

Auxiliary Member Recognition... an Award Primer



CDR Mike DaPonte, CG-BSX-1



Agenda

- Types of Awards
 - Personal Award Standards
 - Citation Rules of Thumb and Tips
 - Citation Writing Pitfalls
 - Award Forms and Process
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CG Auxiliary Personal Awards

- Auxiliary Distinguished Service Medal (ADSM)
 - Auxiliary Legion of Merit (ALOM)
 - Auxiliary Plaque of Merit (APOM)
 - Auxiliary Meritorious Service Medal (AMSM)
 - Auxiliary Medal of Operational Merit (AMOM)
 - Auxiliary Commendation Medal (ACM)
 - Auxiliary Achievement Medal (AAM)
 - Auxiliary Commandant Letter of Commendation
(ACLOC)
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Personal Awards - Equivalent Relationships

CG Award

- CGDSM
- CGLOM
- CGM
- CGMSM
- CGCM (with “O”)
- CGCM
- CGAM
- CGCLOC

Auxiliary Award Equivalent

- ADSM
- ALOM
- APOM
- AMSM
- AMOM
- ACM
- AAM
- ACLOC



Finding the “Right” Award

- Who to recommend for what?
 - Let the “key words” be your guide
 - Consider scope of responsibility and action
- What to recommend?

If the act or service meets the requirements, then the recommendation is appropriate



Auxiliary Distinguished Service Medal

- For persons who distinguish themselves by contributing exceptionally meritorious service
- Must have a measurable, positive effect on the entire organization (national scope)
- Normally awarded to elected and appointed officers for extraordinary achievement (national scope)
- DISTINGUISHED, OPERATIONAL, and EXCEPTIONAL MERITORIOUS SERVICE
- Awarded by the Commandant



Auxiliary Distinguished Service Medal

Commodore SMITH is cited for exceptionally meritorious service to the Government of the United States in a position of great responsibility as National Commodore from November 2012 to August 2014.

Commodore SMITH'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.



Auxiliary Legion of Merit

- Awarded for service comparable to the ADSM but in a duty of lesser, though considerable, responsibility
- Measurable, positive effect on the Auxiliary across multiple districts or at the Auxiliary Area or national level (national or multi-regional scope)
- Awarded by the Commandant



Auxiliary Legion of Merit

Commodore EVANS is cited for outstanding meritorious service as Deputy National Commodore, Atlantic Area (East) from September 2006 to August 2008.

Commodore EVANS's ability, diligence, 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.



Auxiliary Plaque of Merit

- Extreme skill in performing an assist or rescue at risk to the Auxiliarist's life
- Can only be given for an assist or rescue (operational)
- Heroism in the face of grave personal risk that clearly stands out as above normal expectations
- Awarded by any Flag Officer



Auxiliary Plaque of Merit

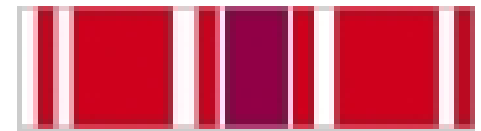
Mr. JONES is cited for extreme skill in effecting a rescue on 13 July 2000 at risk to his own life.

Mr. JONES' 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 the United States Coast Guard Auxiliary.



Auxiliary Meritorious Service Medal

- Awarded for OUTSTANDING and MERITORIOUS SERVICE to Auxiliarists in any capacity who are worthy of special recognition...fulfillment of Auxiliary goals at any organizational level (national or regional scope)
- Significant, positive effect on ability of the CG/AUX to complete missions and goals
- Awarded by any Flag Officer



Auxiliary Meritorious Service Medal

Commodore BROWN is cited for meritorious service in the performance of duty as Director, Information Services from November 2008 to August 2012.

Commodore BROWN's 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 Medal of Operational Merit

- Outstanding skill in performing an assist, rescue, or other meritorious operational service
- Awarded by any CG CO (O-6 or above) of an operational unit or serving as division chief or higher at a district office, FORCECOM, or HQ
- Does NOT have to be a risk to the Auxiliarist's life
- May be cumulative series of operational services
- Operational nature – direct, hands on, underway, surface or airborne aviation mission worthy of special recognition



Auxiliary Medal of Operational Merit

Mr. STEWART is cited for meritorious service in the performance of duty as coxswain aboard Auxiliary Facility 12345 on June 22, 2014.

