



National Awards Guide



Awards Guide

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Introduction

Reward and recognition is a critical component of helping members feel as though their hard work on behalf of the organization has been appreciated. This is especially important when working with people – the work of the Human Resources Directorate at all levels in the organization.

This Guide was designed to meet two needs:

1. To ensure that the work flows and procedures used for processing awards are well documented for use by members of the Human Resources Directorate.
2. To inform flotilla, division, and district staff of the most timely and correct process to recognize the hard work of their flotilla members.

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Title of National Award	AFRAS Silver Award (Association for Rescue at Sea)
Purpose	The AFRAS Silver Medal is awarded for heroic, uniquely distinguished, rescue at sea by a U.S. Coast Guard Auxiliarist.
Type	AFRAS Silver Medal
Criteria	This prestigious award is presented annually to a deserving Coast Guard Auxiliarist for an act involving lifesaving from inland or coastal waters where heroic action of an Auxiliarist was uniquely distinguished.
Chain of Approval	Nomination is submitted to Chief, Coast Guard Office of Search and Rescue (CG-534) via the Auxiliarist's Chain-of-Leadership to the cognizant Commander and forwarded to NACO.
Processing Instructions	Nominations should consist of a short cover letter indicating the nominee's name, Flotilla, and a short narrative (1 to 2 pages) to fully document the event. Address: COMMANDANT (CG-SAR), U.S. Coast Guard, 2100 2nd Street SW, Stop 7363, Washington, DC, 20593-7363, ATTN: AFRAS Nomination.
Submission Deadline	Award nominations are due at CG-534 by 1-Feb of "Current Calendar Year," based on accomplishments in "Award Year" (prior Calendar Year).
Presentation	AFRAS formally sponsors the Silver Lifesaving Medal at an annual ceremony (mid-Oct of each year) on Capitol Hill with U.S. Coast Guard Commandant and/or Vice Commandant in attendance, and Members of Congress.
Reference	COMDINST M16520D AUXMAN Chapter 11 Association for Rescue at Sea

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Title of National Award	Auxiliarist of the Year (AUXOY)
Purpose	Recognizes most exemplary performance by an eligible Auxiliarist during “Award Year” (previous calendar year). Parallels Coast Guard “Person of the Year (EPOY)” and “Civilian Employee of the Year (CEOY).”
Type	Plaque
Criteria	Nominees must be members in good standing of Auxiliary for at least 1 year and no more than 3 years from initial enrollment to date of nomination. Tenure: Date of AUXOY announcement to date of successor announcement.
Chain of Approval	Nominations originate at Flotilla level. Regional EXCOM determines which nomination to forward. DSO endorses/forwards 1 award nomination DNACO (28-Feb). DNACO forwards 1 nomination to VNACO (15-Mar). VNACO chairs Committee and forwards selection to NACO. NACO submits nomination to Chief Director (15-Apr). Chief Director forwards nomination to CCG by 30-Apr.
Processing Instructions	Nominations are electronically processed and forwarded, using sample format in Appendix F of the AUXMAN.
Submission Deadline	NACO solicits nominations during January, of “Current Calendar Year,” based on accomplishments in “Award Year” (prior Calendar Year).
Presentation	AUXOY name is inscribed on perpetual plaque permanently displayed at CGHQ. Issuance of personalized keeper plaque. Announcement of Award by ALCOAST message. Presentation at National Conference (NACON). Travel, lodging, and per diem expenses for AUXOY and spouse are covered with orders issued by Chief Director. Recommendation for Auxiliary Commendation Medal submitted by VNACO.
Reference	AUXMAN Chapter 11

