First Coast Guard District, Southern Region Auxiliary Awards Manual

Purpose: the purpose of this manual is to provide a comprehensive overview of each award an Auxiliarist may receive, including award criteria, award elements, devices authorized (if applicable), and award process flows. Auxiliarists should consult this manual for questions regarding the appropriate levels of awards, types of awards, and how to properly forward recommendations. The awards primer following this document contains information on writing and formatting awards, as well as the proper way to file a CG-1650 (required document that accompanies award citations).

Awards manual compiled by: AUX Michael A. Barth, District Awards Coordinator, First Coast Guard District, Southern Region

Disclaimer: this manual is not a policy manual. All Commandant Instructions and other official policies are to be followed. If a discrepancy is found between this manual and an official policy, the official policy is to be followed. Although this manual is intended for completeness, Auxiliarists and other Coast Guard personnel should consult the Auxiliary Manual and Coast Guard Military Medals and Awards Manual for a comprehensive list of all commendations (current and prior) that Auxiliarists may receive.
Table of Contents

Section I: Awards Manual

Coast Guard Auxiliary Personal Awards pp. 3-10
Annual Service, Humanitarian Service, and Specialty Training Awards pp. 11-16
Auxiliary Program Awards pp. 17-20
Auxiliary Service Awards pp. 21-22
Additional Auxiliary Awards pp. 23-26
Coast Guard Unit, Team, and Service Awards pp. 27-31
Applicable Non-Military and Non-Auxiliary Specific Awards pp. 32-33

Section II: Awards Primer

See primer’s table of contents, following Awards Manual
Auxiliary Distinguished Service Medal

Eligibility criteria: “The performance required to justify this award is exceptional performance of duty, which benefits the Auxiliary as a whole. This performance, therefore, must be clearly much higher than normally expected, and must have a measurable, positive effect on the entire organization. Normally this award will be given to elected and appointed officers for extraordinary achievement. This statement should not be interpreted so as to preclude the award to any Auxiliarist whose service meets the requirement. The key words for this award are distinguished, operational, and exceptional meritorious service. To justify this award, exceptional performance of duty, clearly much higher than normally expected, which has resulted in significant benefit to the entire Auxiliary organization, is required” (AUXMAN 11-3, A.1.a. Eligibility Criteria).

Simplified explanation of criteria: The highest award of the U.S. Coast Guard Auxiliary; awarded for extraordinary levels of achievement that impact the entire branch and which are much higher than levels usually expected.

Award elements: An award citation from the Commandant of the United States Coast Guard, a certificate, a ribbon, a miniature medal, and a lapel pin.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device is NOT authorized for this award.

Award process flow: Commandant of the USCG

Image of ribbon bar and miniature medal:
Auxiliary Legion of Merit

Eligibility criteria: “In general, recognized performance must be clearly much higher than normally expected, and must have a measurable, positive effect on the Auxiliary across multiple Districts or at Auxiliary Area or national level. Normally, this award will be given to elected and appointed officers for exceptional achievement. This statement should not be interpreted so as to preclude the award to any Auxiliarist whose service meets the requirement. When the degree of achievement or service rendered, although meritorious, is not sufficient to warrant award of the ALOM, the AMSM should be considered” (AUXMAN 11-3, A.2.a. Eligibility Criteria).

Simplified explanation of criteria: The second highest award of the U.S. Coast Guard Auxiliary; awarded for extraordinary levels of achievement that impact multiple districts/areas, or the national level of the organization.

Award elements: An award citation from the Commandant of the United States Coast Guard, a certificate, a ribbon, a miniature medal, and a lapel pin.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device is NOT authorized for this award.

Award process flow: Commandant of the USCG

Image of ribbon bar and miniature medal:
**Auxiliary Plaque of Merit**

**Eligibility criteria:** “This award recognizes heroism in the face of grave personal risk and which clearly stands out as above normal expectations. The key aspects of performance for award of the Auxiliary Plaque of Merit are extreme skill, assist or rescue, and risk to the Auxiliarist’s life. As can be seen, the Auxiliary Plaque of Merit can only be given for an assist, or rescue. The Auxiliarist must have exercised extreme skill, as opposed to just skill required for the Medal of Operational Merit. Lastly, there must have been risk to the Auxiliarist’s life. Neither the assist nor rescue need be successful, only that the action required extreme skill and was performed or attempted at risk to the Auxiliarist’s life” (AUXMAN 11-4, A.3.a. Eligibility Criteria).

**Simplified explanation of criteria:** Heroic actions at the risk of an Auxiliarist’s life during an assist or rescue, which must have involved extreme skill.

