation texts. Do not add or change these formats.
  11. The last sentence of the citation expresses the gratitude of the Coast Guard and the Coast Guard Auxiliary. Do not preface it with a sentence that essentially does the same thing.
  12. Minimize and preferably completely avoid the use of acronyms in the citation. If an acronym must be used, then spell it out completely the first time. Follow it by the parenthetical acronym and then use the acronym throughout the rest of the citation. Acronyms should not be used with staff position titles.
  13. Ensure that the awardees staff position title is the exactly the same title on the award recommendation form or a7002 as it is in the citation and that they both match the title as it appears in the National Program.
  14. ACLOC and MTC citations are the only award citations that are written in portrait format. All other citations (ACM, AAM, AMSM, APOM, ALOM, and ADSM) are written in landscape format. This is usually not a problem with initial submission as the award crafters manage this detail.
  15. The ACLOC is the only award written in the first and second person formats ("I note with pride..."/"You did this...") All other citations are written in the third person ("Mr. JONES did this"/"He did this").
  16. Spell out any numbers from zero to nine, then use the actual number for values greater than nine. Spell out the word "percent" and "million." For example:
    - i. "eight committees"
    - ii. "\$450,000"
    - iii. "six percent"
    - iv. "68 percent"
    - v. "\$5.5 million"
    - vi. "3,500 aircraft"
    - vii. "two million subscriptions"
  17. Avoid the run-on sentence trap when drafting a citation. If a sentence runs three lines long it is probably too long and should be broken into at least two shorter sentences.
  18. Citations should be 12-17 full lines long, both for citations in the landscape format (ACM, AAM, AMSM, APOM, ALOM, and ADSM) as well as the principal paragraph in portrait citations for the ACLOC. MTC portrait citations should be at least 17 full lines long.
  19. Use standard margins and test for format for citations:
  20. AAM, ACM, AMSM, ALOM, ADSM landscape margins are: Top 0.7", bottom 1.25", sides 1.0"
  21. ACLOC portrait margins are: Top 1.5", bottom 1.0", sides 1.5"
  22. MTC portrait margins are: Top 1.5", bottom 1.0", sides 1.25"
  23. All citations must be written in Times New Roman, **bold**, 12-point font.

24. All award text must be full justified.

Items eighteen through twenty-three specifically refer to the formatting of an award and are typically not necessary when simply submitting an award nomination. It is more important to include the necessary items that support the award than to focus on the format style. This style will in any event be completed by the final award "typesetter".

Keep in mind that the citation in general has an opening statement including to whom the recognition is being given, the recognition that is being given, and the period of time for that recognition. The citation then proceeds to include the pertinent facts and actions of the individual. This is often referred to as the "summary of action or events". The citation then includes an impact statement that brings the reader to the conclusion of the importance of the recognition. The impact statement itself should be powerful and forceful. Finally, the citation will include a concluding remark of the type that the recognition is in keeping with the highest standards of the US Coast Guard and Coast Guard Auxiliary. Keeping this overall format in mind is helpful when crafting an award recommendation.

## **DISTRICT 9CR AWARD PROCESS/APPROVAL CHECK-LISTS**

General comments:

Remember that your citation and accompanying documentation, where applicable are the only things that the reviewing officers and Award Board will see in evaluating whether or not the member will receive the award.

If you are not experienced in writing awards up for members, get help from your FC or DCP; either or both of these individuals have developed a number of successful award citations.

Award of Operational Merit, Auxiliary Meritorious Service Award, Plaque of Merit, Auxiliary Legion of Merit, and Auxiliary Distinguished Service Award all require supporting documentation. All others require only the Auxiliary Award Recommendation Form a7002, (CG 1650), and a well written commendation.

When you have recommended a member for an award do not indicate to the member that they are to receive an award until you are certain that the award has been approved.

Sometimes the District Vice Commodore will ask that the commendation be edited in order to secure approval or will advise you why an award was not approved.

The checklists are included in Appendix A.

Currently award recommendations are forwarded to the District staff in general and the Chair of the Awards Committee specifically. Award recommendations are also able to be processed through the chain of leadership to the District Board and the District Awards Committee.



	<b>ADSM</b>	<b>ALOM</b>	<b>APOM</b>	<b>AMSM</b>	<b>AMOM</b>	<b>ACM</b>	<b>AAM</b>	<b>ACLOC</b>	<b>AHSA</b>
<b>Award Name</b>	Auxiliary Distinguished Service Medal	Auxiliary Legion of Merit	Auxiliary Plaque of Merit	Auxiliary Meritorious Service Medal	Auxiliary Medal of Operational Merit	Auxiliary Commendation Medal	Auxiliary Achievement Medal	Auxiliary Commandant Letter of Commendation	Auxiliary Humanitarian Service Award
<b>Who may award</b>	Commandant USCG only	Commandant or Vice Admiral USCG	Flag Officer w/ Chief DIRAUX concurrence	Flag Officer	USCG O6 or above	USCG O6 or above	USCG O4 or above	USCG O4 or above	
<b>Award description</b>	exceptional performance of duty, benefiting Auxiliary as a whole	exceptional meritorious service with a measurable positive effect on Auxiliary across multiple Auxiliary Regions or Nationally	extreme skill performing assist or rescue that involves risk to Auxiliarists life	meritorious performance of duty must have enhanced Auxiliary Goals	outstanding skill in performing an assist, rescue or other meritorious operational service	outstanding assistance that furthers any of the Auxiliary's authorized activities except operations	sustained professional or leadership achievements in administration or operations	act of service resulting in unusual and/or outstanding achievement, performance lesser than that required for AAM	meritorious direct, non-routine participation in a significant act or operation of humanitarian nature
<b>Key words</b>	distinguished, operational, exceptional meritorious service	outstanding meritorious service, diligence, measurable positive effect	heroism, grave personal risk, assist or rescue, risk to life, extreme skill	outstanding, meritorious service, contributes significantly to fulfillment of Auxiliary goals at local level	outstanding operational performance, skill, assist, rescue or other meritorious operational service	outstanding achievement that furthers any of the Auxiliary's authorized activities, outstanding administrative services	sustained professional leadership, period of time, furthers authorized activities of the Auxiliary	outstanding achievement less than that for AAM	immediate relief, relieved human suffering, saved lives, affected outcome of situation

## Coast Guard Meritorious Team Commendation



This award can be awarded based on a recommendation from an Auxiliarist or active-duty members of the Coast Guard. Recipients can be all Auxiliarists, active duty members of the United States Coast Guard or a combination of both. The member being recommended must have made a significant contribution to the group or team being recognized.

