



COMDTINST M 16790.1E

JAN 7, 1998

COMMANDANT INSTRUCTION M16790.1E

Subj: AUXILIARY MANUAL

1. PURPOSE. This manual applies to all members of Team Coast Guard who are involved with the administration of the Coast Guard Auxiliary, including Auxiliarists, military and civilian personnel.
2. ACTION. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of Headquarters units, Assistant Commandants for Directorates, Chief Counsel, and Special Staff Offices at Headquarters shall ensure all Auxiliarists, all Directors of Auxiliary, and any military or civilian Coast Guard member who deals with the Auxiliary become thoroughly familiar with this Manual.
3. DIRECTIVES AFFECTED. The previous edition of the Auxiliary Manual (COMDTINST M 16790.1D) is hereby canceled and should be recycled.
4. DISCUSSION. This manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary. It has been revised extensively due to the passage of the Coast Guard Auxiliary provisions of the Coast Guard Authorization Act of 1996 (Public Law 104-324) and other changes within the Auxiliary program. The manual should be reviewed in its entirety.
5. MAJOR CHANGES. A summary of major changes to this manual are listed below:
 - a. Summarizes significant changes resulting from the passage of the Auxiliary provisions of the Coast Guard Authorization Act of 1996. (Chapter 1, paragraph B)
 - b. Implements guidance on grooming for Auxiliarists. (Chapter 1, paragraph B)
 - c. Outlines the Commandant's delegations of authority regarding the Auxiliary. (Chapter 1, paragraph B)

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- d. Outlines the current Coast Guard programs in which the Auxiliary is authorized to participate. (Chapter 2, paragraph B)
- e. Direct Coast Guard support of the Auxiliary's public education program is unlimited to allow support to the recreational boating safety mission. (Chapter 2, paragraph D)
- f. Specific guidance on the development of flotilla goals has been incorporated. (Chapter 2, paragraph E)
- g. The Basic Qualification (BQ) member status has been eliminated. New applicants become members after completion of the New Member Initial Orientation and Entry Training. (Chapter 3, paragraph B and Chapter 8, paragraph C)
- h. The minimum number of members needed to create a flotilla has been changed from 20 to 15. (Chapter 4, paragraph B)
- i. Elected members have been delegated the authority to assign other elected members to duty. (Chapter 4, paragraph E)
- j. Revised the eligibility requirements for service of the National Executive Committee to include currency in at least one Auxiliary program. (Chapter 4, paragraph E)
- k. Revises solicitation policy to prohibit active solicitation by Auxiliarists. Clarifies policies on the acceptance and sale of donated property. Raises threshold for district prohibited source determination from \$2000 to \$5000. (Chapter 5, paragraph G)
- l. Clarifies the assignment to duty process in response to the passage of the Auxiliary provisions of the 1996 Coast Guard Authorization Act. (Chapter 5, paragraph K)
- m. Outlines procedures to be followed by Auxiliarists involved in a motor vehicle accident while in the performance of official duties. Clarifies policies for the use of private motor vehicles by Auxiliarists. (Chapter 5, paragraph K)
- n. Expands guidance surrounding the injury or death of an Auxiliarist while assigned to duty. (Chapter 5, paragraph L)
- o. Clarifies incorporation policy in the 1996 Coast Guard Authorization Act. Outlines guidelines for district corporations. (Chapter 5, paragraph N and Appendix 5-A)

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- p. Allows use of government furnished equipment for support of the Auxiliary's public education program. (Chapter 6, paragraph C)
 - q. Revises the policy on the transfer of Coast Guard excess and surplus property to the Auxiliary. (Chapter 6, paragraph C)
 - r. The Auxiliary Instructor program has been changed to replace existing classifications with new classifications of Instructor (IT) and Master Instructor (MI). (Chapter 8, paragraph C)
 - s. Instructions for use of direct deposit by Auxiliarists for government reimbursement are included. (Chapter 9, paragraph I and Appendix 9-C)
 - t. Amends the Awarding Authority for Auxiliary Awards in parallel with active duty considerations. (Chapter 11, paragraph 2-6)
6. RESPONSIBILITY. Commandant (G-OCX-1) is responsible for the content and upkeep of this manual. Questions or concerns about this material contained in this manual should be addressed to G-OCX-1 at 202-267-1006.

/s/ J.D. HULL
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Operations
Acting

Non-Standard Distribution:

All members of the Auxiliary
State Boating Law Administrators
Civil Air Patrol Headquarters (6 copies)

U.S. Power Squadron (2 copies)

National Ocean Survey (2 copies)

*Six extra copies for each MLC

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U.S. Department
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United States
Coast Guard



AUXILIARY MANUAL

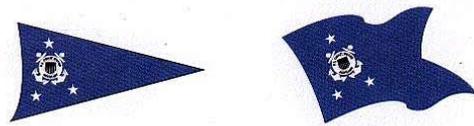


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Worthy Missions**

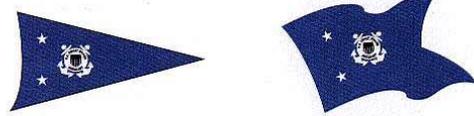
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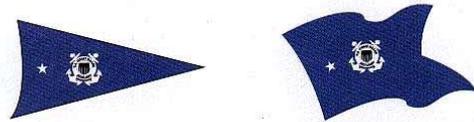
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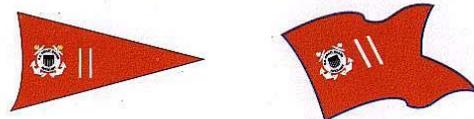
National Commodore



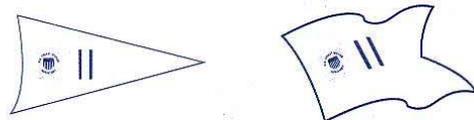
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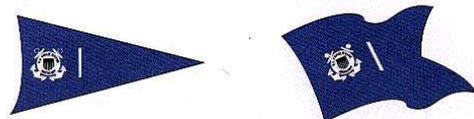
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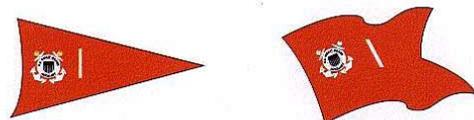
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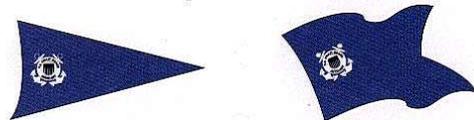
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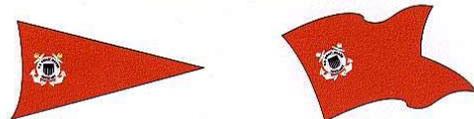
Division Captain



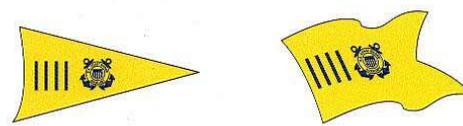
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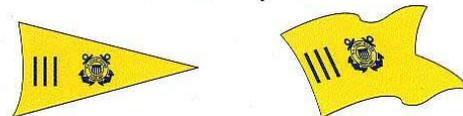
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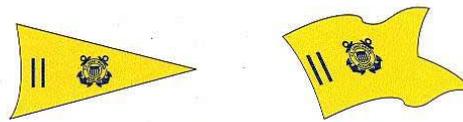
Flotilla Vice Commander



