

MONTHLY

- Approved unit minutes are to be sent to the following: DCO, DCoS, DCAPT, DSO-SR, DIRAUX for all scheduled meetings. If no meeting is held for weather or other reasons, a report must still be submitted.
- Approved flotilla finance reports are to be sent to the SO-FN. SO-FN submits report to DSO-FN.
- Unit newsletters require DSO-PB approval before release.
- All contracts must be approved by (A)DSO-LP prior to signing by FC or DCDR.

JANUARY 2024

- Review Standing Rules & Bylaws – send to ADSO-LP for review.
- REYR status review – FSOs propose plan for year.
- Attend Division Changes of Watch.
- Prepare calendar - PE courses, NSBW and other events for year – appoint Chair/POC for each event.
- DCAPT's provide S-Train dates to EXCOM and DSO-MT.
- **08** DCO report due to DNACO LANT-E.
- **10 EXCOM meeting online (1900).**
- **15** Flotilla Meritorious Achievement Award nominations due to DCO (cc DCAPT).
- **15** D5S Joint USPS- AUX Award nominations due to DCOS.
- **15** AFRAS Award nomination due to DCO.
- **24** FSO-FN & FSO-MA submit Form 7025 to FC & VFC.

- **31** Completed and signed Flotilla Form 7025 due to DCDR & SO-FN.

FEBRUARY 2024

- **01** National Auxiliarist of the Year award packages due to DCO.
- **01** National Flotilla of the Year award packages due to DCO.
- **12** Flotillas & Divisions completed & signed Form 7025 due to DCAPT.
- **21 EXCOM meeting online (1900).**
- **23** Flotillas & Divisions completed & signed Form 7025 due to DSO-FN from DCAPT.
- **28** MAXIM Award – excellence in education application due to DCDR from FC.

MARCH 2024

- **01** DSO-FN submit all completed & signed Form 7025-report due to DIRAUX.
- **13 EXCOM meeting online (1900).**
- **15** DCDR and DSO reports due to DCAPT and DDC (include NSBW plans).
- **20** DCAPT and DDC reports due to DCO.
- **31** Approved Flotilla budget copy due to DCDR.
- **31** MAXIM Award – excellence in education application due to DIR-E from DSO-PE (cc DCOS).

APRIL 2024

- **01** Notification of completed unit audit due to DCAPT.
- **01** Approved unit budget copy due to DCAPT.
- **04-07** D-Train, Marriott Short Pump, Glen Allen, VA.

- **05 EXCOM meeting online (1900).**
- **08** DCO report due to DNACO LANT-E.
- **13** S-Train Sector MD/NCR.
- **13** S-Train Sector VA.
- **15** AFRAS Silver Award packets/nominations due to DCO (cc DCAPT).
- **30** MAXIM Award – excellence in education application due to DIR-E from DSO-PE, (cc DCOS).

MAY 2024

- **01** RBS Award of Excellence nominations due to DCO.
- **08 EXCOM meeting online (1900).**
- **15** NAC Best Flotilla in PE nominations due to DCO.
- **15** NAC Best Flotilla in VSC & PV PE nominations due to DCO.
- **18 - 24** National Safe Boating Week.
- **31** Partnering with Pride Award nominations due to DCO.

JUNE 2024

- **01** NACO Three Star Award for DV Excellence nominations due to DCO via chain of approval: (FC to ANACO-DV with cc to FSO, SO, & DSO-DV).
- **01** NACO Membership Growth-Individual Award application due to DCO.
- **01** NACO Membership Growth-Flotilla Award application due to DCO.
- **01** NACO Membership Growth-Division Award application due to DCO.

- **01** NACO 3 Star Auxiliary CORE Award application due to DCO.
- **01** Articles for Navigator submission deadline.
- **15** DCDR and DSO reports due to DCAPT and DDC.
- **20** DCAPT and DDC reports due to DCO.
- **21-23 EXCOM meeting in-person meeting, Marriott Short Pump, Glen Allen, VA.**
- **23 COAST GUARD AUXILIARY BIRTHDAY (1939).**
- -- District Screening Committee appointed by DCO.

JULY 2024

- Division Screening Committee appointed by DCDR (90 days prior to election meeting).
- Division Letters of Intent due to DCDR (60 days prior to election).
- **08** DCO report due to DNACO LANT-E.
- **10 EXCOM meeting online (1900).**
- -- District Letters of Intent for office to DCO.
- **29 Jul – 07 Aug** Coast Guard Week – Grand Haven, MI.

AUGUST 2024

- Flotilla Screening Committee appointed by FC (90 days prior to election meeting).
- Division Letters of Intent for office are due to DCDR (60 days prior to election).
- **04 COAST GUARD DAY.**
- **07 EXCOM meeting online (1900).**
- **10 – 17** NACON – Orlando, FL.
- -- District screening committee report due to D5S Board.

SEPTEMBER 2024

- Flotilla Election Letters of Intent for office are due to FC (60 days prior to election).
- **01** D5S Lifetime Achievement Award nomination due to DCDR from FC.
- -- DCDR & DSO report to Board @ D-Train.
- **05 – 08** D-Train – Marriott Short Pump – Glen Allen, VA.
- **06** EXCOM meeting in person at D-Train, Marriott Short Pump, Glen Allen, VA.

OCTOBER 2024

- Division elections held this month (after District election).
- **01** D5S Lifetime Achievement Award nomination due to DCDR to DCAPT.
- **01** Auxiliary Diversity Award nominations due to DCO (cc DCAPT).
- **01** COMO Charles S. Greanoff Inspirational Leadership Award nominations due to DCDR.
- **08** DCO report due to DNACO LANT-E.
- **09** EXCOM meeting online (1900).
- **15** COMO Charles S. Greanoff Inspirational Leadership Award 1 nomination due from DCDR to DCO (cc DCAPT).
- **15** Disenrollment forms (7035) for non-payment of dues are due to DIRAUX to ensure members are removed before dues lists are printed for end of year billing. Route per D5S Routing Guide.
- **31** PLB report due to OTO.

NOVEMBER 2024

- Flotilla ELECTIONS held this month (After Division elections).
- FCs and DCDRs appoint Budget Committee and Audit Committee.
- Reminder - all contracts must be approved by (A)DSO-LP prior to signing by FC or DCDR.
- **01** D5S Lifetime Achievement Award nomination due from DCAPT to DCO.
- **13** EXCOM meeting online (1900).
- **15** Flotilla AoY selections due from FCs to DCDRs.
- **25** Division AoY selections due from DCDRs to DCAPTs.

DECEMBER 2024

- **06-08** EXCOM meeting in-person, Marriott Short Pump, VA.
- -- Leadership Transition online training.
- **15** DCDR and DSO reports due to DCAPT and DDC.
- **20** DCAPT and DDC reports due to DCO.
- **20** Annual Unit Officer Report (Form 7007) due per D5S Routing Guide.