



COMDTINST 1650.12  
09 FEB 09

COMMANDANT INSTRUCTION 1650.12

Subj: COAST GUARD RESERVE AWARDS PANEL

Ref: (a) Medals and Awards Manual, COMDTINST M1650.25 (series)

1. PURPOSE. This Instruction establishes policies, procedures and standards for the recruitment and selection of the annual Coast Guard Reserve Awards Panel membership.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Instruction are followed. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. The Coast Guard Office of Reserve Affairs (CG-131) administers seven annual reserve awards as identified in reference (a) and enclosure (1). As part of the administration process, the Director of Reserve and Training (CG-13) will appoint a panel consisting of a Captain (O-6) who will serve as panel president and six members to serve on the Reserve Awards Board. In addition, one alternate member will be appointed and will serve as a voting member in the event a quorum cannot be reached for a panel convening. The panel's responsibility is to review nomination submissions for each award, select awardees and provide their findings and recommendations to the Director of Reserve and Training (CG-13) via the Office of Reserve Affairs (CG-131).
  - a. Panel Criteria. The Director of Reserve and Training (CG-13) will select a panel to evaluate Reserve Program award nominations. Panel members, including the alternate, will serve in this capacity for one year. Panel members seeking additional one-year terms must reapply and are limited to serving on the Reserve Awards Board for a maximum of two consecutive years. Panel membership will consist of Coast Guard active duty, reserve, auxiliary and civilian employees.

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To ensure a sufficiently diverse panel, membership will also represent varied Coast Guard professional experience, officer rank, enlisted rating and career backgrounds, including operational and staff tours. At a minimum, panel composition shall include cross-cultural and gender representation. The ability to evaluate submissions objectively is essential.

- b. Panel Selection. The Office of Reserve Affairs (CG-131) will solicit panel membership annually and route its recommendation for approval to the Director of Reserve and Training (CG-13) no later than October 1. The annual solicitation for panel membership will be announced via ALCOAST message and posted on the Coast Guard Reserve Website as well as local notice intranet pages at the Coast Guard Personnel Command, Coast Guard Recruiting Command and Coast Guard Headquarters. Once the Coast Guard Reserve Awards Panel has been selected, the Director of Reserve and Training (CG-13) will prepare and forward a precept memorandum to the Panel President, and appoint the panel members, outlining their duties and responsibilities. Enclosure (2) provides a sample awards panel precept memo.
5. RESPONSIBILITIES. The Coast Guard Reserve Awards Panel shall be responsible for selecting award recipients for the seven awards managed by the Office of Reserve Affairs (CG-131) and for reporting results, findings and recommendations to Commandant (CG-13).
6. PROCEDURES. The Coast Guard Reserve Awards Panel will hold multiple convenings during the year based on the submission schedule for each award and shall deliberate as necessary to select the appropriate awardee(s) for each award. Once the panel has deliberated and selected a recipient, the panel president will prepare and forward a panel decision memo to Commandant (CG-13) via Commandant (CG-131). Enclosure (3) contains a sample decision memo.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
8. FORMS/REPORTS. None.

/s/  
D. R. MAY  
Director of Reserve and Training

Encl: (1) List of Reserve Awards  
(2) Sample Precept Memo  
(3) Sample Award Recommendation Memo

**Reserve Awards Panel Selection Process**  
**List of Reserve Awards**

1. The Office of Reserve Affairs (CG-131) manages seven Reserve Awards. The awards are listed below, including prospective announcement and presentation dates.
  - a. The Reserve Outstanding Junior Officer (ROJO) award, sponsored by the Reserve Officers Association. Announced in late September. Awarded in early February.
  - b. The RADM Russell R. Waesche award, sponsored by the Reserve Officers Association. Announced in late September. Awarded in early February.
  - c. The RADM Bennett "Bud" Sparks Award, sponsored by the Reserve Officers Association. Announced in mid-February. Awarded in mid-June.
  - d. The CW4 Michael J. Novosel Award for the Outstanding Warrant Officer of the Year, sponsored by the Reserve Officers Association. Announced in late September. Awarded in early February.
  - e. The Reserve Affairs Family Readiness Award, sponsored by the Assistant Secretary of Defense for Reserve Affairs. Announced in early October. Awarded in early February.
  - f. The CAPT Edward R. Williams Award for Excellence, sponsored by the National Naval Officers Association. Announced in mid-March. Awarded in mid-July.
  - g. The Coast Guard Reserve USAA Scholarships for education, sponsored by the United States Automobile Association. Announced in mid-February. Awarded in mid-June.

