

# Chapter 7 Awards

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## A. Coast Guard Meritorious Awards

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**FORMS REQUIRED:**

Written recommendation from award originator  
Additional documentation (photos, statements, charts, etc.)  
Coast Guard Award Recommendation (ANSC 7002)  
Draft of the Citation

**ROUTING:**

Coast Guard Award Recommendation (ANSC 7002)  
with recommendation and documentation and citation  
to 8WR Coast Guard Awards Chairperson, Rear  
Commodore – West (RCO-W) 2003 - 2004  
RCO-W to DIRAUX  
DIRAUX to Eighth Coast Guard District Awards Board

**DUE DATE:**

Six (6) weeks prior to the District Conference at which  
the award is to be presented.  
Note: All documentation must be completed through  
the RCO-W and then forwarded to DIRAUX by this  
date.

1. The Eighth Coast Guard District Awards Board administers Coast Guard meritorious awards. These awards are the Auxiliary Distinguished Service Award, Plaque of Merit, Auxiliary Meritorious Service Award, Award of Operational Merit, Auxiliary Commendation Award, Auxiliary Achievement Award, and the Auxiliary Commandant Letter of Commendation Award. Refer to Chapter 11 of the Auxiliary Manual COMDTINST M16790.1 (series) for a description of each award's criteria.
2. Recommendations for meritorious awards may be made by any Auxiliarist having personal knowledge of the deeds cited. For guidance on writing an award recommendation contact the Rear Commodore West (RCO-W). The RCO-W will advise and assist the award originator in collecting documentation to support the award, prepare the Coast Guard Award Recommendation Form (ANSC 7002) and draft citation, and forward the award recommendation to DIRAUX.

3. The RCO-W will forward the ANSC 7002 and draft citation to DIRAUX, with a copy to DCO. DIRAUX will review the Coast Guard Award Recommendation (ANSC 7002) and draft citation for completeness and adequacy of supporting documentation. After review, DIRAUX will sign and forward the ANSC 7002 and finalized award citation to the Eighth Coast Guard District Awards Board. Note: DCO is the only Auxiliarist authorized to disapprove a meritorious award recommendation with no further action required. Other elected or staff officers in the routing chain may recommend disapproval but must forward the recommendation to the Awards Committee.
4. The Eighth Coast Guard District Awards Board may approve the award, deny it, upgrade it to a higher award, downgrade it to a lower award, or return it for more information. The Eighth Coast Guard District Awards Board acting on behalf of the District Commander makes the final determination on any meritorious awards.
5. Documentation is a vital ingredient of any award recommendation. Thorough documentation may enhance a weak written recommendation. Documentation should include crew or witness statements, photos, newspaper articles, official reports, radio logs, charts, chain of command endorsements, reported weather or water conditions, peculiar circumstances, etc. The citation should be written in such a way that a person unfamiliar with the Coast Guard or Auxiliary could understand clearly what the member accomplished.

## **B. Flotilla Meritorious Achievement Award**

1. Given annually to the flotilla judged by DCO and DIRAUX to have made the most significant contributions to the program as described in Chapter 11 of the Auxiliary Manual, COMDTINST M16790.1 (series). Each member of the winning flotilla is eligible to wear the Flotilla Meritorious Achievement Ribbon and receive a certificate provided the Auxiliarist has been a member of the Flotilla for at least six months and a day during the award period.

## **C. Auxiliary Annual Service Performance Awards**

1. These awards recognize the individual contributions of members in the Auxiliary Recruiting, Vessel Examination and Program Visitation, Public Education, and Operations programs. The annual performance awards are to promote activity in critical areas and recognize individual efforts in the Auxiliary by recognizing individual contributions. All will be awarded based upon activity reported in AUXDATA except recruiting information, which will be provided by the DSO-PS.

