

U.S. COAST GUARD AUXILIARY

AWARDS PRIMER

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1. Overview (re – AUXMAN chapter 11)

- a. Personal and team awards often provide the best form of “pay” for the extraordinary efforts of Auxiliarists. They serve as formal acknowledgement of service by the Coast Guard and the Coast Guard Auxiliary. Accordingly, all due attempts must be made at all levels of the award processing system to ensure they reflect and are commensurate with the efforts that they are crafted to recognize.
- b. Unlike active duty and reserve awards, Auxiliary awards do not get processed and reviewed by an awards board. This is beneficial in terms of time, logistics, and expenses that are avoided. Nevertheless, Auxiliary awards, particularly those presented in national forums, undergo a painstaking edit and review process from their start at the hands of the award originator. It is then routed through the Auxiliary’s chain of leadership until it reaches the CHIDIRAUX’s office for processing and final signature by senior Coast Guard officers.
- c. It is incumbent upon everyone involved in the Auxiliary award process to ensure that appropriate effort is put into the generation of a complete and comprehensive award package (SF-1650, award citation/bullets) that is anchored in a citation worthy of the achievements of the nominee. The responsibility for initiation of such a package lies squarely upon the award originator. Subsequent entities in the award process each retain the authority and duty to return the package to the previous entity whenever the quality and completeness of the package do not meet standards.
- d. The level of award that an Auxiliarist is nominated for is subject to change, if the award package does not meet that award’s specific criteria. Awards may be downgraded and upgraded while being routed for approval by VNACO and the CHIDIRAUX. In which case, it is again the responsibility of the award originator to provide ample justification and support if the level of the award is in question.

2. Basic Acronyms (re – AUXMAN chapter 11)

- | | | |
|-----------|---|---|
| a. AAM | = | Auxiliary Achievement Medal |
| b. ACLOC | = | Auxiliary Commandant’s Letter of Commendation |
| c. ACM | = | Auxiliary Commendation Medal |
| d. ADSM | = | Auxiliary Distinguished Service Medal |
| e. ALOM | = | Auxiliary Legion of Merit |
| f. AMOM | = | Auxiliary Medal of Operational Merit |
| g. AMSM | = | Auxiliary Meritorious Service Medal |
| h. DIRAUX | = | Director of Auxiliary |
| i. MTC | = | Meritorious Team Commendation |
| j. SOA | = | Summary of Action |
| k. NACON | = | Auxiliary National Conference |
| l. NTRAIN | = | Auxiliary National Training Conference |

3. Fundamental “Do’s” and “Don’ts” in Awards Processing (re – AUXMAN chapter 11)

a. Do’s

- (1) Do take the time to recognize those who go above and beyond the call of their normal Auxiliary duties.
- (2) Do process award nominations well in advance of deadlines established by NACO and in accordance with the AUXMAN. This allows sufficient time to identify and rectify any potential issues with the nomination package.
- (3) Do expect award packages to be returned if improper or inadequate information is provided in any portion of the award package.
- (4) Do check to ensure that recognition efforts are not being duplicated. For example, if Auxiliarists are part of a Coast Guard team, project, operation, or committee effort, then check to ensure that the active duty command that is in charge of that team does not plan to issue an MTC. Put another way, Auxiliary MTCs will not be issued for teams that have been or will be recognized by Coast Guard commands. Additionally, the sponsoring active duty command takes precedence as the award originator, determines the awarding authority, and fully processes the award.
- (5) Do expect awards that are not presented at NACON to be relayed to the appropriate DIRAUX office either at NACON or within two weeks of NACON. The DIRAUX office shall then work with regional Auxiliary leadership to arrange an appropriate award presentation opportunity.
- (6) Do expect abbreviated award citations to be read at national conference award presentation forums, most likely for ACLOCs, AAMs, and ACMs.

