

CCGD8INST 1650.1  
JULY 9, 1998

EIGHTH DISTRICT INSTRUCTION 1650.1

Subj: AUXILIARY AWARDS

Ref: (a) Auxiliary Manual, COMDTINST M16790.1E  
(b) Medals and Awards Manual, COMDTINST M1650.25B

1. PURPOSE. To delineate the authority and prescribe procedures for issuing Coast Guard awards to members of the Coast Guard Auxiliary within the Eighth Coast Guard District.
2. ACTION. Eighth District staff division chiefs, unit commanding officers and officers in charge, regional Directors of Auxiliary and Auxiliary unit officers shall ensure compliance with the provisions of this instruction in the submission of award recommendations for 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 various missions. Within the formal recognition arena, reference (a) and (b) prescribe various awards for which Auxiliarists are eligible. Reference (a) delegated authority for the issuance of the Coast Guard Award of Merit to district division chiefs as well as Directors of Auxiliary and commanding officers, O-5 and above. Additionally, O-6 Directors of Auxiliary and O-6 commanding officers may approve the Coast Guard Meritorious Team Commendation (MTC) which is authorized for Auxiliarists, as well as the Coast Guard Award of Administrative Merit and Award of Operational Merit. Directors of Auxiliary MTC authority is limited to Auxiliary only team members. The District Commander may approve Coast Guard awards to Auxiliarist which include not only those authorized at the operational command level but also the Coast Guard Meritorious Unit Commendation, the Auxiliary Meritorious Service Award and the Plaque of Merit.

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5. PROCEDURES.
  - a. Eighth District Auxiliary Awards issuing authorities are identified in enclosure (1). Auxiliary Awards recommended by district staff shall be forwarded to the Chief of

Operations (District Director of Auxiliary), for presentation to the Eighth District Awards Board. Active duty commands and district staff division chiefs shall process Auxiliary award recommendations for actions in support of their missions through their established procedures. If the award is within their approval authority, they shall prepare the award certificate and citation for presentation. A record of all awards approved shall be maintained by the awarding authority. A copy of the certificate and citation shall be provided to the cognizant regional Director of Auxiliary, which serves as the personnel reporting unit (PERSRU) for Auxiliarists within their regions, for inclusion in the Auxiliary member's official record. Ribbons, miniature medals and citations for the Award of Merit, Award of Administrative Merit and Award of Operational Merit may be requested from the cognizant Regional (Coastal, Western, Eastern) Director of Auxiliary. Award folders are the responsibility of the awarding authority. Higher level awards shall be forwarded through the command's district program manager to the Chief of Operations (District Director of Auxiliary) for presentation to the Eighth District Awards Board.

- b. Auxiliary unit officers shall process Auxiliary award recommendations for actions in support of any mission or duty through their chain of responsibility as prescribed by their regional procedures. Once the Auxiliary internal procedure is completed, the district commodore shall forward the recommendation package with his/her recommendation to the cognizant Regional Director of Auxiliary for approval, if within the director's authority, or for forwarding to the Chief of Operations (District Director of Auxiliary) for presentation to the Eighth District Awards Board.
- c. Directors of Auxiliary may approve awards within their awarding authority. The Director shall prepare the certificate and citation for presentation. 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. Higher level awards shall be forwarded to Chief of Operations (District Director of Auxiliary) for approval if within his/her authority or for presentation to the Eighth District Awards Board.

A. L. GERFIN, JR.  
Chief of Staff

Encl: (1) Awarding Authority Chart  
Encl: (1) to CCGD8INST 1650.1



AWARDS ISSUING AUTHORITIES

FOR AWARDS TO AUXILIARISTS

AWARD:

APPROVING AUTHORITY DELEGATION:

Award of Merit  
Directors of Auxiliary (O-5 & higher)

Chief of Operations (District Auxiliary Director)  
Commanding Officers (O-5 & higher)

Award of  
Administrative Merit

Chief of Operations (District Auxiliary Director)  
Directors of Auxiliary (O-6)  
Commanding Officers (O-6)

