

United States Coast Guard Auxiliary



Human Resources Department

Recruiting and NACO 3-Star Diversity Awards Guide

US Coast Guard Auxiliary

Developed by
Human Resources Department
May 2010

Introduction

Reward and recognition is a critical component of helping members feel as though their hard work on behalf of the organization has been appreciated. This is especially important when working with people – the work of the Human Resources Department at all levels in the organization.

This Guide was designed to meet two needs:

1. To ensure that the workflows and procedures used for processing awards are well documented for use by members of the Human Resources Department.
2. To inform flotilla, division, and district staff of the most timely and correct process to recognize the hard work of their flotilla members.

Commonly Used Acronyms

Acronym	Definition
ANSC	Auxiliary National Supply Center
BC-HRN	Branch Chief, Awards Recognition (National)
DCO	District Commodore
DCDR	Division Commander
DIRAUX	District Director of Auxiliary
DSO-HR	District Staff Officer, Human Resources
DVC-HD	Division Chief –Diversity (National)
DVC-HR	Division Chief –R&R (National)
FC	Flotilla Commander
NACO	National Commodore
NACON	USCG Auxiliary National Conference

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Auxiliary Recruiting Service Award

Item	Direction
Purpose	To recognize the individual achievement of an Auxiliary member who has recruited at least seven (7) or more new members during a single calendar year.
Criteria	To earn this award, the individual must have recruited seven new members and be considered the sponsor of those members. Each new member must have completed the New Member Course and have been assigned a member number by DIRAUX.
How to Apply	The Recruiting Member must have his or her Flotilla Commander (FC) submit the current National Form (AUX-RSA). All information requested must be printed clearly on the application.
Submission Deadline	No later than 30 June for the previous calendar year.
Award Presented	This award is sent to the member's District Commodore (DCO) for distribution to the member at a District Conference.
Chain of Approval	1. After approval of the application at the local (Flotilla) level, the FC sends it to the DSO-HR for final verification and approval. 2. The DSO-HR forwards the form to the District Director of Auxiliary and an informational copy to be sent to the BC-HRN as listed on the form for entry to national award spread sheet for documentation. 3. DIRAUX reviews and approves and forwards the Recruiting Service Award Ribbon, Medal, and Certificate to the appropriate DCO for presentation to Recruiting Member.
Processing Instructions	On receipt of Form AUX-RSA (current version http://forms.cgaux.org/forms.html) the DSO-HR follows chain of approval above and checks the application for ✓ A readable inclusion of the Member's Name and Auxiliary ID Number, ✓ The approval signatures of the FC and DSO-HR. ✓ That the District is identified. 1. Date stamp the application on receipt from the DSO-HR. When appropriate, inform NACO of the award. 2. The certificate is prepared by the District Director and forwarded to the appropriate DCO for presentation to the Recruiting Member at a later date.
Certificates	Certificates received from: NA Certificates processed by: DIRAUX Certificates are sent to: DCO for presentation to member

NACO Membership Growth Award - Individual

Item	Direction
Purpose	To recognize the individual achievement of an Auxiliary member who has recruited at least five (5) or more new members during a single calendar year.
Criteria	To earn this award, the individual must have recruited five new members and be considered the sponsor of those members. Each new member must have completed the New Member Course and have been assigned a member number by DIRAUX.
How to Apply	The Recruiting Member must have his or her Flotilla Commander (FC) submit the current National Form (NMGA-I) National Forms Website http://forms.cgaux.org/forms.html . All information requested must be printed clearly on the application.
Submission Deadline	No later than 30 June for the previous calendar year.
Award Presented	This award is sent to the member's District Commodore (DCO) for distribution to the member at a District Conference.
Chain of Approval	After approval of the application at the local (Flotilla) level, the FC sends it to the DSO-HR for final checking, and approval. The DSO-HR sends the application to the BC-HRN to generate the certificate.
Processing Instructions	On receipt of the application, the BC-HRN shall check the application for the Member's Name and ID Number (legible). 1. Note the approval signatures of the FC and DSO-HR. 2. Insure that the District is identified. 3. Date stamp the application on receipt. 4. If any application has not been approved by the Chain of Leadership (FC and DSO- HR) prior to receipt by the BC-HRN, contact the appropriate person by e-mail, US Postal Service mail, or by telephone for verbal approval. Perform additional input and printing details on the certificate, and forward back to the appropriate DCO for presentation to the Recruiting Member at a later date.
Certificates	Certificates received from: ANSC by BC-HRN (certificates are pre-printed at ANSC, with the member information left blank.) Certificates processed by: BC-HRN shall fill in the member information and print certificates and ensure that each certificate has been signed by NACO. Certificates are sent to: Member's DCO for award ceremony.