Chief of Department



Division Chief



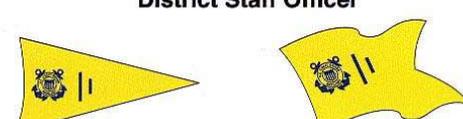
**Branch Chief & Aide to the
National Commodore**



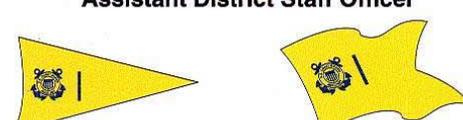
Branch Assistant



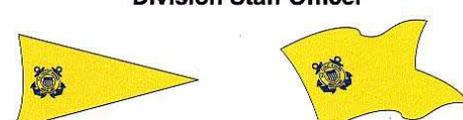
District Staff Officer



Assistant District Staff Officer



Division Staff Officer



**Aide to the District Commodore &
Flotilla Staff Officers**



CHAPTER 1. HISTORY, PURPOSE, AND ADMINISTRATION

A. The Manual. The Auxiliary Manual promulgates guidance for Auxiliary use by the Coast Guard (CG) and serves as the primary policy guide for every Auxiliarist. As the primary policy reference, the Manual outlines the authority and responsibility for Auxiliary administration and governs the conduct, duties, and responsibilities of all Auxiliarists. This Manual applies when an Auxiliarist is assigned to duty, under orders, in uniform, identified as an Auxiliarist, or performing any duty or function directly related to Auxiliary missions. This Manual is a ready reference to the Auxiliary organization, procedures, and missions. Details on specific Auxiliary programs can be found in specialized CG manuals and guides. In case of conflict between this Manual's provisions and the provisions of any other manual pertaining to the Auxiliary, this Manual governs.

B. Creation of the Auxiliary.

1. History. In 1939, Congress established "*a United States Coast Guard Reserve*" administered by the Commandant and composed of unpaid, volunteer U.S. citizens who owned motorboats or yachts. In 1941, Congress created a military reserve and renamed the original volunteer reserve as the "*Coast Guard Auxiliary*."

2. Purpose.

a. Title 14, United States Code (U.S.C.) contains the laws of a general and permanent nature about the CG. The original 14 U.S.C. 822 stated:

"The purpose of the Auxiliary is to assist the Coast Guard:

- (1) to promote safety and to effect rescues on and over the high seas and on navigable waters;*
- (2) to promote efficiency in the operation of motorboats and yachts;*
- (3) to foster a wider knowledge of, and better compliance with, the laws, rules, and regulations governing the operation of motorboats and yachts;*
- (4) to facilitate other operations of the Coast Guard."*

b. These aims fell into two major categories stated in a memorandum to Congress accompanying the draft of the proposed

bill ultimately enacted as the Act of September 30, 1944, chapter 453, 58 Stat. 759 (1944), as follows:

"The primary purpose of the establishment of the Coast Guard Auxiliary was to indoctrinate all owners and operators of small craft in safety requirements in the operation and navigation of small craft. A secondary purpose of the institution of the Coast Guard Auxiliary was to utilize the Auxiliary craft and personnel, after suitable training and indoctrination, in carrying out certain duties of the CG with particular reference to those concerned with the safety of navigation."

- c. The Auxiliary is a valuable resource in securing the interest of boaters in the CG's boating safety program. Title 14, U.S.C. Section 823 provides the Auxiliary shall be composed of U.S. citizens who own motorboats, yachts, aircraft, or radio stations, or who, because of training or experience, are deemed by the Commandant to be qualified for membership in the Auxiliary. The statement accompanying this legislation indicated the respective roles contemplated for owners of motorboats, yachts, aircraft or radio stations. The statement reflects the distinction which must exist between the preventive and remedial activities of the CG as the premier maritime Federal Government safety agency:
On the preventive side, the CG could better promote safety in operation of small boats if it brings into a voluntary civilian organization persons interested in the safe operation of motorboats and yachts.

3. Recent Legislation Affecting the Auxiliary. On October 19, 1996, the CG Authorization Act of 1996 (Public Law No. 104-324, 110 Stat. 3901) was signed into law. This law was the first major legislation affecting the Auxiliary since its establishment in 1939. These amendments to Title 14, U.S.C. made the following major changes to the Auxiliary:
 - a. The purpose of the Auxiliary was expanded to read: *"The purpose of the Auxiliary is to assist the CG as authorized by the Commandant in performing any CG function, power, duty, role, mission, or operation authorized by law."* In addition, the legislation expanded the Commandant's authority to use the Auxiliary to assist other federal agencies, state authorities and local governments in areas other than recreational boating safety. [14 U.S.C. 822]
 - b. Established an organizational structure for the Auxiliary and authorized the Commandant to grant the organization and its officers such rights, privileges, powers and duties consistent

with Title 14 and other applicable provisions of law. The Commandant is also specifically authorized to delegate authority over the Auxiliary to Auxiliary officers to the extent considered necessary or appropriate for the functioning, organization and internal administration of the Auxiliary. [14 U.S.C. 821(a)]

- c. Each Auxiliary organizational element and unit, when acting within the scope of assigned responsibilities, is deemed to be a U.S. instrumentality for certain matters related to non-contractual civil liability. While assigned to duty, Auxiliarists are considered to be Federal employees for certain purposes. For example, an Auxiliarist may be entitled to the same legal protection afforded other CG personnel in the event a third party sues the Auxiliarist for claims allegedly arising from acts committed by the Auxiliarist acting within the scope of assigned duties. [14 U.S.C. 823a(a)]
 - d. Clarified Auxiliary vessels, while assigned to authorized CG duty, are deemed to be public vessels of the U.S. and CG vessels, and Auxiliary aircraft, while assigned to authorized duty, are also deemed to be CG aircraft, public vessels of the U.S. and CG vessels. In addition, qualified Auxiliary pilots while assigned to duty are deemed to be CG pilots. All these provisions provide greater liability protection to Auxiliary members while assigned to authorized CG duty. [14 U.S.C. 827 & 828]
 - e. Authorized the Auxiliary National Board and the boards of any Auxiliary district or region to form a corporation under state law in accordance with the policies established by the Commandant. These corporations are not deemed to be Federal instrumentalities. [14 U.S.C. 821(c)]
4. Role of the Auxiliary. The Coast Guard is a military service and is a member of the U.S. Armed Forces. However, the CG is also charged with many civil responsibilities in addition to its military missions.
- a. The Auxiliary is an element of the Coast Guard, which includes active duty, reserve, CG civilian employees, Auxiliarists and retirees.
 - b. In contrast to the active duty and reserve military components, the Auxiliary is specifically declared by statute to be nonmilitary. This definition puts the Auxiliary's role entirely within the CG's civil function responsibilities. The Auxiliary's role does not extend to any CG military or direct law enforcement missions assigned to active or reserve forces.