- a. **Auxiliary Recruiting Service** – for recruiting seven or more new members into the Auxiliary as determined and credited through the Flotilla Commander.
- b. **Vessel Examinations/Program Visitations Service** – for Vessel Safety Checks (VSC), which includes examinations of recreational boats, personal watercraft, commercial fishing vessels and un-inspected passenger vessels; or Program Visits (PV's). Complete sixty or more vessel safety checks, or conduct sixty or more program visits, or conduct a combination of VSC's, CFVE's and PV's, which totals at least 60 checks/visits. Also, the award may be earned by conducting a total of 20 commercial fishing vessel examinations.
- c. **Public Education Service** - for instructor and/or instructor aide hours. Complete thirty or more hours of instruction (in PE or MT), or serve as an instructor's aide for sixty or more hours, or complete a combination of instructor hours and instructor aide hours to total at least thirty credits (one instructor hour equals one credit and one aide hour equals one-half a credit/ for example, 20 hours as instructor equals 20 credits and 20 hours as an aide equals 10 credit, totaling 30 credits and qualifying to receive the award).
- d. **Operations Service** – support to CG units and missions, which includes surface operations, air operations and operational watch standing (such as communications watch stander, OOD, manning the SAR desk, etc.). Operations support does NOT include administrative support to operational units, such as answering the office phones, filing case files, and service in the DIRAUX office. Complete 200 or more hours of support to CG units and missions, or for 60 hours of underway-surface mission activity, or for 30 or more hours of airborne aviation mission activity.

## **D. Sustained Service Award**

1. Sustained Service Award - This award will be administered in accordance with the Auxiliary Manual COMDTINNST M16790.1 (series). This award is presented to a member contributing a documented total of 750 volunteer hours of Auxiliary service. Subsequent awards are presented for each additional 750 hours of service through 25,000 total volunteer service hours. This is an automatic report from AUXDATA to DIRAUX.

## **E. Western Rivers Region Auxiliary Awards**

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1. Regional awards are administered by the DCO through the Awards Committee. A description of the criteria for each award level is given in the Eighth Western Rivers Region policy guideline series. The Chairman of the Eighth Western Rivers Awards Committee is listed in the Eighth Western Rivers Directory of Officers.

# Chapter 11 District Policies

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## A. Establishment Of Eighth Western Rivers Policy Guide

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1. The purpose of this policy is to announce the establishment of an Eighth Western Rivers Policy Guide, to provide an organized system of recording policies and operating procedures of the Eighth Western Rivers.
2. The objective of this policy section is to aid in the efficient operation of the Eighth Western Rivers by reducing verbal policies and procedures to writing; to disseminate these policies and procedures to the Eighth Western Rivers Board and Staff and to prevent ambiguity and misunderstanding when new elected and appointed officers assume office.
3. Maintenance and publication:
  - a. Eighth Western Rivers Policy Guide (8WRPG) will be maintained and published by the Past Captains Association with oversight by the EXCOM and District Commodore.
  - b. The standard distribution for the 8WRPG will include the EXCOM, Board, Staff and the National Vice Commodore - Atlantic (West).
  - c. The 8WRPG may be reproduced locally for wider distribution.
  - d. The 8WRPG is intended to reflect actions directed by the Eighth Western Rivers Board, EXCOM, Director of Auxiliary or Commodore.
  - e. Eighth Western Region Policy Guide:
    - Each policy will indicate the date of enactment (authorization).
    - Each policy will indicate the authorizing authority.
    - Each member of the EXCOM, Board, and Staff, at the conclusion of their term in office, shall surrender their copy of the 8WRPG to their authorized relieving officer.
  - f. Eighth Western Rivers Policy Guide may be amended, replaced or removed by the issuing authority of the Eight Western Rivers Board at any time. Actions by the Board to replace, amend or remove a policy will be governed by the same procedures as required to modify the Standing Rules.

- g. The Eighth Western Rivers Region Board adopted this policy on 16 March 2002.