Award of  
Operational Merit

Chief of Operations (District Auxiliary Director)  
Directors of Auxiliary (O-6)  
Commanding Officers (O-6)

Meritorious Team  
Commendation

Chief of Operations (District Auxiliary Director) \*  
Directors of Auxiliary (O-6) \*  
Commanding Officers (O-6)

Auxiliary Meritorious  
Service Award

District Commander

Plaque of Merit

District Commander

Meritorious Unit  
Commendation

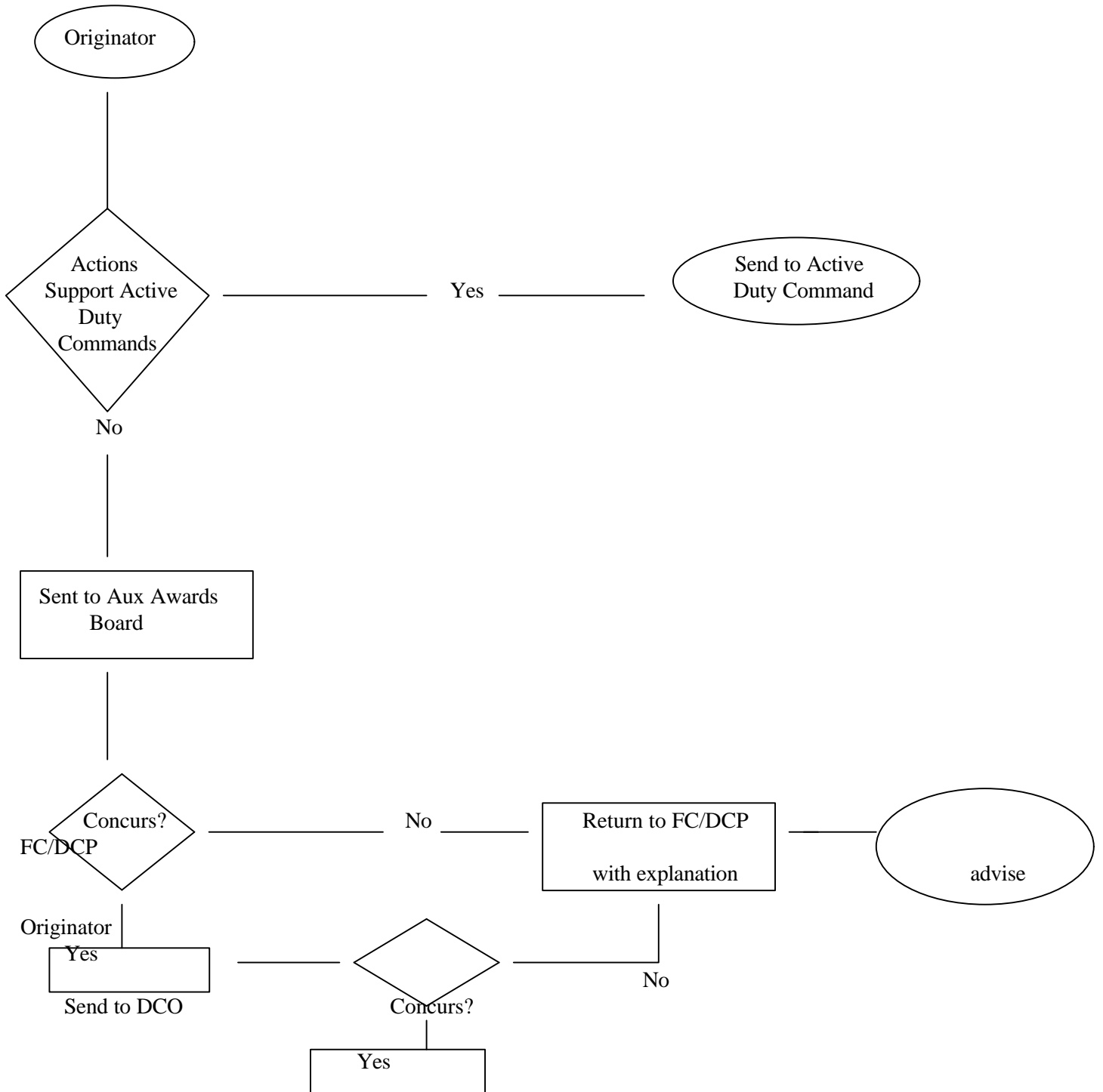
District Commander

The District Commander may approve any of the above Coast Guard awards for Auxiliarists that are delegated to field commands in accordance with this instruction.

