



# NACO Three Star Award for Excellence in Diversity and Inclusion



**Purpose:** The NACO (National Commodore) Three Star Award for Excellence in Diversity and Inclusion is an annual, voluntary (non-mandated) award intended to recognize Divisions and Flotillas for distinction in promoting and valuing diversity, inclusion, and equity.

- All units applying for this award must complete a minimum of four action items in each of the four-goal categories.
- Please submit your award application via email to: [NACO3StarAward@gmail.com](mailto:NACO3StarAward@gmail.com)
- Please do not submit for the award if less than four action items are completed per goal.
- This application needs to be submitted on the most current form (7064v.08) and typed.
- This application will not be accepted after the annually established deadline for submissions.
- We strongly encourage early submissions to enable your unit time to address any needed corrections.
- Please answer the following questions (all yellow highlighted areas) and elaborate as necessary.

**This is an award application for a: Division                      Flotilla**

**This application is from: District                      Division                      Flotilla**

**Person filling out this award:    Position:**

**Email of primary contact if questions arise:**

**Did the applying unit received this award last year:                      Yes                      No**

**Required: If you received this award last year, please share how diversity and inclusion have impacted your unit.**

**Date of this Submission:**

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**Goal#1 – Create a Positive Environment (4 of 6 action items are required)**

**1.1 Appoint a Division/Flotilla Diversity Staff Officer.**

**Does your unit have a Diversity Staff Officer?                      Yes                      No**

**If no please do not check the box as completed. If yes, please provide their name.**

**Action Completed:                      Yes                      No**

**1.2 Publish at least one article on diversity, inclusion, or equity in the Division/Flotilla newsletter, website, or on social media per year.**

**Please provide the date of the article and title.**

**Action Completed:                      Yes                      No**

**1.3 Conduct a minimum of one diversity/inclusion or equity training session for each unit applying for this award. (Training materials are available on the National Diversity and Inclusion Directorate website)**

**Please provide pertinent details and describe the session.**

**Action Completed:                      Yes                      No**

**1.4 Has your unit created a recruiting plan that includes steps to conduct outreach in local neighborhoods and addresses various cultures in your community?                      Yes                      No**

**If no please do not check the box as completed. If yes, please provide pertinent details.**

**Action Completed:                      Yes                      No**

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- 1.5 Document a minimum of four meetings of the applying year that were attended by 60% of the unit's membership.

**Please provide the unit Commander's affirmation signature and date.**

|  |      |
|--|------|
| Unit Commander or Vice Commander               | Date |
| Action Completed:            Yes            No |      |

- 1.6 One of the unit's elected leaders must have attended leadership training. Has one of the unit elected leaders attended leadership training?            Yes            No

**Please identify the name of the person and the name and location of the training.**

|   |     |    |
|---|-----|----|
| Action Completed:            Yes            No                |     |    |
| <i>A Minimum of 4 Action Items were completed for Goal #1</i> | Yes | No |



### Goal #2 – Value all Members (4 of 6 action items are required)

- 2.1 Has your unit recognized members with certificates, letters, challenge coins, plaques, public recognition, etc., during meetings or used other means of reinforcing member participation and contributions?            Yes            No

**If no please do not check the box as completed. If yes, please provide pertinent details.**

|  |  |
|--|--|
| Action Completed:            Yes            No |  |
|--|--|

- 2.2 List a minimum of two routine communications with all members: For example, regularly scheduled newsletter, emails, text messages, telephone tree for phone messages, etc.

**Please provide pertinent details.**

- 1.
- 2.

|  |  |
|--|--|
| Action Completed:            Yes            No |  |
|--|--|

- 2.3 Conduct exit interviews for members leaving the Auxiliary and forward the results to the DSO–HR via the Chain of Leadership.

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Have you or a member in your Flotilla conducted exit interviews for members leaving the Division/Flotilla to determine why they are leaving?      Yes      No

**If no, please do not check the box as completed. If yes, what is the primary reason for leaving?**

Action Completed:      Yes      No

- 2.4 Maintain 90% of membership from the beginning of the year to the end of the year. Has the unit recruited enough new members to offset the number of members who leave the unit?  
Yes      No

**If yes, what did you do? If no, please do not check the box as completed.**

---

Unit Commander or Vice Commander

---

Date

Action Completed:      Yes      No

- 2.5 Show that 65% of active members are involved in Auxiliary activities according to AUXDATA II. **Please list at least four activities in which members participated.**

- 1.
- 2.
- 3.
- 4.

Action Completed:      Yes      No

- 2.6 List a minimum of four fellowship activities sponsored by the Flotilla throughout the year for all members and their families and friends. Examples, social gatherings, before or after unit meetings, annual picnic, holiday parties, etc.

**Please list at least four activities in which members participated.**

- 1.
- 2.
- 3.
- 4.

Action Completed:      Yes      No

*A Minimum of 4 Action Items were completed for Goal #2*      Yes      No

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## Goal # 3 – Promote Individual Success (4 of 6 action items are required)

- 3.1 Assign a formal mentor to each new member for his/her first year of membership. Any member can serve as a mentor for new members to help them learn about the Coast Guard and the Auxiliary.