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Title of National Award	Auxiliary Diversity Award
Purpose	Recognizes most exemplary performance in field of diversity by 1 Auxiliarist who demonstrated sustained exceptional standards of conduct and consistent support of Auxiliary diversity goals and USCG Diversity Policy Statement.
Type	Certificate of Appreciation (with embossed Auxiliary seal) and Honorary Auxiliary noteworthy cooperation for assistance to Auxiliary. In limited cases, “Honorary Commodore” may be awarded. Announcement of Award by ALCOST and ALAUX, with appropriate article published in Navigator E-Magazine.
Criteria	Auxiliarist in good standing for at least 1 year at time of nomination.
Chain of Approval	Awarded at discretion of NACO (not awarded annually).
Processing Instructions	For nominations initiated at District level or below, District/Regional EXCOM validates nominations and decides which to forward. DCO endorses and forwards only 1 Award nomination from District/Region to respective DNACO by 1-Nov. Each DNACO endorses and forwards only 1 nomination to VNACO by 15-Nov. For nominations initiated at National Staff level, appropriate Directorate Chief and ANACO reviews and forwards to appropriate DNACO by 1-Nov. VNACO chairs selection committee (DNACO’s) to select Award that is forwarded by VNACO to NACO by 1-Dec. NACO submits nomination to Chief Director by 10-Dec. Chief Director reviews nomination and forwards to Chief Diversity Workforce staff by 15-Dec.
Submission Deadline	NACO solicits nominations during September of each year. Submitted to District/Region EXCOM (via chain-of-leadership) by 1-Oct.
Presentation	At N-Train in January of each year.
Reference	AUXMAN Chapter 11

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Title of National Award	Anniversary Streamers
Purpose	Recognition for reaching 50 th Anniversary of Charter Date of Flotilla, Division, or Region. Subsequent anniversaries: 60 th , 70 th , and 75 th .
Type	Streamer
Criteria	Flotilla, Division or Region may display only the most recent Anniversary Streamer on the Auxiliary ensign: <ul style="list-style-type: none">● 50th Anniversary: Blue and white letters that display “50 years.”● 60th Anniversary: Red and white letters that display “60 years.”● 70th Anniversary: Platinum and blue letters that display “70 years.”● 75th Anniversary: White and blue letters that display “75 years.”
Chain of Approval	Cognizant DIRAUX submits request for applicable Anniversary Streamer Award and certificate directly to DIR-H.
Processing Instructions	DIR-H will direct BC-HTA to issue the applicable Anniversary Streamer Award and certificate.
Submission Deadline	N/A
Presentation	Unit attained applicable anniversary date in Current Calendar Year, based on accomplishments in “Award Year” (prior Calendar Year)
Reference	AUXMAN Chapter 11

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Title of National Award	BoatUS Award
Purpose	Recognizes Flotilla improvement from 1-Jan to 31-Dec of “Award Year” (prior calendar year).
Type	Trophy for BoatUS Flotilla of the Year
Criteria	Flotilla with highest total points based upon increase in membership, number of operational missions, number of vessel safety checks (VSC's), number of public education sessions, number of member training sessions, and number of public affairs missions.
Chain of Approval	NAC (National Association of Commodores) forwards nomination applications to appropriate DCO (District Commodore) by 31-May of “Current Calendar Year” who, in turn, approves applications, sorts by point count and provides name of winner to BoatUS.
Processing Instructions	Automated calculation without requiring any mathematical computations by Flotilla, Division, or District staff. Deserving flotillas that delay entry of data into AUXDATA by 31-May will lose the opportunity to compete for this Award.
Submission Deadline	AUXDATA records are considered, as entered, by 31-May of “Current Calendar Year.”
Presentation	Trophy presented to Flotilla with highest total points, by President of BoatUS, or designee, at NACON
Reference	BoatUS