The award can also be used to recognize a team or group's service/performance for a special event or project.

Captains (O-6) or higher serving in command billets (Area, MLC, District, Unit), serving as an office chief at CGHQ or serving as an Auxiliary District/Regional Director may authorize this award.

The command member who exercised operational or administrative control of the Team to be recognized should initiate the recommendation. Recommendations for Meritorious Team Commendation are made to appropriate operational CG commanders for actions under their control. Awards involving Auxiliary Flotilla, Division or District staffs must be forwarded to the applicable Director. Recommendations involving National Staff must be forwarded to the Chief Director. Awards should be recommended promptly after the action as there is a time limitation for making recommendations.

Separate recommendations for team members are NOT required. The recommendation includes a single award recommendation form, the citation and a listing of individuals recommended for the award.

The commendation must reflect that the activity of the group or team is clearly above and beyond the performance of other groups in like activity.

An "O" device can be recommended if the citation is for underway operations.

Recipients receive a ribbon only. There is no mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

Sample citation:

**THE COMMANDANT OF THE COAST GUARD TAKES PLEASURE IN  
PRESENTING**

**THE COAST GUARD MERITORIOUS TEAM COMMENDATION to:**

**UNITED STATES COAST GUARD AUXILIARY RADIO STATION SEABROOK  
RELOCATION TEAM**

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

**CITATION:**

**For exceptionally meritorious service from May 2000 to September 2000 while serving as a member of the Auxiliary Radio Station Seabrook Relocation Team. Following the loss of the 30+ year old Seabrook radio and SAR facility, which served as the major Coast Guard and Coast Guard Auxiliary presence in the Galveston Bay area, team members began an initiative to restore the direct Coast Guard support asset. A suitable barge was located and transferred from an active duty Coast Guard command to Division 6 of the Eighth Coast Guard District Auxiliary. Immediately upon delivery of the barge, members of Division 6 undertook efforts to make the new facility operational. Myriad tasks had to be accomplished before the barge would be serviceable, which included construction and/or installation of electrical wiring, flooring, radio cable, air conditioning, doors, gangways, and water service. Despite record-setting temperatures between 110 and 112 degrees, members of the team enthusiastically spend hundreds of hours working both inside the sweltering barge and outside in the direct sunlight. As a result of these extraordinary efforts, Auxiliary Radio Station Seabrook was transformed into an operational facility well ahead of even the most optimistic schedule. The team's hard work and long hours, under extremely adverse conditions, reestablished the Coast Guard and Auxiliary boating safety and search-and-rescue capability on the third largest recreational boating area in the United States. The dedication, pride and professionalism displayed by the Auxiliary Radio Station Seabrook Relocation Team reflects upon each team member, the United States Coast Guard and Coast Guard Auxiliary.**

**For the Commandant,**

**Captain, US Coast Guard**

## Auxiliary Commandant Letter of Commendation



This award is the Auxiliary's equivalent to the Coast Guard's Commandant Letter of Commendation (CLOC) award. The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for any act of service resulting in unusual and/or outstanding achievement, whose performance is lesser than that required for the Auxiliary Achievement Award. Review the nature of the Auxiliary Achievement Award and if the desired recognition of the member or members does not approach the Standards for the Auxiliary Achievement Award then the Auxiliary Commandant Letter of Commendation is the likely award for which the member should be cited.

The award can also be used to recognize an Auxiliarist's service/performance for a special event or project.

Commanding Officers, Group Commanders, Directors of Auxiliary, division chiefs of headquarters, MLC, ICS or District offices, O-4 and above on active duty, may approve the ACLOC.

An "O" device can be recommended if the citation is for underway operations.

Recipients receive both a ribbon and an accompanying mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

Sample citation:

**From: Commandant**

**To: John Doe, U.S. Coast Guard Auxiliary**

1 I note with pride and am pleased to commend you for your performance of duty during the period September 2000 through March 2001 while serving as the Eighth Coast Guard District, Coastal Region, Coastie the Safety Boat Coordinator. During this period you have significantly contributed to the public affairs and outreach program by personally utilizing Coastie the Safety Boat, an interactive robotic boat, to teach safe boating and water safety to children and adults throughout the state of Texas. Since September 2000, you traveled at your own expense to 57 scheduled events reaching more than 10,000 children and willingly trained other Auxiliary members within the Coastal Region on the technical and safe use of Coastie. A formal training program you initiated, complete with a training manual, has inspired other Auxiliarists to be interested in using Coastie within their local area. You developed a Coastie website that allows members access to current schedules of events, photo archives, Coastie performance tips, Coastie appearance request information and technical assistance,. Your enthusiasm for the Coastie program has reached the national level and you graciously accepted a request to participate as a member of the National Coastie the Safety Boat Development Team. Additionally, your liaison with media representatives and your website has instilled a positive image of the Coast Guard and Coast Guard Auxiliary.

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 Coast Guard Auxiliary.

3 You are hereby authorized to wear the Auxiliary Commandant's Letter of Commendation Award miniature medal and ribbon.

**For the Commandant,**

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

## Auxiliary Achievement Medal



This award is given to a member in recognition of sustained professional and/or leadership in either administration or operations. The award is for recognition of outstanding achievement or service over an extended period of time. Sustained service for this award is defined as period of one-year or more. The service to be recognized may be either administrative or operational.

The award may be approved by any O-5 of an operational unit or serving as a Division Chief or higher at a District Office or MLC or headquarters office. Any DIRAUX at O-5 and above may approve the award.