**Please identify by name and Auxiliary ID number at least one unit member who has been assigned to be a mentor.**

Action Completed:            Yes            No

- 3.2 Utilize the Member Involvement Plan to help new members plan their involvement and training. Have you developed a written plan to help new members become active in your unit?

Yes            No

**If no please do not check the box as completed. If yes, please provide pertinent details.**

Action Completed:            Yes            No

- 3.3 Provide written goals and expectations for all Division/Flotilla staff to all members at the beginning of the year. The job descriptions for each staff position are provided online. Knowing the duties and responsibilities of each staff member will help to develop written goals. Have you provided written goals and expectations to staff?            Yes            No

**If no please do not check the box as completed. If yes, please provide pertinent details.**

Action Completed:            Yes            No

- 3.4 Provide all Staff Officers with specific written job descriptions upon appointment. The job descriptions for each staff position are available online. Has your unit leader printed and provided job descriptions to the unit staff?            Yes            No

**If no please do not check the box as completed. If yes, please provide pertinent details.**

Action Completed:            Yes            No

- 3.5 Establish a unit mentoring program for potential Staff Officers. Succession planning is critical to the future success of all Auxiliary units. Members must be trained and prepared for advancement. Have you implemented a plan for potential staff development?

Yes            No

**If no please do not check the box as completed. If yes, please provide pertinent details.**

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Action Completed:            Yes            No

3.6 Provide adequate access to meetings for members and potential members with disabilities. Is the site of unit meetings accessible to people with disabilities?

Yes            No

**If no please do not check the box as completed. If yes, please provide pertinent details.**

Action Completed:            Yes            No

*A Minimum of 4 Action Items were completed for Goal #3*            Yes            No



**Goal #4 - Carry out Diverse Outreach Activities in the Community (4 of 6 action items are required)**

4.1 Units that aspire for this award must expand their outreach to underrepresented populations in the community where they exist. Have you distributed membership information or provided recruiting opportunities in an attempt to target these underrepresented populations?

Yes            No

**If no please do not check the box as completed. If yes, please provide pertinent details.**

Action Completed:            Yes            No

4.2 The applying unit must show through data, portfolio, or some other means, that it has completed at least three outreach recruitment activities/events that have taken the membership into a diverse area of its AOR. Has your unit done this?

Yes            No

**If no please do not check the box as completed. If yes, please list the activities.**

Action Completed:            Yes            No

4.3 Outreach activities should highlight opportunities in our organization for all prospective members and reinforce what has been learned in diversity/inclusion/equity training to optimize us being a ready, relevant, and responsive force multiplier. What is your unit doing to optimize and sustain a culturally competent organization?

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**Please provide pertinent details as needed.**

Action Completed:            Yes            No

- 4.4 The applying unit must sustain an inclusive organization through actions such as participation at cultural events and sharing what has been learned with the unit through a newsletter or meeting presentation. Has your unit done this?            Yes            No

**If no please do not check the box as completed. If yes, please provide pertinent details.**

Action Completed:            Yes            No

- 4.5 Develop leaders, strengthen relationships, and enhance trust within the diverse community of the units' AOR. Who have you or your members collaborated with in your diverse local community, and what have you done to build a relationship and trust?

**Please provide pertinent details as needed.**

Action Completed:            Yes            No

- 4.6 The unit works to build opportunity and awareness for ongoing change in the organization's thinking concerning our changing world. What has your unit done to address ongoing change?

**Please provide pertinent details as needed.**

Action Completed:            Yes            No

*A Minimum of 4 Action Items were completed for Goal #4*            Yes            No



**Notes: Please use this space to add any additional information you deem necessary for this application.**

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**Please note:** If this award is for a Division that wishes all of its Flotillas to be recognized as well in this submission and they have collaborated in this process; please have All Flotilla Commanders affirm that the information contained within this application is true and that they and their Flotilla actively participated in the diversity, inclusion and equity process.

**Please provide all unit Commanders' affirmation signatures.**

|                              |       |      |
|------------------------------|-------|------|
| Unit Commander Name and Unit | Phone | Date |
| Unit Commander Name and Unit | Phone | Date |
| Unit Commander Name and Unit | Phone | Date |
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| Unit Commander Name and Unit | Phone | Date |
| Unit Commander Name and Unit | Phone | Date |

## **Submission Timeframe Information:**

Unit Commanders should review this diversity and Inclusion application to ensure that all required action items and goals have been completed. Questions about the application should be directed to any National Diversity and Inclusion Directorate team member.

