

Awards are an integral part and viable option in the recognition process of an auxiliariest member. As such, recognition is generally sought after auxiliariests perform at a high level, thus are considered for recognition after meeting baseline threshold criteria standards set forth in the Auxiliary Manual and Coast Guard Medals and Awards Manual. To that end, this guide aims to demystify the process, procedures, timelines, and criteria associated with award submission.

First let's start with some common myths or confusion surrounding the awards submission process:

- Awards are *ONLY* submitted at the end of the year one month prior to DTRAIN. **ANS: False**
- Awards that didn't earn approval the prior year should be re-submitted. **ANS: False**
- The awards board should communicate back to members when awards do not receive approval. **ANS: True, members should always receive feedback regarding disapproved awards, and why.**
- The originator should submit the same award to the Sector as they do to DIRAUX, just in case one doesn't approve. **ANS: False**
- Sector, Base, District and National are all the same when it comes to awards. **ANS: False**
- National accomplishments can and should be listed in D11 South award citations. **ANS: False, any National level accomplishments may not be used. If you hold a national level position and do great work, then that award should be presented by National, the policy is crystal clear on that and there are no exceptions.**
- Outside of my Auxiliary duties I do something unbelievably great, and I am put in for an award, may I receive that award. **ANS: False, you must be acting in an official AUX capacity to receive any type of CG AUX award. When operating outside of your AUX duties it does not count.**
- DIRAUX should receive leadership level awards (i.e., D-CDR, DCAP, etc.) **ANS: True**
- Sector should receive ALL Operational Awards that occurred under their purview. **ANS: True**
- Base, not the Sector should originate galley or CA awards. **ANS: True**
- The CG-1650 form may be manipulated into a word document to add 50 members to a team award. **ANS: False, the CG-1650 is an official CG document and should never be altered. Remember to use the most current edition of the form just like you would for OFU or Transfer Request.**
- I can use a photo picture of the CG-1650. **ANS: False, the form needs to be the .pdf version ONLY, so award approving officials can digitally sign a professional looking form.**
- As an originator of an award, I should submit as many awards as I can because surely if I do that one of those awards is certain to receive approval. **ANS: False**
- Drafting several versions of an award or requesting peer-review along with making edits is for the birds; the DIRAUX Office will just fix my mistakes, besides that's their job. **ANS: False, the originator should draft a very specific award, answering at a minimum: who, what, where, when, how, why. An operational award should have factual supporting data via either the radio log, Command Center, or Station smooth log, or a MISLE case number.**
- An originator can and should submit an award for approval immediately after the event or mission occurred. **ANS: True, there is no need to wait to the end of the year.**
- If awards are received after 5 January, they will not be considered. **ANS: True**
- OTO and AUX Specialist can teach me how to write an award. **ANS: False**

D11 SOUTH AWARDS PROCESS



Originator references the Coast Guard Medals and Awards Manual and AUX Manual and determines if a member or members' action is worthy of an award submittal. If so, then they submit the award through the COL to the D11 South Awards Board based on the positive performance by auxiliary member or members.



D11 South Awards Board decides whether the award meets the threshold criteria for approval. If the award is weak, the board may return the award and request that the originator bolster the award or draft at a lower level to meet criterion. Once the awards board is satisfied, they vet AD2 to check for previous awards earned during this same period. If they find that this award was already issued, the award must be returned, and the originator educated on policy and procedures associated with "recognition for the same event covering the same time period."



Awards Board President (*appointed by the Commodore*) must submit awards to the DCO for final approval before it is sent to the DIRAUX Office.



Upon receipt at the DIRAUX Office, they will either approve or disapprove. If approved, the award is sent to the Director for final vetting, approval, and signature.



If award receives final approval, then the Director sends back to DIRAUX office. The office prints and prepares it for issuance at DTRAIN.

DRAFTING AWARDS:

Step 1: Criteria

- Proof or facts associated with the event or accomplishments.
- Does the act or action meet the threshold for the level of award being submitted?

Step 2: Formatting

- Maximum lines
- Spacing
- Font size

Step 3: Verbiage/flow

- Who, what, where, when, how, why (what did they do, what was the impact, and what was the result). Words should not be repeated.
- See handout entitled "Awards."

Step 4: Drafts

- Just like college you should have no less than five draft attempts; sleep on it because it will help.

Step 5: Edits

- The originator should make all edits, not the COL, not the awards board and not the Commodore. Members learn best when they correct their own mistakes.

HOT WASH:

Deadlines are deadlines – no expectations next year.

The Commodore should always see every award before it reaches DIRAUX or Sector.

Sector vs. District and Sector vs. Base and District vs. National Awards. Business rules apply.

Award season (next year):

- Citation examples
- References
- This Process Guide.
- Award checklist
- Awards board set hard deadlines for all award submissions, at each level of review.
- Each citation must be in MS Word format.
- Meritorious Team Commendation awards must include a roster of eligible recipients if they cannot all be included on the CG-1650 itself.
- Auxiliary Achievement medal (and above) citation must not exceed 12 lines.
- MTC and LOC citation must not exceed 24 lines in the main paragraph.
- When an award package is forwarded to DIRAUX, it should ONLY contain the CG-1650, award citation, and eligibility roster for MTCs, if applicable – as separate documents. No background info necessary.
- Auxiliary Sector Coordinator and Base Auxiliary Coordinator should be conduits for any/all proposed award.