Special wording that should appear in the citation includes: **OUTSTANDING, EXCEPTIONAL, and SUSTAINED OVER** mention period of time, **LEADERSHIP ACHIEVEMENT(S) OVER** cited period of time.

If the award is for operations awarding of the "O" device should be recommended.

Recipients receive both a ribbon and accompanying mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

Sample citation:

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY ACHIEVEMENT MEDAL  
TO  
FRANK BLACKLIDGE**

**Auxiliarist BLACKLIDGE is cited for superior performance of duty while serving as Division 1 Staff Officer for Communications for the period from 01 January 1999 to 31 December 2000. During this period, Auxiliarist BLACKLIDGE demonstrated sustained leadership skills and program knowledge while upgrading and improving the effectiveness of radio communications in the Division 1 area of responsibility. Included in the upgrade was the adoption of the same radio reporting guidelines used by Group Mobile to enhance the transfer of information between Auxiliary and active duty Coast Guard Stations. He also worked with Group Mobile to set up quarterly division wide radio drills to increase knowledge and comfort level of both active duty and Auxiliary working together. Auxiliarist BLACKLIDGE used information obtained to help establish new radio facilities in weak areas of coverage. Auxiliarist BLACKLIDGE was also instrumental in having Group send out a train-the-trainer team to teach the skills necessary to upgrade the Auxiliary AUXCOM qualified watchstanders to active duty standards. This training program has already resulted in upgrading 35 Auxiliarists. Throughout this time period, Auxiliarist BLACKLIDGE continued to be active in the flotilla area by standing regular watches and providing radio coverage when necessary to support Group Mobile. Auxiliarist BLACKLIDGE's diligence, perseverance, and devotion to duty are most heartily commended and in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

## Auxiliary Commendation Medal



This award is given to members who provide outstanding administrative service that furthers any of the Auxiliary's authorized activities. This is purely an administrative award and, thus, no "O" device may be worn. This award recognizes administrative service that is truly worthy of special recognition. It recognizes service that is much better than could normally be expected from a member of like capability and experience. Neither doing a difficult job well nor doing a normal staff or elected position in an excellent manner is sufficient. The member must have done some administrative task that is both outstanding and significantly furthers or expands an authorized activity.

The award must be approved by a Coast Guard Commanding Officer at the O-6 level or above.

Special wording that should appear in the citation: **OUTSTANDING, EXCEPTIONAL, SIGNIFICANTLY IMPROVED** the authorized activity, **SIGNIFICANTLY EXCEEDED THE EXPECTED RESULTS FROM** the authorized activity.

Recipients receive both a ribbon and accompanying mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.



Sample Citation:

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY COMMENDATION MEDAL  
TO  
WELDON G. FAULL  
THE UNITED STATES COAST GUARD AUXILIARY**

**Auxiliarist FAULL is cited for outstanding administrative achievement and leadership while serving as the Division Captain of Division 1, Eighth Coast Guard District Coastal Region, during the period January 1999 through December 2000. During this period, Division 1 had over 150 new enrollees, qualified 98 new Boat Crew members, had 124 Specialty Courses passed, taught 1,495 hours of Member Training, expended over 1,800 Instructor hours conducting 110 Public Education courses, performed over 3,600 Vessel Safety Checks, and made 1,800 Marine Dealer Visits. Under his leadership and support, members of the Division performed over 6,200 mission hours, and is credited with 103 assists to boaters that saved 22 lives and property valued at \$1,432,000. Working closely with the active duty Coast Guard, over 10,600 hours of direct Coast Guard support was given, with five Division Auxiliarists standing watch each weekend and holiday from the first of April through November. Division 1 and a Division flotilla were recognized as leading the nation in Aids to Navigation reporting for the second year in a row. National recognition was also given both years of his tenure to a Division flotilla as the top producer of Vessel Safety Checks, and the number one flotilla for Public Education one of the years and runner up the other year. Auxiliarist FAULL's leadership proved critical in the revitalizing of two flotillas on the verge of disenrollment, and both are now back on line and functioning. Auxiliarist FAULL's perseverance, dedication, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and Coast Guard Auxiliary.**

## Award of Operational Merit



This is purely an operational award and thus there is no "O" device authorized for this award.

This award is approved for only underway operations on board an aircraft, boat or ship involving an outstanding assist, rescue or other operational service. This award is not authorized for those involved in radio watch standing or those involved in an operational mission in a staff capacity only. In addition, the operational activity must be truly outstanding in its demonstration of the member's skill though it does not require extreme skill nor any risk to the member's life.

This award may be approved by any Commanding Officer O-6 and above of an operational unit or serving as a Division Chief or higher at the District Office, MLC or Headquarters. Or a District DIRAUX, O-6 and above, may also approve the award.

Special wording that should appear in the citation: **OUTSTANDING ACHIEVEMENT, OUTSTANDING SKILLS, OUTSTANDING OPERATIONAL PERFORMANCE, OUTSTANDING SKILL IN PERFORMING THE ASSIST/RESCUE, and MERITORIOUS OPERATIONAL SERVICE.**

Outstanding operational performance and other meritorious operational service have been added to allow for recognition of members having performed a series of operational services that, standing by themselves, would never warrant this award but taken together receive this special recognition.