**All award submissions must be sent directly to the email address as indicated on page one and here:**

**NACO3StarAward@Gmail.Com**

**This is a National award and will be reviewed/accepted by the National Diversity Directorate.**

**Application Timeframe: The application window is from January 1<sup>st</sup> to June 30<sup>th</sup>.**

**Please note that this award reflects the previous year's activities.**





## Application Instructions for the NACO (National Commodore) Three Star Award for Excellence in Diversity and Inclusion

The following information will guide you through the NACO 3 Star Award for Excellence in Diversity and Inclusion application process. Please note that awards presented in any year represent the activities achieved in the prior calendar year for which the award is given (01 January to 31 December). Please use Adobe Acrobat Readers DC to open and complete the application. **DO NOT** use an iPad to fill out the form. Save the application document for later attachment to an email. **Do not submit a printed or scanned copy of the application.**

**Purpose:** The NACO (National Commodore) Three Star Award for Excellence in Diversity and Inclusion is an annual, voluntary (non-mandated) award intended to recognize Divisions and Flotillas for distinction in promoting and valuing diversity, inclusion, and equity.

- All units applying for this award must complete a **minimum of four objectives** in each of the first four goal categories.
- **Please do not submit for the award if less than four objectives are completed per goal.**
- This award application needs to be typed, and will not be accepted after the annually established deadline for submissions.
- We strongly encourage early submissions to enable your unit time to address any needed corrections.
- Please answer the following questions (**all yellow highlighted areas of the form**) and elaborate when necessary.

Start the application process by completing the following requested information first:

1. Select either the DIVISION or FLOTILLA check box for the appropriate unit award application.
2. Enter the **three (3) digits** for the **DISTRICT number**, **two (2) digits** for the **DIVISION number**, and if the application is for a **FLOTILLA** enter the appropriate **two (2) digit number**.
3. Enter the name of the person filling out the award application.
4. Use the drop down list to select the position of the person filling out the application.
5. Next, if the unit, DIVISION or FLOTILLA received the NACO 3 Star Award for Excellence in Diversity and Inclusion Management for the previous year then select the check box for **YES**.  
**NOTE:** if the unit did receive the award for the previous year, please explain how the award was helpful to the unit or not with comments in the information section provided.
6. Enter the application date by click in the box, as a calendar will open and then select the appropriate. All date selection entry's function in the same manner.

**Please note than any field with a red outline needs to be completed. Mousing over any of the fields will indicate what information should be included for that particular selection.**

Completing the information for the objectives within the Goals #1 to #4:

1. If the check box **YES** is selected for an objective, then please provide the details in the text box for that particular objective.
2. If an objective was not completed, then check the selection for **NO** when asked if the action was completed.
3. Goal #1 – Objective 1.5 has a requirement for the unit commander to validate and date the meeting attendance information.
4. Goal #2 – Objective 2.4 requests a signature for the membership recruiting/retention growth percentage.
5. If the Division and the Flotillas use the Unit Collaborate Section there are signatures required as well.



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**NOTE:** Additional information for the use of the Unit Collaboration Section is described further in these instructions.

6. To enter signature information there are three ways to do so.
  - a. Sign with a pen
  - b. Sign by typing in the name using the format: /s/ *First Name, MI, Last Name, Position*
  - c. Use the signing function available in Adobe Acrobat Reader DC. Select “Fill and Sign” and then select “Sign Yourself” followed by “Add Signature.” Type out the signature information and paste into the signature box. The size of the signature can be sized to fit the space of the text box.
7. The same signature steps are to be used wherever a signature is requested.
8. If the **YES** check box was selected, at the beginning response indicating the unit received the award in the previous year, then complete the information in the red outlined text box, which follows Goal #5.
9. Unit Collaboration Section – there is a requirement to include a phone number for the unit leader. Just type in the ten (10) digit phone number – no parenthesis or hyphens needed. The phone number will be auto formatted.
10. If more spaces for unit leadership are needed in the Unit Collaboration Section, then just type in the name, position, phone number and date in the additional space on the last page of the application.

**Unit Collaboration Section (Optional):**

The optional collaboration component allows all units within a Division to receive recognition through one submission. To do this, all unit commanders need to affirm via signature that all information contained within the application is accurate and that they and their unit actively participated in the diversity, inclusion, and equity process.

**Please note:** If this award is for a Division that wishes ALL of its Flotillas to be recognized as well in this submission and they have collaborated in this process; please have All Flotilla Commanders affirm that the information contained within this application is true and that they and their Flotilla actively participated in the diversity, inclusion and equity process. Please provide all unit Commanders' affirmation signatures and phone number.

**How to apply for the Award:**

Unit Commanders of the Divisions and the Flotillas should review the diversity application to ensure that required tasks have been completed. Questions about the application should be directed to the Deputy Assistant National Commodore for Diversity, ANACO-DVd.

Every unit leader, (unless a collaborative submission (highly recommended) is utilized, is encouraged to submit the application for the NACO Three Star Award for Excellence in Diversity and Inclusion. Members are the ones who contribute to the success of their unit. Their efforts in support of the flotilla or division need to be recognized via this award submission.

**All award submissions must be sent directly to the following email address:**

**[NACO3StarAward@Gmail.Com](mailto:NACO3StarAward@Gmail.Com)**

**Submission Deadline:**

The Award application is to be submitted no later than June 30<sup>th</sup> for the previous calendar year.

Congratulating you in advance for the accomplishments in your Divisions and Flotillas.

D&I – Directorate  
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