



16791
DIRAUXP 2009-02
25 November 2009

Subj: 5th NORTHERN DIRECTOR OF AUXILIARY POLICY 2009-02: AUXILIARY AWARDS AND RECOGNITION

Ref: (a) Auxiliary Manual, COMDTINST M16790.1F
(b) Medals and Awards Manual, COMDTINST M1650.25D
(c) Auxiliary Policy Manual, D5NRINST M16790.1c
(d) Financial Resource Management Manual, CIM 7100.3D

1. PURPOSE. To delineate the authority and prescribe procedures for issuing Coast Guard awards and recognition to members of the Coast Guard District Five Northern Region Auxiliary.
2. ACTION. Sector Commanders and Officers in Charge, and Auxiliary officers should be familiar with the provisions of this instruction in the recognition of Auxiliarists.
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND. Recognition of Auxiliary members is a responsibility of leadership at all levels of our organization. Informal recognition is as important as formal recognition for those whose voluntary contributions to the Coast Guard help accomplish a myriad of missions. Within the formal recognition arena, references (a), (b) and (c) prescribe various formal awards for which Auxiliarists are eligible. Reference (a) delegates authority for the issuance of the Coast Guard Auxiliary Achievement Medal to District Division Chiefs as well as the Director of Auxiliary and Sector Commanders, O-4 and above. Additionally, O-6 Sector Commanders may approve the Coast Guard Meritorious Team Commendation (MTC), which is authorized for Auxiliarists, as well as the Coast Guard Auxiliary Commendation Medal and the Award of Operational Merit. Director of Auxiliary MTC authority is limited to Auxiliary-only team members unless concurrent approval is gained from the appropriate Sector Commander or District Division Chief. The District Commander may approve Coast Guard awards to Auxiliarists, including the Coast Guard Meritorious Unit Commendation, the Auxiliary Meritorious Service Medal and, with the coordinated approval of the Chief Director, the Plaque of Merit.
5. FORMAL AWARD PROCEDURES.
 - a. Nominations for Auxiliary awards shall follow the one of four paths:
 - (1) Auxiliarists recommended for formal awards by other Auxiliarists shall comply with the procedures established in reference (a).

- (2) Auxiliarists recommended for formal awards by an active duty member of a region shall submit the nomination through their chain of command to the Sector Commander or other award issuing command for issuance to the level of the command's authority.
 - (3) Auxiliarists recommended for formal awards by active duty members that exceed the level of local command authority, will be submitted through the Director of Auxiliary and forwarded to the Chief of Prevention for District 5. The nomination will then be reviewed for consideration and/or approval.
 - (4) Auxiliarists that are selected for formal recognition by the Director, and within the authority of the Director, shall be processed for presentation without additional consideration.
- b. A record of all awards approved shall be maintained and a copy of the certificate and citation shall be placed in the Auxiliary member's official record.

6. INFORMAL RECOGNITION AUTHORITY.

- a. Over the years, a series of informal recognition methods have been established to reward performance excellence and to inspire other members of the Auxiliary to participate more in mission accomplishment. Informal recognition is used to recognize individuals, groups, or teams for achieving specific goals or completing special projects. It also is flexible and can be adapted to the needs and preferences of individuals, groups and teams. Informal recognition is meant to recognize professional accomplishments above what is expected in the course of day-to-day duties. Reference (a) states, "The service and actions of the Auxiliarists should receive the appropriate recognition and awards to the maximum extent possible". Informal recognition helps in this direction.
- b. Reference (d) contains policy guidance for informal recognition of Coast Guard employees and, by implication, for the use of appropriated funds to recognize Coast Guard volunteers. In order to use appropriated funds for informal recognition, the award must meet the following three criteria:
 - (1) Be non-monetary in nature (except for authorized cash awards such as savings bonds).
 - (2) Be of nominal value (less than \$100).
 - (3) Be linked to excellence in performance or a special contribution to the Coast Guard.
- c. All informal recognition programs must be authorized in writing and stipulate:
 - (1) Performance goals to be met.
 - (2) Nominating procedures.
 - (3) Awarding authority.
 - (4) Frequency.

- (5) The item to be awarded.
- d. Informal recognition programs available to District 5 Northern Region Auxiliary members are as follows:
- (1) 100+ Vessel Examinations in a calendar year: Folder with Coast Guard Auxiliary logo suitable for holding examination forms. Determined by AuxData report annually.
 - (2) 500+ hours of combined service in a calendar year: The President's Volunteer Service Award, issued through the President's Council on Service and Civic Participation, consists of a personalized certificate and pin at a current cost of \$5.00 per person. Determined by AuxData report annually.
 - (3) Auxiliarist of the Week Award: An individual Auxiliarist selected by the Director whose performance not only exceeded expectations but also served as an inspiration to other members. Each Auxiliarist selected will receive a certificate and a mug stating the name of the award and the year. Any Coast Guard active duty member or reservist, Auxiliary Elected Official or Staff Officer may submit a nomination. Nominations should be submitted by e-mail to the Director with a brief summary of the individual's key contributions. A photo of the Auxiliarist or a photo of the Auxiliarist in action must be submitted with the nomination. This award will be implemented starting 01 January 2010.
 - (4) Members of a newly commissioned flotilla: Plank Owner Certificates, professionally produced at a cost of about \$8.00, are presented to members of the new flotilla upon commissioning as long as the following three criteria are met:
 - (a) The flotilla is established in AuxData by Coast Guard Headquarters.
 - (b) Members who are to be recognized must be assigned to the unit on the date of commissioning or initial date of operation.
 - (c) The Director of Auxiliary and Commodore justify that all the recipients meet the statutory requirement of "excellence in performance or special contribution to the Coast Guard.
 - (d) The Coast Guard agency seal is on the certificate.
 - (5) Auxiliarists performing single actions worthy of credit but that do not meet the minimum standards of formal recognition, may be awarded pens with Coast Guard Auxiliary and/or Auxiliary Region logo. The pen may be presented by the Director to recognize professional accomplishments.
7. PROCEDURES. The 5th Northern Auxiliary Region Informal Awards Program shall be administered as follows:

- a. Recipients may be awarded an item, as listed above, of value less than \$100 with a Coast Guard and/or Coast Guard Auxiliary logo. Any individual member may not be awarded more than two of any specific recognition item.
 - b. The Director of Auxiliary shall acquire and store all ad-hoc award items. The Director will issue award items to awardees and replenish the awards as necessary, keeping an inventory of the recipients for accountability.
 - c. Nominations for informal awards, except Auxiliarist of the Week and pens, must be in writing, hard copy or e-mail, and should be sent via the chain of command/leadership to the Director of Auxiliary. Solicitation of nominations for annual awards will be sent out as appropriate throughout the year.
 - d. Informal recognition should be presented in a timely fashion to better recognize the value of the act and should not be held for special meetings.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be non applicable.
9. FORMS/REPORTS. None

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Dist: All USCG 5th Northern Region Auxiliary Members