

**U.S.COAST GUARD AUXILIARY
DISTRICT 13**

EFFECTIVE: 15 August 2004

DISTRICT COMMODORE INSTRUCTION I-04027

SUBJECT: "DISTRICT 13 "INCENTIVE CRUISE" AWARD

1. **PURPOSE:** The purpose of this instruction is to establish the subject award, define the criteria, coordination, and process for rewarding candidates selected as the District Auxiliarist of the Year and Division Auxiliarist of the Year respectively, and scheduling of the award cruise.
2. **DIRECTIVES AFFECTED:** None
3. **DISCUSSION:** The District Board desires to create a consistent policy for the Incentive Cruise program. This DCOINST is to be used in conjunction with DCOINST I-03011, Auxiliarist of the Year. The Incentive Cruise instruction is not to be misconstrued to mean that members of the Auxiliary working with stations/assets in their respective local areas cannot participate with on-the-water activities while working for or in conjunction with their respective units at the direction of the local OIC. This instruction is to reward Auxiliary members for special contributions to the USCG and USCG Auxiliary who are selected as the Auxiliarist of the Year, by providing an interactive cruise with active duty Coast Guard members within the District 13 boundaries and Area of Responsibility (AOR), as scheduled.
4. **ACTION:**
 - A. **GENERAL:**
 - (1) Award name: "Incentive Cruise Award."
 - (2) Eligibility: Any District or Division member selected as the District 13 or Division "X" Auxiliarist of the Year (see COINST I-03011) for the year in which the award is presented.
 - (3) Preference:
 - a. The Auxiliarist of the Year (District recipient) shall have preference to the Incentive Cruise, time, date, and location, of the cruise as scheduled.

- b. The Auxiliarist of the Year (Division recipient) should have preference to the Incentive Cruise, time, date, and location, of the cruise as scheduled, after the District recipient.
 - c. The intention and timing of this opportunity is for awardees to complete their cruise within the year awarded. Carry-over into a new award year is not recommended and may be forfeited.
- (4.) Implementation:
- a. The Incentive Cruise Project Officer (ICPO) should receive the listing of names of the awardees not later than 30 days following the February District 13 Training Conference. If awardees have not heard from the ICPO by April 30 they should contact him/her directly.
 - b. The ICPO will coordinate with the Incentive Cruise winners as to their wishes of time, date, and location of the selected cruise. The ICPO should coordinate with the appropriate unit to seek schedules allowing this opportunity. This includes any Station, ANT Team, Air Station, or Group.
 - c. The ICPO should coordinate cruise requests with appropriate CO/OIC of Units selected. A courtesy e-mail to the DCO and DIRAUX should occur monthly as awardees are scheduled. DIRAUX may keep the Thirteenth Coast Guard District Operations (o) apprised, to include situations that may arise.
 - d. The CO/OIC of the Unit requested should identify dates, times, and locations of scheduled missions to the ICPO to coordinate the mission/cruise.
 - e. The ICPO shall provide the date, time, and location of cruise, to include recipients name, address, telephone number, membership identification number to DIRAUX who shall provide reimbursable orders directly to the Award recipient.
 - f. The recipient must return completed and signed orders and travel information within 5 working days from completion of his/her incentive cruise to DIRAUX for reimbursement.
 - g. The award recipient(s) may appear before The Board, as invited by the District Commodore, to present an overview of their completed Incentive Cruise experience.

- B. OPERATIONAL REQUIREMENTS: It should be noted that operational requirements regulate unit schedules and deployments of Coast Guard units. Scheduling of the Incentive Cruise will be at the discretion and scheduling of the unit CO/OIC. The wishes of the recipient should be considered.
- C. FUNDING: DIRAUX should provide reimbursable travel orders to the award recipient. This may not exceed three days and two nights, which includes travel days, as funding permits.
- D. INCENTIVE CRUISE PROJECT OFFICER: The Incentive Cruise Project Officer shall provide a report to the Award Committee Chairperson at the Chairpersons request, or three weeks prior to the scheduled Awards Committee Meeting.
- E. CHAIRPERSON OF THE AWARDS COMMITTEE: As delegated by the District Commodore. The Chairman should provide the ICPO with a listing of names submitted by the DCP's who recommended their selection as Auxiliarist of the Year. Awardees should not number more than ten for the Incentive Cruise, in most cases. In addition, the Chairman will monitor the Incentive Cruise Program to insure feasibility of the Program and to assist the Incentive Cruise Project Officer with any situations or deviations of this COINST.
- F. REPORTS: As directed.
- G. AUTHORIZED BY. District EXCOM

APPROVED BY

Dan Neiderhiser

Dan Neiderhiser
District Commodore

Distribution: District 13 Board
District 13 Awards Committee
District 13 Staff
Flotilla Commanders Handbook