Mr. STEWART's judgment and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.



Auxiliary Commendation Medal

- Outstanding assistance that furthers any of the Auxiliary's authorized activities EXCEPT operations
- Administrative services (wide scope)
- The "O" device is NOT authorized (see AMOM)
- Awarded by any CG CO (O-5 or above) of an operational unit or serving as division chief or higher at a district office, DIRAUX, FORCECOM, or HQ



Auxiliary Commendation Medal

Ms. DAVIS is cited for outstanding achievement while serving as the National Administrative Coordinator from November 2010 to August 2012.

Ms. DAVIS' dedication, judgment, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.



Auxiliary Achievement Medal

- Sustained and superior professional and/or leadership achievements in administration or operations over a period of time (wide scope)
- Awarded by any CG CO (O-4 or above) of an operational unit or serving as a division chief or higher at a district office, DIRAUX, FORCECOM, or HQ



Auxiliary Achievement Medal

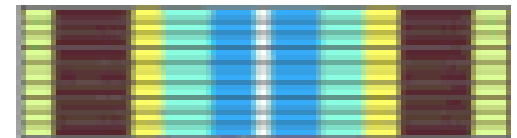
Mr. BAKER is cited for superior performance of duty while serving as Chief, International Affairs Directorate from January 2012 to August 2012.

Mr. BAKER's diligence, perseverance, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.



Auxiliary Commandant Letter of Commendation

- Auxiliarists in any capacity for superior act of service resulting in unusual and/or outstanding achievement (lesser than Auxiliary Achievement Medal)
- Can also be used to recognize service/performance for a special event or project (wide scope)
- Awarded by any CG CO (O-4 or above) of an operational unit or serving as a division chief or higher at a district office, DIRAUX, FORCECOM, HQ



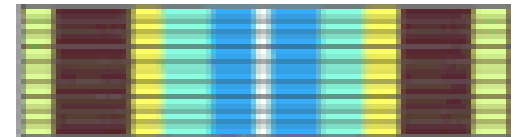
Auxiliary Commandant Letter of Commendation

From: Commandant

To: Ms. DONNA TUCKER, U.S. Coast Guard Auxiliary

Subj: AUXILIARY LETTER OF COMMENDATION

1. I note with pride and am pleased to commend you for your performance of duty while serving as Chief, Media Division from November 2010 to August 2012. **Primary citation text included in this paragraph.**
2. You are commended for your outstanding performance of duty. By your meritorious service, you have upheld the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.
3. You are hereby authorized to wear the Auxiliary Commandant's Letter of Commendation Ribbon Bar.



The Citation: General Rules of Thumb

- AMSM, ACM and AAM citations must be **no more than** 12 lines of text ...that includes standard opening and closing sentences!
 - Margins and Text Format:
 - (1) AAM, ACM, AMOM, AMSM, ALOM, ADSM landscape margins are: top 0.7", bottom 1.25", sides 1.0".
 - (2) ACLOC portrait margins are: top 1.5", bottom 1.0", sides 1.5".
 - (3) MTC portrait margins are: top 1.5", bottom 1.0", sides 1.25".
 - (4) All citations must be written in **Times New Roman, bold, 12-point font.**
 - (5) All award text must be full-justified.
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The Citation:

General Rules of Thumb

- ACLOC (and CGMTC) citations are written in portrait format and use second person voice (i.e. “I note with pride...” “You did this...”)
- All other citations are written in landscape format and in third person voice (i.e. “Mr. JONES did this...” “He did this...”)
- Capitalize each letter of the last name:
Mr. SMITH, Ms. JONES, Commodore BAKER



The Citation: General Rules of Thumb

- Use the standard opening and closing sentences
 - Use standard phraseology
 - Avoid technical jargon and slang
 - Minimize acronyms (SAR, RBS, TCT)...spell out first time
 - If absolutely necessary to conserve space, spell first, then parenthesize - eg: Search and Rescue (SAR)
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The Citation: General Rules of Thumb