**Award elements:** A bronze plaque, ribbon bar, and miniature medal. No certificate comes with this award.

**Devices authorized:** 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device is NOT authorized for this award.

**Award process flow:** Award originator → District Awards Coordinator → District Chief of Staff → District Commodore → Director of the Auxiliary (for guidance/review) → 3-star Flag officer, 4-star Flag officer, or District Commander; forwarded to the Commandant (CG-BSX-1) for plaque issuance

OR

3-star Flag officer, 4-star Flag officer, or District Commander directly award

**Image of ribbon bar and miniature medal:**

![Image of ribbon bar and miniature medal]
Auxiliary Meritorious Service Medal

Eligibility criteria: “The meritorious performance of duty must have enhanced Auxiliary goals. This performance must clearly be of a nature much higher than that normally expected, and which has a significant positive effect on the ability of the Coast Guard and/or the Auxiliary to complete its missions and goals. For this award, the key words are outstanding and meritorious service worthy of special recognition, which contributes significantly to fulfillment of Auxiliary goals at the local level” (AUXMAN 11-4, A.4.a. Eligibility Criteria).

Simplified explanation of criteria: Truly exemplary and impactful service to the Coast Guard and/or Auxiliary, but not of a level that would warrant the Auxiliary Legion of Merit.

Award elements: A certificate, ribbon bar, and miniature medal.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device may be authorized for this award.

Award process flow: Award originator → District Awards Coordinator → District Chief of Staff → District Commodore → Director of the Auxiliary (for guidance/review) → any Flag officer

OR

Any Flag officer directly awards

Image of ribbon bar and miniature medal:
Auxiliary Medal of Operational Merit

Eligibility criteria: “This award recognizes outstanding achievement or service of an operational nature (defined as direct, hands on, underway, surface or airborne aviation mission activity) worthy of special recognition. For this award, the key words are outstanding operational performance, skill, assist, rescue or other meritorious operational service. To receive the Medal of Operational Merit, only skill is required, not extreme skill, and therefore does not have to be a risk to the Auxiliarist’s life. Outstanding operational performance and other meritorious operational service have been included in this category. This was added to allow recognition of a cumulative series of operational services, none of which, standing alone, would merit this award, but taken as a group, do merit this level of recognition” (AUXMAN 11-5, A.5.a. Eligibility Criteria).

Simplified explanation of criteria: Outstanding operational achievement or operational service requiring skill, of which special recognition is required.

Award elements: A certificate, ribbon bar, and miniature medal.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device is NOT authorized for this award.

Award process flow: Award originator → District Awards Coordinator → District Chief of Staff → District Commodore → Coast Guard Commanding Officer (O-5 or higher) serving as a Director (e.g., Director of Auxiliary), or Coast Guard Commanding Officer of a Coast Guard unit, or serving as a Division Chief (or above) at a district, area, or FORECOM or Headquarters office

Image of ribbon bar and miniature medal:
**Auxiliary Commendation Medal**

**Eligibility criteria:** “This award recognizes outstanding achievement or service worthy of special recognition as described below. The key words for the Auxiliary Commendation Medal are outstanding achievement, which significantly furthers any of the Auxiliary’s authorized activities. The Auxiliary Commendation Medal is for outstanding administrative services. This requires services accomplished in a manner, which is much better than could normally be expected from an Auxiliarist of like capability and experience. Neither doing a difficult job well nor doing a routine job in an excellent manner will suffice. The achievement must be truly outstanding” (AUXMAN 11-6, A.6.a. Eligibility Criteria).

**Simplified explanation of criteria:** Outstanding achievement which significantly furthers the Auxiliary.

**Award elements:** A certificate, ribbon bar, and miniature medal.

**Devices authorized:** 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device is NOT authorized for this award.

**Award process flow:** Award originator → District Awards Coordinator → District Chief of Staff → District Commodore → Coast Guard Commanding Officer (O-5 or higher) serving as a Director (e.g., Director of Auxiliary), or Coast Guard Commanding Officer of a Coast Guard unit, or serving as a Division Chief (or above) at a district, area, or FORECOM or Headquarters office

**Note:** Unlike the military version of the Commendation Medal, the Auxiliary Commendation Medal cannot be awarded with an operational distinguishing “O” device. The equivalent award with an operational distinguishing “O” device is the Auxiliary Medal of Operational Merit.

**Image of ribbon bar and miniature medal:**

![Image of ribbon bar and miniature medal]
**Auxiliary Achievement Medal**

**Eligibility criteria:** “This award recognizes outstanding achievement or service of a nature, which is worthy of special recognition as described below. The key words for the Auxiliary Achievement Medal are sustained professional, leadership achievements and period of time. The Auxiliary Achievement is for recognition of Auxiliarists who have maintained an outstanding level of performance and/or achievement over a period of time to further authorized activities of the Auxiliary. The achievements could be in administration or operations” (AUXMAN 11-6, A.7.a. Eligibility Criteria).

**Simplified explanation of criteria:** Outstanding professional and/or leadership achievements worthy of special recognition in either operations or administration.