NACO Membership Growth Award - Flotilla

Item	Direction
Purpose	To recognize the achievement of an Auxiliary Flotilla that has gained a net increase of at least two (2) or more new members during a single calendar year.
Criteria	To earn this award, the individual Flotilla must have recruited enough new members to net 2 additional members from the previous year-end totals from AUXDATA information.
How to Apply	The Flotilla must have its DSO-HR request the award, in writing, using the current National Form (NMGA-FD) National Forms Website http://forms.cgaux.org/forms.html . All information requested must be printed clearly on the application.
Submission Deadline	No later than 30 June for the previous calendar year.
Award Presented	This award is sent to the District Commodore (DCO) for distribution to the Flotilla at a District Conference.
Chain of Approval	After verifying starting and ending membership totals (Jan 1-31DEC) in AUXDATA, the FC sends the form NMGA-FD to the DSO-HR for final checking, and approval. The DSO-HR sends it to the BC-HRN for further action.
Processing Instructions	On receipt of the application, the BC-HRN shall check the application to: 1. Verify the overall growth of the flotilla by 2 net members by checking starting membership totals in AUXDATA from 1 JAN-31 DEC of previous year from the year before. 2. Name and Flotilla number (must be legible). 3. Note the approval signatures of the FC and DSO-HR. 4. Insure that the District is identified. 5. Date stamp the application on receipt. 6. If any application has not been approved by the Chain of Leadership (FC and DSO-HR) prior to receipt by the BC-HRN, contact the appropriate person by e-mail, US Postal Service mail, or by telephone for verbal approval. Perform additional input and printing details on the certificate, and forward back to the appropriate DCO for presentation to the Flotilla at a later date.
Certificates	Certificates received from: ANSC by BC-HRN (the certificates are pre-printed at ANSC, with the Flotilla information left blank.) Certificates processed by: BC-HRN shall fill in the Flotilla information and print certificates and ensure that each certificate has been signed by NACO. Certificates are sent to: Flotilla's DCO for award ceremony.

NACO Membership Growth Award - Division

Item	Direction
Purpose	To recognize the achievement of an Auxiliary Division that has gained a net of at least two (2) or more new members multiplied by the number of Flotillas in the Division during a single calendar year.
Criteria	To earn this award, the individual Division must have recruited enough new members to net 2 additional members multiplied by the number of Flotillas in the Division from the previous year-end totals.
How to Apply	The Division must have its DSO-HR request the award, in writing, using the current National Form (NMGA-FD) National Forms Website http://forms.cgaux.org/forms.html . All information requested must be printed clearly on the application.
Submission Deadline	No later than 30 June for the previous calendar year.
Award Presented	This award is sent to the District Commodore (DCO) for distribution to the Division at a District Conference.
Chain of Approval	After verifying starting and ending membership totals (Jan 1-31DEC) in AUXDATA, the DCDR sends the form NMGA-FD to the DSO-HR for final checking, and approval. The DSO-HR sends it to the BC-HRN for further action.
Processing Instructions	On receipt of the application, the BC-HRN shall check the application to: 1. Verify the overall growth of the Division by 2 net members multiplied times the number of Flotillas in the Division by checking starting membership totals in AUXDATA from 1 JAN-31 DEC of previous year from the year before. 2. Verify the Division Commander's name and Division number (must be legible). 3. Note the approval signatures of the DCDR and DSO-HR. 4. Insure that the District is identified. 5. Date stamp the application on receipt. 6. If any application has not been approved by the Chain of Leadership (DCDR and DSO-HR) prior to receipt by the BC-HRN, contact the appropriate person by e-mail, US Postal Service mail, or by telephone for verbal approval. 7. Perform additional input and printing details on the certificate, and forward back to the appropriate DCO for presentation to the Flotilla at a later date.
Certificates	Certificates received from: ANSC by BC-HRN (the certificates are pre-printed at ANSC, with the Division information left blank.) Certificates processed by: BC-HRN shall fill in the Division information and print certificates and ensure that each certificate has been signed by NACO. Certificates are sent to: Division's DCO for award ceremony.