## **B. Eighth Western Rivers Awards Program**

1. The purpose of this Policy is to explain the Awards Program. The Board sponsors these awards in order to recognize exemplary performance by divisions, flotillas and members in their support of the missions of the U.S. Coast Guard Auxiliary.
2. The policy of the Eighth Western Rivers Region of the U.S. Coast Guard Auxiliary defines the criteria for Board-sponsored awards for the divisions, flotillas and members of the District. The widest possible distribution of this policy is encouraged in order for all members to fully understand the criteria for presentation of the various awards available. The criteria for District Awards are fully defined in this policy and shall not be changed without ratification by the Board. Approved changes to any award criteria shall become effective at the beginning of the Award Year immediately following the Award Year during which the change is approved.
  - a. Criteria or formula for determining the recipient for any award, or any other condition relative to an award, shall be adopted by a majority vote of the Board and shall be reduced to writing as soon thereafter as possible. Formal notification of any new criteria or formula shall be via distribution of a Revised Version of this policy. No awards will be presented on behalf of the District or the Board, other than those specified following, unless specifically authorized by the Board. Excluded from this clause are:
    - Certificate of Appreciation and other certificates of recognition uniquely unidentifiable prior to their presentation
    - Coast Guard Meritorious Awards, as identified in the Auxiliary Manual, and any resulting recognition from the associated recommendation for award.
  - b. Data for administering the awards program will be obtained from AUXMIS/AUXDATA records. In the event special circumstances occur that make the use of AUXMIS/AUXDATA data inappropriate, the Awards Committee may request the compilation of necessary and pertinent data by the Divisions. The Awards Committee will be responsible for the calculation and determination of all awards recipients unless otherwise specified within this policy. The Awards Committee Chairperson will hold all current year and previous years records in safekeeping and turn them over to their successor at the end of their appointment or upon their relief.

3. Definitions used within this policy shall be:

**Board:** The District Board of the United States Coast Guard Auxiliary, Eighth District, Western Rivers Region

**Director:** The Director of Auxiliary, Eighth District, Western Rivers Region

**District:** The United States Coast Guard Auxiliary, Eighth District, Western Rivers Region

**Award Year:** The Eighth District, Western Rivers Region award year will be from 1 January through 31 December.

Exception: The Award Year for 2002 shall be from 4 September 2001 through 31 December 2002.

**Weighted Points:** For the calculation of certain noncompetitive individual awards and competitive awards, points shall be given for activities as shown in the following table.

<b>POINTS</b>	<b>ACTIVITY</b>
1	* Each VSC or Facility Inspection * Each MDV * One (1) hour CG Operational Support
2	* One (1) hour operations (crew and/or coxswain) * One (1) hour operations (air) * One (1) hour PE or MT aide * One (1) SAR assist
3	* One (1) hour PA * One (1) hour AIM/RAP * One (1) hour CG Administrative Support
4	* One (1) hour as Head Instructor for PE or MT

4. **Noncompetitive Individual Awards:** Individual members may earn awards based on the level of activity performed within various program areas as shown in the following table. Awards will be made on a member's year-end total. Awards earned with partial year production figures will be forfeited in lieu of the higher award calculated from the year-end totals. For purposes of the Operational awards, "patrol" shall include hours logged as Coxswain, Crew, Pilot or Air Observer for all reported Safety Patrols, Regatta Patrols and Chart Updating/Aids to Navigation Patrols.

**Compass Rose**

Certificate to be presented to members performing one hundred (100) or more patrol and Coast Guard Operational Support hours but less than two hundred (200) hours.

**Sextant**

Certificate to be presented to members performing two hundred (200) or more patrol and Coast Guard Operational Support hours but less than three hundred (300) hours.

**Strike Force, Operations**

Plaque or other appropriate device to be presented to members performing three hundred (300) or more patrol and Coast Guard Operational Support hours.

**500 Club**

Certificate to be presented to members performing fifty (50) or more VSCs but less than one hundred (100).

**1000 Club**

Certificate to be presented to members performing one hundred (100) or more VSCs but less than two hundred (200).

**Strike Force, Vessel Examinations**

Plaque or other appropriate device to be presented to members performing two hundred (200) or more VSCs.

**Apple Award**

Certificate to be presented to members performing fifteen (15) or more hours as Head Instructor in Public Education and Member Training missions but less than one hundred (100) hours.

**Ruler Award**

Certificate to be presented to members performing thirty (30) or more hours as Instructor Aide in Public Education and Member Training missions but less than one hundred (100) hours.

**Strike Force, Instruction**

Plaque or other appropriate device to be presented to members performing one hundred (100) or more hours as Head Instructor or Instructor Aide in Public Education and Member Training missions

**Travelers Award**

Certificate to be presented to members performing twenty (20) or more MDVs.

**Towline Award**

Certificate to be presented to members participating in ten (10) or more SAR cases as Coxswain and/or Crewmember.

**Publicist Award**

Certificate to be presented to members performing twenty-five (25) or more PA hours.

**Counselor Award**

Certificate to be presented to members performing twenty-five (25) or more CC hours.

### **Membership Growth Award**

Certificate to be presented to members who have successfully recruited 3 or more new members submitted on form 97-02A.