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Title of National Award	Coast Guard RBS Award of Excellence (Eagle Award)
Purpose	Recognizes Auxiliarists who made outstanding contributions to, and who best exemplified Excellence in, Recreational Boating Safety Missions
Type	Certificate
Criteria	Based on AUXDATA (total of “Award Year“ and “Current Year” credits) for 5 Auxiliarists from each Region (Atlantic, Central and Pacific).
Chain of Approval	Chief of the U. S. Boating Safety Division may, at his/her discretion, reduce the number of annual awards from 3 (1 from each Region, including Atlantic, Central, and Pacific) to a total of 1 or 2 National Awards.
Processing Instructions	On 1-Apr of “Current Calendar Year,” Chief Director prepares RBS Device Report (based on AUXDATA) from “Award Year” (prior calendar Year) and forwards it to Director of Performance Management who, in turn, determines each Auxiliarist's total credits for each Auxiliarist nominee listed (adding prior and Current Calendar Year credits drawn from AUXDATA). Director of Performance Management provides list of top 5 Auxiliary members from each Region (Atlantic, Central, and Pacific), with applicable credit totals, to appropriate DNACO's by 1-May. DNACO's forwards lists to appropriate DCO's who, in turn, nominate a single listed member. Each DCO prepares a short Commendation statement (preferably including applicable RBS-related statistics) to justify nomination and submits it to appropriate DNACO by 20-May. DNACO selects and submits respective area nomination, including Commendation statement, to CG-5422 by 1-Jun.
Submission Deadline	N/A
Presentation	CG-5422 presents Annual Awards at NACON based on accomplishments in “Award Year” (prior Calendar Year)
Reference	AUXMAN Chapter 8

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Title of National Award	Commodore Charles S. Greanoff Inspirational Leadership Award
Purpose	Recognizes most exemplary performance by a Flotilla Commander. Parallels other CG awards [John G. Whitherspoon Inspirational Leadership Award, George R. Putnam Inspirational Leadership Award, and MCPO Angela M. McShan Inspirational Award] for active duty or Reserve CPO's.
Type	Trophy and recommendation for Auxiliary Commendation Medal
Criteria	FC who demonstrated sustained, exceptional standards of proficiency and conduct, and whose appearance and bearing were consistently impeccable. Auxiliarist must have served as incumbent FC at time of solicitation for Award (Oct).
Chain of Approval	Refer to Processing Instructions
Processing Instructions	Nominations are originated by Flotilla, submitted by any member directly to DCDR who, in turn, submits Division selection to DCO by 15-Oct. District/Regional EXCOM validates nominations and determines which to forward. DCO endorses and forwards 1 nomination from District/Region to respective DNACO by 1-Nov. DNACO reviews, endorses, and forwards all nominations for area to Chief Director (cc: VNACO and NACO) for review by 5-Nov. If VNACO and NACO concur, Chief Director forwards all nominations to Chief, Office of Leadership and Development by 10-Nov. CG-133 convenes Committee (1 Captain, 1 MCPO, 1 civilian, 1 Auxiliary Commodore). Final nominee to be selected in January.
Submission Deadline	NACO solicits nominations during September of "Current Calendar Year," based on accomplishments in "Award Year" (prior Calendar Year).
Presentation	Announcement of Award by ALCOAST and ALAUX message. Presented at Washington, DC ceremony, article/photo, and publication in Coast Guard Leadership News and Navigator E-Magazine. Recipient may be requested to represent Auxiliary at other official functions and ceremonies during Current Calendar Year.
Reference	AUXMAN Chapter 11