Recipients receive both a ribbon and accompanying mini-medal.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

Sample Citation:

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY AWARD OF OPERATIONAL MERIT  
TO  
JOANNE W. BURCH  
UNITED STATES COAST GUARD AUXILIARY**

**Auxiliarist BURCH is cited for outstanding meritorious achievement and operational skill in the performance of duty on 2 June 2001 while serving as coxswain of the Auxiliary Facility SERIT during a rescue on Lake Pontchartrain. While moored in the vicinity of the Seabrook Bridge, the crew of the SERIT observed a 15 to 16 foot tri-hulled vessel with seven persons on board, including young children. One of the Auxiliary crewmembers actually counted the number of people on board because he felt that it was dangerously overloaded, not just by the number of persons, but the lack of freeboard based on the size \*of the persons. This count soon became very important to everyone. There was a 4 to 5 knot current running to Lake Pontchartrain from the Gulf of Mexico with white water showing at the Seabrook Bridge. As the tri-hull approached the white water, waves began coming over the bow, and those in the front of the vessel ran to the back. This caused the stem to start taking on water and the tri-hull quickly slipped under the churning water, stem first. Auxiliarist BURCH immediately backed the SERIT down to the overturned vessel and recovered two of the victims. They observed the remaining 5 non-swimmers were not wearing PFD's and were slipping away from the overturned vessel. Two of the younger children had gone beneath the surface several times and were struggling to stay afloat. Auxiliarist Burch and his crew threw Coast Guard issued throw lines with floats to the drowning children. Even though one of the children was going down again he was able to grab the correctly positioned line along with another child and was pulled to the stem of the facility where they were yanked to safety. Simultaneously with float lines, Auxiliarist BURCH and his crew were also throwing throw rings and flotation devices to the other victims. The worst case of the two drowning children was rescued first and given treatment as she coughed up and regurgitate a lot of water. Other victims were removed and treated by priority. Auxiliarist BURCH demonstrated exceptional professionalism in dealing with multiple victims without life jackets, exceptional boat handling in turbulent waters, and exceptional stamina and courage in recovering persons as large as or larger than he from the swim platform of the SERIT under the turbulent conditions. Auxiliarist BURCH's perseverance, dedication and devotion to duty are most heartily commended and are in keeping with the highest traditions of the Coast Guard and Coast Guard Auxiliary.**

## Auxiliary Meritorious Service Medal



The service recognized by this award must be of an exceptionally outstanding nature and have enhanced the Auxiliary goals at the District level or above. The service rendered and recognized has a significant positive effect on the ability of the US Coast Guard or the Auxiliary to complete its missions or goals.

The recognition must be approved by a US Coast Guard Flag Officer.

Special wording that should appear in the citation: **OUTSTANDING, MERITORIOUS, WORTHY OF SPECIAL RECOGNITION, ON THE ENTIRE DISTRICT (OR THE ENTIRE US COAST GUARD AUXILIARY), SIGNIFICANT POSITIVE IMPACT, IMPACT ON THE US COAST GUARD, IMPACT ON THE US COAST GUARD AUXILIARY.**

Recipients receive both a ribbon and accompanying mini-medal. "O" attachment may be authorized for this award.

Subsequent awards are recognized by large gold stars for second through the fifth award and a large silver star for the sixth award.

Sample Citation:

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY MERITORIOUS SERVICE MEDAL  
TO  
RICHARD A. CLINCHY, III  
UNITED STATES COAST GUARD AUXILIARY**

**Auxiliarist CLINCHY is cited for outstanding meritorious service in the performance of duty from 1 March 2000 through 16 December 2002 while serving as both instructor and site coordinator for twelve sessions of the Flotilla Commanders Academy in the Eighth Coast Guard District, Coastal Region. The three years of Academy sessions have seen cycles of continuous improvement that has resulted in the Eighth District program being the benchmark for Flotilla Commander training in the nation. Though only 40% of Commanders attended the sessions of the first year, over 94% attended the sessions in 2002. For the eastern half of the region, Auxiliarist CLINCHY personally arranged berthing at the Bachelor Officer Quarters at the Pensacola Naval Air Station for each session, each year, at a cost savings of more than \$7,000 over using hotel rooms in the area. Further, Auxiliarist CLINCHY used his experience as a professional educator to create PowerPoint presentations for all the instructors, infusing technology and learning principles to produce outstanding training aids. Though originally scheduled for a two-year tenure as an instructor, Auxiliarist CLINCHY met a last-minute call to serve again a third year in 2002 and rearranged his schedule to accommodate the District need. His contribution definitely benefited the entire District by producing better leaders. Auxiliarist CLINCHY's perseverance, dedication and devotion to duty are most heartily commended and in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

## Auxiliary Plaque of Merit



This award is given to Auxiliarists in recognition of their extreme skill in performing an assist or rescue that also involved risk to the Auxiliarist's life.

The recognition must be approved by a US Coast Guard Flag Officer.

Special wording that should appear in the citation: **EXTREME SKILL** in performing an **ASSIST** or **RESCUE** at **RISK TO THE MEMBER'S LIFE**. The Plaque can only be given for an assist or rescue. The individual must have demonstrated extreme skill as compared to outstanding skill required for the Award of Operational Merit. There must, in addition, have been risk to the member's life. Neither the assist nor rescue must have been successful, only that the action required extreme skill and was performed at risk to the member's life.

Recipients receive a bronze plaque, ribbon and miniature medal. There is no certificate. The operational "O" attachment is not authorized for this award since, by its very nature, it is an operational award.

Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

Sample Citation:

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY PLAQUE OF MERIT  
TO  
CLEVE CHANDLER  
UNITED STATES COAST GUARD AUXILIARY**

**Auxiliarist CHANDLER is cited for extreme skill in effecting a rescue on 13 July 2000 at risk to his own life. While chaperoning a group of children from his church on a boating trip at Lake Tangipahoa, Auxiliarist CHANDLER observed a Plymouth van slide down an embankment next to the dam and into the lake. Racing his boat to the location, Auxiliarist CHANDLER spent those precious few seconds briefing the other adult on the boat on the course of action to be taken and arranged for someone to take over the helm of the boat. Diving into the water, Auxiliarist CHANDLER quickly arrived at the passenger window and observed an elderly couple sitting in the van, frozen in terror. Based on Auxiliarist CHANDLER's direction, the other adult from the boat put a life jacket on the male driver and assisted him from the van, which was now taking on water at an increasing rate. The female passenger, besides being terrified to the point of hysteria, was overweight and had a knee replacement, which immobilized her leg. As the driver was pulled out, the van suddenly sunk with a gulping sound, taking down with it both the female passenger and Auxiliarist CHANDLER. The water depth by the dam ranges from 15 to 30 feet, and the van disappeared from sight. Auxiliarist CHANDLER broke the surface for a moment, took a great gasp of air, and dove back down again. Then, according to a witness, it was just like in the movies. The water has gotten still, there was complete silence on shore from the onlookers, and as everyone focused on that small patch of water, Auxiliarist CHANDLER's hand came splashing up, then his head appeared, and finally the figure of the rescued victim. Park Rangers and State Police were both on scene by the time the rescue was complete, and they provided emergency medical assistance to the semiconscious woman for breathing difficulties prior to admitting her to a hospital for treatment, which resulted in a full recovery. Auxiliarist CHANDLER's rapid response, skillful direction, and unselfish actions are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and Coast Guard Auxiliary.**