- c. The Auxiliary's role is further defined by the Commandant's administrative authority. The Commandant determines how the Auxiliary may assist in performing CG civil missions. The Commandant prescribes Auxiliary training and qualifications necessary to perform this assistance as well as regulating those activities.
 - d. The Auxiliary's role and relationship to other CG elements are defined by statutory law and administrative regulation. Active duty and reserve forces have exclusive responsibility for CG military missions. Active duty, civilian employees, reserve, and Auxiliary members, as specifically directed by the Commandant, perform CG's civil missions.
5. Uniforms. Auxiliary members are authorized to wear CG uniforms, with the exception of full and formal dress uniforms. Uniforms shall be worn as prescribed in Coast Guard Uniforms Regulations (COMDTINST M1020.6 (series)) except as noted in Chapter 10 of this manual.
6. Grooming. As volunteers, Auxiliarists are not bound by the same military grooming standards of the CG. However, Auxiliarists must respect these standards and strive to not detract from the overall military appearance of CG personnel. Beards are permitted as long as they present a neat and trim appearance. Auxiliarists who desire to wear their hair in a style which is radically different than the CG grooming standards are encouraged to wear the Auxiliary blue blazer outfit instead of the Auxiliary uniform in other than operational situations.
7. Customs and Courtesies.
- a. The Auxiliary is non-military and Auxiliarists hold office instead of rank. However, certain military and civilian customs and courtesies apply to Auxiliarists, especially while uniformed, as follows:
 - (1) Respect for our national traditions.
 - (2) Courtesy aboard U.S. military vessels and aircraft.
 - (3) Respect and courtesy toward the flags, vessels, aircraft, officials and other personnel of all nations.
 - (4) Mutual respect and courtesy toward all Team CG members.
 - b. Saluting. Saluting is not required by or between Auxiliary members. Saluting is proper courtesy for Auxiliarists when greeting Armed Forces members (to include National Oceanic and

Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS) uniformed officers, who serve with the Armed Forces). Auxiliarists when out of doors, in uniform and covered, should:

- (1) As a courtesy, initiate or return a hand salute to Armed Forces officers.
 - (2) Return any and all salutes given.
 - (3) Hand salute the National Ensign when outdoors in uniform and covered:
 - (a) When the flag is raised or lowered at morning or evening colors.
 - (b) When the flag passes in a parade.
 - (c) When the National Anthem or Taps are played.
 - (4) Observe protocol upon boarding and leaving military vessels:
 - (a) When boarding in uniform, stop at the top of the gangway, turn and salute the National Ensign at the stern staff, even if obscured and not visible; then turn and salute the person in charge of the vessel's quarterdeck and verbally request permission to come aboard.
 - (b) When departing in uniform, salute the person in charge of the quarterdeck and verbally request permission to depart. Upon receiving permission, step onto the gangway, turn and salute the National Ensign, then proceed ashore.
 - (c) If not in uniform, follow the above procedures, but do not render salutes.
 - (d) The above procedure is followed even when the National Ensign is not flying, such as before morning colors or after evening colors.
- c. Pledge of Allegiance. When the Pledge of Allegiance is given, Auxiliarists, in uniform or not, should face the National Ensign and stand at attention with their right hand over their heart.

- d. Ceremonial Posting of Colors. When indoors and in uniform, Auxiliaries should stand at attention facing the National Ensign until the colors are posted.

C. Coast Guard Auxiliary Administration.

1. Authority. The overall authority for CG Auxiliary administration is vested by law (Title 14 U.S.C. 821) in the Commandant under the direction of the Secretary of Transportation. To effectively plan, coordinate and carry out the Auxiliary's purposes, an organization of various units and elements, and elected and appointed Auxiliary members (as described in this Manual), is authorized. Auxiliary units are required to implement standing rules to facilitate the conduct of business. The standing rules, however, must not conflict with the provisions of this Manual or any other CG directives.
2. Commandant (G-C). The Commandant, as the CG senior officer, is responsible for administering the service in an economical and efficient manner. The Commandant prescribes broad policies for governing the service and directs, supervises, and coordinates service endeavors and performance. The Commandant guides the CG legislative programs and requires compliance with the statutory obligations and requirements imposed. Finally, the Commandant establishes and maintains liaison with other federal government agencies and with the public.
3. Commandant (G-O). The Assistant Commandant for Operations has the responsibility to develop, coordinate, and direct the CG operational program. This program includes setting policy, guidance and providing the resources for the conduct of the defense, law enforcement, navigation, search and rescue, and boating safety missions. G-O is also responsible for the operation and support of CG operational facilities on land, at sea and in the air.
4. Commandant (G-OC). Under the general direction and supervision of the Assistant Commandant for Operations, the Director of the Operations Capability Directorate is the first level supervisor for the Office of Auxiliary.
5. Commandant (G-OCX). The Chief of the Office of Auxiliary (G-OCX) serves as the Chief Director, Auxiliary and is responsible for Auxiliary administrative and operational controls. The Chief Director shall:
 - a. Direct Auxiliary administration within policies established by the Commandant under authority of 14 U.S.C. 821, *et seq.* (CG Auxiliary).

- b. Be the Commandant's designated representative to the Auxiliary National Executive Committee (NEXCOM), Auxiliary National Board, and the Auxiliary National Board, Inc.
- c. In consultation with the National Commodore (NACO), NEXCOM, or Auxiliary National Board, develop and implement policies and procedures which define standards for the development and organization of Auxiliary personnel and programs.
- d. Develop policies and procedures to define standards which apply in accepting Auxiliary facilities for CG use and in training to qualify Auxiliary personnel before assignment to duties.
- e. Consult and coordinate with CG program managers to determine requirements for use of Auxiliary resources within the purposes described in Title 14 U.S.C. 822. In consultation with the NEXCOM, develop plans and procedures to achieve and maintain Auxiliary strength characteristics consistent with identified CG requirements.
- f. Foster cooperation between CG districts and State governmental agencies to facilitate use of Auxiliary facilities and personnel in areas of sole State jurisdiction as authorized in 46 U.S.C. 13109 and 14 U.S.C 141.
- g. Delegate to Auxiliary officers, such matters necessary or appropriate for Auxiliary functioning, organization and internal administration.
- h. On behalf of the Commandant, review and approve or disapprove recommendations of the Auxiliary National Board and CG Auxiliary National Board, Inc., which affect official publications, the standing rules and bylaws, awards, uniforms, flags, pennants, burgees and internal matters of the Auxiliary.
- i. Actively promote Auxiliary interests.
- j. Direct and supervise the Auxiliary Administration Division (G-OCX-1), whose Division Chief shall:
 - (1) Serve as the acting Chief Director during absences of the Chief Director.
 - (2) Maintain liaison with departments of the Auxiliary National Staff departments in functional areas of public affairs, information and communication services, legal, public education, member training and personnel services. Develop, review and approve all CG policy guidance for administering Auxiliary activities in these areas.