b. Don’ts

- (1) Don’t recommend an award for works-in-progress, even phased projects. The project must be completed in its entirety in order to properly warrant formal (and final) recognition.
- (2) Don’t simply say or imply that what a nominee did was “beneficial.” Considerable detail and justification must be included to substantiate an award and craft a citation. Essential elements of an award are the action, the reason for the action, the challenges that were overcome, and the results and impacts of the action.
- (3) Don’t nominate someone for accomplishments in multiple staff positions that were held during different time periods. There should only be one time period for which the award nominee served in the staff position for which they are being cited. It’s okay if the award nominee served in one or more other staff positions during that time period, but generally a personal award should focus on the award nominee’s actions

in a single staff capacity – otherwise, the construct of the award citation tends to become unwieldy and confusing.

- (4) Don't nominate someone for an award for actions that they've already been recognized for. Accomplishments that have already received award recognition should never be utilized as support for another or different type of award.
 - (5) Don't nominate someone for work they did in their capacity as a member of an organization other than the Auxiliary. Many Auxiliarists wear several different "hats" by concurrently serving in the Auxiliary, the U.S. Power Squadrons, the National Safe Boating Council, and other boating safety organizations. Under no circumstance should the Auxiliary award process be used as the venue for recognition for services predominantly provided in any of their other capacities. Careful attention to this concern must also be paid to Auxiliarists who serve as liaisons to these organizations. Distinct Auxiliary benefits besides simply "increased cooperation with the other organization" must be clearly articulated in any award citation for such cases.
 - (6) Don't expect a personal award to be presented even to an alternate at a national conference if the award nominee is not present at the conference. In the case of an MTC, if no team members are present, then the award will not be presented.
 - (7) Don't expect last minute changes to awards or awardees to be made on the day of the award presentations. Awards presentations are woven directly into the day's agenda and they are scripted in detail well in advance, often for the express accommodation of VIP guests and award presenters.
4. Filling out the 1650 Award Recommendation Form (re - Auxiliary web site www.cgaux.org, Member Section, Forms sub-section)
- a. Block 1 – Recommended Award – Fill in the full and correct title of the award (e.g. – "Auxiliary Achievement Medal"). Note, the AAM, ACM, AMSM, ALOM, ADSM are not called "awards"... they should be referred to as "medals."
 - b. Block 2 – Period Being Recognized – Include at least the start month/year and end month/year (e.g. – "May 2004-Jun 2005"). Exact dates are not necessary unless specifically known and/or are pivotal to the nature of the award (e.g. – a pulse or surge operation).
 - c. Block 3A – Indicate if Subsequent Award – Whether or not this is the first, second, third, etc. award for the nominee can be determined from AUXINFO under the Awards section. Also, you can refer to AUXDATA or the national IS Department for help in getting this information. Ensure it is accurate – don't guess. Not applicable if this is for an MTC.
 - e. Block 3B – "O" Device – Self-explanatory. This device is rarely warranted unless for obviously operational performance.

- f. Block 4 – Name – The full name of the award nominee exactly as displayed in AUXDATA(i.e. – first name, middle initial, last name, Jr. or II / III). **Do not** refer to award nominees by their nicknames or any other name that they would prefer to go by. If they don't have a middle initial, then place "NMI" between the first and last names. If the nomination is for an MTC, then leave this blank and fill in Block 15 and Block 17 (or attach a list of team members).
- g. Block 5 – Social Security Number – **Do not** indicate the award nominee's SSN *nor* "111-11-1111" *nor* "11111111." The EMPLID of the award nominee must be shown. Refer to either AUXOFFICER, AUXDATA, or the national IS Department for help in getting this information. This must be included for all members nominated for an MTC.
- h. Block 7 – Status – Mark "Auxiliary."
- i. Block 8 – Grade/Rank – Spell out the complete title of the award nominee's staff position for which performance is being recognized. Refer to the National Directory for the complete and proper title. Include the acronym at the end in parentheses (e.g. – Branch Chief, Marketing (BC-M)). This information is not necessary for MTC team members.
- j. Block 9A – Detachment Date – Do not fill this in.
- k. Block 9B – Retirement – Mark this block only if the award nominee will receive the award as part of their upcoming retirement from the Auxiliary.
- l. Block 10 – Previous Awards Earned During the Period Being Recognized – Fill this in only if you are certain that another award for similar performance has been earned during the period being recognized. Otherwise, do not fill this in.
- m. Block 11 – Present Duty Station – Fill in the award nominee's region, division and Flotilla numbers (e.g. – 053-15-04). This information must be provided for all members nominated for an MTC.
- n. Block 12 – New Duty Station – Do not fill this in.
- o. Block 13 – Other Personnel Recommended for Same Action and Award Recommended – Self-explanatory, albeit this should rarely be filled in. Do not fill this in for an MTC.
- p. Block 15 – Name of Team – If nominating an MTC, then include the complete name of the team as it appears in the citation.
- q. Block 16 – Location of Unit/Team at Time of Action – Fill this in only if there is a specific location at which the team functioned.

