

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

**Purpose:** The NACO Three Star Award for Excellence in Diversity is an annual award intended to recognize Flotillas and Divisions for distinction in managing and valuing diversity.

Units recommended to receive the **NACO Three Star Award** of Excellence for Diversity Management must complete a minimum of four action items in each goal category listed below:

## **Goal #1 – Create a Positive Environment**

1. Appoint a Flotilla Diversity advisor.
2. Publish at least one article on diversity awareness in the flotilla newsletter per year.
3. Conduct one in-Flotilla diversity member training session per year. (Training materials are available on the Diversity Website or see your District Diversity Staff Officer)
4. Target all local neighborhoods and cultures in the community of the Flotilla in the Flotilla recruiting action plan.
5. Document a minimum of six meetings per year attended by 50% of the Flotilla membership.
6. FC and/or VFC must have attended leadership training at the District or National level as per AUXDATA.

## **Goal #2 – Value all Members**

1. Document informal awards and recognition programs and specify the actions taken for a positive reinforcement of member actions and behavior.
2. List a minimum of two routine communications with all members, i.e.: regularly scheduled newsletter, calling crew, or telephone tree for phone messages, Flotilla meeting notes staff, staff meetings with notes distributed.
3. Conduct exit interviews for all members leaving the Auxiliary and forward to the DSO-PS via the SO-PS.
4. Maintain 90% of members each year – less than a 10% member Disenrollment or retirement each year.
5. Show 65% of members are involved in Auxiliary activities according to AUXDATA.

6. List a minimum of four fellowship activities sponsored by the Flotilla throughout the year for all members and their families and friends.

### **Goal #3 - Promote Individual Success**

1. Assign a formal mentor to each new member for his/her first year of membership.
2. Utilize the Mentor Involvement Plan to help new members plan their involvement and training.
3. Provide written goals and expectations for all Flotilla staff and committee positions to all members at the beginning of the year.
4. Provide all Staff Officers with specific written job descriptions upon appointment. (check Aux. Manual)
5. Establish a Flotilla –mentoring program for potential Staff Officers.
6. Provide adequate access to meetings for members and potential members with disabilities.

### **GOAL #4 - Carry out Diverse Outreach Activities in the Community**

1. Flotilla and or Divisions that have intent to achieve this award must expand their outreach to the underrepresented populations in the community where they exist.
2. The applicant must show through data, portfolio, or some other means that it has completed not less than three outreach recruitment activities/events that have taken the membership into a diverse area of their AOR.
3. The outreach activity should be used to reinforce what has been learned in a diversity training to optimize and sustain a culturally competent organization.
4. Sustain an inclusive organization through actions such as a booth at a cultural event, share the Auxiliary experience in a unique way, share what has been learned.
5. Develop leaders, strengthen relationships, and enhance trust within the diverse community in the Flotilla AOR.
6. The organization does not just do something new but builds capacity for ongoing change in the thinking of the organization, strategies, and structure internally and externally.

#### **How to apply for the Award:**

Flotilla Commanders are encouraged to complete the diversity application by identifying that all tasks have been completed.

The District Diversity Staff Officer should forward all recommendations to the Branch Chief-DV.

There is no limit to the number of Flotillas or Divisions that a District may recommend to receive this award.

**Submission Deadline:** The Award application is to be submitted no later than June 30<sup>th</sup>

of the year after the calendar year the Flotilla has fulfilled the criteria.

**Award Presentations:** The award is sent to the DCO for presentation at their District Conference or other appropriate event. Any award earned will be presented to the DCO at NACON.

**Chain of Approval:** Flotilla Commanders should follow the Chain of Leadership (FC to District Diversity Staff Officers to DCO) to submit their application. The District Diversity Staff Officer should review the documentation to ensure accuracy and forward it to the Branch Chief -DV for review and approval.

**Processing Instructions:**

1. The FSO-DV Advisor may contact the District Diversity Staff Officer or DCO with any questions.
2. Upon receipt of the Flotilla's documentation, the DSO-DV will review the data to ensure that the Flotilla has met all the criteria.
3. The DSO-DV will review the following information for production of the certificate: Flotilla name, location, the District, Division, and Flotilla number.
4. The DSO-DV then forwards to the Branch Chief -DV for production of certificate by the designated awards Staff Officer.