



# AWARDS AND DECORATIONS HANDBOOK

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Philippine Coast Guard Auxiliary Awards Recognition Handbook

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PHILIPPINE COAST GUARD AUXILIARY  
Units 8 & 9  
CCP Bay Terminal, CCP Complex  
Pasay City PHILIPPINES

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## **AUXILIARIST RECOGNITION AWARD**

### **INTRODUCTION**

#### **A. SIGNIFICANCE**

The mission of the PCGA is to assist the PCG in promoting safety of life at sea, protection of the marine environment and such other humanitarian activities as may be directed by the Commandant, PCG. Hence, acts and deeds of these volunteer individuals or groups of persons are of paramount consideration. There is a need for public recognition of exemplary performance to motivate them to achieve greater individual and organizational goals, thus enhancing their efficiency and effectiveness.

Awards and decorations are tokens or intangible proofs of deeds embodying honorable, meritorious and heroic acts and display of skills with proficiency, competence and excellence that serve as memorabilia and inspiration.

#### **B. APPLICABILITY**

This provision applies to all Auxiliarists (officers and non-officers) of PCGA who have distinguished themselves on exemplary achievement or service in activities relevant to the objectives of the PCGA and the PCG in general.

The Coast Guard, through the recommendation of the PCGA, may give appropriate awards and recognitions to members of other volunteer organizations or professions who have participated in or significantly contributed to PCGA activities, such as, on search and rescue, disaster relief operations or marine environmental protection.

## C. PURPOSE

To prescribe the policies and procedures in the granting of awards and decorations to deserving PCGA officers and members/ organizations in order to recognize actions or deeds and exceptional service or achievement.

## II. TYPES OF AWARDS AND DECORATIONS



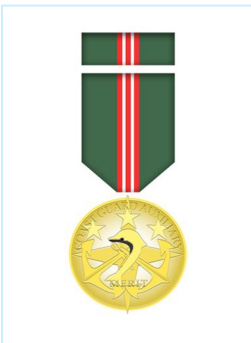
### 1. Outstanding Achievement Medal and Ribbon

This is awarded by the PCG Commandant for the highest achievement of a PCGA member with outstanding performance of his duty in support of the PCG Mission and Functions. To justify the award, the act must be evidenced by the outstanding voluntary initiative of the member. As a distinction, the award shall be conferred as follows:



### 2. Distinguished Service Medal and Ribbon

This award is given to outgoing PCGA officers who have served for a time in a position of leadership and responsibility in recognition of their service as a ND and DAD or Squadron.



### 3. Merit Medal and Ribbon

This is awarded for meritorious services rendered that has great impact on the accomplishment of the PCGA mission or for leading and managing efficiently a PCGA unit other than those cited above for at least six months. For those serving a term of a unit, this is issued only once for the term covered.

### 4. Commendation Medal and Ribbon

This award is for demonstrating exemplary and efficient service in pursuit of the PCG's mission and functions. The accomplishment is lower in degree than that of the Merit ribbon.



### 5. Good Conduct Medal and Ribbon

To earn this award, a PCGA member must have served at least two (2) years of active participation in all PCG-PCGA projects and activities with no record of punishment, conviction or derogatory information.



### 6. Search and Rescue Medal and Ribbon

An award given for exemplary acts in the conduct of search and rescue resulting in saving of life at sea. To justify the award, the act shall be evidenced by voluntary participation in the face of great risk and sacrifice during such activity/operation.



### 7. Civic Action Medal and Ribbon

This award is given for meritorious achievement in the field of civic action in line with the approved programs in support of the PCG and PCGA mission.





**8. Long Service Medal and Ribbon**

An award given for recognition of fruitful and honorable service to the PCGA To warrant the award of service ribbon, a PCGA officer must have rendered years of continuous fruitful and honorable service with the PCGA.



**9. Anti-Marine Pollution Campaign Medal and Ribbon**

For participation in an exercise to protect the marine environment or to take part through voluntary rendition of actual response service in various marine environmental protection and conservation programs, such as, oil spill emergency cleanups related to Tier 1, mangrove rehabilitation, monthly coastal cleanups other than the International Coastal Cleanup Day and Earth Day celebration, coral reef rehabilitation, mammal stranding rescue projects and other MAREP-related activities conducted in the CGDs and CGS.



**10. Disaster Relief and Rehabilitation Medal and Ribbon**

For voluntary participation in relief and rehabilitation operations, including disaster preparedness, such as, earthquake and tsunami drills and other readiness trainings geared for natural catastrophes, connected with typhoons, foods, earthquakes and disasters or calamities for any period during and after the calamities.



