



Planning guide 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.

Goal #1 - Create a Positive Environment (4 of 6 goals required)

- Appoint a unit diversity advisor, i.e., FSO-DV or SO-DV. Who is your unit diversity advisor?
- Publish at least one article on diversity awareness per year. Has your unit published an article on diversity in the unit newsletter, on the unit web site, Facebook page or other social media used by the unit?
- Conduct one (1) in-unit diversity member training session per year. (Training materials are available on the Diversity website or see your District Diversity Staff Officer). Has your unit conducted a diversity training?
- Create a recruiting plan and target local neighborhoods and cultures in the community of the unit AOR in a recruiting action plan. Has your unit created a recruiting plan which includes a plan to conduct outreach in local neighborhoods in your community?
- Encourage 60% of the unit's membership to attend a minimum of four meetings. Has 60% of the unit's membership attended four (4) or more meetings in the past year?
- One of the unit's elected leaders must have attended leadership training. Has one of the unit elected leaders attended leadership training?

Goal #2 - Value all Members (4 of 6 goals required)

- Informal awards and recognition programs are a means of positive reinforcement of member actions and behavior. Has your unit recognized members with, certificates, letters, plaques, public recognition during meetings or used other means of reinforcing of member participation?



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- List a minimum of two routine communications with all members, i.e., regularly scheduled newsletter, calling crew, or telephone tree for phone messages, Flotilla meeting minutes, staff meetings with notes distributed, web site communications, Facebook or other social media, etc.
- Conducted exit interviews with members leaving the Auxiliary and forward results to the DSO-HR via the Chain of Leadership and Management.
- Maintain 90% of membership - less than a 10% aggregate decline in membership. Has your unit recruited enough new members to offset the number of members who have left your flotilla in the past year?
- Show that 65% of members are involved in Auxiliary activities according to AUXDATA II. Does your unit's AUXDATA II record reflect that 65% of your members been involved in the unit's activities?
- List a minimum of four (4) fellowship activities sponsored by the Flotilla throughout the year for all members and their families and friends. Has your unit hosted or participated in four (4) or more fellowship events during the year? Examples: social gathering before or after unit meetings, annual picnic, holiday parties, etc.?

Goal #3 - Promote Individual Success (4 of 6 goals required)

- Assign a formal mentor to each new member for the 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.
- Utilize the Member Involvement Plan to help new members plan their involvement and training. Has your unit used the Member Involvement Plan to help new members become active in your unit?
- Provide written goals and expectations for all staff and members holding committee positions at the beginning of the year. Has your unit leader provided written goals and expectations to staff and committee members?
- 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?
- Establish a Flotilla mentoring program for potential Staff Officers. Succession planning is critical to the success of Auxiliary units. Members must be trained and prepared to move up at a moment's notice. Have you implemented a plan for ongoing staff development?
- Provide adequate access to meetings for members and potential members with disabilities. Is the site where your unit meetings are held accessible to people with disabilities?

Goal #4 - Carry out Diverse Outreach Activities in the Community (4 of 6 objectives required):

- Units seeking to attain this award must expand their outreach to the underrepresented populations in the community where they exist. Have you distributed membership opportunities or setup a recruiting table in an attempt to target these underrepresented populations?
- The unit must have completed not less than three outreach or recruitment activities that have taken the



membership into a diverse area of their AOR. List the activities, which your unit has conducted, in diverse areas.

- Provide an example of how the unit has reinforced what has been learned in diversity training in an effort to optimize and sustain a culturally competent organization.
- Work to sustain an inclusive organization through action such as participation at a cultural event, and share what has been learned with the unit through a newsletter or meeting presentation. How has your unit shared this type of experience?
- Develop or strengthen relationships, and enhance trust within the diverse community of the unit's AOR. Who have you worked within your local diverse community?
- The unit works to build capacity for ongoing change in the thinking of the organization. What has your unit done to build capacity for ongoing change?

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

Submission Deadline:

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

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

D&I – Directorate
U.S. Coast Guard Auxiliary