

# Coast Guard Reserve National Awards and Scholarships Guidance

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This guidance was revised on 09 January 2014 and supersedes the guidance provided in the Medals and Awards Manual (COMDINST M1650.25D).

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# Admiral Russell R. Waesche Award

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1. **Background.** This award is named after Admiral Russell R. Waesche who, while serving as Commandant, established the Coast Guard Reserve to bolster readiness during World War II. The award is presented annually by the Reserve Officers Association (ROA) of the United States of America in recognition of Districts, the Director of Operational Logistics (DOL) and Pacific Area-13 (PACAREA-13) for Port Security Units and Navy Coastal Riverine Force units that are judged to be most supportive of a totally integrated Coast Guard military force as demonstrated by its effective use and support of the Reserve Component during the previous fiscal year (FY).
2. **Award Categories.** There are two categories for the award.
  - Category 1 is for districts with fewer than 600 reservists assigned.
  - Category 2 is for PACAREA-13, DOL and districts with 600 or more reservists assigned.
3. **Award Criteria.** Commandant (CG-13) determines the winner based on the extent to which PACAREA-13, districts, and DOL maximized Reserve integration and readiness. Qualitative and quantitative information analyses should be included in narratives of nomination packages. Determination of winners is focused on the below primary areas:
  - a. Operations, as demonstrated by initiatives that integrate assigned Selected Reserve (SELRES) personnel into day-to-day operations at all levels of the organization.
  - b. Proficiency, as demonstrated by:
    - (1) SELRES qualifications, certifications, and competencies that support mobilization requirements at local, regional, or national levels, assigned to members in Training Management Tool (TMT). If none are required by Personnel Allowance List (PAL) position, state competencies that have been completed and recorded in TMT;
    - (2) Alignment of Individual Training Plan (ITP) with Active Duty for Training-Annual Training (ADT-AT); and
    - (3) SELRES training and certifications completed and recorded in Peoplesoft/Direct Access and TMT.
  - c. Effective and efficient Reserve Training Appropriation (AFC-90) financial management, as demonstrated by timely and within budget planning and execution functions (ex: de-obligation of funds, quarterly closeouts and reconciliations).
  - d. Satisfactory participation, as demonstrated by Inactive Duty Training (IDT) and ADT-AT.
  - e. Satisfactory currency of the following readiness measures:

- (1) Medical, including current Periodic Health Assessment (PHA), immunizations, influenza, weigh-in, and annual dental examination, and
  - (2) Annual Screening Questionnaire (ASQ) and personnel evaluations (Officer Evaluation Report (OER) and Enlisted Evaluation Report (EER)).
4. **Nominations.** PACAREA-13, districts, and DOL are encouraged to submit a nomination package for this award. There is no restriction on the number of successive times a district/PACAREA-13/DOL can receive this award.
- Each nomination package must have a flag officer endorsement and should summarize accomplishments in each of the primary areas described above.
  - Narratives will be in standard Coast Guard memorandum format, addressed to Commandant (CG-13), and may not exceed three pages.

Forward nomination packages to arrive at Commandant (CG-131) by the deadline stated in the annual solicitation. Commandant (CG-13) will convene a Reserve Awards Panel to review nomination packages and recommend award winners (one from category 1 and one from category 2) to Commandant (CG-13) for final selection and announcement.

5. **Presentation.** The award will be presented during the annual ROA Conference. Commandant (CG-131) may fund travel for up to two command representatives from the winning units to accept the award.

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## Rear Admiral Bennett “Bud” Sparks Award

