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# **STANDING RULES**

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## **APPENDIX B – AWARDS PROGRAM**

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5th District Southern Region  
Sector Virginia  
**Division 6, Peninsula**

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**Voted on and accepted  
by the Division 6 Board**

**5 August 2020**

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## APPENDIX B

### DIVISION AWARDS PROGRAM

#### 1. GENERAL

A. An Awards Program is hereby established for the Division to enhance member morale through the recognition and reward of Flotillas and members on an annual basis for their performance and achievements. These awards will be presented at the Division Awards Banquet (DAB) in late January. The awards are to presented at the DAB are the Division Flotilla Awards, Member Awards, recognition of each Flotilla Auxiliarist of the Year (AOY), and the awarding of the Division AOY. All Auxiliary Awards and Recognitions will be presented (unless presented to member at a higher-level event, then it will be recognized) all Auxiliary Member Service Awards will be recognized at the DAB. The following award will not be presented or recognized at the DAB: Auxiliary Annual Service Performance Awards or Auxiliary Service Awards as defined by the AUXMAN.

B. An Awards Committee shall be appointed by the Division Commander (DCDR). This Committee will include the Immediate Past Division Commander or a Past Division Commander, and the Division Vice Commander (VCDR) and one or more current or past members of the Division Board. Not more than two members will be from the same flotilla.

C. Awards will be given as follows:

(1) The Flotilla of the Year will be presented with a flag streamer and a check made out to the flotilla in the amount of \$50.00 which can be used for any Auxiliary purpose.

(2) The Auxiliarist of the year will receive the Auxiliary Commandant Letter of Commendation along with a gift card in the amount of \$50.00 plus a framed certificate.

(3) The remaining awards will be presented to the winning flotilla(s) or member(s) as framed certificates.

(4) 19 total awards to be presented:

a. Flotilla Awards

Flotilla of the Year  
Flotilla Public Education (PE) Program  
Flotilla Program Visitor (PV) Program  
Flotilla Underway Patrol Operations (OPS) (Program  
Flotilla Vessel Examiner (VE) Program

Flotilla Public Affairs (PA) Program  
Flotilla Member Training (MT) Program  
Flotilla Member Recruiting (MR) Program\*  
Flotilla CG Operations Support (CGOS) Program

\* The MR acronym acts as a sub-function of HR for the purposes of the Division Awards system.

b. Member awards

Division Auxiliarist of the Year  
CGOS  
Instructor MT  
Instructor PE  
OPS (Coxswain)  
OPS (Crew)  
OPS Air (Pilot/Crew/Observer)  
PA Hours  
PV  
VE

D. The Awards Program shall be operated on a calendar (January 1 – December 31) year basis, hereafter referred to as the “Awards-year.” All data for final determination of awards shall be obtained from official Auxiliary data bases’ year-end reports except for recruiting awards which shall be based on data submitted by the flotilla commanders.

## 2. FLOTILLA AWARDS

A. Flotilla awards will be presented to Flotilla Commanders at the Division Awards Banquet in lieu of the Division Change of Watch, normally held in January of the year following the Awards-year. Vice Flotilla Commanders should accept awards in the absence of Flotilla Commanders. If the Flotilla Commander and the Vice Flotilla Commander are absent from the Division Awards Banquet, the award will be announced for record and then shall be presented at the next Flotilla meeting for the Flotilla that won the award.

B. Flotilla awards shall be based upon performance measured against Mission Objectives (MO), assigned as follows:

(1) **VESSEL EXAMINER MO:** The total Division membership at the beginning of the Awards-year is divided by the total number of qualified VE’s in the Division at the beginning of the Awards-year. This resulting number is divided into each Flotilla’s membership and then multiplied by a factor of **15** (see Note 1) to obtain each Flotilla’s VE MO (see Notes 2, 3).

