

**U.S.COAST GUARD AUXILIARY
DISTRICT 13**

EFFECTIVE: 27 October 2002

DISTRICT COMMODORE INSTRUCTION I-02026

SUBJECT: DISTRICT 13 GOLDEN WEB AWARD

1. **PURPOSE.** The purpose of this instruction is to establish the subject award, define the criteria and process for identifying, proposing, and evaluating candidates and selecting recipient(s) for award presentation.
2. **DIRECTIVES AFFECTED.** I-02026, dated 15 June 2002.
3. **DISCUSSION.** The District Awards Committee desires to recognize with an annual award, one District 13 Auxiliary (SO-CS and FSO-CS) Webmaster who exemplifies high web page standards, and follow the District 13 Webmaster (modified National requirements) instructions to set up a Division or Flotilla Web Page. This award will be a most prestigious accomplishment for the Web Page Officer who provides and promotes the most professional web page, remembering that s/he instantly reaches out and around the world making available US Coast Guard Auxiliary general and prospective membership information and links to other US Coast Guard web pages and services.
4. **ACTION.**

General

- a. The web site must be a District 13 approved web page prior to the review cycle.
- b. It will be the responsibility of the Web Page Officer to self-nominate via e-mail to the DSO-CS District 13 Webmaster who in turn notifies the District 13 Awards Committee Chairman/Vice Commodore 13. See item e.
- c. The Web Page Officer is responsible to have their web page prepared for judging on 25 through 28 May each year, unless otherwise directed.
- d. Sites will be evaluated in four areas: Public Affairs, Public Education, Vessel Safety Checks, and Technical Merit.
- e. The judging committee is appointed by the Chairman of the District 13 Awards Committee, and consists of members of the District 13 Auxiliary Awards Committee, DSO-CS, DSO-PA, DSO-PE, and DSO-VE.
- f. Scoring will be weighted as: 30% Public Affairs effectiveness, 30% Public Education effectiveness, 30% Vessel Safety Check program effectiveness, 10% Technical merit (site technical design, usability, and page load time).

- g. Self-identified nominees should have their web pages prepared and ready for review by The Committee during the period of 25 through 28 May.
- h. The Committee must provide their scores, via e-mail, to the District 13 Awards Committee Chairman not later than 30 May.
- i. The Awards Committee Chairman will ensure the DSO-CS contacts and congratulates the successful SO and FSO Web Page Officers. Each winner will be advised by the DSO-CS of the date the National Best of Web competition will take place so the web pages are ready for review by the National Committee.
- j. Every effort will be made by the DSO-CS to ensure that the winning District 13 Web Page Officers web pages are fully prepared for the National judging.
- k. The Chairman of the Awards Committee will ensure that a keeper plaque is prepared and available for presentation by the District 13 Commodore at the Fall District Meeting (September). A large plaque will be maintained at the DIRAUX office identifying the winning Web Page Officers name, Web Site name, and year the award was presented.

5. REPORTS.

The Vice Commodore is tasked with reporting and coordinating changes through the EXCOM when necessary.

6. AUTHORIZED BY. District EXCOM

APPROVED BY

Louise E. Gatlin

Louise E. Gatlin
District Commodore

Distribution: District 13 Board
District 13 Awards Committee
District 13 Staff
Flotilla Commanders Handbook
DSO-CS
DSO-PA
DSO-PE
DSO-VE