- Quantifiable data (numbers) are great to include!
 - How many boats/planes/radio facilities were impacted?
 - What specific increases/decreases resulted?
 - How much money was managed/saved?
 - Spell out numbers zero to nine, then use actual numbers for 10 and above
 - Spell words like “percent” and “million”
 - Use the dollar sign (\$) carefully
 - “\$650” / “\$975,000” / “\$21 million” / “\$4 billion”
-



The Citation: Writing Tips

- Avoid run-on sentences – no more than 3 lines of text!
 - Avoid using the same adverb/adjective or phrases
 - Avoid using the awardee's name in every sentence. Alternate sentences using the last name and pronouns
 - Avoid words and phrases that do not add value (eg: “During this period...”)
 - Search for and eliminate redundancy
 - Avoid “double dipping” from previous awards
 - Beware of accented words (epitome ; tête-à-tête)
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The Citation: Writing Tips

- WHAT the person did + HOW the person did it + IMPACT on the organization = a good bullet
 - 2-4 bullets in between the opening and closing sentences
 - Be sure to include the adversity/challenge that were overcome
 - Words have meaning! Be sure the words and phrases make sense and are appropriate
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Exercise

- I. What did the person do? (Think Auxiliary Strategic Plan)
 - II. What were the challenges? (Resource constraints/time pressure/red tape?)
 - III. How did the person do the WHAT?
 - a) Accomplishment sentence
 - b) Accomplishment sentence
 - c) Accomplishment sentence
 - IV. Impact on the Auxiliary / Coast Guard
 - a) Tie it all together
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Exercise

- WHAT did the person do?



Exercise

- WHAT were the challenges?



Exercise

- HOW did the person do the WHAT?



Exercise

- IMPACT on the Auxiliary / Coast Guard



The Citation: Writing Tips

- Remember – citations are meant to be read out loud
 - Read your draft citation while standing up and out loud and in front of an objective listener
 - If you trip over your own words or need to catch your breath mid-sentence, you know the presenter will probably have the same problem
 - The citation should make sense to someone outside the Coast Guard and Coast Guard Auxiliary



The Recommendation

- Any member of the Auxiliary may make an Auxiliary award recommendation (except for the ADSM and Flotilla Meritorious Achievement) via their chain of Leadership and Management (LAM)
- Except for the CG Meritorious Team Commendation, Auxiliary members may not recommend other Auxiliarists for Coast Guard Active Duty awards



Awards Forms

- The nominator must submit the original CG-1650 Award Recommendation Form with draft citation and supporting documents (as needed) up the LAM chain
 - Use the ANSC-7002 form on the Aux Forms Warehouse web site: <http://forms.cgaux.org/forms1.php>
 - Be sure the name and dates on the CG-1650 match the citation!
 - Don't forget flotilla/member ID numbers & past awards!
 - Ensure the awardee's staff position title is the exact same on the CG-1650 and citation!
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Review Process

- Upon receipt of an award application, endorse and send the recommendation to the next reviewing authority up the LAM chain
- For District awards, the District Commodore will send documentation to the District Director of Auxiliary
- The Director will review the documentation then grant the award **OR** forward to the CG District Board of Awards for screening, if required, or straight to the appropriate award authority (e.g., District Commander for an AMSM)



Review Process

- For National Level Awards: Members of the National Staff may recommend a staff member for a personal award to NACO
 - NACO will endorse the recommendation and forward it to the Chief Director
 - The Chief Director will review and either deny/downgrade, approve/upgrade, or route to the appropriate award authority up the chain
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Issuing of Awards

- CG Awards for Auxiliary should be pursued through normal district or HQ channels, as appropriate for the award
 - ANSC - Distributes all ribbons, medals and certificates based on DIRAUX orders
 - Awards are no cost to the member...but only for the initial award (not replacements)
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Informal Recognition

- What is Informal Recognition?
 - That which recognizes individuals, groups, or teams for achieving specific goals or completing special projects not otherwise falling within award programs established by CG policy. Flexible and adaptable, it may be applied to the needs and preferences of individuals, groups, and teams.