\* For teams comprised solely of Auxiliarists

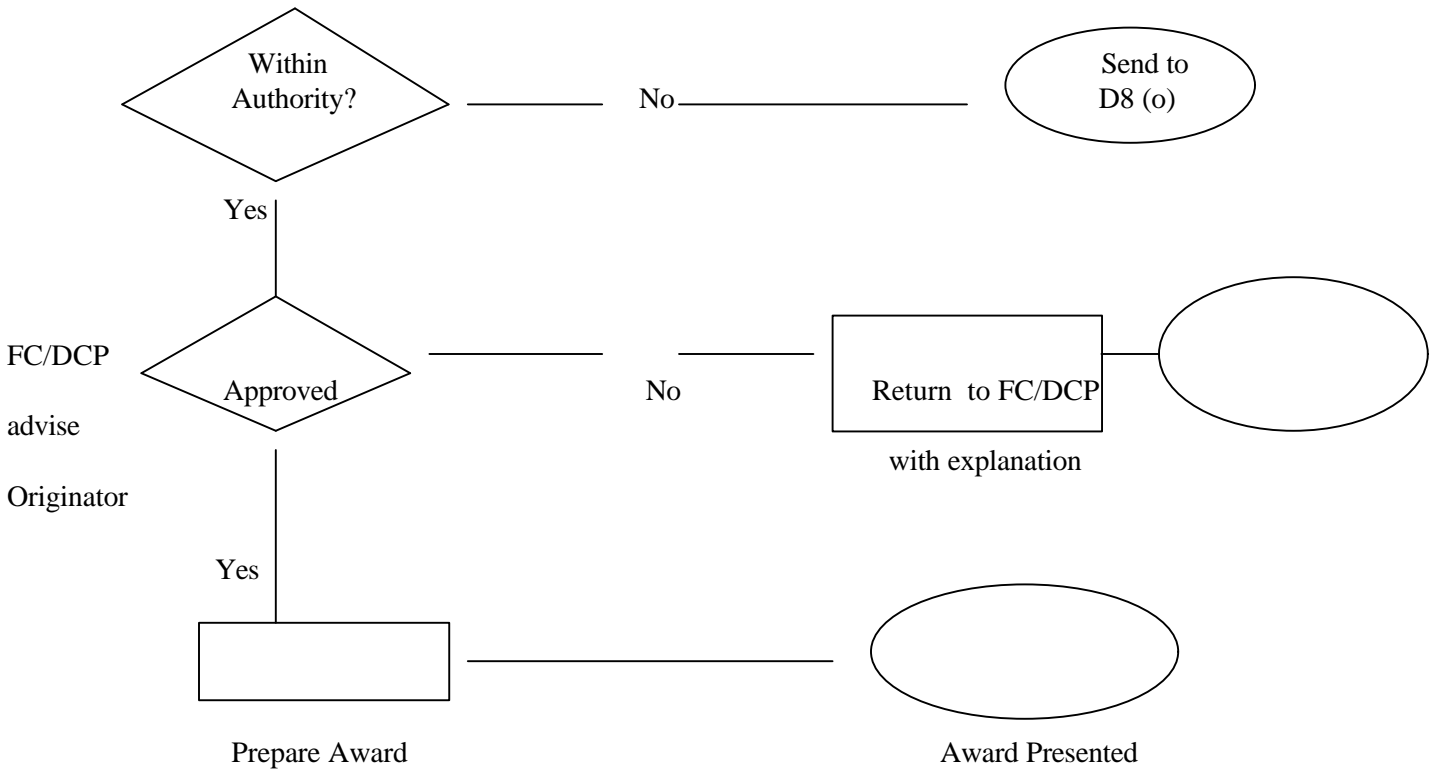
AUXILIARY AWARD RECOMMENDATION PROCESS

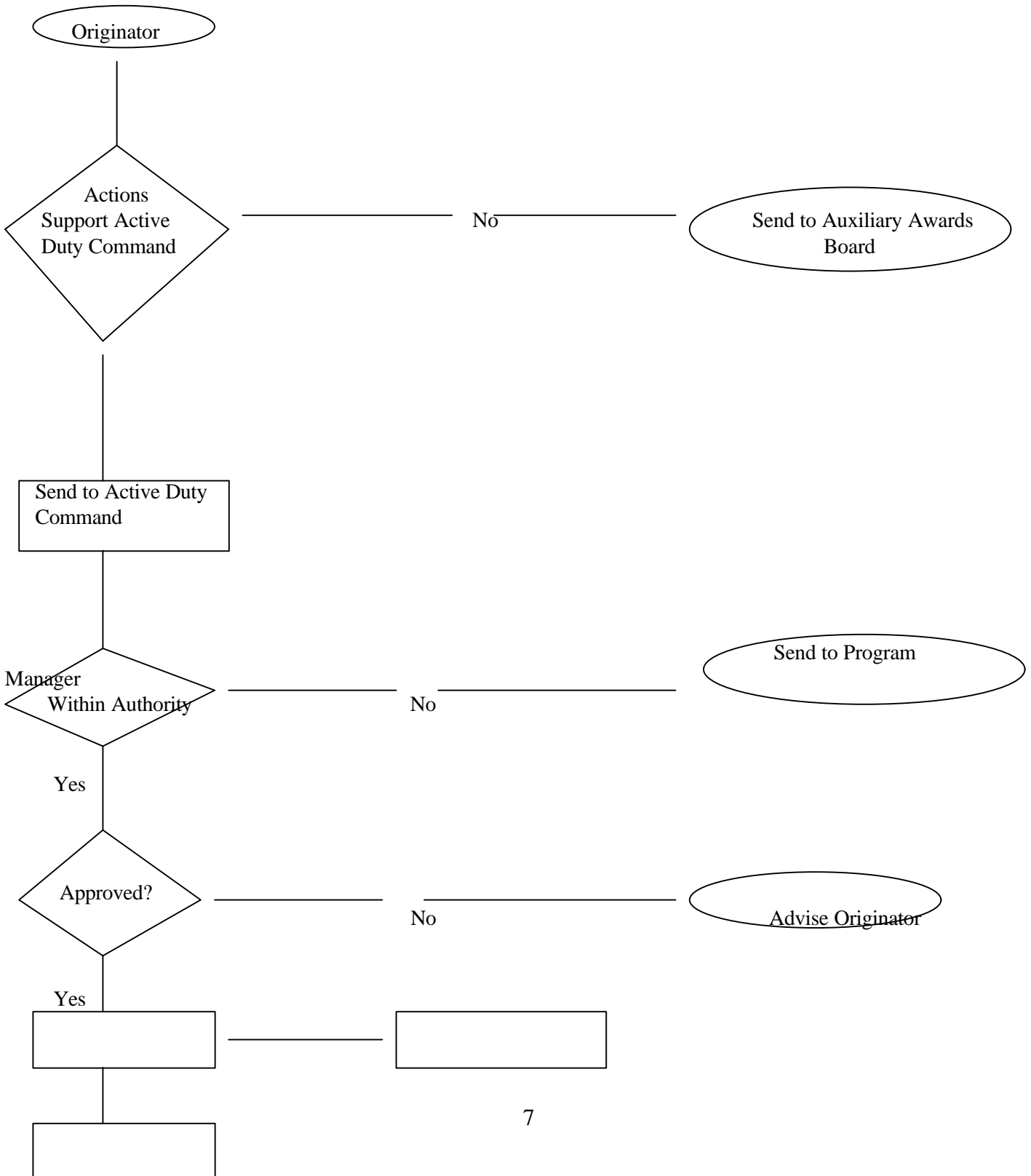