## Auxiliary Legion of Merit



The most noteworthy consideration about the ALOM is found in paragraph 5.a. below. This eligibility requirement closely parallels that for the Coast Guard Legion of Merit (LOM)...with the additional Auxiliary-focused provision that, "Recognized performance must clearly be much higher than expected and have a measurable, positive effect on the Auxiliary across multiple Auxiliary regions or at Auxiliary Area or National level." This is meant to focus ALOM recognition on performance whose impacts have a broad reach and affect more than one region.

The designated awarding authority is set at the level of Vice Admiral (i.e. - Commandant / all Coast Guard Vice Admirals), again to emphasize recognition of broad-reaching performance. This establishes awarding authority above the Plaque of Merit (which can be awarded by any Coast Guard Flag Officer) and below the Auxiliary Distinguished Service Medal (ADSM - which can only be awarded by the Commandant). There is also a requirement for Auxiliary review of ALOM packages up to the NACO level prior to routing to District Commander and above (as the ALOM effectively becomes the second highest level Auxiliary award, it is appropriate to ensure national level awareness and review

The Auxiliary Legion of Merit (ALOM) is awarded for service comparable to the ADSM but in a duty of lesser, though considerable, responsibility. The Commandant or any Coast Guard Vice Admiral may award the ALOM. All ALOM packages must be submitted through the appropriate Auxiliary chain of leadership to NACO for review and approval. This applies prior to District review and subsequent routing of nominations to Area or Headquarters level.

In general, the ALOM will be awarded to Auxiliarists in leadership positions who have performed such exceptionally meritorious service as to justify the award of the ADSM, except as to degree of merit. Recognized performance must clearly be much higher than expected and have a measurable, positive effect on the Auxiliary across multiple Auxiliary regions or at Auxiliary Area or National level. This should not be interpreted to preclude the award of the ALOM to any Auxiliarist whose acts or services meet the requirements. When the degree of achievement or service rendered, although meritorious, is not sufficient to warrant award of the ALOM, the AMSM should be considered.

This award consists of a citation, a ribbon, miniature medal, and certificate. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by 5/16-inch gold or silver stars as appropriate.



## Auxiliary Distinguished Service Medal



This award, equivalent of the US Coast Guard Distinguished Service Medal, recognizes those individuals who distinguish themselves by contributing exceptionally meritorious and distinguished service to the Coast Guard Auxiliary at the national level.

The performance required to justify this award is exceptional performance of duty which benefits the entire Auxiliary. This performance must be much higher than normally expected and must have a measurable, positive effect on the entire Auxiliary organization. Normally this award will be given to elected or appointed officers for extraordinary achievement. However, this caveat does not exclude the possibility that anyone whose service measures up the above description may be recognized by this award.

This award can only be approved by the Commandant of the US Coast Guard.

Special wording that should appear in the citation: **EXCEPTIONAL SERVICE, MERITORIOUS SERVICE** having a **SIGNIFICANT NATIONAL IMPACT** on the entire US Coast Guard Auxiliary. Include QUANTIFIABLE MEASURE of the Auxiliarist's contribution.

The award consists of a Commandant's citation letter, a plaque, ribbon, miniature medal, and lapel pin. The operational "O" attachment is not authorized for this award.

Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

Active duty and reserve members can be recognized with this award but the associated ribbon and medal are not authorized for wear on the military duty uniform.

Sample Citation:

**CITATION TO ACCOMPANY THE AWARD OF  
THE AUXILIARY DISTINGUISHED SERVICE MEDAL  
TO  
COMMODORE EVERETT W. EDGERTON, JR.  
UNITED STATES COAST GUARD AUXILIARY**

**Commodore EDGERTON is cited for exceptionally meritorious service to the Government of the United States in a position of great responsibility as National Auxiliary Commodore from November 2002 to September 2004. Exercising exceptional vision and exemplary leadership, Commodore EDGERTON guided the Auxiliary through a period of unprecedented growth and expansion of its roles and missions. With keen insight and organizational skill, he significantly raised the Auxiliary readiness and capabilities by clearly defining the value of three fundamental principles- people, processes, and professionalism. Commodore EDGERTON superbly navigated the Auxiliary through implementation of Phases II and III of Operation Patriot Readiness, establishing remarkable new levels of Auxiliary support to Coast Guard missions, particularly ports, waterways, and coastal security. With determined vigor, Commodore EDGERTON shepherded rapid Auxiliary growth in its resources including increases of more than 4,500 members, 1,500 patrol vessels, 110 aircraft, and 800 radio stations. His ardent advocacy helped garner over \$2.3 million in additional Coast Guard funding support for all Auxiliary programs. To meet the Department of Homeland Security's mandate to endure the complete integrity of its workforce, Commodore EDGERTON effectively bridged the gaps between the Coast Guard's Office of Security Policy and Management, its Security Center, and the Auxiliary, to initiate the most comprehensive series of personnel security investigations ever required for Auxiliarists. Reflecting his tireless pursuit of excellence, Auxiliarists overwhelmingly adopted this new requirement and solidified their well-deserved share of the nation's public trust. Commodore EDGERTON's leadership, dedication, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.**

## NATIONAL AUXILIARY AWARDS

National Auxiliary Awards are those established by the National Board and/or Coast Guard Auxiliary authority other than the National Board, i.e., NEXCOM, NACO, etc. and can be amended, rescinded or suspended by the authority establishing the award. Criteria for these awards shall be established policy as published in the National Program and on the Auxiliary's Website.