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1. **Background.** This award is named after RADM Bennett “Bud” Sparks who championed the integration of Reserve and active duty workforces to achieve overall readiness. The award is presented annually by the Reserve Officers Association (ROA) of the United States of America to recognize the unit that is judged to be most supportive of an operationally ready Coast Guard Reserve force, as demonstrated by its effective use and support of the Reserve force during the previous fiscal year (FY).
2. **Award Categories.** There are two categories for the award.
  - Category 1 is for units with fewer than 100 reservists assigned.
  - Category 2 is for units with 100 or more reservists assigned.
3. **Award Criteria.** Commandant (CG-13) determines the winner based on the extent to which the unit maximized Reserve integration and readiness. Qualitative and quantitative information analyses should be included in narratives of nomination packages. Determination of winners is focused on the below primary areas:
  - a. Operations, as demonstrated by initiatives that integrate assigned Selected Reserve (SELRES) personnel into day-to-day operations at all levels of the organization.
  - b. Proficiency, as demonstrated by:
    - (1) SELRES qualifications, certifications, and competencies that support mobilization requirements at local, regional, or national levels, assigned to members in Training Management Tool (TMT). If none are required by Personnel Allowance List (PAL) position, state competencies that have been completed and recorded in TMT;
    - (2) Alignment of Individual Training Plan (ITP) with Active Duty for Training-Annual Training (ADT-AT); and
    - (3) SELRES training and certifications recorded in Direct Access and TMT.
  - c. Satisfactory participation, as demonstrated by Inactive Duty Training (IDT) and ADT-AT.
  - d. Satisfactory currency of the following readiness measures:
    - (1) Medical, including current Periodic Health Assessment (PHA), immunizations, influenza, weigh-in, and annual dental examination, and
    - (2) Annual Screening Questionnaire (ASQ) and personnel evaluations (Officer Evaluation Report (OER) and Enlisted Evaluation Report (EER)).

4. **Nominations.** All units with an OPFAC are encouraged to submit a nomination package through their chain of command to Atlantic Area (LANTAREA), Pacific Area (PACAREA), Deputy Commandant for Mission Support (DCMS), or Deputy Commandant for Operations (DCO). LANTAREA, PACAREA, DCMS and DCO may each submit up to two nominations from units within their area of responsibility (one from category 1 and one from category 2). There is no restriction on the number of successive times a unit can receive this award.
- Each nomination package must have a flag officer endorsement, same page endorsement is acceptable.
  - Narratives will be in standard Coast Guard memorandum format, addressed to Commandant (CG-13), and may not exceed three pages. Narratives shall summarize accomplishments in each of the primary areas described above.

Forward nomination packages to arrive at Commandant (CG-131) by the deadline stated in the annual solicitation. Commandant (CG-13) will convene a Reserve Awards Panel to review nomination packages and recommend award winners (one from category 1 and one from category 2) to Commandant (CG-13) for final selection and announcement.

5. **Presentation.** The award will be presented during the ROA Annual Conference. Commandant (CG-131) may fund travel for one representative from each of the winning units to accept the award.

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## Reserve Outstanding Junior Officer (ROJO) Award

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1. **Background.** The Reserve Officers Association (ROA) of the United States of America annually presents the Reserve Outstanding Junior Officer (ROJO) Award to the Coast Guard Reserve junior officer judged to exemplify those characteristics expected of an outstanding junior officer during the past fiscal year (FY).
2. **Award Criteria.** Commandant (CG-13) determines the winner based on the member's participation and performance of duty.
  - a. To be eligible for this award an individual must meet the following requirements:
    - Commissioned officer (O-3 or below) or chief warrant officer (W-3 or below) in the Coast Guard Reserve on the Inactive Duty Promotion List, and serving in the Ready Reserve (Selected Reserve or Individual Ready Reserve);
    - Satisfactory participation;
    - Not a previous recipient of this award; and
    - No voluntary active duty for more than 180 consecutive days during the award period.
  - b. Determination of the award recipient will focus on performance of duty that exemplifies the following characteristics:
    - Notable contributions to the Coast Guard;
    - Demonstrated leadership;
    - Exemplary performance of Coast Guard duties;
    - Civic accomplishments; and
    - Dedication to life-long learning, training and education.
3. **Nominations.** All commands may submit nominations through their chain of command to Atlantic Area (LANTAREA), Pacific Area (PACAREA), Deputy Commandant for Mission Support (DCMS), or Deputy Commandant for Operations (DCO). LANTAREA, PACAEA, DCMS and DCO may each submit up to two nominations from commands within their area of responsibility.
  - Each nomination must have a flag officer endorsement and should summarize accomplishments in each of the areas described above.
  - Nominations will be in standard Coast Guard memorandum format, addressed to Commandant (CG-13), and may not exceed two pages.

Forward nominations to arrive at Commandant (CG-13) by the deadline stated in the annual solicitation. Commandant (CG-13) will convene a Reserve Awards Panel to review

nominations and recommend an award winner to Commandant (CG-13) for final selection and announcement.

