



Coast Guard Morale, Well-Being, and Recreation (MWR) Awards Program

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Coast Guard MWR Awards Program

INTRODUCTION

OBJECTIVE:

The objective of the Coast Guard MWR Awards Program is to recognize outstanding accomplishments of units of varying sizes, whether afloat or ashore, in supporting the mission readiness, retention, and resiliency of the Coast Guard family through Coast Guard MWR programs.

FORMAT:

Nominations for the awards program will be submitted using the format presented in this guide. Nominations must come to the Community Services Command directly from the unit commanding officer, officer-in-charge, or the unit's next level in the chain of command and must include an endorsement from the unit's cognizant authority for MWR purposes and the appropriate chain of command. Nominations will be for the previous nonappropriated fund (NAF) year (1 February through 31 January).

RECOGNITION: Award winner, runner-up, and third place in each category will be provided recognition as the MWR Program of the Year in the category that they compete. The winner of the award in each category will receive a plaque and \$1,000 for the morale fund. The runner-up in each category will receive a plaque and \$750 for the morale fund, and the third place awardee will receive a plaque and \$500 for their morale funds. The unit's name will be displayed in the perpetual plaque to be maintained at CSC.

DEADLINE: Nominations must arrive at CSC by deadline provided in ALCGPSC announcement. A panel will be convened from the CSC staff to review all submissions and will select winner, runner-up, and third place from all six categories. Notification of the results of this process will be made via ALCGPSC and the appropriate local award ceremonies may be scheduled.

Coast Guard MWR Awards Program

MWR Program of the Year (Large Unit: Ashore)

DESCRIPTION: The MWR Program of the Year (Large Unit: Ashore) recognizes outstanding achievement in the delivery of MWR programs and services at ashore locations with at least two fulltime appropriated funded MWR employees as identified on the unit's Personnel Allowance List (PAL). This includes units with Child Development Centers.

PROGRAMMING: Describe creative, unique, or experimental programs implemented during the previous NAF year. Explain how these programs contributed to the readiness, retention, and resiliency of MWR patrons in this area.

CUSTOMER SERVICE: Identify how the unit determined customer interests and needs and how this information was used to develop programs and activities. Describe the programs the command has implemented to provide the highest level of customer service. Provide any examples of this customer service.

MARKETING METHODS: Describe marketing tools used to generate interest and participation in program and activities. Quantify the results of this marketing effort and the return on the marketing expenditure.

LEADERSHIP & PROFESSIONAL DEVELOPMENT: List professional development and leadership opportunities (e.g. college, continuing education, certificate programs, MWR-related training, etc.) provided to or obtained by the MWR staff during the period of evaluation. Describe and quantify, if possible, the effectiveness in obtaining these opportunities.

FINANCIAL MANAGEMENT: Identify appropriated funds used to support the MWR program, how these funds were used, and a summary of NAF performance for the evaluation period. Identify and explain any budget variance. Describe alternate revenue sourcing the command used to leverage the delivery of MWR programs and activities.

FACILITIES/EQUIPMENT IMPROVEMENT INITIATIVES: Describe all projects that improved MWR facilities (consider buildings, grounds, and capital purchases). Include self-help projects. Describe the process that the command uses to fund renovation and capital improvement projects.

RECOGNITION: Describe any recognition that the unit's MWR staff or MWR program received during the period.

ADDITIONAL REPORTS: Provide any copies of financial audits, SMART team and FORCECOM inspections, CSC inspections, and any other inspection reports that occurred during the evaluation year. For financial audits, the period covered may be the period previous to the evaluation year.

Coast Guard MWR Awards Program

MWR Program of the Year (Medium Unit: Ashore)

DESCRIPTION: The MWR Program of the Year (Medium Unit: Ashore) recognizes outstanding achievement in the delivery of MWR programs and services at ashore locations with at least one fulltime appropriated funded MWR employee as identified on the unit's Personnel Allowance List (PAL) or with Category B or C MWR Activities.

PROGRAMMING: Describe creative, unique, or experimental programs implemented during the previous NAF year. Explain how these programs contributed to the readiness, retention, and resiliency of MWR patrons in this area.

CUSTOMER SERVICE: Identify how the unit determined customer interests and needs and how this information was used to develop programs and activities. Describe the programs the command has implemented to provide the highest level of customer service. Provide any examples of this customer service.

MARKETING METHODS: Describe marketing tools used to generate interest and participation in program and activities. Quantify the results of this marketing effort and the return on the marketing expenditure.