- r. Block 17 – List of Unit/Team – Fill in only if all required information for all team members can be fit in this space. Otherwise, attach a separate sheet with all required information for all team members.
- s. Block 18 – Name, Grade, Title of Originator – Self-explanatory.
- t. All Blocks – Use Times New Roman, 12-point font. A conventional mix of upper and lower case letters should be used, as opposed to all capital letters.

5. Drafting a Summary of Action (re – AUXMAN section 11.D.)
 - a. An SOA is required for all AMSMs, ALOMs, and ADSMs.
 - b. An SOA should be single-spaced narrative (vice outline), one to two pages long (except that an AMSM SOA should be limited to one page).
 - c. The contents must provide quantifiable data and a level of detail from which the citation naturally and logically flows without misunderstanding.

6. Drafting an Award Citation – General Rules of Thumb (re – AuxMan section 11.D.6.b.)
 - a. 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 awardee’s actions occurred during the effective period. To use this phrase anywhere else in the citation is redundant.
 - b. Quantifiable data (e.g. – numbers) are an absolute must for inclusion in an award nomination. Numbers must be pertinent, relevant, and directly relatable to the award nominee’s actions. Numbers must be specific, for example:
 - (1) How many boats, planes, radio facilities were impacted?
 - (2) What specific increases/decreases resulted from the award nominee’s actions?
 - (3) How much money was managed/saved?
 - (4) How many organizations did the award nominee work with/coordinate?
 - c. The awardee’s 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 must be referred to.
 - d. Whenever the awardee’s last name appears in the citation, it should be capitalized. For example, “...Mr. JONES...” or “...Commodore JONES...”
 - e. Sentence construct is important because citations are generally composed in order to be read aloud. Toward this end, many sentences should be constructed so that they open with a descriptive clause about how the awardee utilized their own skills, followed by the center of the statement that describes the awardee’s actions, and finally closed with a descriptive result. For example, “With keen insight and superb leadership skills, Mr. JONES oversaw the scheduling and execution of more than 500 surface patrols that provided round-the-clock coverage of the Hudson River security zone.” (see section 9, Sample Award Citations for examples).
 - f. It is crucial to incorporate the adversity/challenges that were overcome...otherwise, recognition for above-and-beyond-the-call performance cannot be justified.
 - g. Unless an Auxiliarist holds or has held the title of District Commodore or higher, they must be referred to as either “Mr.” or “Ms.” throughout the text of the citation. If they

hold or have held the title of District Commodore or higher, then they must be referred to as “Commodore.”