1. **Publication Awards.** There shall be awards made annually to a District, Division and Flotilla for the best publication at each level. Flotilla and division newsletters must be the prior year's district award winners. A letter from the District Staff Officer for Publications (DSO-PB) must certify that the flotilla and division publications are the district winners. (DSOs-PB may submit their district publication along with the flotilla and division winners.)
  - a. District
    - i. This award shall be a trophy or plaque, not to exceed \$50.00 including engraving, presented at the Fall Meeting of the National Board.
    - ii. Publications eligible shall be regularly (scheduled) published, informative publications that convey news of happenings in the Coast Guard Auxiliary, published during the award year. Directories and Manuals are not considered publications eligible for consideration in making this award.
  - b. Division.
    - i. This award shall be a trophy or plaque not to exceed \$50.00 in cost including engraving, presented at the Fall Meeting of the National Board.
    - ii. There shall be only one entry from each District.
  - c. Flotilla.
    - i. This award shall be a trophy or plaque not to exceed \$50.00 in cost, including engraving, presented at the Fall Meeting of the National Board.
  - d. For additional information see the National Public Affairs Department Contests section of the 'A' Department Public Affairs (PA/PB) website.
2. **National Photograph Award.** In order to encourage photographic contributions, the Public Affairs Department has several photo awards. A photo submission may be either "black and white" or "color" and *need not to have been published*. There are seven categories for judging: Public Affairs, Fellowship, Marine Safety, Member Services, Operations, Public Educations and Vessel Safety Checks. Entries must indicate the category of their submission.
  - a. This award shall consist of a plaque which shall not exceed \$30.00 in cost, including engraving and shall be awarded to the individual or unit submitting the best photograph during the Award Year.
  - b. For additional details and information see the National Public Affairs Department Photo Contest Information Sheet of the 'A' Department Public Affairs (PA/PB) website.
3. **Public Affairs Awards.** There shall be awards made annually for the best District, Division and Flotilla submissions for recognition of unusual and large scale Public Affairs

projects during the Award Year. There are four basic categories:

- a. Use of imagination and creativity
- b. Promoting the Auxiliary programs and Auxiliary image
- c. Attracting the attention of the media and the boating public
- d. Clarity of writing and ease of replication

- i. • These awards shall consist of trophies or plaques for each level of award, not to exceed \$50.00 each, including engraving. All submissions will receive a certificate of commendation for their contribution to the Coast Guard Auxiliary in promoting its mission of boating safety to the general public. Presentations will be made at the Fall Meeting of the National Board.
- ii. • The types of displays/projects envisioned for these awards could be billboards, blimps, sky writing, electric signs, electronic media, etc., that are visible to large groups of people and/or the media.
- iii. • For additional information see the National Public Affairs Department Contests section of the 'A' Department Public Affairs (PA/PB) website.

4. **Membership Growth Awards.** These awards are designed to recognize individual members, Flotillas, Divisions and Districts for their contributions to membership growth.

- a. • District Membership Growth Award. This award consists of a NACO "JOB ONE" plaque issued by the National Commodore and presented to the District Commodore and the Personnel Services Officer of the district with the greatest percentage NET increase in membership during the calendar year. *Transfers and deaths do not count.*
- b. • Division Membership Growth Award. This award consists of a certificate issued by the National Commodore and presented to the Division Captain of any division with a NET gain of members during the calendar year that equals or exceeds of the number of flotillas time two (2) as shown in AUXDATA. It is not necessary for every flotilla to have had a net gain of two members; only that the total division net gain be equal to or exceed the number of flotillas times two. *Transfers and deaths do not count.*
- c. • Flotilla Membership Growth Award. This award consists of a certificate issued by the National Commodore to be presented to the Flotilla Commander of any flotilla showing a net gain of two (2) members during the calendar year as shown in AUXDATA. *Transfers and deaths do not count.*
- d. • Individual Membership Growth Award. This award consists of a certificate issued by the National Commodore and presented to any member of the Coast Guard Auxiliary who recruits five (5) or more new members within one calendar year. The new members must have Employee ID Card.
- e. • Top Recruiter Award. The individual member who recruits the greatest number of new members within two consecutive calendar years will be the National Commodore's honored guest at NACON of the following year. The individual applications for the NACO Individual Membership Growth Award certificates will be the basis for recording the number of new members recruited by each applicant in that two year period.
- f. • For additional information see the Awards Guide section of the Personnel Department (P) website at [www.auxpdept.org/index.htm](http://www.auxpdept.org/index.htm).

5. **NACO 3 Star Diversity Award** recognizes flotillas for distinction in valuing and managing diversity in accordance with the Coast Guard Auxiliary Diversity Goals and Objectives. Flotilla Commander's are encouraged to submit their diversity activities on an annual basis. Certificates are presented throughout the year as deserved. For additional information see the Awards Guide Section of the Personnel Department website.
  
6. **Vessel Examinations and RBS Visitation Awards.**
  - a.
    - Star Awards for Individuals. The Vessel Examination & RBS Visitation Department's Star award consists of a certificate that is awarded for completion of 40 VSC, and/or OPFAC inspections, and 40 RBS Visitations.
  
  - b.
    - Best Flotilla Awards. The V-Dept. recognizes the 100 Best Flotillas for both VSC and RBS-VP with a certificate of appreciation. The top two flotillas in each category receive a plaque at the National Auxiliary Conference. The awards are determined by a formula that includes performance, performance growth, percentage of members involved, and the number of flotilla members that have been recognized with a Star award.
  
7. **Best Website Award** is presented annually to the Flotilla, Division and District judged as having the best website based on content, design and technical merit.
  