### **2500 Club**

Certificate to be presented to members achieving a total of 250 or more (but less than 500) weighted points.

### **5000 Club**

Certificate to be presented to members achieving a total of 500 or more weighted points.

### **Lifetime Achievement Award**

Any Auxiliarist may nominate any member to receive this highest individual award. This Award is intended to recognize an outstanding individual for a significant body of work that has greatly benefited this District over a period of time. It shall represent the best qualities of our volunteers, in the highest tradition of the Coast Guard, using their initiative in achieving objectives not normally attained. It may be for a sustained effort, over time, to achieve a new level of excellence/performance from all members in a program. It may be for excellence, over time, in many different areas. These are mentioned only to stimulate your thinking and not meant as a limiting list of possibilities. Frequently work accomplished over time may not have been previously recognized, however, previously received awards would not be reason for exclusion. There shall be a Committee (DCO, DIRAUX, Awards Committee Chair) who will determine if it is appropriate to present this Award. If there is no worthy candidate in the opinion of the Committee, the Award will not be given for that year.

5. **Competitive individual awards:** In order to recognize truly outstanding individual achievement within various program areas, awards will be presented to individuals as shown in the following table.

### **Operational Auxiliarist of the Year**

Trophy or other appropriate device will be presented to the member achieving the highest total patrol and Coast Guard Operational Support hours. For purposes of this award, "patrol" shall include hours logged as Coxswain, Crew, Pilot or Air Observer for all reported Safety Patrols, Regatta Patrols and Chart Updating/Aids to Navigation Patrols.

### **Operational Auxiliarist of the Year Runner-up**

Plaque or other appropriate device will be presented to the member achieving the second highest total patrol and Coast Guard Operational Support hours. For purposes of this award, "patrol" shall include hours logged as Coxswain, Crew, Pilot or Air Observer for all reported Safety Patrols, Regatta Patrols and Chart Updating/Aids to Navigation Patrols.

**Vessel Examiner of the Year**

Trophy or other appropriate device will be presented to the member performing the greatest number of VSCs.

**Vessel Examiner of the Year Runner-up**

Plaque or other appropriate device will be presented to the member performing the second greatest number of VSCs.

**Instructor of the Year**

Trophy or other appropriate device will be presented to the member achieving the highest number of instructor hours. For purposes of this award, instructor hours shall include hours as head instructor and/or aide in both PE and MT missions.

**Instructor of the Year Runner-up**

Plaque or other appropriate device will be presented to the member achieving the second highest number of instructor hours. For purposes of this award, instructor hours shall include hours as head instructor and/or aide in both PE and MT missions.

**Traveler of the Year**

Plaque or other appropriate device will be presented to the member performing the greatest number of MDVs.

**Publicist of the Year**

Plaque or other appropriate device will be presented to the member achieving the highest number of PA hours.

**Counselor of the Year**

Plaque or other appropriate device will be presented to the member achieving the highest number of CC hours.

**Auxiliarist of the Year**

Trophy presented to the member achieving the highest total weighted points. However, total weighted points will be adjusted by the following parameters:

1. The Auxiliarist must have weighted points from at least three (3) of the six (6) categories for which individual competitive awards are given. (Points from all categories will be counted.)
2. No single defined activity used to determine weighted points may account for more than 60% of the total points. If any single defined activity accounts for more than 60% of an individual's total, the total will be reduced by the number of points that correspond to the excess percentage in the single activity.

**Auxiliarist of the Year Runner-up**

Plaque to be presented to the member achieving the second highest total of adjusted weighted points.

**Auxiliarist of the Year Second Runner-up**

Plaque to be presented to the member achieving the third highest total of adjusted weighted points.

## **6. Noncompetitive Unit Awards:**

### **Commodore Shank Award**

Plaque to be presented to flotillas completing a total of three (3) multi-lesson courses of at least two (2) different types and four (4) single lesson courses in the award year. For purposes of this award: multi-lesson courses will include BS&S, S&S, BCN, ACN and Boating Safely; single lesson courses will include Water 'N Kids, Boats 'N Kids, Personal Watercraft and national or state sanctioned single lesson courses.

### **Commodore's Honor Flotilla Streamer**

Streamer to affix to unit flags to be presented to flotillas successfully completing the defined criteria. Specifics of the criteria are shown in Section 9 of this policy. Due to the unique relationship of this award to the Flotilla's calendar year performance, this award will be determined on a calendar year.