**11. Red Cross Medal and Ribbon**

Awarded to all PCGA members who have actively participated in at least two (2) bloodletting activities.



**12. National Convention Medal and Ribbon**

For attending the PCGA National Convention, one may qualify for this award.



**13. International Convention Medal and Ribbon**

For attending a Coast Guard Auxiliary International Convention, one may qualify for this award



**14. International Coastal Cleanup Day Medal and Ribbon**

For participating in the Annual International Coastal Cleanup Day pursuant to Presidential Proclamation No. 470, Series of 2003. The PCGA was designated as Co-Coordinator for the ICC in the Philippines by Washington D. C. - based International Coordinator, Ocean Conservancy

**15. PCGA 40TH Anniversary Ribbon**

This special award is exclusively given by the National Director to members who attended the National Convention commemorating the 40th Founding Anniversary of the PCGA.

- 2 years service (Basic Ribbon)
- 5 years service With 1 Triangle
- 7 years service With 2 Triangles
- 10 years service With 1 Star

**16. National Director PCGA Unit Citation**

This is awarded exclusively by the ND to any PCGA unit that has distinguished itself outstandingly in the rendition of its duty. The award is intended to recognize the performance of the Auxiliary District, Squadron, Division and other units within the PCGA that the ND recognizes to have demonstrated outstanding service.

**17. Commandant PCG Unit Citation**

This award is exclusively awarded by the Commandant, PCG to any unit, i.e. Auxiliary District, Squadron, Division or any other unit in the PCGA that in the judgment of the Commandant has demonstrated outstanding and exemplary service in the pursuance of the PCGA mission and functions. It may be worn by all members of the unit that have earned the award.

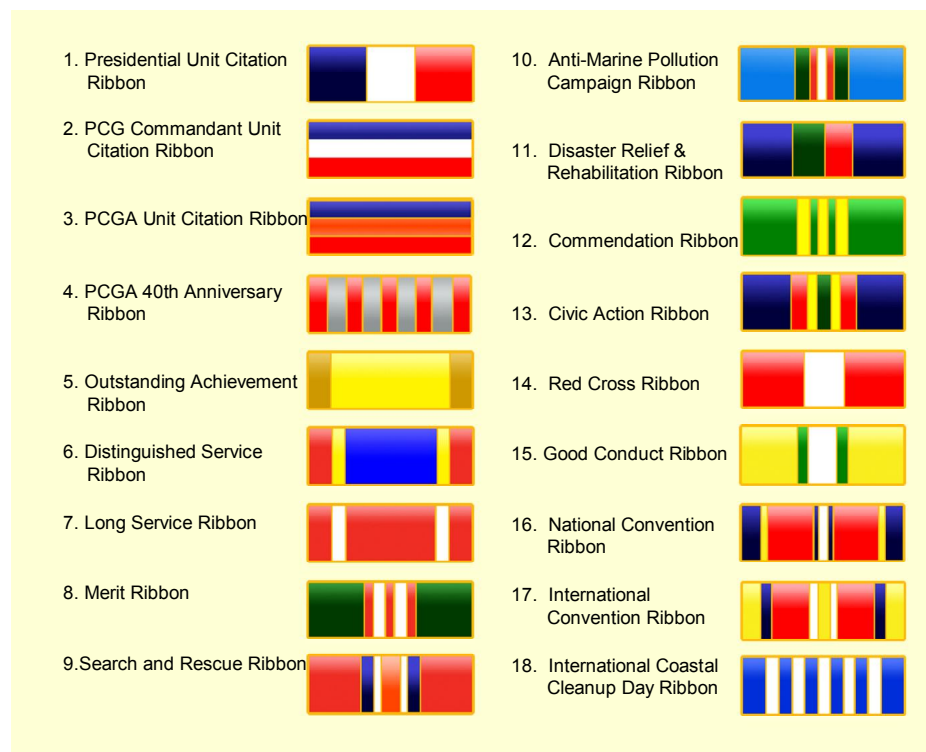
**18. Presidential Unit Citation**

This is awarded exclusively by the President of the Republic of the Philippines to any unit of the PCGA that has rendered distinguished voluntary service in pursuance of the mission and functions of both the PCG and the PCGA.

The award is given in recognition of the exemplary performance of a District, Squadron, or Division, or other unit of the PCGA during a given period that is deemed to be uniquely outstanding.

The above-cited medals may be worn on the formal Mesh Jacket Uniform only, while the basic Ribbons shown below may be worn with corresponding triangles and stars on the Service Blue Alpha Uniform only.