**Example:** Division membership on January 1 is 220, total Division VE's 77 and one Flotilla's membership 35. [220 divided by 77 = 2.86], [35 divided by 2.86 = 12.24], [12.24 multiplied by 15 = 184]. The VE MO for the example Flotilla is 184. The Flotilla that exceeds its VE MO for the Awards-year by the highest percentage of completion of all types of vessel examinations receives the award.

(2) **MARINE UNDERWAY PATROL OPERATIONS MO:** The total Division membership at the beginning of the Awards-year is divided by the total number of Coxswains in the Division at the beginning of the Awards-year. This number is divided into each Flotilla's membership and then multiplied by a factor of **25** (see Note 1) to obtain the Flotilla underway operations hours MO. The Flotilla that exceeds its OPS MO for the Awards-year by the highest percentage of underway operations hours receives the award. Note: Bravo time is not included in this award (see Notes 2, 3).

(3) **PUBLIC EDUCATION MO:** The total Division membership at the beginning of the Awards-year is divided by the total number of qualified instructors in the Division at the beginning of the Awards-year. This number is divided into each Flotilla's membership, and then multiplied by a factor of **6** (see Note 1) to obtain the Flotilla's PE MO. The Flotilla that exceeds its PE MO for the Awards-year by the highest percentage of PE teaching hours receives the award (see Notes 2, 3).

(4) **PROGRAM VISITOR MO:** The total Division membership at the beginning of the Awards-year is divided by the total number of qualified program visitors at the beginning of the Awards-year. This number is divided into each Flotilla's membership and then multiplied by a factor of **20** (see Note 1) to obtain the Flotilla's PV MO. The Flotilla that exceeds its PV MO for the Awards-year by the highest percentage of program visits receives the award (see Notes 2, 3).

(5) **MEMBERSHIP RECRUITING MO:** The MR MO for each Flotilla at the beginning of the Awards-year is set at Zero percent (0%). Flotilla membership at the end of the Awards-year minus disenrollments is divided by the Flotilla membership at the beginning of the Awards-year minus transfers, deaths and retirements to derive the percentage increase in membership. Membership is achieved when the new Auxiliarist is assigned the Approval Pending (AP) designator. The Flotilla that exceeds its MR MO for the Awards-year by the highest percentage of AP, IQ (Initially Qualified), or BQ (Basically Qualified) designated new members receives the award (see Note 3).

(6) **PUBLIC AFFAIRS MO:** The Public Affairs MO will be scored differently from MO's 2B(1) through 2B(5) above since every division member has the individual opportunity to participate in the Public Affairs programs and events without any required specialized training. This Flotilla award will be based on the number of PA hours listed in AUXINFO for the Awards Year. The Flotilla with the highest hourly average per member as derived from AUXINFO statistics for the Awards Year. To arrive at this figure, divide the Flotilla's total number of hours for each category by their total membership. The Flotilla with the highest hourly average per member from all PA mission codes will be awarded the two points towards Flotilla of the year (see Note 4).

(7) **MEMBER TRAINING MO:** The MT MO will be scored differently from MO's 2B(1) through 2B(5) above. This Flotilla award will be based on the number of MT hours listed in AUXINFO for the Awards Year. The Flotilla with the highest hourly average per member as derived from AUXINFO statistics for the Awards Year. To arrive at this figure, divide the Flotilla's total number of hours for each category by their total membership. The Flotilla with the highest hourly average per member for MT hours will be awarded the two points towards Flotilla of the year (see Note 4).

(8) **CG OPERATIONS SUPPORT MO:** The CGOS MO will be scored differently from MO's 2B(1) through 2B(5) above. This Flotilla award will be based on the number of CGOS hours listed in AUXINFO for the Awards Year. The Flotilla with the highest hourly average per member as derived from AUXINFO statistics for the Awards Year. To arrive at this figure, divide the Flotilla's total number of hours for each category by their total membership. The Flotilla with the highest hourly average per member for all CGOS mission codes will be awarded the two points towards Flotilla of the year (see Note 4).