**Award elements:** A certificate, ribbon bar, and miniature medal.

**Devices authorized:** 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device may be authorized for this award.

**Award process flow:** Award originator → District Awards Coordinator → District Chief of Staff → District Commodore → Coast Guard Commanding Officer (O-4 or higher) serving as a Director (e.g., Director of Auxiliary), or Coast Guard Commanding Officer of a Coast Guard unit, or serving as a Division Chief (or above) at a district, area, or FORECOM or Headquarters office

**Image of ribbon bar and miniature medal:**
Auxiliary Commandant Letter of Commendation

Eligibility criteria: “The award is intended for Auxiliarists serving in any capacity with the Coast Guard or Auxiliary for a superior act of service resulting in unusual and/or outstanding achievement, whose performance is lesser than that required for the Auxiliary Achievement Medal. The award can also be used to recognize an Auxiliarist’s service/performance for a special event or project. The ACLOC may be awarded by any Coast Guard Commanding Officer (0-4 and above) of a Coast Guard unit, or serving as a Division Chief at a District, area, FORCENET, or Headquarters office, or serving as a Director. Recommendations are made on the CG-1650 award recommendation form and submitted to the approving official, via the Auxiliarist’s chain of leadership and management” (AUXMAN 11-7, A.8.a. Eligibility Criteria).

Simplified explanation of criteria: Awarded for an unusual and/or superior act of service whose requirements are lesser than the acts required for an Auxiliary Achievement Medal, or exemplary performance in a special mission.

Award elements: A ribbon bar and miniature medal.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device may be authorized for this award.

Award process flow: Award originator → District Awards Coordinator → District Chief of Staff → District Commodore → Coast Guard Commanding Officer (0-4 or higher) serving as a Director (e.g., Director of Auxiliary), or Coast Guard Commanding Officer of a Coast Guard unit, or serving as a Division Chief (or above) at a district, area, or FORCENET or Headquarters office

Image of ribbon bar and miniature medal:
Auxiliary Humanitarian Service Award

Eligibility criteria: “The Auxiliary Humanitarian Service Award (HSA) is presented to Auxiliarists who distinguish themselves as individuals or as members of an operational unit by meritorious, direct, non-routine participation in a significant act or operation of a humanitarian nature. Direct participation is defined as being physically present at the designated location, having directly contributed and influenced the action. This award is considered the Auxiliary equivalent of the military Humanitarian Service Medal (HSM). Since Auxiliarists are not eligible to receive the HSM, the Auxiliary Humanitarian Service Award is awarded to Auxiliarists who participate in the same operations where Coast Guard active duty personnel are awarded the HSM. Participation in domestic disturbances involving law enforcement, equal rights to citizens, or the protection of properties are excluded from this award” (AUXMAN 11-9, A.9. Auxiliary Humanitarian Service Award).

Simplified explanation of criteria: Demonstrate exemplary service as a part of a humanitarian service mission (e.g., hurricane response mission).

Award elements: Ribbon bar and miniature medal. There is no certificate associated with this award.

Devices authorized: 3/16-inch bronze stars denote additional awards; 3/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device is NOT authorized for this award.

Award process flow: Directly awarded by Coast Guard commands.

Image of ribbon bar and miniature medal:
Auxiliary Recruiting Service (Annual Service Performance Award)

Eligibility criteria: “The Auxiliary Recruiting Service award is awarded for recruiting seven or more new Auxiliarists into the Auxiliary as determined and credited through the FC. A new Auxiliarist must be fully processed through completion of their favorable PSI determination and be shifted out of AP status before being credited towards this award. The year in which the date of the new Auxiliarist’s shift from AP status to IQ or BQ status shall be the year to which the new Auxiliarist shall count toward recruiting award recognition” (AUXMAN 11-10, A.11.c. Auxiliary Recruiting Service).

Simplified explanation of criteria: Recruit seven new Auxiliarists into the Auxiliary within a calendar year.

Award elements: Ribbon bar, miniature medal, and citation.

Devices authorized: “S” device (always worn). 3/16-inch bronze stars denote additional awards; 3/16-inch silver stars denote an additional five awards.

Award process flow: AUXDATA reports generated annually by DIRAUX office

Image of ribbon bar and miniature medal:
VE/RBSVP Service (Annual Service Performance Award)

Eligibility criteria: “The VE/RBSVP Service award is awarded for completing a total of 60 or more vessel examinations, of any combination, including Auxiliary surface facilities, recreational boats, paddle craft, personal water craft, commercial fishing vessels, uninspected passenger vessels, and uninspected towing vessels (a total of 20 or more examinations, of any combination, of commercial fishing vessels, uninspected passenger vessels, and uninspected towing vessels will also earn the award). It may be awarded for conducting a total of 60 or more RBSVPs. It may also be awarded for conducting a total of 60 or more, of any combination, RBSVPs and vessel examinations identified above.” (AUXMAN 11-11, A.11.d. VE/RBSVP Service).

Award elements: Ribbon bar, miniature medal, and citation.

Devices authorized: 3/16-inch bronze stars denote additional awards; 3/16-inch silver stars denote an additional five awards. NOTE: the “V” device is not authorized, and must be removed from wear if on the ribbon and/or medal.

Award process flow: AUXDATA reports generated annually by DIRAUX office

Image of ribbon bar and miniature medal:
**PE Service (Annual Service Performance Award)**

**Eligibility criteria:** “The PE Service award is awarded for IT and/or ITs aides completing thirty or more hours of instruction (in PE or MT), or serving as an ITs aide for sixty or more hours, or completing a combination of IT hours and ITs aide hours to total at least thirty credits (one IT hour equals one credit and one aide hour equals one-half a credit, for example, twenty hours as an IT equals twenty credits and twenty hours as an aide equals ten credits, totaling thirty credits and qualifying to receive the award)” (AUXMAN 11-11, A.11.e. PE Service).