**PCGA AWARDS AND DECORATIONS**

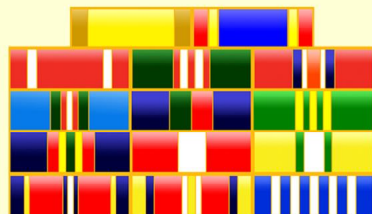




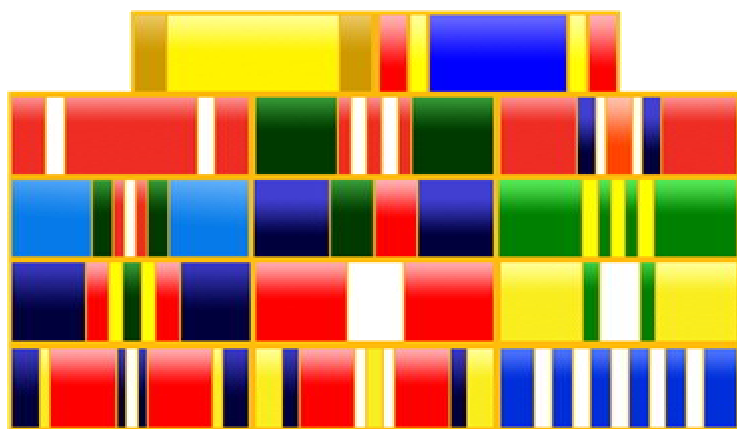
## PCGA AWARDS & DECORATIONS



Placed at the Top of Right Side Pocket of Service Blue Alpha



Placed at the Top of Left Side Pocket of Service Blue Alpha



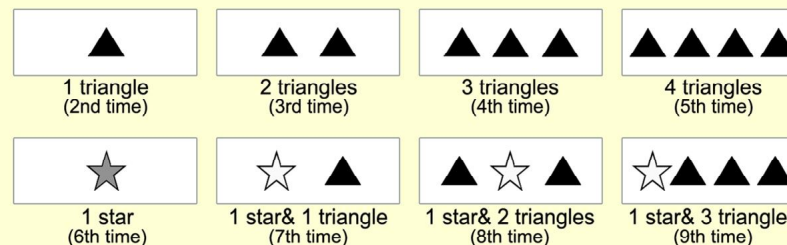
Order of Ribbons Above the Left Side Pocket of the Service Blue Alpha

### Hierarchy of Awards and Points System

Specific awards and decorations are conferred upon members who meet the prescribed criteria. These awards have a clear and defined hierarchy and corresponding point value. This will not only distinguish individual accomplishments and good standing among awardees but would form a solid basis for promotion to higher rank and election to leadership positions from Auxiliary Squadron to District and National levels.

Marks on the basic ribbon connote the subsequent granting of the same award. The standard mark is a triangle or in some cases a star.

### Marks on Top of Ribbons



1st Award	(Basic Ribbon)
2nd Award	with 1 Triangle
3rd Award	with 2 Triangles
4th Award	with 3 Triangles
5th Award	with 4 Triangles
6th Award	with 1 Star
7th Award	with 1 Star & 1 Triangle
8th Award	with 1 Star & 2 Triangles
9th Award	with 1 Star & 3 Triangles
10th Award	with 1 Star & 4 Triangles
11th Award	with 2 Stars
12th Award	with 2 Stars & 1 Triangle

## REVISION / AMENDMENT:

The hierarchy should be in numerical manner and not in alphabetical manner as below stated.

1. Dolphin Service Recognition Ribbon = 16
2. Outstanding Achievement Ribbon = 15 points
3. Distinguished Service Ribbon = 14 points
4. Long Service Ribbon = 13 points
5. Merit Ribbon = 12 points
6. Search and Rescue Ribbon = 11 points
7. International Coastal Cleanup (ICC) Ribbon = 10
8. Marine Environmental Protection (MAREP) Ribbon = 10 points
9. Disaster Relief and Rehabilitation Ribbon = 9 points
10. Commendation Ribbon = 8 points
11. Civic Action Ribbon = 7 points
12. Red Cross Ribbon = 6 points
13. Good Conduct Ribbon = 5 points
14. National Convention Ribbon = 4 points
15. International Convention Ribbon = 4 points

For unit citations, the Directors of the units cited will be given the following points value:

1. Presidential Unit Citation = 15 points
2. Commandant PCG Unit Citation = 14 points
3. National Director PCGA Unit Citation = 13 points
4. PCGA 40th Anniversary = 12 points

## 19. Traditional Awards and Units Citations

These awards and/or unit citations shall be exclusively conferred by the Philippine Coast Guard to any member or officer or unit of the PCGA that has rendered distinguished voluntary service in pursuance of the mission and functions of the PCG. These awards and unit citations shall be given during the anniversary celebrations of the PCG.