AUXILIARISTS ORIGINATOR



Send to DIRAUX

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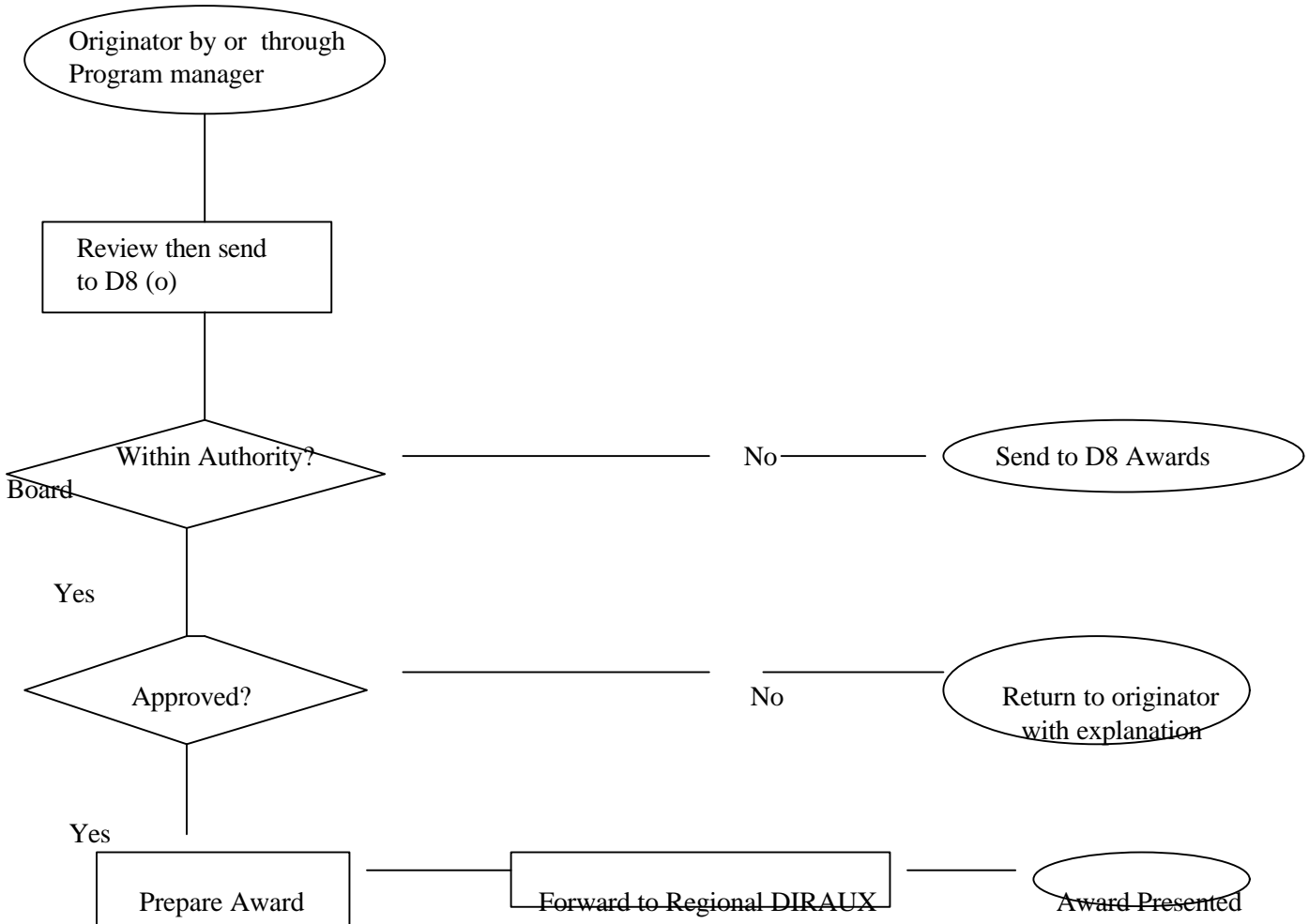
Prepare Award

Copies to DIRAUX

Award Presented

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### DISTRICT STAFF PROCESSING



### D8 AWARDS BOARD PRECESSING