## **7. Competitive Unit Awards:**

### **Commodore's Award**

Plaque to be presented to the outstanding Flotilla in each Division receiving the highest per member weighted points total. This award will be calculated for each flotilla based on the sum of the weighted points of all Flotilla members divided by the number of members.

### **Admiral's Award**

Plaque to be presented to the District's outstanding Flotilla receiving the highest per member weighted points total. This award will be calculated for each flotilla based on the sum of the weighted points of all Flotilla members divided by the number of members.

### **EXCOM Award of Excellence**

Plaque to be presented to the District's outstanding Division receiving the highest per flotilla weighted points total. This award will be calculated based on the sum of the weighted points scores of all Flotillas in the Division divided by the number of Flotillas in the Division.

### **Director's Cup**

Traveling trophy recognizing the flotilla with the most VSCs per member performed during the award year. The flotilla number and year will be inscribed upon the cup. The winning flotilla may display the Director's Cup during the year in which it was awarded, but must return the cup to the District EXCOM, via their division captain, three weeks prior to the scheduled District spring conference.

### **Commodore's Cup**

Traveling trophy recognizing the division with the most VSC's per member performed during the award year. The division number and year will be inscribed upon the cup. The winning division may display the Director's Cup during the year in which it was awarded, but must

return the cup to the District EXCOM, via their division captain, three weeks prior to the scheduled District spring conference.

#### **Best Division Newsletter**

Plaque to be presented to the editor of the division newsletter judged to be the best in the District by a panel of judges. Due to the unique relationship of this award to the Division's calendar year performance, and to keep this award in synchronization with the timing for submitting Division newsletters for National judging, this award will be determined on a calendar year.

#### **Best Division Photograph**

Plaque to be presented to the photographer submitting to a division publication the photograph judged to be the best in the district. To keep this award in synchronization with the corresponding publications awards and submittal deadlines for national judging, this award will be determined on a calendar year basis. Judging criteria are contained in section 2.I of this policy. First and second runner-up and honorable mention certificates may be awarded as described in section 2.1.

#### **Best Flotilla Photograph**

Plaque to be presented to the photographer submitting to a flotilla publication the photograph judged to be the best in the district. To keep this award in synchronization with the corresponding publications awards and submittal deadlines for national judging, this award will be determined on a calendar year basis. Judging criteria are contained in section 2.I of this policy. First and second runner-up and honorable mention certificates may be awarded as described in section 2.1.

#### **Best Flotilla Newsletter**

Plaque to be presented to the editor of the flotilla newsletter judged to be the best in the District by a panel of judges. Due to the unique relationship of this award to the Flotilla's calendar year performance, and to keep this award in synchronization with the timing for submitting Flotilla newsletters for National judging, this award will be determined on a calendar year. Specific judging criteria information is contained in Section 9 of this policy.

#### **Best Division Scrapbook**

Plaque will be presented to the Division submitting the best scrapbook of the unit's activities as determined by a panel of judges. Due to the unique relationship of this award to the Division's calendar year performance, this award will be determined on a calendar year basis.

#### **Best Flotilla Scrapbook**

Plaque will be presented to the Flotilla submitting the best scrapbook of the unit's activities as determined by a panel of judges. Due to the unique relationship of this award to the Flotilla's calendar year performance, this award will be determined on a calendar year.

**8. Scrapbook, Newsletter and Honor Streamer Criteria for Judging:**

a. **Commodore's Honor Flotilla Streamer:** Flotillas completing the following requirements shall be awarded a streamer for their flag which shall read “ (year) Eighth Western Rivers Honor Flotilla.” Not later than 1 February following the Award Year, the Division Captain will certify to the Awards Committee Chairperson, which Flotillas in their Division meet the following criteria:

- Hold and report the minutes of their business meeting each month throughout the year,
- Be represented by the FC or VFC or, when designated in writing, the IPFC at each Division meeting set by the Division Captain,
- Submit the Flotilla's Annual Unit Officer's Report by 15 December,
- Report (by 31 December), via AUXDATA, 10 VSCs per member enrolled as of 1 January of that year,
- Report (by 31 December), via AUXDATA, 10 hours of operations per member enrolled as of 1 January of that year,
- Report (by 31 December), via AUXDATA, the completion of at least one BS&S or S&S course,
- Report (by 31 December), via AUXDATA, at least 20 hours of Member Training.