- h. Do not use the staff position acronym in the citation, not even parenthesized...just spell it out completely in the opening sentence (see section 9, Sample Award Citations).
- i. Use only the standard phraseology for the upper titling portion of the award citation. Only capital letters should be used in this portion of the award citation.
- j. Use only standard opening and closing sentences for citation texts. Do not add or change these formats.
- k. 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.
- l. Minimize use of acronyms in the citation. If an acronym must be used, then spell it out completely the first time, follow it by the parenthesized acronym, then use the acronym throughout the rest of the citation. Acronyms should not be used with staff position titles.
- m. Ensure that the awardee’s staff position title is the exact same on the 1650 as it is in the citation – and that they both match the title as reflected in the National Program.
- n. ACLOC and MTC citations are the only award citations that are written in portrait format. All other citations (ACM, AAM, AMOM, AMSM, ALOM, ADSM) are written in landscape format.
- o. The ACLOC citation is the only one written in the first and second person (i.e. – “I note with pride...” / “You did this...”). All other citations are written in the third person (i.e. – “Mr. JONES did this...” / “He did this...”).
- p. 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:
 - (1) “...eight committees...”
 - (2) “...\$450,000”...”
 - (3) “...six percent...”
 - (4) “...68 percent...”
 - (5) “...\$5.5 million...”
 - (6) “...3,500 aircraft...”
 - (7) “...two million subscriptions...”
- q. Avoid the run-on sentence trap when drafting a citation. If a sentence runs three lines long, then it is probably too long and should be broken into at least two shorter sentences.
- r. Citations should be at least 12-17 full lines long, both for citations in landscape format (ACM, AAM, AMOM, AMSM, ALOM, ADSM) as well as the principal paragraph in

portrait citations for the ACLOC. MTC portrait citations should be at least 17 full lines long.

- s. Use standard margins and text format for citations.
 - (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.

7. Responsibilities and Expectations of Award Originators

- a. It is the responsibility of the award originator to advise the national conference coordinators at the conference that the award nominee is physically at the conference. The award originator is the best source of acquaintance and familiarity with the award nominee and is expected to be able to confirm the award nominee's attendance. If the award originator will not be at the national conference, then they shall still make this notification to the national conference coordinators in advance of the conference.
- b. It is the responsibility of the award originator to physically notify the award nominee when and where to be during the national conference in order to receive their award. They shall do so by working closely with the national conference coordinators no earlier than the day before the first day of scheduled awards presentations.
- c. If there are more than 12 awardees for an MTC, then the award originator must identify three awardees whom are sure to be at the national conference to serve as team representatives for the award presentation. Only these three awardees shall be called forward, as team representatives, for the award presentation. This avoids an unwieldy number of people called forward for a single award.
- d. Award originators are their own best editors. They must read and re-read 1650s and citations as they draft them in order to ensure adherence to the general rules of thumb described in the sections above.

8. Frequently Asked Questions

- a. What constitutes an accomplishment worthy of mention in an award citation?
 - An action that directly results in tangible and/or quantifiable benefits to the Coast Guard and Coast Guard Auxiliary (e.g. – funds savings, efficiencies of effort and service, higher readiness of resources, capabilities, inventories).
 - An easily described and quantifiable level of personal or team effort that yields significant, articulable return.

- An action that can answer the essential question of “SO WHAT?” highlights the importance and impact that the awardees’ actions had in improving the Coast Guard and Auxiliary.
- b. What does not constitute an accomplishment worthy of mention?
- Doing the basics of one’s staff description.
 - Bringing staff together for meetings and basic program coordination.
 - Attending meetings.
 - Voting and/or agreeing to hold similar events.
 - Conducting business as usual.
- c. Then how do you recognize somebody who may not have done anything extraordinary in their staff performance, but has dependably filled their staff position for a long time?
- The Coast Guard and Auxiliary realize the importance of prolonged and dependable service. Personal awards are appropriate, but in such cases the amount of time that such service has been provided becomes a major factor in determining whether or not the award is justified. Therefore, an award recommendation in such circumstances should not be made any earlier than at least a four year period during which the award nominee has served in the same staff position. That much time should allow the requirements for tangible and quantifiable results from performance to be of a sufficient cumulative amount to concretely justify the award.
- d. Is there a certificate to accompany the ACLOC and MTC?
- No, there is no certificate for these awards. Citations should be mounted on the inner right side of the presentation binder.
- e. Do MTCs have the name of each team member on the citation?
- No, MTCs only carry the name of the team at the top of the citation. This keeps it standard and easy to recognize all team members, particularly when dealing with large teams.
- f. What is the normal routing chain for award nominations for national staff?
- An award nomination for national staff or national teams must be routed like any other piece of correspondence routed up the chain. This normally includes through the Department Chief to the Directorate Commodore to the National Commodore to the Chief Director’s office.
- g. Can I have a personal award for regional performance presented at a national conference?
- As a general matter of course, awards for regional performance should be made at regional award presentation opportunities (e.g. – regional conferences).