- a. Best Auxiliary District of the year
- b. Best Auxiliary Squadron of the Year
- c. Best Auxiliary Officer of the Year
- d. Best Non-Officer Auxiliarist of the Year

## 20. PCGA Leadership Badges

PCGA officers who have served for a time in a position of leadership, management and responsibility shall be entitled to wear certain PCGA Leadership Badges indicative of their service in the PCGA. The following are the authorized PCGA Leadership Badges:

### Unit Leadership Badge

This PCGA Leadership Badge shall be worn by PCGA officers who have served a term as PCGA National Director, Director Auxiliary District, Director Auxiliary Squadron, or as Director Auxiliary Division.

The National Director, Director Auxiliary District and Director Auxiliary Squadron Leadership Badge shall have round laurel leaves and the PCGA logo. Flag officers may place the commensurate number of gold star above the laurel leaves. The distinctions are as follows:



- a. National Director – Gold Laurel Leaves with 3 stars  
Deputy National Auxiliary Director – gold laurel leaves with 2 stars
- b. Director Support – gold laurel leaves with 1 star  
Director Auxiliary District – Gold Laurel Leaves with 2 stars
- c. Deputy Director Aux District – gold laurel with 1 star  
Director Auxiliary Squadron – Gold Laurel Leaves with 1 star
- d. Deputy Director Aux Squadron – Gold laurel without star  
Director Auxiliary Division – Silver Laurel Leaves, with no star

Leadership badge shall have the stars commensurate to the position and rank.

(REVISION/ AMENDMENT):



*Gold Laurel leaf with 3 stars  
National Director  
Philippine Coast Guard Auxiliary*



*Gold Laurel leaf with 2 stars Director  
Auxiliary District Director Support Group*



*Gold Laurel Leaf with 1star  
District and Squadron Officers  
Director Auxiliary Squadron*



*Silver Laurel Leaf without star  
Director Auxiliary Division*

The above-named incumbent officers shall wear the PCGA Unit Leadership Badge above the left pocket on top of the ribbons for the Service Blue Alpha uniform, or at least one (1”) inch on top of the left pocket cover on the Service Blue Bravo or Working Blue uniforms only.

Officers who have served in the named positions for at least one (1) year and who were given orders awarding to them such badges shall wear the PCGA Unit Leadership Badge above the right pocket on top of the unit citation ribbons for the Service Blue Alpha uniform, or at least an one (1”) inch above the right pocket cover on top of the name plate on the Service Blue Bravo or Working uniforms only.

**Section E. RECOMMENDATION FOR AWARDS**

- To be fully effective, an award should be timely. A recommendation shall be coursed through channels which shall be acted upon as quickly as possible.
- Recommendations must be based upon the statement of a responsible person who is a witness to the deed or act done. Written testimony shall be in the form of certifications or affidavits.
- Each basis of recommendation for an award/decoration shall show the exact status based on the services of the person being recommended at the time of rendition.
- When a recommendation is supported by official records, that fact shall be stated and included in the recommendation. Such information enables prompt and certain identification of the record.
- All accomplishments must be confirmed by previous reports to the Commander Coast Guard District, Station and Detachment, and duly entered in their journals.

The processing flow for the grant of awards shall be as follows:

- a. The Director Auxiliary Division submits a recommendation for award to the DAS who refers the document to the Squadron Awards and Decorations Board for evaluation.
- b. If the recommendation is found not to have merit, the DAS returns it to the Director Auxiliary Division with an explanation on his decision; otherwise, he endorses it immediately to the Director Auxiliary District.
- c. The DAD refers the recommendation to the District Awards and Decorations Board. If the Board finds it to be meritorious, he endorses the recommendation to the ND for approval if within his authority to issue. If it requires approval of the Deputy Commandant, the ND endorses it to the Deputy Commandant. All recommendations shall be acted upon within fifteen (15) days from receipt of the official communications.
- d. The ND endorses the request to the Deputy Commandant for his approval and issuance of award. If the award subject of the request is not within the authority of the Deputy Commandant to issue, the Deputy Commandant shall endorse the same to the Commandant for approval if found to be in order.
- e. Upon issuance, the order is then transmitted to the ND and back to the Auxiliary District and Squadron level for presentation to the awardees.
- f. Processing of an award must be given preferential attention by all concerned. As earlier stated, the recommendation must be acted upon within fifteen (15) days from receipt of the official communication.