NACO Membership Growth Award – District

Item	Direction
Purpose	To recognize the Auxiliary District that has the greatest percentage increase in new members during a single calendar year.
Criteria	To earn this award, the District must have the greatest percentage increase in new members during the award year.
How to Apply	The District is not required to make an application, since the award for Districts is predetermined from National statistics.
Submission Deadline	None
Award Presented	This award (certificate and banner) is presented at NACON to the District Commodore (DCO).
Chain of Approval	The DVC-HR prepares a listing of eligible Districts and forwards to DIR-H with pertinent backup data for submission to NACO.
Processing Instructions	1. The DVC-HR shall check and review the data from AUXDATA from 31 DEC -1 JAN to determine the top three (3) Districts with the highest percentage of growth for the previous calendar year. 2. After approval and verification by the DVC-HR, the DIR-H forwards the up the chain (ANACO, VNACO) to the NACO. 3. DIR-H will advise BC-HRN to prepare the certificates for presentation by the NACO at NACON.
Certificates	Certificates received from: ANSC Certificates processed by: BC-HRN shall fill in the District information and print certificates Certificates are sent to: NACO for signature and presentation at NACON. The certificate is returned to the DIR-H prior to presentation.
Banner	Banner received from: ANSC by BC-HRN. Banner processed by: BC-HRN shall provide a banner to DIR-H for presentation at NACON.

Flotilla 50th Anniversary Award

Item	Direction
Purpose	To recognize the 50th Anniversary of the chartering of an Auxiliary Flotilla. The Flotilla 50th Anniversary Recognition Award will consist of a streamer suitable for attachment to the flagstaff of the Auxiliary Ensign, with lettering that states "50 YEARS OF SERVICE."
Criteria	To earn this award, the Flotilla must have reached 50 years of uninterrupted service.
How to Apply	The Flotilla Commander (FC) must submit documentation indicating 50 years of flotilla existence, either by including a copy of the original charter, or, if necessary, by including a listing of all previously serving Flotilla Commanders for the 50 year period. The FC shall submit the required documents in a letter to his or her DCDR.
Submission Deadline	This award application may be submitted at any time.
Award Presented	This award is sent to the flotilla's District Commodore (DCO) for distribution at a District Conference.
Chain of Approval	The FC submits a letter, including the appropriate documentation, requesting the award up the Chain of Leadership (FC to DCDR to DCO). The DCO shall submit the letter to the DVC-HR for processing.
Processing Instructions	After reviewing the application, the DVC-HR shall instruct the BC-HRN to: 1. Prepare the certificate. Provide the flotilla name, number, district, location and chartering date information for the certificate, and ensure that each certificate has been signed by NACO. 2. Package the completed certificate with a 50th Anniversary banner and send to DCO. 3. Package the completed certificate with a 50th Anniversary banner and send to the DCO.
Certificates	Certificates received from: BC-HRN certificate database Certificates processed by: BC-HRN Certificates are sent to: DCO for presentation
Banner	Banner received from: ANSC by BC-HRN

NACO 3-Star Award for Excellence in Diversity

Item	Direction
Purpose	The NACO 3-Star Award for Excellence in Diversity is an annual award intended to recognize flotillas for distinction in managing and valuing diversity.
Criteria	Units recommended to receive the 3-Star Award of Excellence for Diversity Management must accomplish a minimum of three (3) action items in each goal category listed below: <i>Goal #1 - Create a Positive Environment</i> 1. Appoint a flotilla diversity advisor. 2. Publish at least one article on diversity awareness in flotilla newsletter per year. 3. Conduct one in-flotilla diversity member training session per year. (Training materials available on Diversity page of the AUX Web and from district Diversity Advisors.) 4. Target all local neighborhoods and cultures in the flotilla's community in the flotilla recruiting action plan. 5. Document a minimum of 6 meetings per year attended by 50% of the flotilla membership. 6. FC and/or VFC have attended leadership training at the district or national level. <i>Goal #2 - Value all Members</i> 1. Document informal awards and recognition program - specify actions taken for positive reinforcement of members' actions and behaviors. 2. List a minimum of 2 routine communications with all members, i.e. regularly scheduled newsletters, "calling crew" or telephone tree for phone messages, flotilla meeting notes, staff meetings with notes distributed. 3. Conduct exit interviews for all members leaving the Auxiliary and forward to DSO-HR via the SO-HR. 4. Maintain 90% of members each year -Fewer than 10% of members disenroll or retire each year. 5. Show 65% of members are involved in Auxiliary activities according to AUXDATA. 6. List a minimum of 4 fellowship activities sponsored by the flotilla throughout the year for all members and their families and friends. <i>Goal #3 - Promote Individual Success</i> 1. Assign a formal mentor to each new member for the first year of membership. 2. Utilize the Member Involvement Plan to help new members plan their involvement and training. 3. Provide written goals and expectations for all flotilla staff and committee positions to all members at the beginning of the year. 4. Provide all staff officers with specific written job descriptions upon appointment. 5. Establish a mentoring program for potential staff officers. 6. Provide adequate access to meetings for members and potential members with disabilities.