- h. AMOMs are not awarded often. Where can I find a citation template for this medal?
- AMOMs follow the same format as all other landscape format citations. Section 9 has a sample citation.
- i. The ALOM is a brand new medal. Where can I find a citation template for this medal?
- ALOMs follow the same format as all other landscape format citations. Section 9 has standard opening and closing sentences. Eligibility requirements (to be included in the next change to the Auxiliary Manual) include the following elements: For service comparable to the ADSM but in a duty of lesser though considerable responsibility. In general, the ALOM should be awarded to Auxiliaries in leadership positions whom have performed such exceptionally meritorious service as to justify the award of the ADSM, except as to degree of merit. When the degree of achievement or service rendered, although meritorious, is not sufficient to warrant the award of the ALOM, then the AMSM should be considered.
- j. Where can I find standard opening and closing sentences for citations?
- The citation examples in Section 9 contain the proper standard opening and closing sentences for all citations. Most of them can also be found in the Coast Guard Medals and Awards Manual, COMDTINST M1650.25C.
- k. Where can I find general guidance about award criteria, constructs, etc?
- There are two principle sources of such information. The first is chapter 11 of the Coast Guard Auxiliary Manual, COMDTINST M16790.1G. The second is the Coast Guard Medals and Awards Manual, COMDTINST M1650.25C. Both of these manuals can be found on the Chief Director's web site.

9. Sample Award Citations

**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 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 ensure 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.

**CITATION TO ACCOMPANY THE AWARD OF
THE AUXILIARY LEGION OF MERIT**

TO

MS. MARSHA J. GILMORE

UNITED STATES COAST GUARD AUXILIARY

Ms. GILMORE is cited for outstanding meritorious service as National Directorate Commodore for Member Services from November 2001 to September 2003.

TEXT OF CITATION

Ms. GILMORE'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.

**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.

29 January 2005

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**

2 September 2005

The Commandant of the Coast Guard takes pleasure in presenting the
COAST GUARD MERITORIOUS TEAM COMMENDATION to:

**UNITED STATES COAST GUARD AUXILIARY
AUX-04 C-SCHOOL INSTRUCTOR TEAM**

for service as set forth in the following

CITATION:

"For exceptionally meritorious service from January 2005 to August 2005 while serving on the Coast Guard Auxiliary AUX-04 C-School Instructor Team. Melding outstanding technical expertise with a remarkable spirit of cooperation, the Team overhauled the Auxiliary's AUX-04 Basic Electronic Presentation and Web-based Technologies C-School curriculum. The Team thoroughly researched existing curricula, sought the knowledge and talents of respected Auxiliary instructors, and consulted with Coast Guard training center experts. The resultant course offered clear and comprehensive training in website development techniques and the creation of advanced PowerPoint presentations. Demonstrating keen insight to customer needs, the Team designed an exportable course and provided training opportunities to active duty and Auxiliary students throughout the nation. As a result of the Team's commitment to timely course delivery, the Team successfully trained more than 60 Auxiliarists and achieved an exceptional 100 percent student attendance record. The school's objectives were met as graduates applied their new skills markedly improving local Auxiliary program administration and e-communications with the recreational boating public. The dedication, pride, and professionalism displayed by the Coast Guard Auxiliary AUX-04 C-School Instructor Team are in keeping with the highest traditions of the United States Coast Guard and the United States Coast Guard Auxiliary."

For the Commandant,

B. P. SMITH
Captain, U.S. Coast Guard
Chief, Office of Auxiliary and Boating Safety