**Simplified explanation of criteria:** 30 points towards instructor, where one hour as a lead instructor counts as one point, and one hour as aide counts as 0.5 points.

**Award elements:** Ribbon bar, miniature medal, and citation.

**Devices authorized:** “E” device (always worn). 3/16-inch bronze stars denote additional awards; 3/16-inch silver stars denote an additional five awards.

**Award process flow:** AUXDATA reports generated annually by DIRAUX office

**Image of ribbon bar and miniature medal:**

[Image of ribbon bar and miniature medal]

**Authorized "E" device.**
Operations Service Award (Annual Service Performance Award)

Eligibility criteria: “The Operations Service award is awarded for supporting Coast Guard units and missions, including surface operations, air operations, and operational watchstanding (such as communications watchstander, OOD, manning the SAR desk, etc.). Operations support does not include administrative support to operational units, such as answering the office phones, filing case files, and service in the Director’s office.” (AUXMAN 11-11, A.11.f. Operations Service).

Award elements: Ribbon bar, miniature medal, and citation.

Devices authorized: “S”, “O”, or “M” device (always worn), as described below. 3/16-inch bronze stars denote additional awards; 3/16-inch silver stars denote an additional five awards.

- **“S” Device**: “Displays the support “S” device for support activities not involving the movement of a facility (i.e., watchstanding). Complete 200 or more hours of Operational Support activity as entered in AUXDATA with the activity code of UCG” (AUXMAN 11-11, A.11.f(1) “S” Device).

- **“O” Device**: “Displays the operational “O” device for underway (excluding underway for training), surface mission activity (60 or more hours), or for airborne aviation mission activity (excluding training) (30 or more hours). Support for on-the-water readiness exercises does qualify as operational service. No combination of surface and air operations is allowable for this award. Support activity includes those entered in AUXDATA with the activity code of U/W or ABN, excluding any with the submission code of TRN” (AUXMAN 11-11, A.11.f(2) “O” Device).

- **“M” Device**: “Displays the “M” device for activities in support of marine safety, security, and environmental protection programs. An Auxiliarist must earn at least 200 points through any combination of the following weighted activities:
  a. Commercial fishing vessel exam – 10 points/exam.
  b. Uninspected towing vessel exam – 7 points/exam.
  c. Uninspected passenger vessel exam – 4 points/exam.
  d. Other commercial vessel exam – 4 points/exam.
  e. Each hour performed in any mission in the MS or MEP mission categories or in mission code 80A – 1 point/hour.” (AUXMAN 11-11, 11-12, A.11.f.(3) “M” Device).

Image of ribbon bar and miniature medal:
**Auxiliary Specialty Ribbon**

**Eligibility criteria:** Completion of any AUXOP credit towards AUXOP designation (AUXMAN 11-12, A.13. Auxiliary Specialty Ribbon).

**Award elements:** Ribbon bar

**Devices authorized:** 3/16-inch bronze stars denote additional awards; 3/16-inch silver stars denote an additional five awards.

**Image of ribbon bar:**

![Image of ribbon bar](image-url)
AUXILIARY PROGRAM AWARDS

Operations Program Ribbon

Eligibility criteria: “This ribbon recognizes qualifications in the various operations program areas. Auxiliarists who qualify as an Auxiliary boat or air crew member, air observer, AtoN verifier, Coast Guard watchstander, Coast Guard boat crewman, Coast Guard boat engineer, or Auxiliary interpreter (Level A) may wear the Operations Program ribbon. Watchstanders and boat engineers are defined as Auxiliarists who have been designated in writing by a Coast Guard unit, or the Director, as qualified in that position. Auxiliarists designated by the Director as Auxiliary watchstanders according to District requirements may also wear the Operations Program ribbon. Additionally, Auxiliarists holding the Auxiliary Telecommunications Operator (TCO) qualification or who have qualified as AUXCOM prior to 1 August 2008, are authorized to wear the Operations Program ribbon. Auxiliarists show multiple qualifications by adding 3/16 inch bronze or silver stars. The “E” device is authorized to be worn on the Auxiliary Operations Program ribbon by Auxiliarists who are currently appointed, or have been appointed, as a Qualification Examiner (QE) or Flight Examiner (FE). No miniature “E” device for miniature medals is authorized” (AUXMAN 11-13, A.14.b. Operations Program).

Simplified explanation of criteria: Qualify in an operations program area (boat crew, air observer, air crew, AtoN verifier, watchstander, boat engineer, or interpreter.

Award elements: Ribbon bar, miniature medal, and certificate.

Devices authorized: 3/16-inch bronze stars denote additional awards; 3/16-inch silver stars denote an additional five awards. “E” device authorized for those who are, or have been, appointed as a Qualification Examiner (QE) or Flight Examiner (FE). The “E” device is authorized for the ribbon only, not the miniature medal.