Informal Recognition Criteria

- Non-monetary in nature (except for authorized cash awards like savings bonds)
- Nominal in value
- Linked to excellence in performance or a special contribution to the Coast Guard
- Recommended:
 - Items honorary in nature - could include USCG/USCG Auxiliary seal or logo
 - Able to be worn, displayed, or used in work environment



Ideas

- Mugs
- Flashlights
- Jackets
- Ball Caps
- Lapel Pins
- Desk Organizers
- Pizza party
- Cake or cookies
- Praise at Staff Meeting
- Pen and Pencil Sets
- Unit Photographs
- Day planners
- Certificates
- T-Shirts
- Key Chains
- Picnic/Ball Game
- Way to go messages
- E-mail Thank You



Recognition of Service

- Volunteer Service - Recognition is the “paycheck”
- Morale
- Appreciation - The Coast Guard greatly appreciates the time, effort and expense that its uniformed volunteers provide



References

- Auxiliary Manual, COMDTINST M16790.1G,
Chapter 11
- CG Medals & Awards Manual , COMDTINST
M1650.25(series)
- Auxiliary Awards Primer (BSX-1 web site:
<http://www.uscg.mil/auxiliary/awards/>)



**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY MERITORIOUS SERVICE MEDAL**

TO

MR. DAVID N. HAND

UNITED STATES COAST GUARD AUXILIARY

Mr. HAND is cited for meritorious service in the performance of duty as Department Chief and Deputy Department Chief, Marine Safety and Environmental Protection from January 2004 to July 2005. Mr. HAND demonstrated exceptional leadership and administrative skill by reorganizing the Auxiliary's marine safety and security program to align it with the Auxiliary's National Business Plan. Mr. HAND developed and executed delivery of the Auxiliary's national marine safety and security training plan. With a remarkable penchant for stewardship and team spirit, he integrated the participation of active duty mentors with each of the Auxiliary's 16 regional marine safety and security staff officers resulting in an adept and motivated cadre of Auxiliary program managers. His ingenuity and resourcefulness were instrumental to the improvement of Auxiliary marine safety program communications and training tools that fostered significant program expansion. This included a remarkable increase in Auxiliary Trident program participation from 13,000 hours to more than 113,000 hours annually as well as creation and publication of the first marine safety and security annex to the Auxiliary Operations Policy Manual. With keen vision and determination, Mr. Hand cultivated new departmental initiatives including the Commercial Fishing Vessel Crew Training Program to reduce personnel casualties among commercial fishing fleets. Additionally, he assumed and promoted the "America's Waterway Watch" program, which expanded Auxiliary partnerships with other maritime security organizations. Mr. HAND's 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.



**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY MEDAL OF OPERATIONAL MERIT**

TO

MR. JEFFREY W. PATRICK

UNITED STATES COAST GUARD AUXILIARY

Mr. PATRICK is cited for meritorious service in the performance of duty as rescue swimmer aboard CG-212047 on 29 June 2002. Dispatched from Station (small) Stillpond in search of an intoxicated man missing in the Elk River, Mr. PATRICK displayed extraordinary skill and bravery while putting his own safety at risk. CG-212047 was on-scene within minutes after a Good Samaritan in the area located the man in the water and alerted CG-212047. Before CG-212047 could get close enough to grab him, the semi-conscious victim sank below the water's surface. Though it was dark and there was less than a foot of visibility in the water, Mr. PATRICK put his own safety at risk and entered the water as a rescue swimmer. He searched the area and soon found the man two to three feet below the surface. Mr. PATRICK quickly grabbed the victim under his arms and brought him to the surface, encouraging him to breathe as soon as his face was out of the water. The man's size coupled with his unresponsive condition made for an unwieldy rescue victim and increased the hazard to Mr. PATRICK's own safety. However, he successfully kept the victim's head above water and, with the assistance of a second crewman, pulled the victim to CG-212047 and placed him into the boat where first aid was administered. The large amount of water swallowed by the man, as well as his impaired state, made it clear that he would not have resurfaced on his own. Mr. PATRICK's valiant efforts and unhesitating bravery clearly saved this man's life. Mr. PATRICK's judgment and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.