LEADERSHIP & PROFESSIONAL DEVELOPMENT: List professional development and leadership opportunities (e.g. college, continuing education, certificate programs, MWR-related training, etc.) provided to or obtained by the MWR staff during the period of evaluation. Describe and quantify, if possible, the effectiveness in obtaining these opportunities.

FINANCIAL MANAGEMENT: Identify appropriated funds used to support the MWR program, how these funds were used, and a summary of NAF performance for the evaluation period. Identify and explain any budget variance. Describe alternate revenue sourcing the command used to leverage the delivery of MWR programs and activities.

FACILITIES/EQUIPMENT IMPROVEMENT INITIATIVES: Describe all projects that improved MWR facilities (consider buildings, grounds, and capital purchases). Include self-help projects. Describe the process that the command uses to fund renovation and capital improvement projects.

RECOGNITION: Describe any recognition that the unit's MWR staff or MWR program received during the period.

ADDITIONAL REPORTS: Provide any copies of financial audits, SMART team and FORCECOM inspections, CSC inspections, and any other inspection reports that occurred during the evaluation year. For financial audits, the period covered may be the period previous to the evaluation year.

Coast Guard MWR Awards Program

MWR Program of the Year (Small Unit: Ashore)

DESCRIPTION: The MWR Program of the Year (Small Unit: Ashore) recognizes outstanding achievement in the delivery of MWR programs and services at ashore locations not described in the first two categories.

PROGRAMMING: Describe creative, unique, or experimental programs implemented during the previous NAF year. Explain how these programs contributed to the readiness, retention, and resiliency of MWR patrons in this area.

CUSTOMER SERVICE: Identify how the unit determined customer interests and needs and how this information was used to develop programs and activities. Describe the programs the command has implemented to provide the highest level of customer service. Provide any examples of this customer service.

MARKETING METHODS: Describe marketing tools used to generate interest and participation in program and activities. Quantify the results of this marketing effort and the return on the marketing expenditure.

LEADERSHIP & PROFESSIONAL DEVELOPMENT: List professional development and leadership opportunities (e.g. college, continuing education, certificate programs, MWR-related training, etc.) provided to or obtained by the MWR staff during the period of evaluation. Describe and quantify, if possible, the effectiveness in obtaining these opportunities.

FINANCIAL MANAGEMENT: Identify appropriated funds used to support the MWR program, how these funds were used, and a summary of NAF performance for the evaluation period. Identify and explain any budget variance. Describe alternate revenue sourcing the command used to leverage the delivery of MWR programs and activities.

FACILITIES/EQUIPMENT IMPROVEMENT INITIATIVES: Describe all projects that improved MWR facilities (consider buildings, grounds, and capital purchases). Include self-help projects. Describe the process that the command uses to fund renovation and capital improvement projects.

RECOGNITION: Describe any recognition that the unit's MWR staff or MWR program received during the period.

ADDITIONAL REPORTS: Provide any copies of financial audits, SMART team and FORCECOM inspections, CSC inspections, and any other inspection reports that occurred during the evaluation year. For financial audits, the period covered may be the period previous to the evaluation year.

Coast Guard MWR Awards Program

MWR Program of the Year (Large: Afloat)

DESCRIPTION: The MWR Program of the Year (Large: Afloat) recognizes outstanding achievement in the delivery of MWR programs and activities at afloat commands 210 feet in length or larger.

PROGRAMMING: Describe creative, unique, or experimental programs implemented during the previous NAF year. Explain how these programs contributed to the readiness, retention, and resiliency of MWR patrons in this area.

CUSTOMER SERVICE: Identify how the unit determined customer interests and needs and how this information was used to develop programs and activities. Describe the programs the command has implemented to provide the highest level of customer service. Provide any examples of this customer service.

MARKETING METHODS: Describe marketing tools used to generate interest and participation in program and activities. Quantify the results of this marketing effort and the return on the marketing expenditure.

LEADERSHIP & PROFESSIONAL DEVELOPMENT: List professional development and leadership opportunities (e.g. college, continuing education, certificate programs, MWR-related training, etc.) provided to or obtained by the collateral duty MWR staff during the period of evaluation. Describe and quantify, if possible, the effectiveness in obtaining these opportunities.

FINANCIAL MANAGEMENT: Identify appropriated funds used to support the MWR program, how these funds were used, and a summary of NAF performance for the evaluation period. Identify and explain any budget variance. Describe alternate revenue sourcing the command used to leverage the delivery of MWR programs and activities.