## **Section F. PRESENTATION OF AWARDS**

Presentation of award shall be made with formal and impressive ceremony and as much as possible in the presence of other officers and members of the PCGA.

In the presentation, an award or decoration may be pinned on the awardee only when he/she is in proper PCGA uniform.

## **Section G. LIMITATIONS**

Only one award shall be made for the same act of heroism, extraordinary achievement or period of meritorious service.

Duplicating awards shall not be made for outstanding achievement and inclusive meritorious service within the same period of time. Continuation of the same or similar type of duty previously recognized by an award shall not be the basis for a second decoration.

## **Section H. AWARDS AND DECORATIONS BOARD**

An Awards and Decorations Board shall be created in every Squadron and District, covered by appropriate orders, to deliberate and pass upon recommendations for awards and decorations.

Composition:

- Deputy Director for Administration: Chairman
- Administrative and Personnel Officer: Member
- Operations Officer: Member

**Section I. PROCUREMENT OF AWARDS AND DECORATIONS**

This shall be the responsibility of the Auxiliary Squadron recommending the awards. It is important that the awards and decorations procured should reflect the exact description of the award in the manual.

**Section J. ANNOUNCEMENT AND PUBLICATION**

Awards and decorations granted by the CPCG and the VCO shall be announced and published in the HPCG General Orders, copy furnished the Auxiliary Database Manager.

Awards and decorations granted by the Commander CGD shall be announced and published in the Special Orders by their respective Commands, copies of which shall be furnished to the Auxiliary Database Manager and the NAMO.

Awards and decorations granted by the Commander CGD shall be announced and published in the Special Orders by their respective Commands, copies of which shall be furnished to the Auxiliary Database Manager and the NAMO.

**Section K. MANNER OF WEARING**

Ribbons may be worn on formal PCGA uniforms on the following occasions, unless otherwise prescribed:

1. During state occasions, local or abroad;
2. When receiving or calling on high-ranking PCG, PNP or AFP officers, including Coast Guard Auxiliary officers of a recognized country;
3. As escort of colors;
4. During regular PCGA functions and meetings
5. Parades, reviews, inspections and funerals.
6. Ceremonial and social occasions.

Ribbons may not be worn when wearing the PCGA Service Blue Bravo or working blue uniform, and/or when engaged in PCGA fieldwork or activity.

Ribbons are worn in rows on the uniform above the left breast pocket. The highest award at the topmost row, right to left according to the hierarchy of awards.

Medals, ribbons, pins, wings, devices, etc. awarded by other institutions may be worn with the PCGA uniforms over the right breast pocket. The documentation for said award, ribbon or pin shall first be transmitted to the NAB upon the recommendation of the DAS through the DAD. The NAB shall deliberate on the recommendation and shall communicate to the ND its recommendation. If approved, the ND issues a General Order authorizing the same to be worn.

Wearing of unauthorized medals, ribbons, pins, device, etc. which are not covered by proper General Orders is tantamount to wearing an unauthorized uniform and is subject to disciplinary action as earlier prescribed in another chapter of this Manual.

**Section L. LEVELS OF APPROVING AUTHORITIES FOR AWARDS AND DECORATIONS**

Approving Authority	Approving Authority
Commandant, PCG	Commandant, PCG
Deputy Commandant	Deputy Commandant
Commander Coast Guard District	Commander Coast Guard District
National Director PCGA	National Director PCGA
Director Auxiliary District	Director Auxiliary District

Note: Policies on Awards may be issued by the Commandant on a separate document/ booklet with more details and description.

All awards and decoration ribbons approved by the Commandant and the VCO must have the endorsement of the National Director.

The above stated ribbons, decorations, awards and medals can only be worn when formally covered by General Orders.

### **Section M. THE BEACON AWARD**

The Beacon Award is a special biennial award of distinction given to select individuals and institutions that have made a significant contribution to the accomplishment of the vision and mission of the Philippine Coast Guard Auxiliary.

A Beacon Award Review Committee shall be organized to screen all nominations and select awardees for the Beacon Award. The review committee shall be composed of the Immediate Past ND, who shall act as its Chairman, and the, DNDO, DNDA, and the Director of External Affairs as members.

All nominations must be submitted to the Beacon Award Review Committee no later than 01 October of the second year of the ND's regular term. After screening, the list of qualified nominees shall be announced on 31 October. The Committee shall then select the winners of the award who shall be notified on the first week of February of the following year.

A distinctive trophy shall be presented to the awardees by the ND during the ND's Night of the PCGA National Convention. The awarding ceremony will be one of the highlights of the program.