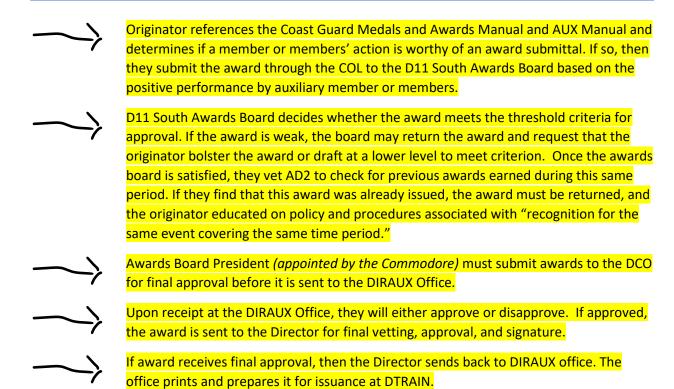
#### D11 SOUTH AWARDS PROCESS

Awards are an integral part and viable option in the recognition process of an auxiliarist member. As such, recognition is generally sought after auxiliarists 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 <u>ALL Operational Awards</u> 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**



# 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

#### **D11 SOUTH AWARDS PROCESS**

• 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.