



# Recruiting Awards Guide

US Coast Guard Auxiliary



Developed by  
Human Resources Department  
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## 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-HR	Division Chief –R&R (National)
FC	Flotilla Commander
NACO	National Commodore
NACON	USCG Auxiliary National Conference
BA-HRN	Branch Assistant, Awards Recognition (National)

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## Auxiliary Recruiting Service Award

Item	Direction
<b>Purpose</b>	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.
<b>Criteria</b>	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.
<b>How to Apply</b>	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.
<b>Submission Deadline</b>	No later than 30 June for the previous calendar year.
<b>Award Presented</b>	This award is sent to the member's District Commodore (DCO) for distribution to the member at a District Conference.
<b>Chain of Approval</b>	<ol style="list-style-type: none"> <li>1. After approval of the application at the local (Flotilla) level, the FC sends it to the DSO-HR for final verification and approval.</li> <li>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.</li> <li>3. DIRAUX reviews and approves and forwards the Recruiting Service Award Ribbon, Medal, and Certificate to the appropriate DCO for presentation to Recruiting Member.</li> </ol>
<b>Processing Instructions</b>	<p>On receipt of Form AUX-RSA (current version <a href="http://forms.cgaux.org/forms.html">http://forms.cgaux.org/forms.html</a> ) the DSO-HR follows chain of approval above and checks the application for</p> <ul style="list-style-type: none"> <li>✓ A readable inclusion of the Member's Name and Auxiliary ID Number,</li> <li>✓ The approval signatures of the FC and DSO-HR.</li> <li>✓ That the District is identified.</li> </ul> <ol style="list-style-type: none"> <li>1. Date stamp the application on receipt from the DSO-HR. When appropriate, inform NACO of the award.</li> <li>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.</li> </ol>
<b>Certificates</b>	<p>Certificates received from: NA            Certificates processed by: DIRAUX            Certificates are sent to: DCO for presentation to member</p>

## NACO Membership Growth Award - Individual

Item	Direction
<b>Purpose</b>	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.
<b>Criteria</b>	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.
<b>How to Apply</b>	The Recruiting Member must have his or her Flotilla Commander (FC) submit the current National Form (NMGA-I) National Forms Website <a href="http://forms.cgaux.org/forms.html">http://forms.cgaux.org/forms.html</a> . All information requested must be printed clearly on the application.
<b>Submission Deadline</b>	No later than 30 June for the previous calendar year.
<b>Award Presented</b>	This award is sent to the member's District Commodore (DCO) for distribution to the member at a District Conference.
<b>Chain of Approval</b>	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.
<b>Processing Instructions</b>	<p>On receipt of the application, the BC-HRN shall check the application for the Member's Name and ID Number (legible).</p> <ol style="list-style-type: none"> <li>1. Note the approval signatures of the FC and DSO-HR.</li> <li>2. Insure that the District is identified.</li> <li>3. Date stamp the application on receipt.</li> <li>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.</li> </ol> <p>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.</p>
<b>Certificates</b>	<p>Certificates received from: ANSC by BC-HRN (certificates are pre-printed at ANSC, with the member information left blank.)</p> <p>Certificates processed by: BC-HRN shall fill in the member information and print certificates and ensure that each certificate has been signed by NACO.</p> <p>Certificates are sent to: Member's DCO for award ceremony.</p>

## NACO Membership Growth Award - Flotilla

Item	Direction
<b>Purpose</b>	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.
<b>Criteria</b>	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.
<b>How to Apply</b>	The Flotilla must have its DSO-HR request the award, in writing, using the current National Form (NMGA-FD) National Forms Website <a href="http://forms.cgaux.org/forms.html">http://forms.cgaux.org/forms.html</a> . All information requested must be printed clearly on the application.
<b>Submission Deadline</b>	No later than 30 June for the previous calendar year.
<b>Award Presented</b>	This award is sent to the District Commodore (DCO) for distribution to the Flotilla at a District Conference.
<b>Chain of Approval</b>	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.
<b>Processing Instructions</b>	<p>On receipt of the application, the BC-HRN shall check the application to:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Name and Flotilla number (must be legible).</li> <li>3. Note the approval signatures of the FC and DSO-HR.</li> <li>4. Insure that the District is identified.</li> <li>5. Date stamp the application on receipt.</li> <li>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.</li> </ol> <p>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.</p>
<b>Certificates</b>	<p>Certificates received from: ANSC by BC-HRN (the certificates are pre-printed at ANSC, with the Flotilla information left blank.)</p> <p>Certificates processed by: BC-HRN shall fill in the Flotilla information and print certificates and ensure that each certificate has been signed by NACO.</p> <p>Certificates are sent to: Flotilla's DCO for award ceremony.</p>

## NACO Membership Growth Award - Division

Item	Direction
<b>Purpose</b>	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.
<b>Criteria</b>	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.
<b>How to Apply</b>	The Division must have its DSO-HR request the award, in writing, using the current National Form (NMGA-FD) National Forms Website <a href="http://forms.cgaux.org/forms.html">http://forms.cgaux.org/forms.html</a> . All information requested must be printed clearly on the application.
<b>Submission Deadline</b>	No later than 30 June for the previous calendar year.
<b>Award Presented</b>	This award is sent to the District Commodore (DCO) for distribution to the Division at a District Conference.
<b>Chain of Approval</b>	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.
<b>Processing Instructions</b>	<p>On receipt of the application, the BC-HRN shall check the application to:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Verify the Division Commander's name and Division number (must be legible).</li> <li>3. Note the approval signatures of the DCDR and DSO-HR.</li> <li>4. Insure that the District is identified.</li> <li>5. Date stamp the application on receipt.</li> <li>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.</li> <li>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.</li> </ol>
<b>Certificates</b>	<p>Certificates received from: ANSC by BC-HRN (the certificates are pre-printed at ANSC, with the Division information left blank.)</p> <p>Certificates processed by: BC-HRN shall fill in the Division information and print certificates and ensure that each certificate has been signed by NACO.</p> <p>Certificates are sent to: Division's DCO for award ceremony.</p>

### NACO Membership Growth Award – District

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

## Flotilla 50<sup>th</sup> Anniversary Award

Item	Direction
<b>Purpose</b>	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."
<b>Criteria</b>	To earn this award, the Flotilla must have reached 50 years of uninterrupted service.
<b>How to Apply</b>	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.
<b>Submission Deadline</b>	This award application may be submitted at any time.
<b>Award Presented</b>	This award is sent to the flotilla's District Commodore (DCO) for distribution at a District Conference.
<b>Chain of Approval</b>	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.
<b>Processing Instructions</b>	<p>After reviewing the application, the DVC-HR shall instruct the BC-HRN to:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Package the completed certificate with a 50th Anniversary banner and send to DCO.</li> <li>3. Package the completed certificate with a 50th Anniversary banner and send to the DCO.</li> </ol>
<b>Certificates</b>	<p>Certificates received from: BC-HRN certificate database            Certificates processed by: BC-HRN            Certificates are sent to: DCO for presentation</p>
<b>Banner</b>	<p>Banner received from: ANSC by BC-HRN</p>

## 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
<b>Banners</b>		
6	50 <sup>th</sup> Anniversary Banners	ANSC
<b>Certificates &amp; Seals</b>		
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 <sup>th</sup> Anniversary Certificates	STAPLES
<b>Mailing Supplies</b>		
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.

### ***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 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.