Award process flow: Request for qualification submitted to appropriate representative in DIRAUX office

Image of ribbon bar and miniature medal:
Marine Safety Training Ribbon

Eligibility criteria: “The Marine Safety Training ribbon was created in recognition of the considerable and long-term, sustained effort that Auxiliarists must put forward in order to earn the Auxiliary Marine Safety insignia. The ribbon recognizes achievement in the marine safety, security, and environmental protection mission area as a precursor to achievement of the Auxiliary Trident insignia. Auxiliarists who successfully complete the following tasks are entitled to wear this ribbon (there is no time limit in which these tasks must be completed):
(1) Introduction to Marine Safety and Environmental Protection (IMSEP) course.
(2) Good Mate course.
(3) Incident Command System (ICS) courses 100 / 200 / 700 / 800.
(4) ICS course 210 (Coast Guard taught) or ISC 300 (FEMA taught).
(5) At least one Auxiliary marine safety program PQS”


Simplified explanation of criteria: Complete at least one Auxiliary marine safety program PQS, in addition to the other criteria listed above. Note: completion of IMSEP does NOT authorize award of the Marine Safety Training ribbon for a member; the above requirements must be met with application forwarded to DIRAUX for entry.

Award elements: Ribbon bar and certificate.

Devices authorized: 3/16-inch bronze stars denote additional PQS completions; 3/16-inch silver stars denote an additional five additional PQS completions.

Award process flow: Member must complete Marine Safety Training Ribbon award package → member must send to DSO-MS for endorsement and signature → DSO-MS must endorse and forward to DIRAUX office for entry into member record

Image of ribbon bar:
**Examiner Program Ribbon**

**Eligibility criteria:** Qualify as either an RBS Program Visitor or Vessel Examiner. (AUXMAN 11-14, A.14.d. Examiner Program).

**Award elements:** Ribbon bar, miniature medal and certificate.

**Devices authorized:** 3/16-inch bronze stars denote additional PQS completions (i.e., completion of both RBS Program Visitor and Vessel Examiner PQSs).

**Award process flow:** Request for qualification submitted to appropriate representative in DIRAUX office

**Image of ribbon bar and miniature medal:**

---

**Instructor Program**

**Eligibility criteria:** Qualify an Auxiliary Instructor. (AUXMAN 11-14, A.14.e. Instructor Program).

**Award elements:** Ribbon bar, miniature medal and certificate.

**Devices authorized:** None

**Award process flow:** Request for qualification submitted to appropriate representative in DIRAUX office

**Image of ribbon bar and miniature medal:**
Public Affairs Specialty Program Ribbon


Award elements: Ribbon bar, miniature medal and certificate.

Devices authorized: 3/16-inch bronze stars denote additional PA qualification (i.e., one bronze star for Auxiliary Public Affairs Specialist II, two bronze starts for Auxiliary Public Affairs Specialist I).

Award process flow: Request for qualification submitted to appropriate representative in DIRAUX office

Image of ribbon bar:
AUXILARY SERVICE AWARDS

Sustained Auxiliary Service Award

Eligibility criteria: Complete 750 volunteer hours of Auxiliary service as recorded in AUXDATA (AUXMAN 11-14, A.15.a. Sustained Auxiliary Service Awards).

Award elements: Ribbon bar, miniature medal and certificate.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. Upon accumulating 7,500 volunteer hours of service, the star devices are to be removed and a bronze hourglass device placed on the ribbon bar. Upon accumulating 15,000 total volunteer hours of service, the bronze hourglass device is to be removed, and a gold hourglass device shall be added. Upon accumulating 25,000 hours of service, the gold hourglass device is to be removed and a silver hourglass device added.

Award process flow: AUXDATA automatically generates award on periodic basis

Image of ribbon bar and miniature medal:

Sustained Auxiliary Service Award
Auxiliary Member Service Award

Eligibility criteria: Complete five years of cumulative (need not be consecutive) service in the Coast Guard Auxiliary. (AUXMAN 11-15, A.15.c. Auxiliary Member Service Award).

Award elements: Ribbon bar, miniature medal and certificate. Upon reaching 50 years of membership, a plaque shall be awarded in lieu of a certificate.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards.

Award process flow: AUXDATA automatically generates award on periodic basis

Image of ribbon bar and miniature medal:
ADDITIONAL AUXILIARY AWARDS

Flotilla Meritorious Achievement Medal

Eligibility criteria: awarded to one flotilla per year in each district for having made the most significant contributions to the Auxiliary program (AUXMAN 11-21, A.17. Flotilla Meritorious Achievement Medal).

Award elements: Ribbon bar, miniature medal and certificate.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards.

Award process flow: DCO and Director judge which flotilla has made the most significant contribution to the Coast Guard Auxiliary in that year.

Image of ribbon bar and miniature medal:

Anniversary streamers

Eligibility criteria: when reaching the 50th anniversary of its founding, a flotilla, division, or region may display the 50th anniversary steamer on its regional flag or flotilla’s Auxiliary ensign. Additional streamers are awarded for 60th, 70th, and 75th anniversaries. Only one streamer may be displayed at a time.
**Life Membership**

**Eligibility criteria:** Complete a term as a DCO and/or appointed Commodore at the conclusion of term (AUXMAN 11-15, A.16.a. Life Membership).