- (3) Maintain essential Auxiliary administrative records. Develop user guidelines for use of the Auxiliary Management Information System (AUXMIS) in conjunction with G-S, OSC and G-OCC.
 - (4) Maintain liaison with the Human Resources (G-W) staff in developing training programs and funding resources under AFC-56 accounts. Develop training criteria for qualifying Auxiliary personnel for assignment to appropriate duties. Coordinate the development, review and approval of all materials used in support of Auxiliary member training, to include electronic and multi-media materials.
 - (5) Maintain liaison with the Chief Counsel's (G-L) staff to develop policies and procedures for efficient resolution of claims for damages involving Auxiliary facilities or incidents involving death or injury to Auxiliary members.
 - (6) Maintain liaison with the Civil Rights staff (G-H) to assure policies affecting Auxiliary administration adhere to the CG's civil rights, sexual harassment prevention and diversity training programs.
 - (7) Oversee Auxiliary National Supply Center (ANSC) management and operation, as well as contracts, budget operations and financial management affecting Auxiliary and G-OCX activities.
 - (8) Oversee management and operation of the Auxiliary national and district sponsored national schools programs, as well as any International activity (G-CI liaison) involving Auxiliary resources or personnel.
 - (9) Maintain liaison with the Auxiliary's Legislative Liaison Committee Chairperson. Coordinate contact between the committee and the Congressional Affairs Staff (G-CC) for federal legislative activities. Coordinate contact between the committee and the State Affairs Division (G-OPB-2) for State and local legislative activities.
- k. Direct and supervise the Auxiliary Operations Division (G-OCX-2), whose Division Chief shall:
- (1) Develop policies which define the standards for assigning Auxiliary personnel and resources to duty.

- (2) Develop procedures which govern operation of Auxiliary resources.
 - (3) Coordinate with other CG programs on training and certification standards for qualifying Auxiliary personnel and resources for duty.
 - (4) Maintain liaison and coordinate with departments of the Auxiliary National Staff, on policies and procedures which govern Auxiliary resources use in the functional areas of operations, vessel examination, marine safety, environmental protection, and recreational boating safety.
 - (5) Coordinate and assist G-OCX-1 the development, review, and approval of all materials used in member training for Auxiliary operations.
 - (6) Foster cooperation between CG districts and State government agencies to facilitate Auxiliary resource use in areas of sole State jurisdiction as authorized by federal law.
 - (7) Monitor federal and state boating safety equipment requirements to ensure Auxiliary safety check requirements are compatible.
6. District Commander (d). The District Commander is the senior CG officer in a CG district. The District Commander is responsible for the efficient, safe and economical performance of CG duties and the proper use of assigned personnel and facilities. The District Commander is the Commandant's direct representative in all CG matters within the district.
 7. District Chief of Staff (dcs). The District Chief of Staff, under the District Commander's general direction, assists in the general administration and accomplishment of all district activities.
 8. Chief, District Operations Division (o). The Chief, District Operations Division functions under the District Commander's general direction via the Chief of Staff to coordinate and direct the district operational program.
 9. Director of Auxiliary (oax). The Director of Auxiliary (DIRAUX) is often a function of the Chief, District Operations Division. The Director is charged with the active promotion and administration of Auxiliary affairs in the district and for compliance with instructions and directives governing the Auxiliary organization. As the District Commander's representative in all Auxiliary matters, the Director advises the District Commander on all circumstances and developments of interest as pertains to the program.

Specifically, the Director shall:

- a. In consultation with the District Commodore, District Executive Committee (EXCOM), and/or District Board, develop and cause to be implemented appropriate district policies and procedures.
- b. Interpret CG administrative and policy guidance to the district Auxiliary membership.
- c. Administer the enrollment of members and the acceptance of facilities according to the standards prescribed by this Manual and approved local criteria.
- d. Be responsible for Auxiliary training and coordinate mission specific training with appropriate CG district staff elements and field units.
- e. Review and approve all Auxiliary unit newsletters and publications as well as all policy and training material published by the district Auxiliary members. The review and clearance of Auxiliary unit newsletters and publications may be delegated to specified Auxiliary officers (DSO-PB/ADSO-PB).
- f. Plan and assist in the establishment and expansion of the Auxiliary's basic units; advise on matters of program activities and regulations; and encourage uniformity of standards among the various district Auxiliary units.
- g. Work together and maintain liaison with other divisions and branches in the CG district office. Focus particular attention to how Auxiliary members and facilities are being utilized.
- h. Maintain a system of Auxiliary program record keeping and reports as prescribed by this Manual.
- i. Establish and advise a District Auxiliary Awards Board for approval of all Auxiliary award recommendations. Provide field and District guidance for Auxiliary award levels for appropriate recognition for Auxiliarists and process all approved awards for suitable presentation.
- j. Transfer past members' records to the Federal Records Center two years after disenrollment (after checking with the Records Center).
- k. Be a voting member of the Auxiliary District Board.

1. Delegate to Auxiliary officers, such matters deemed necessary or appropriate for the Auxiliary's functioning, organization and internal administration.
 - m. Maintain, as necessary, lists of those members converting to "Retired Status" to insure compliance with current policy.
10. Delegations of Authority. Pursuant to the provisions of 14 U.S.C. Section 821(a), the Commandant has delegated authority for Auxiliary administration to other CG members. In addition, certain authority has been delegated to Auxiliary officers for Auxiliary functioning, organization and internal administration. These delegations and further delegations of authority appear throughout this Manual and may not be further re-delegated unless expressly authorized herein. The rights, privileges, powers and duties granted to the Auxiliary organization, its officers and members appear in the Code of Federal Regulations (CFR), this Manual (AUXMAN) and other specific USCG directives.
11. Director Reports. Directors must submit the following reports to the Chief Director (G-OCX):
- a. Annual schedule of district board meetings with any appropriate updates and changes.
 - b. Minutes of district board meetings.
 - c. Annual district directory (with one additional copy to the ANSC).
 - d. Reports of newly chartered or disestablished units.
 - e. Director's newsletters, policy interpretations or handbooks.
 - f. Results of all district elections. (Copy of election results should also be copied to the National Administrative Officer (N-A)).
 - g. Annual report specifying new or non-traditional tasks in which Auxiliarists have been employed or are expected to be employed.
 - h. All major accident or death incidents involving Auxiliary members.
12. Regional/Assistant Directors. In those districts geographically divided into Auxiliary regions, the Regional Director has the same responsibilities and duties as a Director in other districts not divided into regions. Assistant Directors, under the direction and supervision of the Director, assist in Auxiliary administration. Assistant Directors are usually co-located with the Director. However, each can be stationed in a community remote from the district office. In these cases they are called Assistant Directors of Auxiliary (detached) and have the same responsibilities and duties as a Director, if so delegated.