8. **Flotilla 50<sup>th</sup> Anniversary Recognition Award.**
  - a.
    - An award shall be presented, as occurring, to Flotillas in recognition of 50 years of continuous service to the U.S. Coast Guard Auxiliary.
  - b.
    - This award shall consist of a streamer suitable for attachment to the flagstaff of the Coast Guard Auxiliary Ensign. The streamer is to be blue with white letters.
  - c.
    - The award is to be presented by the National Commodore, or District Commodore on behalf of the National Commodore, at the time of the flotilla celebration of this anniversary.
  - d.
    - This award will be available at the U.S. Coast Guard Auxiliary Center for order by the District Commodore or District Materials Officer at no cost.
  
9. **Marine Retailers Association of America Outstanding Flotilla** is based on a formula that combines activities in the VSC and RBSVP programs. The formula combines performance, growth, percentage of members involved and the number of Star award recipients. Only one (1) Flotilla will be considered from each District/Region and that flotilla must be recommended by the District Commodore. The President of the National Association of Commodores will provide copies of the application and details for submittal to the District Commodores each year. The application and recommendation must be made on the appropriate form and submitted to the President, NAC by the deadline date indicated at the top of the application.

10. **National Boating Federation (PE) Award** - Only one (1) Flotilla will be considered from each District (Regions, i.e. ER, WR. etc. are considered separate Auxiliary Districts) and that flotilla **must be recommended by the District Commodore.** The President of the National Association of Commodores will provide copies of the application and details for submittal to the District Commodores each year. The application and recommendation must be made on the appropriate form and submitted to the President, NAC by the deadline date indicated at the top of the application.

The recommended flotilla must have a minimum of 10 members as of 31 December of the Award Year. The flotilla with the greatest number of points shall be the winner. Furthermore, to be eligible for the award, the flotilla must have taught at least two (2) PE courses during the Award Year. In the case of a tie, the flotilla with the greatest percent of its membership qualified as Instructors shall be the recipient of the award.

***Please note, that flotillas with waivers for ANY reason are not eligible for the award.***

11. **G-PCB Awards** - The Office of Boating Safety, Recreational Boating Safety Awards of Excellence, (also known as the Eagle Award), are presented each year to recognize one of the top contributors to recreational boating safety missions in each of the three Auxiliary organizational areas. Each National Area Commodore (ARCO) is responsible for selecting one member from the area they represent.

Area candidates are nominated by each District Commodore and forwarded, with supporting data, to their respective ARCO. Based on overall contributions, each ARCO selects an award recipient based their own qualitative or quantitative evaluations of the data submitted in support of the candidates. The USCG Chief of Boating Safety makes the individual presentations.

National funding of the recipients to attend NACON will be provided.

DCPs, DCOs, and ARCOS may use criteria of their choosing to select an individual worthy of these prestigious awards.

The ARCO selections are submitted to the NADCO-RBS between May and June each year. Submissions should include personal data such as name, address and unit number. Additionally, a short paragraph/citation/commendation type statement describing why the member was chosen should also be included.

An award recipient may be chosen for any of the criteria listed below. This is merely provided as guidance and in no way is intended to be all inclusive

a) Has the individual produced large hard number results in one or more RBS program areas?

b) Has the individual provided broad RBS coverage, including PA, over a sustained period of time?

c) Has the individual provided leadership in the boating community through

**APPENDIX A:**

**Meritorious Team Commendation**



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

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Commendable action is activity which is above and beyond other groups in a similar activity.

Justify in commendation why action is "above and beyond".

See criteria for Award of Operational Merit if award is operational, i.e., **OUTSTANDING OPERATIONAL PERFORMANCE** or **SKILL** in performing an **ASSIST** or **RESCUE** or **OTHER OPERATIONAL MERITORIOUS OPERATIONAL SERVICE**.

See criteria for Auxiliary Commendation Award, i.e., the activity is **TRULY OUTSTANDING**.

If action is operational in nature, include "O" device in commendation.

No additional documentation attachments required.

District 9CR Award Recommendation Form and complete.

Sent to VCO on \_\_\_\_\_ (date).

## Auxiliary Commandant's Letter of Commendation Award



MEMBER NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Commendable action less than for Auxiliary Achievement Award (see below).

Award being used to recognize a special event.

Action being recognized covers a period of one year or less.

Use the words **EXCEPTIONAL** in commendation .

Justify in commendation why action is "above and beyond".

Ask yourself is member just "doing his/her job"? If that's how the commendation reads, work on it yourself or get advice.

If action is operational in nature, include "O" device in commendation.

No additional documentation attachments required.

District 9CR Award Recommendation Form and complete.

Sent to VCO on \_\_\_\_\_ (date).



**Auxiliary Achievement Medal**



MEMBER NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Recognizes sustained professional leadership and/or management in either administration or operations.

Service must be of an exceptional nature or an outstanding service that is worthy of special recognition.

Citation states specifically that service is sustained for a period of one year or longer **i) SUSTAINED** leadership over a period of \_\_\_\_ months/years **ii) MERITORIOUS OPERATIONAL ACTIVITY** for the citation period **iii) MERITORIOUS ADMINISTRATIVE PERFORMANCE** for the citation period.

If action is operational in nature – include “O” device in commendation.

District 9CR Award Recommendation form attached and complete.

Sent to VCO on \_\_\_\_\_ (date).

**Auxiliary Commendation Medal**



MEMBER NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Award is administrative in nature only...not appropriate for any operational activity.

Recognizes truly outstanding administrative or service activity that furthers any authorized program area.

Must be approved by any CG Commanding Officer O-6 or above.

Wording in the commendation must demonstrate that the activity is **TRULY OUTSTANDING.**

Neither performing a difficult job well nor doing a routine job in an excellent manner qualifies for this award.

District 8CR Award Recommendation Form attached and complete.

Sent to VCO on \_\_\_\_\_ (date).

**Award of Operational Merit**



MEMBER NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Equivalent to the US Coast Guard Commendation Medal with "O" device.

Recognizes meritorious operational performance in assist, rescue or other operational service.

Issued **ONLY** for underway operations – aircraft, boat or ship.

