

NACO Three Star Award for Excellence in Diversity and Inclusion

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>	<i>Yes</i>	<i>No</i>



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
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- 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
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- 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
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Unit Commander Name and Unit	Phone	Date
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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 1st to June 30th.

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