4. **Presentation.** The award will be presented to the winning Reserve junior officer during the annual ROA Conference. Commandant (CG-131) may fund travel for the ROJO winner and invitational travel orders for his or her guest to accept the award.

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## Reserve Outstanding Chief Warrant Officer (CWO) of the Year

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1. **Background.** The Reserve Officers Association (ROA) of the United States of America annually presents the Reserve Outstanding Chief Warrant Officer of the Year Award to the Coast Guard Reserve chief warrant officer (W-3 or below) that is the Coast Guard Reserve's nominee for the CW4 Michael J. Novosel Award.
2. **Award Criteria.** The Coast Guard Reserve's nominee for the CW4 Michael J. Novosel Award is automatically awarded the Coast Guard Reserve Outstanding Chief Warrant Officer of the Year.
3. **Nominations.** This award does not require nominations.
4. **Presentation.** The award will be presented to the winning Reserve chief warrant officer during the annual ROA Conference. Commandant (CG-131) may fund travel for the CW4 Michael J. Novosel Award nominee/Reserve Outstanding Chief Warrant Officer of the Year and invitational travel orders for his or her guest to accept the award.

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## **CW4 Michael J. Novosel Award for the Reserve Officers Association (ROA) Outstanding Warrant Officer of the Year**

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1. **Background.** The Reserve Officers Association (ROA) of the United States of America annually presents the CW4 Michael J. Novosel Award to recognize the achievements and dedicated service of warrant officer members of ROA. The award is open to Ready Reserve (Selected Reserve and Individual Ready Reserve) chief warrant officers of all the armed services.
  
2. **Award Criteria.** Commandant (CG-13) determines the Coast Guard Reserve's CW4 Michael J. Novosel Award nominee based on the member's achievements and dedication to service during the past fiscal year (FY).
  - a. To be eligible for this award, an individual must meet the following requirements:
    - Be a chief warrant officer (W-3 or below), on the Inactive Duty Promotion List and serving in the Ready Reserve (Selected Reserve or Individual Ready Reserve), and
    - Not be a previous recipient of this award.
  
  - b. A member of the ROA, in good standing and (If the Coast Guard Reserve nominee is selected as the CW4 Michael J. Novosel Award winner and is not a current member of ROA, the Washington, DC chapter of the ROA will sponsor a one-year complimentary membership for him or her.) will focus on performance of duty that exemplifies the following characteristics:
    - Notable contributions to the Coast Guard and/or the ROA;
    - Demonstrated leadership in civic and professional activities; and
    - Dedication to lifelong learning, training and education.
  
  - c. The chief warrant officer selected as the Coast Guard Reserve's nominee for the CW4 Michael J. Novosel Award will automatically be designated as the Coast Guard Reserve Outstanding Chief Warrant Officer of the Year.
  
3. **Nominations.** All commands may submit nominations through their chain of command to Atlantic Area (LANTAREA), Pacific Area (PACAREA), Deputy Commandant for Mission Support (DCMS), or Deputy Commandant for Operations (DCO). LANTAREA, PACAREA, DCMS and DCO may each submit up to two nominations from commands within their area of responsibility.
  - Each nomination must have a flag officer endorsement and should summarize accomplishments in each of the areas described above.
  
  - Nominations will be in standard Coast Guard memorandum format, addressed to Commandant (CG-13), and may not exceed two pages.

- Nominations must accompany the official ROA nomination forms, which are available each year from the ROA.

Commandant (CG-13) will convene a Reserve Awards Panel to review nominations and recommend a finalist. The Coast Guard Reserve finalist must attend a personal interview with the Final Selection Committee during the ROA Conference, where the final selection and award presentation will take place.

4. **Presentation.** The award will be presented to the winning Reserve chief warrant officer during the annual ROA Conference. Commandant (CG-131) may fund travel for the Coast Guard Reserve nominee/Reserve Outstanding Chief Warrant Officer of the Year and invitational travel orders for his or her guest to accept the award.

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## Department of Defense Reserve Family Readiness Award (RFRA)

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1. **Background.** This award is sponsored by the Office of the Assistant Secretary of Defense for Reserve Affairs (OASD/RA) and is presented annually to a unit in each Reserve Component that is judged to best demonstrate the essential tie between family and mission readiness.
  