A tracking sheet, "Eighth Western Rivers Region Commodore's Honor Streamer Status Report" is attached to this policy.

b. **Division and Flotilla Scrapbook:** Judging will be on the recording of the previous years Auxiliary activities. The Flotilla or Division must have participated in all activities recorded in the scrapbook. Items on which the scrapbook will be judged are:

- New, original cover each year
- Pictures, news articles and other memento pertaining to the unit's activities
- Record of PE classes and size
- Pictures of VSC stations, news articles, etc
- Record of fellowship/social activities during the year including pictures and programs

The scoring will be based on a total of twenty (20) points, four (4) points per section.

A judging committee comprised of three judges will be appointed by the District Commodore to select the outstanding Scrapbooks. The District Staff Officer - Publications, will brief the judges on the criteria for the award. At the completion of their duties, the Judging Committee will be dissolved.

c. **Division and Flotilla Newsletters:** Flotilla newsletters eligible for judging must be published monthly or every other month during the year. Division newsletters eligible for judging must be published at least quarterly during the year.

- Consideration will be given to announcements of coming Flotilla, Division and District activities, recognition of Flotilla member achievements or awards, member training items and balance of content.
- Method of printing, type of paper used, or lack of pictures shall not be considered in judging this award; it will be judged on the basis of content and regularity.
- Judging for this award shall be done by a Judging Committee consisting of the District Staff Officer -- Publications, who will serve as Chairperson of the Judging Committee, and at least two additional Auxiliarists appointed by the District Commodore. Judging and selection of the best Division and Flotilla Newsletter must be scheduled in accordance with the current deadline established by National for submitting winning entries. The District Staff Officer – Publications will brief the Judging Committee on criteria and furnish score sheets prior to the judging. At the completion of their duties, the Judging Committee will be dissolved.

d. **Division and Flotilla photographs:** Photographs shall be submitted via the unit publications officer, and shall have been offered for inclusion in a regular issue of the unit publication. Photographs shall be judged on these criteria:

- Vivid portrayal of auxiliary missions and programs (30 points)
- News or human interest value (30 points)
- Composition and artistic merit (15 points)
- Focus, exposure and technical merit (15 points)
- Proper uniforms, procedures, and conformance with published policy (10 points)

In addition to the plaque for best photograph and certificates for first and second runner-up, the judges may in their sole and absolute discretion award honorable mention certificates in the following categories:

- Operations (e.g., Team Coast Guard, safety patrols, ATON Patrols, Environmental Protection, Regatta and Marine Event Support, Boat Crew Training, Search and Rescue)
- Vessel examinations (VE training, biggest/smallest/most unusual boat, educational; exchange, funniest caption)
- Education (multi-lesson courses, member training, public appearances, youth education, media interviews)
- Fellowship (team coast guard, meetings, picnics, parties, sail-aweigh)

The judging committee shall include the district staff officer – publications, who shall chair the committee, and at least two additional auxiliaries appointed by the district commodore. Judging and selection of winners must be scheduled in accordance with the current deadlines for submitting entries for national competition. The district staff officer – publications will brief the judging committee and furnish score sheets prior to judging. At the completion of their duties, the judging committee will be dissolved.

9. This policy was adopted by the Eighth Western Rivers Region Board on 16 March 2002.

**APPLICATION FOR MEMBERSHIP GROWTH AWARD**

Date: \_\_\_\_\_

From: Flotilla Commander, Flotilla \_\_\_\_\_

To: District Awards Committee Chair, Eighth Western Rivers

Via: Division Captain, Division \_\_\_\_\_  
District Staff Officer for Personnel Services, Eighth Western Rivers

Subj: APPLICATION FOR MEMBERSHIP GROWTH AWARD

1. This is to certify that the records indicate that \_\_\_\_\_, EMPLID Number \_\_\_\_\_ has qualified for the Membership Growth Award by recruiting three or more members during the calendar year of 20\_\_\_\_, who completed initial qualification and have been assigned a member number by the Director of Auxiliary.

New Member Name

Member Number

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Flotilla Commander, Flotilla \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Division Captain, Division \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
DSO-PS, Eighth Western Rivers

DSO-PS forwards completed form to Awards Chair.

8WR FORM 97-02A, revised 3-02.