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Title of National Award	Marine Retailers Association Award (MRAA)
Purpose	Recognizes Flotilla improvement from 1-Jan through 31-Dec of “Award Year” (prior calendar year).
Type	Trophy for MRA Flotilla of the Year
Criteria	Automatically calculated without requiring any mathematical computations by Flotilla, Division or District staff. Highest total points for all listed criteria serve as the determining factor for selection of the winning Flotilla.
Chain of Approval	Refer to Processing Instructions
Nomination Process	Automated calculation measures improvement, by each Flotilla, 1-Jan through 31-Dec of “Award Year” (prior calendar year). Comparing number of vessel safety checks (VSC’s), number of AX, BQ, and IQ members, number of Vessel Examiners, number of Program Visitors, number of Vessel Examiners performing over 35 Vessel Safety Checks, and number of Program Visitors doing over 20 Program Visits. It is based on data entered in AUXDATA as of 1-Jan through 31-Dec of “Award Year” (prior calendar year). Nominations due to NAC (National Association of Commodores) by 31-May of “Current Calendar Year.” NAC forwards nomination applications to appropriate DCO who, in turn, approves applications, sorts by point count, and provides name of winner to Marine Retailers Association (MRA).
Processing Instructions	Deserving Flotillas that delay entry of data into AUXDATA by 31-May could lose the opportunity to compete for this Award.
Submission Deadline	Only data entered into AUXDATA by 31-May of “Current Calendar Year” will be included in the automated calculation
Presentation	Trophy presented by President of the Marine Retailers Association (MRA), or designee, at NACON
Reference:	Marine Retailers Association of the Americas

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Title of National Award	NACO 3-Star Award for Diversity Excellence
Purpose	Recognizes Flotillas and Divisions for distinction in valuing and managing diversity.
Type	Certificate of Appreciation signed by NACO.
Criteria	FC's may complete diversity application by verifying that all required goals have been completed, including: Goal #1 – Create a Positive Environment Goal #2 – Value all Members Goal #3 - Promote Individual Success Goal #4 - Carry out Diverse Outreach Activities in the Community
Chain of Approval	Refer to Processing Instructions
Processing Instructions	No limit to number of flotillas or divisions recommended by District to receive Award. Auxiliarists may access and submit an on-line electronic submission form to DANACO - Diversity, who will counsel Auxiliarists with respect to satisfying requirements for the Award. Using an alternative approval process, FC's may submit an application to DSO-DV who reviews documentation to ensure accuracy, secures approval of DCO and forwards it to BC-DV for review and approval.
Submission Deadline	Award application must be submitted no later than 30-Jun of “Current Year” for diversity accomplishments during “Award Year” (prior calendar year).
Presentation	Award is sent to DCO for presentation at District Conference or other appropriate event. Award may also be presented to the DCO at NACON.
Reference	AUXMAN Chapter 11

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Title of National Award	NACO Membership Growth Award – Individual
Purpose	To recognize the individual recruiting achievement of an Auxiliary member.
Type	Certificate issued by NACO
Criteria	To earn “NACO Membership Growth Award – Individual” (NMGA-I), the individual must have recruited five new members in “Award Year” (prior Calendar Year) and be considered a sponsor of such members (More than one member can be considered a sponsor to a new member). Each new member must have been assigned a Member ID number by DIRAUX.
Chain of Approval	After completion of the NACO Membership Growth Award Application, the Recruiting Member submits such NACO Membership Growth Award Application to the BC-HTA for verification and approval. The BC-HTA generates the certificate.
Processing Instructions	<p>The Recruiting Member must initiate and submit a NACO Membership Growth Award Application.</p> <p>All information requested must be printed clearly on the Application. Upon receipt of the Application, the BC-HTA shall verify that each Recruited Member’s name and Member ID number are legible on the Application and:</p> <ol style="list-style-type: none">1. Note the signature of the Recruiting Member.2. Ensure that the district is identified.3. Date stamp the application upon receipt.4. If an application is incomplete or illegible, contact the Recruiting Member submitting the application by e-mail, US Postal Service (mail), or by telephone for the information.5. Ensure that the names and Member ID of each newly Recruited Member actually appears on the membership list of the respective flotilla.6. Perform additional input and printing details on the certificate, and forward it to the appropriate DCO for presentation to the Recruiting Member at a later date.
Submission Deadline	No later than 30-Jun of “Current Calendar Year” for diversity accomplishments during “Award Year” (prior Calendar Year). Award may also be presented at NACON.
Presentation	This award is sent to the member’s District Commodore (DCO) for distribution to the member at a District Conference.