D. Auxiliary Administration.

1. Four Levels of Administrative Responsibility. Under CG administration, the Auxiliary membership is organized into four levels of administrative and supervisory responsibility. These levels are flotilla, division, district and national. Each level is discussed in later Manual chapters. Auxiliary officers responsible for unit administration and supervision are elected at each level. These elected Auxiliary officers in turn appoint appropriate staff officers to carry out the various Auxiliary missions.
2. Auxiliary Chain of Leadership and Management.
 - a. The four administrative levels are coordinated through an Auxiliary chain of leadership and management. This organizational concept functions where current elected members are responsible to elected members on the next higher administrative level and to all members they represent by virtue of elected office.
 - b. In the Auxiliary, the phrase "chain of leadership and management" describes a system of supervisory authority and responsibility. This "chain" provides an effective and efficient path for communicating to all organizational levels. The process is best described as "chain of leadership and management" rather than "chain of command" as no military command authority exists.
 - c. Auxiliary elected officials must convey policy accurately and consistently to subordinate unit members via the chain of leadership and management. Likewise, all Auxiliarists are expected to use the "chain" for giving and getting information and voicing appropriate concerns. All members should recognize the elected leaders' experience offers the greatest potential to solve problems and most probably contributed to their respective elections.
 - d. When correspondence is submitted via another Auxiliary officer in the "chain", that member is obligated to **rapidly** endorse and forward correspondence appropriately through the chain. Good leadership and management demand proper "channels", except as otherwise provided or directed, for Auxiliarists to follow and to respect. This process assures every activity is well monitored and carried out by the ablest members; prevents confusion and delay of actions; and allows for orderly and courteous flow of information.
 - e. Auxiliary members should keep in mind, through the chain of leadership and management, the Director is a vital source of CG information who provides latest guidance on special projects and routine Auxiliary administration. Auxiliarists must

understand the chain of leadership and management and use it in communicating ideas, information, and requests. This process is important for the orderly conduct of organizational activities and is proven to actually speed work results, since many solutions are found directly at the flotilla or division leadership level.

3. Parallel Staffing. Parallel staffing is a second communications process for appointed staff officers similar to the Auxiliary chain of leadership and management. For day-to-day operations, staff officers must communicate with their counterpart staff members at the next higher or lower organizational level to assure support is provided. For example, the District Public Education Staff Officer (DSO-PE) is expected to "pass the word" concerning Public Education matters to all Division Public Education Staff Officers (SOs-PE) in the district. When there are questions, or a need for additional information, a Flotilla Public Education Staff Officer (FSO-PE) would communicate with the SO-PE.
4. Areas. For National administration, the Auxiliary is currently divided into two areas with Atlantic Area to be divided into an Eastern and Western region on 1 Jan 1999. The Atlantic Area currently includes the First District (Northern and Southern Regions), the Fifth District (Northern and Southern Regions), Seventh District, Eighth District (Eastern, Western Rivers and Coastal Regions), and the Ninth District (Eastern, Central and Western Regions). The Pacific Area includes the Eleventh District (Southern and Northern Regions), Thirteenth District, Fourteenth District and Seventeenth District. Each Auxiliary Area is administered by a National Vice Commodore (NAVCO). Offices designated NAVCO-A(E) and NAVCO-A(W) will be established when the Atlantic Area is divided.
5. Regions. In CG districts with large geographical area or large population concentrations, the Auxiliary administrative responsibility is further divided into regions. For all practical purposes, these regions are organized, administered, and function exactly the same as a district. Specific area and district/regional boundaries, together with a map, are part of Enclosure (1) to this Manual.

E. Auxiliary Leadership and Management as Volunteer Members.

1. Leadership. The Auxiliary, as a civilian volunteer organization, presents unusual leadership and management challenges. There is no authority to "hire and fire" nor any military "command authority". The leader's authority rests on the members' consent and on effective leadership skills. No group, including the Auxiliary, can function effectively without direction and a goal. Chosen leaders must conduct planning, provide coordination, and employ appropriate motivational techniques to attain objectives. In the Auxiliary, most successful leaders are individuals who practice human relations skills. Each leader convinces members to accept personal responsibility for task and mission accomplishment

for which the Auxiliarist has volunteered. The skilled leader also knows group achievement is best accomplished by the collective effort of those who experience individual job satisfaction. Elected Auxiliary leaders are also encouraged to seek help from past leaders and their experiences.

2. Established Management Procedures. There are certain established routines which can help Auxiliary unit management. First and foremost is proper planning. The newly elected unit leader should carefully choose a staff, develop a schedule of events and meetings, and establish a budget. The new leader must be thoroughly familiar with Auxiliary and CG manuals governing Auxiliary missions and programs.
 - a. Staff Planning. Staff members, once selected, should be delegated authority commensurate with the task assigned. An early consultation by the elected leadership with staff officers is required in order to coordinate programs, plan public education and member training classes, public affairs campaigns, and other activities.
 - b. Meetings. Adherence to several basic steps can help insure meeting success. The first step is to decide the purpose of the meeting. What is to be accomplished? A written agenda is essential. The time, place, and date must be chosen to best accommodate the members. The meeting should be conducted under the rules of parliamentary procedure (Robert's Rules of Order). Elected members and staff are expected to wear uniforms at business and official meetings. To enhance esprit de corps, members are encouraged to attend meetings in the prescribed uniform or Auxiliary blazer option.
 - c. Guests. At each meeting, an Auxiliarist should be assigned to welcome guests. Senior Auxiliary members and CG personnel should be promptly greeted and introduced, if not generally known. Guests and prospective Auxiliary members should be introduced to the members. Each person should be made to feel welcome.
 - d. Administrative Procedures Guide (COMDTPUB P16791.2 (series)). The Administrative Procedures Guide contains many other ideas and suggestions for successful flotilla administration.
 - e. Division Procedures Guide (COMDTPUB P16791.3 (series)). The Division Procedures Guide contains many other ideas and suggestions for successful division administration.
3. The Annual Budget. To plan expenditures properly, every unit should have a clearly established annual budget. An example of a flotilla budget is contained in the Administrative Procedures Guide.

4. Auxiliary Management Information System (AUXMIS). AUXMIS is the acronym for a computer database which contains personal and activity data about Auxiliary members and units. The database functions as a management tool which is only effective when members provide accurate and timely activity input data. Members and staff will find complete descriptions of proper Auxiliary forms which provide AUXMIS input data in the Auxiliary Member Forms Guide (COMDTINST M16790.2 (series)).