**Award elements:** Exception from paying National dues.

**Certificate of Appreciation**

**Eligibility criteria:** Chief Director’s Certificate of Appreciation for outstanding service may be presented at Chief Director’s discretion.

**Award process flow:** Recommendations should be made from Auxiliarist’s Chain of Leadership ➔ Director ➔ Chief Director

**Auxiliarist of the Year**

**Eligibility criteria:** Award recognizes the most exemplary performance by an Auxiliarist during the previous calendar year.

Criteria below reflects re-lettering and content changes (i.e., removal of former item (b), and well as subsequent re-lettering) as per comment in latest AUXMAN.

“AUXOY nominees must meet the following criteria:
(a) Be a member in good standing of the Auxiliary for no less than one year from initial enrollment to the date of nomination.
(b) Demonstrated exemplary conduct.
(c) Embraced Coast Guard core values of “Honor, Respect, and Devotion to Duty.”
(d) Projected exceptional uniform appearance and bearing.
(e) Delivered consistently outstanding performance in terms of leadership, Auxiliary program skills, personal and work ethics, and Auxiliary knowledge.
(f) Displayed superb initiative and motivation that helped significantly advance themselves and Auxiliary program(s).
(g) Performed duties in outstanding fashion and achieved results of high quality, customer service, and teamwork that resulted in improved efficiency and effectiveness of Auxiliary and/or Coast Guard unit(s).

Other related contributions, achievements, and awards should be included for consideration” (AUXMAN 11-16, A.16.e.(1) Eligibility Criteria).

**Award process flow:** Recommendations should be made from Auxiliarist’s Chain of Leadership ➔ DCO ➔ Deputy National Commodore ➔ Vice National Commodore (chair of selection committee) ➔ NACO ➔ Chief Director of Auxiliary ➔ Commandant of the United States Coast Guard
Commodore Charles S. Greanoff Inspirational Leadership Award

Eligibility criteria: Most exemplary performance by a Flotilla Commander during the prior calendar year:

“Nominees for this award must meet the following criteria:
(a) Been an Auxiliarist in good standing at the time of selection (February).
(b) Served as incumbent FC at the time of the solicitation for the award (October).
(c) Regularly demonstrated unwavering leadership prowess, including the ability to gain genuine commitment from all levels of the organization.
(d) Exemplified Coast Guard core values of “Honor, Respect, and Devotion to Duty.”
(e) Demonstrated sincere interest and concern for others and their success in the Coast Guard Auxiliary.
(f) Displayed a keen sense of ethical conduct and exhibited a high degree of personal integrity.
(g) Earned the high esteem and admiration of others.
(h) Fostered the spirit and intent of diversity.
(i) Motivated others to excel in mission performance.
(j) Was a positive role model and mentor.
(k) Projected professional uniform appearance and bearing.
(l) Other related contributions, achievements, and awards during the period should be included for consideration.

Award process flow: Commodore Charles S. Greanoff Inspirational Leadership Award nomination packages shall be processed as follows:
(a) The NACO shall solicit nominations during the month of September each year.
(b) Nomination packages must originate at the Flotilla level and may be submitted by any member directly to the DCDR. Packages must be able to be electronically forwarded and processed. Packages should adhere to the minimum requirements prescribed by the sample format in Appendix F. The DCDR must submit the Division’s selection to the DCO by 15 October.
(c) The district/regional EXCOM must validate all nomination packages and determine which nomination to forward. The DCO shall endorse and forward only one award nomination from the district/region to the respective DNACO by 1 November.
(d) Upon review of all packages, the DNACO shall endorse and forward all nominations for the area to the Chief Director, with copies to the VNACO and the NACO, for review by 5 November.
(e) Given concurrence of the VNACO and the NACO, the Chief Director shall forward all nomination packages to the Chief, Office of Leadership and Development (CG-133) by 10 November.
(f) CG-133 shall convene a selection committee consisting of one O-6 (Captain), one E-9 (Master Chief Petty Officer), one civilian, and one Auxiliary Commodore. The final nominee will be selected by January” (AUXMAN 11-17, 11-18, A.16.f.(1) Eligibility Criteria, A.16.f.(2) Submission Requirements).
**Auxiliary Diversity Award**

**Eligibility criteria:** Exemplary performance by an Auxiliarist in the field of diversity, meeting the criteria below:

“Nominees for this award must meet the following criteria:
(a) Been an Auxiliarist in good standing for at least one year at the time of nomination.
(b) Demonstrated exemplary conduct.
(c) Exemplified Coast Guard core values of “Honor, Respect, and Devotion to Duty.”
(d) Delivered consistently outstanding performance in terms of leadership in the field of diversity, personal, and work ethics, and support of the Coast Guard’s Diversity Policy.
(e) Displayed superb initiative and motivation that helped significantly advance the Coast Guard’s diversity goals: create a positive environment, value all members, and promote individual success.
(f) Participated in recruiting and retention activities to increase the diversity of the Auxiliary.
(g) Participated in diversity training sessions and presentations.
(h) Promoted the NACO’s 3-Star Diversity Awards.
(i) Projected professional uniform appearance and bearing.
(j) Other related contributions, achievements, and awards during the period should be included for consideration” (AUXMAN 11-19, 11-20, A.16.g.(1) Eligibility Criteria).