**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY COMMENDATION MEDAL**

TO

MR. RANDOLPH M. BOGDAN

UNITED STATES COAST GUARD AUXILIARY

Mr. BOGDAN is cited for outstanding achievement while serving as Division Chief, Web Services from January 2005 to August 2005. Demonstrating superior professional competence, Mr. BOGDAN skillfully managed the installation of two new LINUX computer servers to support Auxiliary information systems and communications services networks. Faced with the imposing challenges of escalating system demands, antiquated equipment, and budgetary constraints, he extensively researched and identified innovative technology-based solutions to meet Auxiliary requirements. Determined to provide affordable state-of-the-art equipment, Mr. BOGDAN solicited vendors to obtain valuable software donations and high-tech system hardware that markedly enhanced Auxiliary computer system capacity and capabilities. As a direct result of his efforts, new Auxiliary computer systems were established to support over 700 local Auxiliary unit web sites, national departmental web sites, and the National Auxiliary web site that annually serves over three million site visitors. Mr. BOGDAN's extraordinary foresight and vision ensured that these new systems were flexible and powerful enough to handle the Auxiliary's rapidly expanding online training needs, extensive document archives and complex e-mail subsystems for years to come. His tenacious pursuit of computer system excellence significantly advanced the Auxiliary's goal of fully leveraging technology to support its member services and the needs of America's recreational boating public. Mr. BOGDAN's dedication, judgment, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.



**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY ACHIEVEMENT MEDAL
(GOLD STAR IN LIEU OF A SECOND)**

TO

MR. JOHN L. SIKES

UNITED STATES COAST GUARD AUXILIARY

Mr. SIKES is cited for superior performance of duty while serving as Branch Chief, Newsletter Services from August 2001 to August 2005. Exhibiting exceptional foresight and technical ability, Mr. SIKES expertly edited and produced the Boating Department newsletter, "WAVES." He adeptly partnered with the Auxiliary national staff and boating safety organizations to promote boating safety programs including: "Operation Boat Smart", "You're In Command", and National Safe Boating Week. Mr. SIKES also assured "WAVES" covered boating safety initiatives by State Boating Law Administrators and corporations including BoatUS and West Marine. In order to advance "WAVES" as an informative and beneficial publication to Auxiliary units, Mr. SIKES made certain that current guidance on procedures to obtain funding for a broad range of boating safety grants was featured. Mr. SIKES proficiently incorporated frequent last-minute changes to the newsletter to produce a finished product with the latest information. His keen organizational ability was instrumental during several major departmental staff changes, which ensured timely distribution and maintained optimal newsletter quality. As a result of his attention to detail and commitment to quality, all 24 issues of the "WAVES" newsletter were published on schedule. Mr. SIKES' diligence, perseverance, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.



From: Commandant

To: Mr. Peter R. Dewitt, U.S. Coast Guard Auxiliary

Subj: AUXILIARY LETTER OF COMMENDATION

1. I note with pride and am pleased to commend you for your performance of duty while serving as the On-the-Water Support Coordinator (OTWC) for the 2004 International Search and Rescue (ISAR) Competition Committee from 1 August 2004 to 7 November 2004. By working closely with the Fifth Coast Guard District staff, U.S. Coast Guard Group Hampton Roads, and local Auxiliary Divisions, you arranged unprecedented levels of Auxiliary facility support for every competition venue. With excellent leadership skills, you marshaled 50 Auxiliarists, 13 Auxiliary surface facilities and three Auxiliary personal water craft to monitor safety and security throughout the competition. As a result of your determination to arrange complete Auxiliary coverage, Coast Guard resources were able to remain focused on vital maritime homeland security missions in the Hampton Roads area. With exemplary enthusiasm and cooperative spirit, you deftly handled several major unforeseeable delays and interruptions during the competition and earned the admiration and respect of our Canadian maritime counterparts.

2. You are commended for your outstanding performance of duty. By your meritorious service you have upheld the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary.

3. You are hereby authorized to wear the Auxiliary Commandant's Letter of Commendation Ribbon Bar.

For the Commandant,

B. P. SMITH
Captain, U.S. Coast Guard
Chief Director of Auxiliary