CHAPTER 2. AUXILIARY MISSIONS

A. Programs.

1. Program Policy. This chapter outlines those Auxiliary missions which the Commandant has authorized for Auxiliary participation. They are essential and basic to operating the Auxiliary. Their emphasis will insure continued Auxiliary success accomplishing missions for the Coast Guard (CG).
2. Auxiliary "Four Cornerstones".
 - a. Historically, the Auxiliary's primary missions have been courtesy marine examinations, public education and operations. These three missions, together with Fellowship (the "glue" which held these missions and Auxiliary membership together), are known as the "Four Cornerstones." Through the years, these four cornerstones served the Auxiliary and the CG well.
 - (1) In late 1997, the four (4) cornerstones for the Coast Guard Auxiliary were officially re-established as:
 - (a) Member Services (includes FN, IS, MA, PS, MT, LP, PA, PB, and SR)
 - (b) Recreational Boating Safety (includes MV, PE, and VE)
 - (c) Coast Guard and State Support (includes AN, AV, CC, CM, MS, and OP)
 - (d) Fellowship
 - b. With the passage of the Auxiliary legislation in October 1996, the Auxiliary's role was greatly expanded to enable Auxiliary participation in any CG mission authorized by the Commandant. In general, this law opens all CG mission areas to the Auxiliary, with the exception of combat and direct law enforcement.
3. The Auxiliary's Mission Today. To more effectively manage the Auxiliary's participation in CG missions, the Auxiliary's national organization established three Directorates to parallel CG programs. These Directorates are Recreational Boating Safety, CG and State Support, and Member Services. The general mission areas addressed by each of these Directorates are listed in other Manual sections. This list will change as new mission areas are authorized for Auxiliary participation.
 - a. Recreational Boating Safety. This mission includes Auxiliary traditional activities conducted on behalf of Federal, state, and local governments to improve the knowledge, skills, and operating environment of the recreational boater.

- b. Support to the Coast Guard and States. This mission includes many new as well as traditional roles in which the Auxiliary members help the CG and States in a multitude of operational activities and in a wide variety of traditional and non-traditional CG administrative activities.
 - c. Member Services. In addition to the concern for internal Auxiliary personnel support, the Member Services assists the CG in several personnel and recruiting missions essential to CG health and vitality.
4. Fellowship. Fellowship remains an essential ingredient in making any volunteer organization successful. The CG recognizes the importance of this aspect of volunteer participation and encourages a close relationship between Auxiliary members and other CG personnel. Fellowship makes the team work and binds the entire organization together.
- B. Program Authorization. Current programs in which Auxiliary members are authorized to participate include:
(Note: For operational missions, refer to the Operations Policy Manual, COMDTINST M16798.3 (series) for detailed guidance. Additionally, Memoranda of Understanding are in effect which apply to many of these programs.)
- 1. Academy Introduction Mission (AIM). Auxiliarists are authorized assignment to duty to assist the USCG Academy with recruitment of cadet candidates. This assignment includes the orientation and counseling of high school students, attendance at college fairs, and participation in AIM Week each summer at the USCG Academy (USCGA).
 - 2. Administrative Support to the CG. Auxiliarists are authorized assignment to duty to assist and to augment administrative functions of any CG unit.
 - 3. Aids to Navigation (ATON). Qualified Auxiliarists and their facilities are authorized assignment to duty to support and to augment the CG's ATON Program in prescribed phases. This area includes verifying position and characteristics of private aids to navigation (PATON), after qualifying as an aid verifier. Members assist and support ATON units in servicing Federal aids after receiving proper CG training. ATON units also help the National Ocean Service (NOS) and the U.S. Army Corps of Engineers in updating nautical and aeronautical charts plus specific publications.
 - 4. Bridge Administration. Qualified Auxiliarists and their facilities are authorized assignment to duty to support and to augment bridge surveys; to investigate and to provide information regarding waterways safety and navigation situations pertaining to the bridge program; and to provide direct assistance and support to bridge program staff and other CG personnel in the Bridge Administration Program.

5. Civil Air Patrol (CAP) Support. Under special orders, qualified Auxiliarists and their facilities may be authorized assignment to assist the Civil Air Patrol in the conducting authorized joint CG-CAP missions.
6. Contingency Preparedness. Qualified Auxiliarists and their facilities are authorized to provide platforms and personnel for defense and non-defense exercises. Auxiliarists and their operational facilities may also provide support as unarmed opposition forces (OPFOR) and gather information and data for contingency plans. Qualified Auxiliarists are authorized to develop plans and to support contingency response operations for disasters and lesser incidents.
7. Licensing of Merchant Mariners. Qualified Auxiliarists are authorized to be assigned to duty to administer merchant mariner license and document examinations in remote areas, to conduct oversight of approved maritime training courses and to provide administrative support for the marine licensing program at the local level.
8. Marine Environmental Protection and Safety (MEP). Qualified Auxiliarists and their facilities are authorized assignment to duty to assist the marine environmental protection and safety programs. Auxiliarists may provide facilities and personnel for public education, for support of pollution prevention activities, and for environmental disaster relief operations.
9. Operational Support to the Coast Guard (OPS). Qualified Auxiliarists and their facilities are authorized assignment to duty to support all CG operational units. Auxiliarists must be qualified per current CG manual and directive provisions; and must serve under the active duty unit commander's direction.
10. Port Safety And Security (PS&S). Qualified Auxiliarists and their facilities are authorized assignment to duty to support the Port Safety and Security Program. Auxiliarists may provide facilities and unarmed personnel for surveillance and reporting, for harbor and anchorage patrols, for assistance to CG forces in safety and security zone enforcement, and for support for vessel boardings, for performing port facility and vessel verification visits, for aircraft overflights, for augmenting CG crews, and for providing additional administrative support.
11. Public Affairs Support (PA). Auxiliarists are authorized for assignment to duty to support both CG and Auxiliary public affairs program.
12. Recreational Boating Safety (RBS). Qualified Auxiliarists and their facilities may be assigned to duty to support the recreational boating safety program, to conduct public education, to do recreational courtesy marine examinations (CMEs); and to participate in State Liaison Programs (AUXSLO), in marine dealer visitations (MDV), in boat shows, and National Safe Boating Week (NSBW) activities.

13. Recruiting. Auxiliarists may qualify and be assigned to duty as military recruiters to support the CG's recruiting program. This assignment includes qualification as a military recruiter, proctoring recruiting examinations, and administrative assistance to recruiting offices.
 14. Search and Rescue. Qualified Auxiliarists and their facilities are authorized assignment to duty to assist in CG in support of search and rescue operations. These duties include search planning, search operations, and the conduct of rescues at sea.
 15. Vessel Inspections. Qualified Auxiliarists may be assigned to duty to assist the CG in marine inspection mission to include: supporting and assisting CG accident investigations, providing platforms for inspectors, conducting barge inspections, providing remote area surveillance and response, conducting voluntary examinations of uninspected passenger vessels and commercial fishing vessels, and administrative support.
 16. Waterways Management. Qualified Auxiliarists are authorized to assist in CG waterways management mission areas by providing platforms and unarmed personnel for CG and other federal and state agencies, by providing information and input into the analysis process, and by providing other administrative and operational program support.
 17. Additional Programs. The Commandant may authorize additional Auxiliary programs. When specifically authorized by the Commandant, Auxiliary programs and activities may become international, extending beyond the U.S., its territories and possessions. The Commandant must approve new non-traditional Auxiliary programs in advance.
- C. Programs Not Authorized for Auxiliarists. The following programs are currently not authorized for Auxiliary sponsorship:
1. Youth Group Training Programs. Auxiliarists and Auxiliary units are NOT authorized to **sponsor** any youth group such as Jaycee Jr. Yacht Clubs, Youth Regatta Programs, Sea Exploring, Boy/Girl Scouts, Jr. ROTC, Naval Sea Cadets or similar organizational entities unless specifically approved by the Commandant. Public education programs or active duty prototype support initiatives may be offered, but Auxiliary participation in such programs (other than public education and other support activities specifically approved by the Commandant) by Auxiliarists shall be as a private citizen, not as an Auxiliarist. This sponsorship prohibition does not restrict providing the normal Auxiliary programs available to any other citizen organization within the scope of available personnel and equipment resources to do so or in attending such functions as the National Scouting Jamborees or similar events.