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Reference

USCGAUX NMGA-I

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Title of National Award	NACO Membership Growth Award – Flotilla
Purpose	To recognize the recruiting achievement of an Auxiliary Flotilla.
Type	Certificate issued by NACO
Criteria	To earn “NACO Membership Growth Award for – Flotilla” (NMGA-FD), such Flotilla must have recruited enough new members to net 2 additional members during “Award Year” (prior Calendar Year) based on a comparison of “Current Calendar Year” and “Award Year” (prior Calendar Year) total membership.
Chain of Approval	After verifying starting and ending membership totals (1-Jan through 31-Dec) in AUXDATA, the FC sends the form NMGA-F to the BC-HTA for verification and approval.
Processing Instructions	<p>The FSO-HR should determine if the Flotilla qualifies for the award and complete a NACO Membership Growth Award Application.</p> <p>The FC then approves the Application and forwards it to the BC-HTA. All information requested must be printed clearly on the application.</p> <p>Upon receipt of the Application, the BC-HTA shall:</p> <ol style="list-style-type: none">1. Verify the overall growth of the flotilla by 2 net members by checking starting membership totals in AUXDATA from 1-Jan through 31-Dec of prior year.2. Ensure that the Name and Flotilla number are legible.3. Note the submission signatures of the FC.4. Ensure that the District is identified.5. Date stamp the application on receipt.6. If any application is not complete or legible, the BC-HTA will contact the appropriate FC by e-mail, US Postal Service (mail), or by telephone for the information.7. Perform additional input and printing details on the certificate, and forward back to the appropriate DCO for presentation to the Flotilla at a later date.
Submission Deadline	No later than 30-Jun for the previous calendar year
Presentation	This award is sent to the District Commodore (DCO) for presentation to the Flotilla at a District Conference.
Reference	USCGAUX NMGA-FD

Awards Guide

Title of National Award	NACO Membership Growth Award – Division
Purpose	To recognize the recruiting achievement of an Auxiliary Division.
Type	Certificate issued NACO
Criteria	To earn “NACO Membership Growth Award – Division” (NMGA-FD), the individual Division must have recruited enough new members to net 2 additional members multiplied by the number of Flotillas in the Division from “Award Year” (prior Calendar Year) totals.
Chain of Approval	After verifying starting and ending membership totals (1-Jan through 31-Dec) in AUXDATA, the Division Commander (DCDR) sends the Form NMGA-D to BC-HTA.
Processing Instructions	<p>The SO-HR will determine if the Division qualifies for the Award and complete a NACO Membership Growth Award.</p> <p>The Division Commander (DCDR) will approve the Application by verifying starting and ending membership totals (1-Jan through 31-Dec) in AUXDATA and forward the Application, to BC-HTA. All information must be printed clearly on the Application. Upon receipt of the Application, the BC-HTA shall:</p> <ol style="list-style-type: none">1. Verify the overall growth of the Division by 2 net members multiplied times the number of Flotillas in the Division by checking starting membership totals in AUXDATA from 1-Jan through 31-Dec of prior year.2. Verify the DCDR’s name and Division number.3. Note the approval signature of the DCDR.4. Ensure that the District is identified.5. Date stamp the Application upon receipt.6. If any Application is incomplete or illegible, contact the appropriate person by e-mail, US Postal Service (mail), or by telephone for the information.7. Perform additional input and printing details on the certificate, and forward to the appropriate DCO for presentation to the Flotilla at a later date.
Submission Deadline	No later than 30-Jun of “Current Calendar Year,” based on accomplishments in “Award Year” (prior Calendar Year).
Presentation	This award is sent to the District Commodore (DCO) for presentation to the Division at a District Conference.
Reference	USCGAUX Form NMGA-FD (forms.cgaux.org)