How to Apply	Flotilla Commanders should write up their activities related to diversity and submit them in a letter to the DCDR. The letter should describe the criteria accomplished by the unit. The DCO (or District Diversity Advisor if the DCO should so choose) should forward all district recommendations to the DVC-HD (Division Chief of Diversity in the National Human Resource Department. There is no limit to the number of flotillas or divisions a district may recommend to receive this certificate.
Submission Deadline	These award applications may be submitted at any time.
Award Presented	The award is sent to the DCO for presentation at a District Conference. NOTE: When the award has been received and approved after 1 July, the award will be presented to the DCO at NACON.
Chain of Approval	Flotilla Commanders should follow the Chain of Leadership (FC to DCDR to DCO/District Diversity Advisor) to submit their application packet. The DCO (or District Diversity Advisor) should review the documentation to ensure accuracy and sign off on, and forward it to the DVC-HD for review. Please request acknowledgement of packet (i.e. email receipt or us postal return receipt mail).
Processing Instructions	1. Upon receipt of the Flotilla's documentation, the DVC-HD will review the letter to ensure that the Flotilla meets the criteria. 2. The DVC-HD may contact the District Diversity Advisor or DCO with any questions. 3. The DVC-HD shall ensure below for production of the certificates. ✓ Flotilla name. ✓ Flotilla location. ✓ Flotilla number (###-##-##). 4. The DVC-HD will produce the certificate and shall ensure that all of the information is correct, that the certificate has been signed by NACO and forward the certificate to the DCO.
Certificates	Certificates received from: H-Dept. certificate database Certificates processed by: DVC-HD Certificates are sent to: DCO for presentation.

Responsibilities of the BC-HRN

Supply Checklist

The BC-HRN should ensure that they have the following **minimum** supplies on hand in order to process the awards in a timely manner.

Number	Item	Available From
Banners		
6	50 th Anniversary Banners	ANSC
Certificates & Seals		
25	NACO Membership Growth Award Certificates (Individual)	ANSC
10	NACO Membership Growth Award Certificates (Flotilla)	ANSC
10	NACO Membership Growth Award Certificates (Division)	ANSC
25	Seals	ANSC
25	Certificate Paper for 50 th Anniversary Certificates	STAPLES
Mailing Supplies		
50	\$1 stamps	ANSC
100	\$0.41 stamps	ANSC
50	9"x12" brown mailing envelopes	ANSC

Award Log

The BC-HRN shall maintain a log of awards that are processed. The Awards Log should contain the following information:

Individual Awards

- ✓ Date the Award request was received.
- ✓ Name (First and Last) of recipient.
- ✓ Member ID number of recipient.
- ✓ Flotilla and District number.
- ✓ Date certificate was mailed.
- ✓ Person certificate was mailed to.

Unit Awards

- ✓ Date the Award request was received.
- ✓ Flotilla/Division and District number.
- ✓ Date certificate was mailed.
- ✓ Person certificate was mailed to.

NOTE: The DVC-HD should keep a Unit Log for all NACO 3-Star Awards for Excellence in Diversity along with certificate paper for the award certificate.

Forms

The BC-HRN shall ensure that all forms <http://forms.cgaux.org/forms.html> for the application for the Human Resources Department Awards are updated with the correct dates every 6 months no later than 15 November each year. Form change requests are to go to the the Director of Information services (DIR-I) copying DIR-H.

Updates to this Guide

The BC-HRN is responsible for the continued accuracy of this Guide. BC-HRN shall review the Guide twice a year (January and August) and ensure that it is up-to-date with respect to:

- ✓ Processes and procedures.
- ✓ Contact names, addresses, email addresses, staff offices, etc.
- ✓ Supplies and vendors.
- ✓ FORM changes

The BC-HRN should advise the DVC-HR of recommended changes to the Guide at that time. The DVC-HR will then in turn advise the DIR-H.