**Reserve Awards Panel Selection Process  
Sample Precept Memo**

**MEMORANDUM**

From: D. R. May, RDML  
CG-13

Reply to CG-1313  
Attn of: XXXXXX

To: President, Fiscal Year 20XX Reserve Awards Panel

Subj: PRECEPT, FISCAL YEAR 20XX RESERVE AWARDS PANEL

Ref: a. Coast Guard Medals and Awards Manual, COMDTINST M1650.25C

1. This precept provides general guidance for the FYXX Reserve Awards Panel.
2. Panel membership shall consist of the following individuals, subject to substitution as required based on the needs of the Service:
  - a. Panel President: CAPT
  - b. Panel members:
    - (1)
    - (2)
    - (3)
    - (4)
    - (5)
    - (6)
    - (7) Alternate:
3. The panel shall be responsible for selecting recipients and alternates, as required, of the seven awards managed by the Office of Reserve Affairs (CG-131). They are:
  - a. The Reserve Outstanding Junior Officer award, the RADM Russell R. Waesche award, and the RADM Bennett "Bud" Sparks award, and the CW4 Michael J. Novosel Outstanding Warrant Officer of the Year Award, sponsored by the Reserve Officers Association.
  - b. The Reserve Affairs Family Readiness Award, sponsored by the Assistant Secretary of Defense for Reserve Affairs.
  - c. The CAPT Edward R. Williams Award for Excellence, sponsored by the National Naval Officers Association.
  - d. The Coast Guard Reserve USAA Scholarships, sponsored by the United States Automobile Association (USAA).

4. The panel president may enjoy wide latitude in establishing procedures for the panel subject to specific guidance in this precept. Although this is not a sworn panel, members, with the exception of the President, will not divulge information about an individual award selection until the Director of Reserve and Training (CG-13) has approved the results of the panel and an ALCOAST from Commandant (CG-13) announcing awardees has been released. After that, panel members may offer general observations about individual award packages, but will refrain from divulging information about panel proceedings, deliberations, or vote tallies. Following each award selection, the panel President shall prepare a memo informing Commandant (CG-13) of the panel's vote and shall be prepared to brief Commandant (CG-13) in person, if deemed necessary.

5. In making their selections, panel members shall be guided by reference (a) and any specific criteria contained in ALCOASTs announcing individual awards. With the exception of the Waesche and Sparks awards, selections shall be made based on written narratives in the nomination packages. For the Waesche and Sparks awards, selection is based on a combination of objective readiness indicators as measured by Commandant (CG-131) and narrative summaries submitted with the nomination packages.

6. My point of contact is \_\_\_\_\_, Commandant (CG-1313), (202) 475-5455 or First.I.Last@uscg.mil. The Reserve Awards Program Manager is \_\_\_\_\_, Commandant (CG-1313), (202) 475-5459 or First.I.Last@uscg.mil.

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**Reserve Awards Panel Selection Process  
Sample Award Recommendation Memo**

**MEMORANDUM**

From: \_\_\_\_\_, CAPT  
PRESIDENT, RESERVE AWARDS PANEL

Reply to  
Attn of:

To: CG-13

Subj: RESERVE AWARD RECOMMENDATIONS

Ref: (a) COMDT COGARD WASHINGTON DC DTG/ALCOAST XXX/0X  
(b) COMDT COGARD WASHINGTON DC DTG/ALCOAST XXX/0X

1. The Reserve Awards Panel convened from 20-22 DEC 2007 to select the recipients of the Rear Admiral Russell R. Waesche Award (Waesche), the Reserve Outstanding Junior Officer (ROJO) Award, and the Reserve Affairs Family Readiness Award (RAFRA). After careful review of the packages and thorough deliberations, the panel unanimously selected District Fourteen/ISC Honolulu as the recipient of the Waesche Award, LTJG Nicholas Osborne as the recipient of the ROJO award, and Port Security Unit (PSU) 312 as the recipient of the RAFRA.
2. District Fourteen was selected based on the written nomination packages and summary data for readiness measures provided by Commandant (CG-1313). The panel was particularly impressed with their recognition of historic reserve program weaknesses and their successful efforts to correct them. Utilizing an aggressive communication plan, they accomplished unity of effort resulting in metrics unsurpassed by any other District/ISC.
3. LTJG Nicholas Osborne, currently deployed to Kuwait with NCWRON 34, is the panel's selection as the 2006 ROJO. LTJG Osborne demonstrated exceptional flexibility as he consistently adapted to changing roles and expectations in his Coast Guard duties, substantially contributing to mission effectiveness for an expeditionary unit currently deployed in support of Operation Iraqi Freedom. In addition, his civilian employment and education experience, coupled with his civic contributions, demonstrate that he is a "360 degree" standout.
4. PSU 312 demonstrated exceptional family readiness and support during their recent deployment to Guantanamo Bay, Cuba. Their unit Ombudsman maintained an open communication channel with the unit's dependents and fostered a Coast Guard family environment by regularly updating dependents on unit news and proactively showing support and care for dependents during significant events such as births, deaths, illnesses, and financial difficulty. Particularly impressive was the deployment training seminar they held with family members. The seminar included information sessions with a chaplain, the ombudsman, and representatives of TRICARE, legal assistance, Work-Life, and the Red Cross.
5. I am prepared to brief you personally on our deliberations and decisions, if necessary.

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