**NACO Three Star Award for Excellence in Diversity**

**Eligibility criteria:** awarded to flotillas for excellence in diversity (no limit on number of flotillas in a division, district, or region that can receive this award). Full criteria and application can be found: [http://forms.cgaux.org/archive/a7064.pdf](http://forms.cgaux.org/archive/a7064.pdf)

**Award elements:** certificate awarded to flotilla

**Award process flow:** All award packages to be send via email to the Deputy Assistant National Commodore for Diversity via email
COAST GUARD UNIT, TEAM, AND SERVICE AWARDS

Presidential Unit Citation

Eligibility criteria: “The Presidential Unit Citation is awarded in the name of the President of the United States to any unit of the Coast Guard for outstanding performance in action. Auxiliarists are eligible for this award only if they were serving with a cited unit and meet the eligibility criteria. Recommendations for Coast Guard and Auxiliary units should be forwarded to the Secretary of the department under which the Coast Guard is operating. Individuals and units will display the version of the Presidential Unit Citation based on the Secretary who authorized the award (e.g., the Presidential Unit Citation (Coast Guard) when authorized by DHS)” (AUXMAN 11-23, B.1. Presidential Unit Citation).

Simplified explanation of criteria: The highest unit award of the United States Coast Guard, awarded in the name of the President of the United States of America.

Award elements: Ribbon bar. There is no medal associated with this award.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. May be awarded with a hurricane device. The operational distinguishing (“O”) device is NOT authorized for this award.

Award process flow: President of the United States of America initiates

Image of ribbon bar:
Coast Guard Unit Commendation

Eligibility criteria: “Auxiliarists and Auxiliary units are eligible to be awarded the Coast Guard Unit Commendation and the Coast Guard Meritorious Unit Commendation. These awards consist of ribbons only, there are no miniature medals. A Flag officer must approve these awards. The Operational Distinguishing Device (silver “O”) may be authorized. Auxiliarists indicate multiple awards by 5/16-inch gold or silver stars.” (AUXMAN 11-24, B.2. Coast Guard Unit and Meritorious Unit Commendations).

Simplified explanation of criteria: The second highest unit award of the United States Coast Guard, awarded by a Flag officer for “valorous or extremely meritorious service.”

Award elements: Ribbon bar. There is no medal associated with this award.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device may be authorized for this award.

Award process flow: Flag officer awards directly

Image of ribbon bar:

---

Coast Guard Meritorious Unit Commendation

Simplified explanation of criteria: The mid-level unit award of the United States Coast Guard, awarded by a Flag officer for “valorous or meritorious achievement or service.”

Award elements: Ribbon bar. There is no medal associated with this award.

Devices authorized: 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device may be authorized for this award.

Award process flow: Flag officer awards directly

Image of ribbon bar:
**Coast Guard Meritorious Team Commendation**

**Simplified explanation of criteria:** Awarded for exceptional performance as a team. “Display cohesion and teamwork noticeable to upper echelon commanders.”

**Award elements:** Ribbon bar. There is no medal associated with this award.

**Devices authorized:** 5/16-inch gold stars denote additional awards; 5/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device may be authorized for this award.

**Award process flow:** Award originator → District Awards Coordinator → District Chief of Staff → District Commodore → DIRAUX or appropriate operational or administrative Coast Guard command

**Image of ribbon bar:**

![Ribbon Bar](image1)

**Special Operations Service Ribbon**

**Eligibility criteria:** Auxiliarists who participate in a Coast Guard special operation, not involving combat, may receive this award. It is for Auxiliarists not recognized by another service award for the same operation, during the same period of service” (AUXMAN 11-25, B.6. Special Operations Service Ribbon).

**Award elements:** Ribbon bar. There is no medal associated with this award.

**Devices authorized:** 3/16-inch bronze stars denote additional awards; 3/16-inch silver stars denote an additional five awards. The operational distinguishing (“O”) device is NOT authorized for this award.

**Award process flow:** The Commandant of the United States Coast Guard or an Area Commander directly authorize

**Image of ribbon bar:**

![Ribbon Bar](image2)
**Coast Guard Recruiting Service Ribbon**

**Eligibility criteria:** “Auxiliarists who complete the Coast Guard recruiter PQS and have augmented a recruiting office for two years are eligible for the Coast Guard Recruiting Service ribbon. Auxiliarists apply via the Coast Guard recruiter at the Recruiting Office they augment. Approval authority is the Commanding Officer of the Coast Guard Recruiting Command” (AUXMAN 11-25, B.7. Awards for Recruiting Personnel into the Coast Guard Active Duty or Reserves).