**NOTES:**

1. Items 2B(1) through 2B(5) factors were derived from historic data.
2. Calculated MOs will be provided to Flotilla Commanders by January 15 of each Awards-year, to be used as mission accomplishment goals.
3. In case of a tie at the highest percentage level in categories VSC, Operations, PE, PV, and MR, both Flotillas will receive awards.
4. In case of a tie in the number of hours logged in categories PA, MT, and CGOS, both Flotillas will receive the award.

### C. FLOTILLA OF THE YEAR AWARD

(1) The FLOTILLA OF THE YEAR AWARD will be awarded to the Flotilla with the highest combined total of the paragraph 2.B eight MOs, as follows:

a. Two (2) points will be awarded for each exceeded MO plus one additional point will be awarded to the highest MO in each mission category as follows: VE, OPS, PE, PV, MR.

b. Two (2) points will be awarded the Flotilla with the highest hourly average per member based on AUXINFO for the Awards Year in each of the following mission categories: PA, MT, and CGOS.

(2) The Flotilla with the highest total point count will receive the Flotilla of the year award. In case of a point count tie, the award will go to the tied Flotilla with the highest percentage total.

*In Example 1, Flotilla 2 and 5 tied with a point count of 13; Flotilla 5 with the higher percentage total would receive the award.*

#### EXAMPLE 1

#### FLOTILLAS

MO	1	2	3	4	5
VSC	108% (2)	100% (2)	109% (2)	0%	110% (3)
OPS	115% (2)	102% (2)	155% (2)	180% (3)	109% (2)
PE	140% (3)	80% (2)	109% (2)	110% (2)	111% (2)
PV	10% (2)	115% (2)	123% (3)	107% (2)	112% (2)
MR	0%	112% (3)	0%	109% (2)	101% (2)
PA	(2)	--	-	-	-
MT	-	(2)	-	-	-
CGOS	-	-	-	-	(2)
TOTALS	373% (11)	509% (13)	496% (09)	506% (09)	543% (13)

### 3. INDIVIDUAL AWARDS:

A. Individual awards will be presented to members at either the Division Change of Watch or a Division meeting during the year following the Awards-year. The awards will be scored as follows:

(1) A **VESSEL EXAMINER AWARD** will be presented to the Division member who has performed the highest number of Vessel Safety Checks (VSC) on all type vessels during the Awards-year.

(2) A **PROGRAM VISITOR AWARD** will be presented to the Division member who has performed the highest number of Program Visits during the Awards-year.

(3) A **PUBLIC EDUCATION AWARD** will be presented to the Division Instructor who has taught the highest number of hours in PE classes during the Awards-year.

(4) A **MEMBER TRAINING AWARD** will be presented to the Division member who has the highest number of MT hours during the Awards-year.

(5) A **COXSWAIN AWARD** will be presented to the Division member having the highest number of Coxswain underway hours on surface operations during the Awards-year. This award does not include any Bravo time.

(6) A **CREW MEMBER AWARD** will be presented to the Division member having the highest number of crewmember underway hours on surface operations during the Awards-year. This award does not include any Bravo time.

(7) An **AIR OPERATIONS AWARD** will be presented to the Division Pilot, Copilot or Air Observer having the highest accumulative number of Air Operations' hours during the Awards-year.

(8) A **CG OPERATIONS SUPPORT AWARD** will be presented to the Division member having the highest number of direct operations support hours during the Awards-year. All CG Operational Support mission codes as shown in AUXINFO will be used in computing the score for this award.

(9) A **PUBLIC AFFAIRS AWARD** will be presented to the Division member completing the most public affairs mission hours. All Public Affairs mission codes as shown in AUXINFO will be used in computing the score for this award.

(10) A **DIVISION AUXILIARIST OF THE YEAR AWARD** will be awarded to the Division member who has made the most effective contribution to the programs and purposes of the Auxiliary. Selection is made by the Division Commander. The certificate is signed by the Division Commander.