FACILITIES/EQUIPMENT IMPROVEMENT INITIATIVES: Describe all projects that improved MWR facilities (consider buildings, grounds, and capital purchases). Include self-help projects. Describe the process that the command uses to fund renovation and capital improvement projects.

RECOGNITION: Describe any recognition that the unit's MWR staff or MWR program received during the period.

ADDITIONAL REPORTS: Provide any copies of financial audits, SMART team and FORCECOM inspections, CSC inspections, and any other inspection reports that occurred during the evaluation year. For financial audits, the period covered may be the period previous to the evaluation year.

Coast Guard MWR Awards Program

MWR Program of the Year (Medium: Afloat)

DESCRIPTION: The MWR Program of the Year (Medium: Afloat) recognizes outstanding achievement in the delivery of MWR programs and activities at afloat commands below 210 feet in length and greater than 110 feet in length.

PROGRAMMING: Describe creative, unique, or experimental programs implemented during the previous NAF year. Explain how these programs contributed to the readiness, retention, and resiliency of MWR patrons in this area.

CUSTOMER SERVICE: Identify how the unit determined customer interests and needs and how this information was used to develop programs and activities. Describe the programs the command has implemented to provide the highest level of customer service. Provide any examples of this customer service.

MARKETING METHODS: Describe marketing tools used to generate interest and participation in program and activities. Quantify the results of this marketing effort and the return on the marketing expenditure.

LEADERSHIP & PROFESSIONAL DEVELOPMENT: List professional development and leadership opportunities (e.g. college, continuing education, certificate programs, MWR-related training, etc.) provided to or obtained by the collateral duty MWR staff during the period of evaluation. Describe and quantify, if possible, the effectiveness in obtaining these opportunities.

FINANCIAL MANAGEMENT: Identify appropriated funds used to support the MWR program, how these funds were used, and a summary of NAF performance for the evaluation period. Identify and explain any budget variance. Describe alternate revenue sourcing the command used to leverage the delivery of MWR programs and activities.

FACILITIES/EQUIPMENT IMPROVEMENT INITIATIVES: Describe all projects that improved MWR facilities (consider buildings, grounds, and capital purchases). Include self-help projects. Describe the process that the command uses to fund renovation and capital improvement projects.

RECOGNITION: Describe any recognition that the unit's MWR staff or MWR program received during the period.

ADDITIONAL REPORTS: Provide any copies of financial audits, SMART team and FORCECOM inspections, CSC inspections, and any other inspection reports that occurred during the evaluation year. For financial audits, the period covered may be the period previous to the evaluation year.

Coast Guard MWR Awards Program

MWR Program of the Year (Small: Afloat)

DESCRIPTION: The MWR Program of the Year (Afloat: Small) recognizes outstanding achievement in the delivery of MWR programs and activities at afloat commands 110 feet in length and below.

PROGRAMMING: Describe creative, unique, or experimental programs implemented during the previous NAF year. Explain how these programs contributed to the readiness, retention, and resiliency of MWR patrons in this area.

CUSTOMER SERVICE: Identify how the unit determined customer interests and needs and how this information was used to develop programs and activities. Describe the programs the command has implemented to provide the highest level of customer service. Provide any examples of this customer service.

MARKETING METHODS: Describe marketing tools used to generate interest and participation in program and activities. Quantify the results of this marketing effort and the return on the marketing expenditure.

LEADERSHIP & PROFESSIONAL DEVELOPMENT: List professional development and leadership opportunities (e.g. college, continuing education, certificate programs, MWR-related training, etc.) provided to or obtained by the collateral duty MWR staff during the period of evaluation. Describe and quantify, if possible, the effectiveness in obtaining these opportunities.

FINANCIAL MANAGEMENT: Identify appropriated funds used to support the MWR program, how these funds were used, and a summary of NAF performance for the evaluation period. Identify and explain any budget variance. Describe alternate revenue sourcing the command used to leverage the delivery of MWR programs and activities.

FACILITIES/EQUIPMENT IMPROVEMENT INITIATIVES: Describe all projects that improved MWR facilities (consider buildings, grounds, and capital purchases). Include self-help projects. Describe the process that the command uses to fund renovation and capital improvement projects.

RECOGNITION: Describe any recognition that the unit's MWR staff or MWR program received during the period.

ADDITIONAL REPORTS: Provide any copies of financial audits, SMART team and FORCECOM inspections, CSC inspections, and any other inspection reports that occurred during the evaluation year. For financial audits, the period covered may be the period previous to the evaluation year.