**Award elements:** Ribbon bar. There is no medal associated with this award.

**Devices authorized:** No devices authorized

**Award process flow:**

Applications with recommendations should be forwarded to:

Commanding Officer  
Recruiting Command  
U.S. Coast Guard Stop 7500  
2300 Wilson Blvd., Suite 500  
Arlington, VA 20598-7500

**Image of ribbon bar:**

---

**Coast Guard Recreational Boating Safety Award of Excellence**

**Eligibility criteria:** “The Coast Guard Boating Safety Division (CG-BSX-2) awards its Recreational Boating Safety Awards of Excellence (aka – Eagle Awards) each year to recognize Auxiliarists from each of the three geographic Auxiliary areas who have made outstanding contributions to recreational boating safety missions. There is no ribbon, medal, device, or any other uniform item associated with this award. Related programmatic and logistical questions about this award program shall be directed to CG-BSX-2” (AUXMAN 11-26, B.8. Coast Guard Recreational Boating Safety Award of Excellence).

**Simplified explanation of criteria:** Most exemplary Auxiliarist in each Coast Guard Auxiliary area in the field of recreational boating safety

**Award elements:** No formal uniform elements come with this award

**Devices authorized:** No devices authorized
**Award process flow** (from AUXMAN 11-26, B.8. Coast Guard Recreational Boating Safety Award of Excellence):

Nominees shall be processed as follows:

a. The Chief Director shall run an RBS device report from AUXDATA for the previous calendar year on April 1, and forward it to the Director of Performance Measurement.
b. The Director of Performance Measurement shall add the previous credits and current credits from the AUXDATA report for each member listed to determine each member’s total credits.
c. The Director of Performance Measurement will provide a list of the top five members from each Auxiliary region and their respective credit totals to the appropriate DNACOs by May 1.
d. The DNACOs shall immediately forward the lists to the appropriate DCOs along with instructions to nominate a member from their list who best exemplified excellence in their support of RBS missions during the award period.
e. Each DCO shall prepare a short commendation statement (additional relevant RBS-related statistics are encouraged) to justify the nomination and submit it to the appropriate DNACO by May 20.
f. Each DNACO shall select and submit their respective area nomination, including commendation statement, to CG-BSX-2 by June 1.
g. CG-BSX-2 shall present these awards at the next National Conference.
APPLICABLE NON-MILIARY AND NON-AUXILIARY SPECIFIC AWARDS

Lifesaving Awards

Eligibility criteria: Auxiliarists may be awarded the gold or silver lifesaving medals for a rescue or rescue attempt from drowning, shipwreck, or other water-related peril. The Gold Lifesaving Medal can only be earned if the rescue or rescue attempt was at risk to the Auxiliarist’s own life. When assigned to duty as an Auxiliarist, the Auxiliary Plaque of Merit may be a more appropriate award.

Award elements: Ribbon bar, medal, miniature medal, certificate

Award process flow: Auxiliarist’s chain of leadership

Image of medals:

Public Service Awards

Auxiliarists may be eligible for the Public Service Award (public affairs service) when no other Auxiliary-specific or Coast Guard award is appropriate. Please consult the Public Affairs Manual, COMDTINST M5728.2 for more information.

Coast Guard Foundation, Inc. Award of the Year

Please consult COMDTINST M1650.25 for up-to-date information on this award. Auxiliarists are eligible for receipt.
Association for Rescue at Sea Silver Medal Award

Eligibility criteria: a heroic rescue at sea made by a Coast Guard Auxiliarist. The event must be uniquely distinguished (more information can be found: www.afras.org).

Award elements: medal

Award process flow: Auxiliarist’s chain of leadership → District Commander → NACO → Chief, Office of Search and Rescue

Award package should include a cover page with the Auxiliarist’s name and flotilla, as well as a short (1-2 page) narrative of the event.
# U.S. COAST GUARD AUXILIARY

## AWARDS PRIMER

**Table of Contents**

1. Overview ................................................. 2  
2. Basic Acronyms ......................................... 2  
3. Fundamental “Do’s” and “Don’ts” in Award Processing 2  
4. Filling out the 1650 Award Recommendation Form ...... 4  
5. Drafting a Summary of Action ............................ 5  
6. Drafting an Award Citation – General Rules of Thumb 6  
7. Responsibilities and Expectations of Award Originators 8  
8. Frequently Asked Questions .............................. 8  
9. Sample Award Citations .................................. 10
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 until 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 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.

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

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. 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, Auxiliar 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.

   d. Block 3B – “O” Device – Self-explanatory. This device is rarely warranted unless for obviously operational performance.

   e. 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).

   f. Block 5 – Social Security Number – Do not indicate the award nominee’s SSN nor “111-11-1111” nor “1111111.” 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.

g. Block 7 – Status – Mark “Auxiliary.”

h. 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.

i. Block 9A – Detachment Date – Do not fill this in.

j. Block 9B – Retirement – Mark this block only if the award nominee will receive the award as part of their upcoming retirement from the Auxiliary.

k. 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.

l. 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.

m. Block 12 – New Duty Station – Do not fill this in.

n. 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.

o. Block 15 – Name of Team – If nominating an MTC, then include the complete name of the team as it appears in the citation.

p. 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.

q. 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.

r. Block 18 – Name, Grade, Title of Originator – Self-explanatory.

s. 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.
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.
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 Auxiliarists 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.
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.
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
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 Director of Auxiliary