D. Program Descriptions.

1. Auxiliary State Liaison Programs. There are two programs with similar titles which have different and equally important responsibilities: the Auxiliary Legislative Liaison (LLC) and the Auxiliary State Liaison (SLO).
 - a. The LLC was created to track legislative and regulatory changes in the various states and the federal government which impact on Auxiliary safe boating programs. Such information is reported directly to the National Commodore (NACO) and the National Executive Committee (NEXCOM) for use in reviewing Auxiliary program adequacy and relevancy. Legislative and regulatory changes have an important impact on public education, courtesy marine examinations and related safety programs as well as Auxiliary policy and procedures.
 - b. District Commodores (DCOs) are responsible for supporting this program by recommending one member for each States in their district/region. Those States within more than one district or region must have a single liaison acceptable to all DCOs. There should not be more than one District Legislative Representative (DLR) per State unless State requested. The DCOs should coordinate this recommendation with the Director within their district/region. Individuals recommended for this position should be:
 - (1) An individual who is knowledgeable of State legislative and regulatory procedures and issues; resides in reasonable close proximity to the State Capitol and has the capability of effective communications with elected and appointed State officials on issues of Auxiliary interest.
 - (2) Able to acquire and compile legislative history on such matters into a comprehensive, quarterly written report which shall be forwarded to the LLC Chairperson and the DCO.
 - c. The LLC Chairperson shall communicate to the NACO and NEXCOM members an evaluation of any pending State legislation or regulations, outlining potential impact and recommendations.
 - d. The LLC Chairperson or any DLR shall not communicate their support or objection to pending legislation with any State elected or appointed official without the NACO's specific approval.

- e. The Auxiliary SLO program is established by provisions of 14 U.S.C. 141 and 46 U.S.C. 13109 which authorize the CG help to the states in their recreational boating programs. The SLO facilitates Auxiliary use to supplement state efforts in search and rescue, safety and regatta patrols, public education, boat safety equipment checks, verification of state maintained aids to navigation and other areas of recreational boating safety.

- f. DCOs are responsible for supporting this program by recommending a member from each state in their district/region in close coordination with the Director, the district State Boating Law Administrator (SBLA), and the Auxiliary's Department Chief for Boating (DC-B). Those States within more than one district or region must have a single SLO acceptable to all DCOs. There should not be more than one SLO per State unless State requested. DCOs should coordinate this recommendation with Director within their respective district/region. The person recommended to serve as a SLO should be:
 - (1) An individual who is intimate in the state's boating laws and regulations, who resides in reasonably close proximity to the State Capital or SBLA headquarters. This individual must be capable of effective communications with elected and appointed officials regarding state boating law issues.
 - (2) The AUXSLO's duty is NOT to interpret CG policy. Matters in discussion with SBLA, not having specific CG guidance, must be referred to the Director. Participation of the Director or district boating affairs personnel in policy discussion meetings is highly encouraged.
 - (3) The AUXSLO should maintain a close relationship with the SBLA and staff. The AUXSLO should meet with the SBLA at least semi-annually. More frequent contact, as needed, may occur with appropriate SBLA staff members.
 - (4) Submit a letter report after each meeting to the Director, DC-B, and DCO summarizing the meeting and outlining significant issues or points of concern. Government mail use is authorized for the AUXSLO program.
 - (5) Remain current in federal, state and local legislation concerning recreational boating safety and the Auxiliary. Review pending legislation for its significance to the Auxiliary program. The LLC Chairperson should be informed immediately of any issue significantly affecting the Auxiliary program.

- (6) Input to district and division publications to inform the Auxiliary membership of legislative issues of interest.
 - (7) Arrange and attend an annual meeting between the SBLA, Director and DCO. This meeting should be arranged early in the year and should focus on reviewing the previous year's accomplishments and planning for the upcoming year. Coordination of Auxiliary support to state boating safety programs should be emphasized.
2. Courtesy Marine Examinations (CME).
- a. The CME is a safety check service provided to owners or operators of privately-owned recreational boats and certain federal, state, and local government-owned boats. Certain commercial or party fishing (not livery or rental) boats, less than 65 feet in length, may have a CME. The same is true for boats owned by the Boy Scouts of America, which do not come under the provisions for inspection and certification. Additionally, the Commandant may specifically authorize other boats for a CME.
 - b. Specific CME program elements are contained in the Vessel Examiner Manual (COMDTINST M16796.2 (series)) and the Operations Policy Manual (COMDTINST M16798.3 (series)).
3. Marine Dealer Visitation Program (MDV). The Marine Dealer Visitation Program provides boating safety information to marine dealers. Auxiliarists visit specific dealers regularly to supply them with boating safety information and material. Dealers also help promote boating safety through publicizing the Auxiliary public education courses and courtesy marine examinations. The Marine Dealer Visitor Manual (COMDTINST M16796.3 (series)) contains program details.
4. National Safe Boating Week (NSBW).
- a. The CG-sponsored, year-round National Safe Boating Campaign, is produced under a grant from the Aquatic Resources (Wallops-Breux) Trust Fund. Recognizing the need to promote safe boating practices, Congress requests the President to proclaim annually the seven day period prior to Memorial Day Weekend as "National Safe Boating Week" (NSBW).
 - b. NSBW is an annual media event symbolically launching the recreational boating season. NSBW not only starts the traditional boating season, but also introduces a year-long media campaign to give boaters more safety information about their sport. The NSBW chapter of the CG Auxiliary Public Affairs Officer's Guide (COMDTINST M5728.3 (series)) contains detailed information on this program.

c. As local CG boating experts and representatives, Auxiliarists are asked to provide assistance to groups planning NSBW events and similar activities annually. Participation possibilities have included:

- (1) Rescue demonstrations
- (2) Static display of vessels or aircraft
- (3) Arrangements of signage or billboard locations
- (4) Press releases, conferences, interviews
- (5) Regattas, parades, blessings of fleets
- (6) Local media public service director contacts
- (7) Public access TV opportunities
- (8) "Open houses" and special classes
- (9) Increased requests for courtesy marine examinations
- (10) Increased marine dealer visits, and;
- (11) Publication of the following important telephone numbers:

CG Information Line	1-800-368-5647
National Safe Boating Council	1-606-278-6146
	FAX 1-606-277-9483
Boating Courses	1-800-336-BOAT
(in Virginia)	1-800-245-BOAT

5. Public Affairs Support of the Coast Guard. The Auxiliary's public affairs activities extend to support both CG and Auxiliary programs as shown in The Auxiliary Public Affairs Officer's Guide COMDTINST M5728.3 (series).