To be eligible for this award, the member:

a. Shall not be a current DCDR, VCDR or elected officer above the Division level.



- b. Achieved a minimum of 100 activity points in the Awards-year as tabulated from paragraph 3B activity table and Enclosure 1 worksheet.
- c. Is permitted to receive both Division and Flotilla Auxiliarist of the Year Certificates for the same Awards-year.

(11) A **FLOTILLA AUXILIARIST OF THE YEAR CERTIFICATE** may be awarded annually by the Division Commander to a member of each Flotilla who has made the most effective contribution to the programs and purposes of the Auxiliary and this particular flotilla. Each Flotilla Commander shall submit the name of a selected Auxiliarist to the DCDR in sufficient time for the Certificate to be prepared, inscribed and presented at the Division COW or other appropriate ceremony. These certificates are signed by the Division Commander and the Flotilla Commander.

To be eligible for this award the member:

- a. Is not currently serving as an elected officer at any Auxiliary level above the Vice Flotilla Commander level, thus VFC's are eligible for the award.
- b. No activity points per paragraph 3B will be computed for the Flotilla Auxiliarist of the Year Award; this gives the FC maximum discretion as to whom to recommend for the award. To be eligible for consideration of the Division Auxiliarist of the Year, however, the member must meet the requirements of paragraph 3A(10) above.
- c. The selected member is permitted to receive both Flotilla and Division Certificates of the Year for the same Awards- year.

B. The following activity table and Enclosure 1 worksheet shall be used to compute activity points for Division and Flotilla Auxiliarists of the Year Certificates. The points shall be accrued in accordance with the following criteria:

#### CATEGORY POINT VALUE

Each Patrol Hour as Coxswain or Pilot 06  
Each Patrol Hour as a Crew Member or Co-Pilot 04  
Each Mission CG Operational Support Mission 04  
Each Hour Administrative Support Mission 02  
Each Hour as an Instructor, PE or MT 06  
Each Hour as an Instructor Aide, PE or MT 03  
Each Hour on a Public Affairs Mission 02  
Each Hour on an ATON Mission 02

Each Vessel Safety Check 04  
Each visit on an RBSPV Mission 02  
Each Hour on a Marine Safety Mission 04  
Service as an Elected Officer, any level 25  
Service as a current Staff Officer, any level (1 position only) 20

In addition, Flotilla Commanders may award at their discretion up to 20 points to any member who they feel has performed some special administrative activity or support not covered in the above paragraph 3B activity table. Enclosure 1 is used by Flotilla Commanders in compiling data for the Activity point calculation. Data for the categories of paragraph 3B shall be derived from official Auxiliary data bases.

#### 4. APPROVAL

This Awards Program was approved by a majority vote of the Division Board on 5 August 2020, and become effective upon the approval of the Division Commander.

APPROVED:   
\_\_\_\_\_  
Division Commander

ATTEST: *Elizabeth R. Barton*  
\_\_\_\_\_  
Secretary/Records

**ENCLOSURE 1**  
**ACTIVITY CERTIFICATE WORKSHEET**

Category and Point Value:	1. Coxswain/Pilot Patrols 6 points per hour	2. Crew Member Patrol 4 points per hour	3. CG Ops Support Mission 4 points for each mission	4. Admin Support Mission 2 points for each hour	5. Instructor, PE/MT 6 points for each hour	6. Instructor Aide, PE/MT 4 points for each hour	7. Public Affairs Mission 2 points for each hour	8. ATON Mission 2 points for each hour	9. Vessel Safety Check 4 points for each check	10. RBSVP Mission 2 points per visit	11. Marine Safety Mission 4 points for each hour	12. Elected Officer 25 points for Service	13. Staff Officer 20 points (maximum)	14. FC Awarded Points* 1-20 points spec. act.
Auxiliarists' Name														

**\*Note:** Flotilla Commanders may award up to 20 points to any member who performs special administrative assistance or support not otherwise covered by the categories above.