AUXOY Nomination Package Format

Date

From: District Commodore

To: Chairman, Auxiliarist of the Year (AUXOY) Selection Committee
Thru: DNACO

Subj: AUXILIARIST OF THE YEAR NOMINATION

Ref: (a) The Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), ch.11

- Nominations shall not exceed three typed pages.
- They must be in MS Word format.
- Include two digital color photos (.jpg); one photo to be full length wearing Tropical Blue uniform with combination cap, and one photo to be head and shoulder without combination cap (similar to Auxiliary ID photo).
- Nomination packages shall be submitted via email with this document and both .jpg photos as attachments.

1. The following background information is provided per reference (a):

a. Name: James R. Jones, EMPLID 1234567
b. Unit: XXX-XX-XX
c. Date of enrollment: YY MMM DD
d. Name of spouse and/or children (if applicable)
e. Offices attained (if any): Example –
FSO-MT YY MMM DD to YY MMM DD
VFC YY MMM DD to YY MMM DD
National Staff – BA-XXX YY-MM-DD to present

2. Special projects (describe):

Example: Mentored boat crew over past three years.
Qualified five Auxiliary crewmembers
Worked 46 hours on the Catastrophic Oil Spill

Figure F-1
AUXOY Nomination Package Format

3. Previous recognition during Auxiliary membership (describe):

Example: Flotilla Auxiliarist of the Year - 2005
Runner up – Division Auxiliarist of the Year - 2005
LT Robert Perchard Award
Letter of Appreciation

4. List and describe any personal Auxiliary awards:

Example: Auxiliary Commandant Letter of Commendation (2)
Auxiliary Golden Web Award

5. Brief synopsis of significant professional and personal achievements within the calendar year that warrant nominee's selection:

Example: Leadership and Management School
Coxswain qualified
ICS-100, 200
PA-2 Correspondence Course completed

6. Narrative of the nominee's outstanding achievements based on specific facts and examples, which clearly show that they were exceptional in accordance with nomination criteria.

7. Community Service:

Community service may address what the Auxiliarist has done for everyone they came into contact with through the Auxiliary, local Coast Guard units, and other organizations.

8. Required Photos.

Figure F-1
AUXOY Nomination Package Format - Continued

Commodore Charles S. Greanoff Inspirational Leadership Award
Nomination Package Format

Date

From: DCO

To: DNACO

Subj: COMMODORE CHARLES S. GREANOFF INSPIRATIONAL LEADERSHIP AWARD NOMINATION

Ref: (a) The Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)

- Nominations shall not exceed three typed pages.
- They must be in Word format.
- Include two digital color photos (.jpg); one photo to be full length wearing Tropical Blue uniform with combination cap or Auxiliary Blue Blazer outfit with no hat, and one photo to be head and shoulder without combination cap (similar to Auxiliary ID photo).
- Nomination packages shall be submitted via email with this document and both .jpg photos as attachments.

1. The following background information is provided per reference (a):

a. Name: James R. Jones, EMPLID 1234567
b. Unit: XXX-XX-XX
c. Date of enrollment: YY MMM DD
d. Name of spouse and/or children (if applicable)
e. Offices attained: Example –
FSO-MT YY MMM DD to YY MMM DD
FC YY MMM DD to YY MMM DD
National Staff – BA-XXX YY-MM-DD to present

2. Special projects (describe):

Example: Coordinated a Flotilla Safe Boating Day at the Community Festival
Organized members to host a holiday party for the local CG Station

Figure F-2
Commodore Charles S. Greanoff Inspirational Leadership Award Nomination Package Format

3. Previous recognition during Auxiliary membership (describe):

Example: Flotilla Auxiliarist of the Year - 2005
Runner up – Division Auxiliarist of the Year - 2005
Letter of Appreciation

4. List and describe any personal Auxiliary awards:

Example: Auxiliary Commandant Letter of Commendation (2)
Auxiliary Golden Web Award

5. Brief synopsis of significant professional and personal achievements that support nominee's selection:

Example: Leadership and Management School
Coxswain qualified
Professional Development (career or community related)

6. Narrative of the nominee's outstanding achievements based on specific facts and examples, which clearly show that they were exceptional in accordance with nomination criteria.

Example: Specific examples and supporting information on how the nominee exemplifies the criteria for this leadership award. Nominations should focus on proactive leadership acts that benefit the greater good of the members, flotilla, division, and community, and less on the day-to-day routine activities and management of flotilla activities and resources. Units should consider the prestigious nature of this award and the prospect of the nominee's participation in high visibility initiatives.

7. Community Service:

Community service may address what the Auxiliarist has done for everyone they came into contact with through the Auxiliary, local Coast Guard units, and other organizations.

8. Required Photos.

Figure F-2
Commodore Charles S. Greanoff Inspirational Leadership Award Nomination Package Format - Continued