2. **Award Criteria.** Commandant (CG-13) determines the winner based on the demonstrated efficiency of a unit's family readiness program. Each Service establishes its own award criteria based on OASD/RA's general guidelines provided below:
  - Command's involvement in its family readiness programs.
  - Demonstrated linkage between family readiness and mission readiness.
  - Equitable and accessible benefits and entitlements to unit members.
  - Family readiness program information such as welcome aboard packages, information for family readiness, helpful contact information, and educational briefs that increase quality of life for unit family members.
  - Utilization of the unit ombudsman to support overall unit readiness.
  - Family support programs available to deployed units or individuals regardless of service affiliation.
  - Percentage of non-deployable unit personnel or personnel within the unit requiring early return from deployment due to family readiness issues.
  
3. **Nominations.** Coast Guard units that have reservists assigned may submit nominations through their chain of command to Atlantic Area (LANTAREA), Pacific Area (PACAREA), Deputy Commandant for Mission Support (DCMS), or Deputy Commandant for Operations (DCO).
  - Each nomination must have a flag officer endorsement and should summarize accomplishments in each of the areas described above.
  - Nominations will be in standard Coast Guard memorandum format, addressed to Commandant (CG-13), and may not exceed two pages.

Forward nominations to arrive at Commandant (CG-131) by the deadline stated in the annual solicitation. Commandant (CG-13) will convene a Reserve Awards Panel to review nominations and recommend an award winner to Commandant (CG-13) for final selection and announcement.
  
4. **Presentation.** The award will be presented to the winning unit during an awards ceremony held at the Pentagon. Commandant (CG-131) may fund travel for the commanding officer or command representative and the unit ombudsman or a representative of the unit's family support program to attend the award ceremony.

## Coast Guard Foundation Enlisted Reserve Scholarships

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- 1. Background.** The United Services Automobile Association (USAA) annually sponsors six \$1,000 scholarships to help offset the costs of higher education for enlisted Coast Guard reservists or their dependents. Commandant (CG-131) manages the scholarship solicitation and application processes. The Coast Guard Foundation selects scholarship winners and manages the distribution of the scholarships. Applicants submit an essay and transcripts.
- 2. Scholarship Criteria.** Determination of scholarship winners are based on academic achievement and an essay. Applicants must:
  - Be an enlisted Coast Guard reservist (Selected Reserve or Individual Ready Reserve) or a dependent of a Ready Reserve enlisted member. Dependents that apply must be registered in the Defense Enrollment Eligibility Reporting System (DEERS);
  - Be enrolled in or accepted by an accredited institution, in a program that leads to a college degree (associates, bachelors, masters, or doctorate) or a two or four-year course of study at an accredited technical or vocational training school;
  - Maintain the minimum GPA required by their institution to remain in a degree or certificate status; and
  - Be pursuing their first associates, bachelors, masters, doctoral degree, or technical/vocational certificate.
- 3. Nominations.** Submit applications to arrive at Commandant (CG-131) by the deadline stated in the annual solicitation. Commandant (CG-13) will convene a Reserve Awards Panel to review nominations and recommend award winners to the Coast Guard Foundation for final selection. Commandant (CG-13) will announce winners after their selection. Each application shall consist of a cover letter, an official transcript from the educational institution, and a one-page essay on “How my/my parent’s participation in the Coast Guard Reserve contributed to my success.”
- 4. Presentation.** The Coast Guard Foundation disburses the funds to the schools of winning recipients on their behalf.

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## Other Reserve Eligible Awards

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CAPT Edward R. Williams Coast Guard Award for Excellence and Diversity  
(For details contact: Chief, Diversity Workforce Staff, (CG-12B))

CAPT John G. Witherspoon Award  
(For details contact: Office of Leadership and Professional Development, (CG-12C))

George R. Putnam Inspirational Leadership Award  
(For details contact: Office of Leadership and Professional Development, (CG-12C))

MCPO Angela M. McShan Award  
(For details contact: Office of Leadership and Professional Development, (CG-12C))

Reserve Enlisted Person of the Year  
(For details contact: Office of the Master Chief Petty Officer of the Coast Guard)

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