

## **NACO 3 Star Award for Excellence in Diversity**

<b>Item</b>	<b>Direction</b>
<b>Purpose</b>	<p>The NACO 3 Star Award for Excellence in Diversity is an annual award intended to recognize flotillas for distinction in managing and valuing diversity.</p> <p>Units recommended to receive the 3 Star Award of Excellence for Diversity Management must accomplish a minimum of three (3) action items in each goal category listed below:</p> <p><b>Goal #1 - Create a Positive Environment</b></p> <ol style="list-style-type: none"><li>1. Appoint a flotilla diversity advisor</li><li>2. Publish at least one article on diversity awareness in flotilla newsletter per year.</li><li>3. Conduct one in-flotilla diversity member training session per year. (Training materials available on Diversity page of the AUX Web and from district Diversity Advisors.)</li><li>4. Target all local neighborhoods and cultures in the flotilla's community in the flotilla recruiting action plan.</li><li>5. Document a minimum of 6 meetings per year attended by 50% of the flotilla membership.</li><li>6. FC and/or VFC must have attended leadership training at the district or national level as per AUXDATA.</li></ol> <p style="text-align: center;"><b>Goal #2 - Value all Members</b></p> <ol style="list-style-type: none"><li>1. Document informal awards and recognition program - specify actions taken for positive reinforcement of member actions and behaviors.</li><li>2. List a minimum of 2 routine communication with all members, i.e.: regularly scheduled newsletters, "calling crew" or telephone tree for phone messages, flotilla meeting notes, staff meetings with notes distributed.</li><li>3. Conduct exit interviews for all members leaving the Auxiliary and forward to DSO-PS via the SO-PS.</li><li>4. Maintain 90% of members each year - Less than a10% member disenrollment or retirement each year.</li><li>5. Show 65% of members are involved in Auxiliary activities according to AUXDATA.</li><li>6. List a minimum of 4 fellowship activities sponsored by the flotilla throughout the year for all members and their families and friends.</li></ol> <p style="text-align: right;"><b>Goal #3 – Promote Individual Success</b></p> <ol style="list-style-type: none"><li>1. Assign a formal mentor to each new member for the first year of membership.</li><li>2. Utilize the Member Involvement Plan to help new members plan their involvement and training.</li><li>3. Provide written goals and expectations for all flotilla staff and committee positions to all members at the beginning of the year.</li><li>4. Provide all staff officers with specific written job descriptions upon appointment.</li><li>5. Establish a flotilla-mentoring program for potential staff officers.</li><li>6. Provide adequate access to meetings for members and potential members with disabilities.</li></ol>
<b>Criteria</b>	

**How to Apply** Flotilla Commanders should be encouraged to write up their activities related to diversity and submit them in a letter to the DCP. The letter should describe the criteria accomplished by the unit. The DCO (or District Diversity Advisor if the DCO should so choose) should forward all district recommendations to the DVC-PD. There is no limit to the number of flotillas or divisions a district may recommend to receive this certificate.

**Submission Deadline** These award applications may be submitted at any time.

**Award Presented** The award is sent to the DCO for presentation at a district Conference. **NOTE:** When the award has been received and approved after 1 July, the award will be presented to the DCO at NACON.

**Chain of Approval** Flotilla Commanders should follow the Chain of Leadership (FC to DCP to DCO/District Diversity Advisor) to submit their application. The DCO (or District Diversity Advisor) should review the documentation to ensure accuracy and forward it to the DVC-PD for review and approval.

**Processing Instructions**

1. Upon receipt of the Flotilla's documentation, the DVC-PD will review the letter to ensure that the Flotilla meets the criteria.
2. The DVC-PD may contact the District Diversity Advisor or DCO with any questions.
3. The DVC-PD shall review the following information for production of the certificates  
Flotilla name  
Flotilla location  
Flotilla district, division & flotilla number
4. The DVC-PD produces the certificate, and shall ensure that all of the information is correct, that the certificate has been signed by NACO, and forwards the certificate to the appropriate DCO.

**Certificates**

<b>Certificates received from:</b>	<b>DVC-PD</b>
<b>Certificates processed by:</b>	<b>DVC-PD</b>
<b>Certificates are sent to:</b>	<b>DCO for presentation</b>