Wording in commendation should include **OUTSTANDING OPERATIONAL PERFORMANCE** or **SKILL** in performing an **ASSIST** or **RESCUE** or **OTHER OPERATIONAL MERITORIOUS OPERATIONAL SERVICE**.

SKILL required but not extreme skill .

There does not have to be a risk to the member's life.

Must be approved by any CG Commanding Officer O-6 or above.

Summary of action or service must accompany Award Form and citation.

District 9CR Award Recommendation Form attached and complete.

Sent to VCO on \_\_\_\_\_ (date).

**Auxiliary Meritorious Service Medal**



MEMBER NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Equivalent to US Coast Guard Meritorious Service Medal.

Recognizes meritorious service to the US Coast Guard or US Coast Guard Auxiliary.

Recognized service must have enhanced Auxiliary goals at the District level.

Performance clearly of a much higher level than normally expected and had a positive impact on the quality of the US Coast Guard or US Coast Guard Auxiliary's ability to complete its missions and goals.

Wording in commendation should include **OUTSTANDING** and **MERITORIOUS** and service **WORTHY OF SPECIAL RECOGNITION** that contributed significantly to the fulfillment of Auxiliary goals.

Must be approved by any CG Flag Officer.

Summary of action or service must accompany Award From and citation.

District 9CR Award Recommendation Form attached and complete.

Sent to VCO on \_\_\_\_\_ (date).

**Auxiliary Plaque of Merit**



MEMBER NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Equivalent to the US Coast Guard Medal.

Recognizes heroism in the face of grave personal risk that clearly stands out as above normal expectations.

Issued ONLY for underway operations – aircraft, boat or ship.

Wording in commendation should include **EXTREME SKILL** in performing an **ASSIST** or **RESCUE** at **RISK TO THE MEMBER'S LIFE**.

EXTREME SKILL required.

There was a risk to the member's life.

Must be approved by any CG Flag Officer.

Summary of action or service must accompany Award Form and citation.

District 9CR Award Recommendation Form attached and complete.

Sent to VCO on \_\_\_\_\_ (date).

**Auxiliary Legion of Merit**



MEMBER NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Equivalent to Coast Guard Legion of Merit.

Recognized performance that is clearly much higher than expected and have a measurable, positive effect on the Auxiliary across multiple Auxiliary regions or at Auxiliary Area or National level.

Service comparable to ADSM but in a duty of lesser, though considerable responsibility.

Auxiliarists in leadership positions who have performed such exceptionally meritorious service to justify the award of ADSM, except as to degree of merit.

Key terms: **PERFORMANCE HIGHER THAN EXPECTED, MEASURABLE, POSITIVE EFFECT** on Auxiliary **ACROSS MULTIPLE AUXILIARY REGIONS OR AT AUXILIARY AREA OR NATIONALLY.. OUTSTANDING MERITORIOUS SERVICE.**

Award approved by NACO, Vice Admiral USCG.

District awards form complete and submitted.

Sent to VCO on \_\_\_\_\_ (date).

**Auxiliary Distinguished Service Medal** 

MEMBER NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Equivalent to US Coast Guard Distinguished Service Medal.

Recognizes exceptionally meritorious service and distinguished service to the US Coast Guard Auxiliary as a national organization.

Recognized exceptional performance of duty that benefited the Auxiliary as a whole.

Performance clearly of a much higher level than normally expected and must have a measurable, positive effect on the entire organization.

Wording in commendation should include member **DISTINGUISHED** him/herself and contributed **EXCEPTIONALLY MERITORIOUS** service **WORTHY OF SPECIAL RECOGNITION** that contributed significantly to the **ENTIRE AUXILIARY ORGANIZATION**.

Must be awarded/approved by the Commandant.

Summary of action or service must accompany Award Form and citation.

District 9CR Award Recommendation Form attached and complete.

Sent to VCO on \_\_\_\_\_ (date).

## APPENDIX B:



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### **Ribbons in order displayed**

If two or more ribbons have the same precedence, they will be shown in *italics*. The first ribbon in the group will be labeled, "Same precedence as following", and the rest will be labeled, "Same precedence as preceding". When you wear them arrange the ribbons in a group in the order in which you earned them.

Auxiliary Distinguished Service Award  
Auxiliary Legion of Merit  
Transportation 9-11 Guardian Medal  
Auxiliary Plaque of Merit  
Auxiliary Meritorious Service Award  
Auxiliary Award of Operational Merit  
Auxiliary Commendation Award  
Transportation 9-11 Medal  
Auxiliary Achievement Award  
Auxiliary Sustained Service Award  
Auxiliary Commandant's Letter of Commendation Ribbon  
Commandant's Letter of Commendation Ribbon  
Coast Guard Presidential Unit Citation  
Secretary's (DOT) Outstanding Unit Award



Coast Guard Unit Commendation  
Coast Guard Meritorious Unit Commendation  
Coast Guard Meritorious Team Commendation  
Coast Guard Bicentennial Unit Commendation  
Auxiliary Humanitarian Service Award  
Transportation 9-11 Ribbon  
Special Operations Service Ribbon  
Auxiliary Annual Service Performance Award Recruiting Service  
Coast Guard Recruiting Service Ribbon

*Auxiliary Specialty Ribbon - Same precedence as following*

**Note: Remove if AUXOP device earned**

*Auxiliary Operations Program Ribbon - Same precedence as preceding*

*Auxiliary Marine Safety Training Ribbon - Same precedence as preceding*

*Auxiliary Examiner Program Ribbon - Same precedence as preceding*

*Auxiliary Instructor Program Ribbon - Same precedence as preceding*

*Auxiliary Public Affairs Award - Same precedence as preceding*

Auxiliary Membership Service Award  
Auxiliary Flotilla Meritorious Achievement Award

*Auxiliary Annual Service Performance Award Operations Service - Same precedence as following*

**Note: May wear O for Operations or S for Support but not both**

*Auxiliary Annual Service Performance Award Examinations/Marine Dealer Visitation - Same precedence as preceding*

*Auxiliary Annual Service Performance Award Public Education - Same precedence as preceding*