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Title of National Award	NACO Membership Growth Award – District
Purpose	To recognize the recruiting achievement of an Auxiliary District.
Type	Certificate issued by NACO and Banner
Criteria	To earn the NACO Membership Growth Award for a District, a District must have increased the overall membership in that District by a minimum of 5%, as reflected in AUXDATA, during the award year. The top 3 Auxiliary Districts with the greatest percentage increase in new members in “Award Year” (prior Calendar Year) when compared to prior “Award Year” are eligible.
Chain of Approval	The DVC-HT prepares a listing of eligible Districts and forwards to DIR-H with relevant backup data for submission to NACO.
Processing Instructions	<p>The District is not required to make an application, since the award for Districts is predetermined from National statistics.</p> <ol style="list-style-type: none">1. DVC-HT shall check and review the data from AUXDATA from 1-Jan through 31-Dec to determine the top three Districts with the highest percentage of growth for prior calendar year.2. After approval and verification by the DVC-HT, the DIR-H forwards the up the chain (ANACO, VNACO) to the NACO.3. DIR-H will advise BC-HTA to prepare certificates for presentation by the NACO at NTRAIN.
Submission Deadline	None
Presentation	This award (certificate and banner) is presented at NTRAIN to the District Commodore (DCO).
Reference	USCGAUX Form NMGA-FD (forms.cgaux.org) USCGAUX Form NMGA-FD (forms.cgaux.org)

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Title of National Award	National Boating Federation (NBF)
Purpose	Recognizes Flotilla improvement from 1-Jan through 31-Dec of the “Award Year” (prior calendar year).
Type	Trophy for National Boating Federation (NBF) Flotilla of the Year
Criteria	Automatically calculated without requiring any mathematical computations by Flotilla, Division or District staff. Highest total points for all listed criteria serve as the determining factor for selection of the winning Flotilla.
Chain of Approval	Refer to Processing Instructions
Processing Instructions	Automated calculation measures improvement, by each Flotilla, 1-Jan through 31-Dec of “Award Year“ (prior calendar year), comparing membership, number of instructors, multi-lesson courses taught, number of public education sessions, number of BS&S lessons taught, number of SA&S lessons taught, number of ACN/BCN lessons taught, number of Boats “N” Kids, etc. lessons taught, number of Boating Safety lessons taught, number of ABC (Americas Boating Course) lessons taught, and number of State Safe Boating lessons taught. It is based on data entered in AUXDATA as of 1-Jan through 31-Dec of “Award Year” (prior calendar year). Nominations due to NAC (National Association of Commodores) by 31-May of “Current calendar Year.” NAC forwards nomination applications to appropriate DCO who, in turn, approves applications, sorts by point count and provides name of winner or National Boating Federation (NBF). Automated calculation does not require any mathematical computations by Flotilla, Division, or District staff. Deserving flotillas that delay entry of data into AUXDATA by 31-May could lose the opportunity to compete for this award.
Submission Deadline	31-May of Current Year
Presentation	Trophy presented to Flotilla with highest total points, by the President of National Boating Federation (NBF), or designee, at NACON
Reference	National Boating Federation

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Acronyms

ANACO

ANSC

BA

BC

BC-HTA

D-AD

DCAPT

DCO

DCOS

DCDR

DDC-L

DDC-P

DDC-R

DIR

DIR-d

DIRAUX

DNACO

DSO

DVC

DVC-HT

FC

FSO

NACO

NACON

NIPCO

OTO

SO

VNACO

Definition

Assistant National Commodore

Auxiliary National Supply Center

Branch Assistant (National Directorate)

Branch Chief (National Directorate)

Branch Chief, Human Resources Directorate – Awards

District Commodore's Aide

District Captain

District Commodore

District Chief of Staff

Division Commander

District Chief of Logistics/Planning

District Chief of Prevention

District Chief of Response

Director (National Directorate)

Deputy Director (National Directorate)

District Director of Auxiliary

Deputy National Commodore

District Staff Officer

Division Chief

Division Chief, Human Resources Directorate – Retention

Flotilla Commander

Flotilla Staff Officer

National Commodore

USCG Auxiliary National Conference

Immediate Past National Commodore

Operations Training Officer

Division Staff Officer

Vice National Commodore