6. Public Education.

a. Members must conduct Auxiliary public education courses according to the following policy:

- (1) The Auxiliary National Board, Inc., prepares and publishes course materials and examinations requiring CG approval.
- (2) Lesson instructions must conform with outlines published and approved by the NEXCOM, or by a state when teaching a state-sponsored course. The Boating Skill and Seamanship (BS&S), Sailing and Seamanship (S&S), and Boating Safely, as well as all State courses will conform to the National Association of State Boating Law Administrators' (NASBLA) minimum standards.

- (3) The following are MINIMUM standards for authorized public education courses:
- (a) For the Boating Skills and Seamanship (BS&S) course, instructors will teach a minimum of six lessons, one for each text chapter of the core course. Instructors will devote at least two (2) hours to each lesson. Additional time is required for any review and the examination. For any optional BS&S chapters taught, at least two (2) hours will be devoted to each.
 - (b) For the Sailing and Seamanship (S&S) course, there will be a minimum of seven (7) lessons, one for each chapter of the text which makes up the core. At least two (2) hours will be devoted to each lesson. Additional time is required for any review and the examination.
 - (c) For the Advanced Coastal Navigation (ACN) course, there will be a minimum of twelve (12) lessons, one for each text chapter. Each chapter will be of at least two (2) hours duration. Additional time is required for any review and the examination. Additionally, special restrictions exist for lead instructor designation for both the CAN and BCN course. (Para.2.D.6.a.(13))
 - (d) For the Basic Coastal Navigation (BCN) course, there will be minimum of six (6) lessons, one for each text chapter. Each lesson will be at least two (2) hours in duration. Additional time is required for any review and the examination. See paragraph 2.D.6.a.(13) for lead instructor information.
 - (e) For the Boating Safely (BSC) course, there will be a minimum of four (4) lessons, one for each text chapter. Each lesson will be of at least two (2) hours duration. Alternately, the course may be taught as eight, one (1) hour lessons. Additional time is required for any review and the examination. Instructors from the Auxiliary and the U.S. Power Squadrons may jointly teach this course.
 - (f) For the Water 'N Kids or Boats 'N Kids courses, there will be one session of one (1) hour duration.
 - (g) For official state approved safe boating courses, instruction will reflect the state's requirements.

- (h) When instructors teach any lesson, or chapter, from the BS&S or S&S course as a "one lesson course," the lesson outline must be followed for that lesson with a minimum of two (2) hours teaching time.
 - (i) Break periods during sessions should not exceed ten (10) minutes.
 - (j) Multi-media presentations (videos, slides, film) should be used for no more than 25% of each session.
- (4) The general topic of First Aid may not be taught in public education classes with the following exceptions:
- (a) Instructors may discuss the cause, symptoms and prevention of hypothermia as part of Auxiliary public education classes. The instructor must not exceed the scope of the course's approved text material.
 - (b) Auxiliary instructors authorized to teach state boating courses, may teach First Aid when the topic is part of the state boating course curriculum. The instructor must not exceed the scope of the topic material provided in the state's course.
 - (c) Instructors need no special qualifications to teach First Aid in the two exceptions above, other than being a qualified instructor. However, using instructors with a medical background, or who are appropriately certified, makes good sense and is suggested. This action is in keeping with the normal procedure where the instructor teaching any material should be familiar with the subject and be the most qualified person available.
- (5) Instructors may use only those supplemental educational materials such as slide sets, film, transparencies, videos, computer programs and the like, which are approved by the Auxiliary Department Chief of Education (DC-E) or the District Staff Officer for Public Education (DSO-PE). The DSO-PE is required to forward to DC-E a copy of the material or a detailed material description approved at the district level. The DSO-PE should be aware of any copyright or trademark issues on materials to be approved for use and, in appropriate circumstances, written authorization must be obtained in advance of approval. The use of local scenes to augment those nationally produced slides for a specific lesson is acceptable.

- (6) Instructors must emphasize the practical application of the information contained in the course.
- (7) Flotillas establishing dates for public education courses should notify the Director, local CG units, the BOAT/U.S. hotline number (1-800-336-2628) and other persons/ groups who may be helpful in referring persons to the course.
- (8) Course completion certificates should be awarded only to those persons who complete authorized public education courses and pass approved final examinations. Certificates will not be awarded to those who just "challenge the exam." Flotillas shall maintain a record of certificates issued for at least three (3) years.
- (9) Auxiliarists, seeking to qualify as an Auxiliary Instructor or Master Instructor, must meet the requirements specified in Chapter 8 of this Manual, the Auxiliary Instructor Qualification Course, plus any special district requirements.
- (10) Any CG member (active, reserve or civilian), state boating education personnel and fire rescue, EMT and law enforcement personnel may help local Auxiliary units with public education programs. Auxiliary units should seek this public service employee assistance where possible.
- (11) On or In-the-water training for public education course participants or instructors is strictly prohibited.
- (12) A qualified Auxiliary instructor must supervise or present all Auxiliary public education courses. Guests with special expertise are always welcome to teach a lesson in a public education course. However, a qualified Auxiliary instructor must be present to be responsible for the information accuracy and quality provided.
- (13) Because the ACN and BCN courses are of an advanced technical nature, the lead instructor must have special qualifications. Only instructors who have completed the Auxiliary Navigation Specialty (AUXNAV) course or the U.S. Power Squadron Advanced Piloting course may serve as an ACN or BCN lead instructor. Additionally, any instructor qualified as a coxswain or Auxiliary pilot (any level) may serve as lead instructor in any BCN lesson and in all but CAN course chapters 7, 8, and 9. Competent instructors may teach any session or both while under the supervision of a qualified lead instructor.

- b. Auxiliary instructors, qualified to perform in this program, shall normally not be given reimbursable travel orders. Public education (PE) courses and member training (MT) sessions must meet the following conditions:
- (1) The Auxiliarist must be qualified by the Director and entered on a District Director approved list of authorized instructors.
 - (2) An Auxiliary unit elected officer or the unit's public education or member training staff officer must schedule all PE and MT sessions. Other staff officers may schedule sessions for training in their respective programs. The schedule must include a specific time and place for the training sessions. Assignment to a session is an assignment to duty according to the provisions of paragraph 5.K. of this Manual.
 - (3) MT subjects must be related to Auxiliary or CG programs and missions.
 - (4) Only those PE courses authorized by the National Executive Committee (NEXCOM) are offered to the public. Members must not depart from established lesson outlines or policy.
 - (5) Occasionally, an outside organization requests a "one-time" course, beyond what is available in the nationally approved lessons, to fulfill a special need. Instructors may teach such courses, subject to Director and DCO prior approval.
 - (6) Supplemental member training materials such as slide sets, films, transparencies, videos, computer programs and the like, must be approved by the Auxiliary Department of Training (DC-T) or the District Staff Officer for Member Training (DSO-MT) prior to being used. The DSO-MT is required to forward to DC-T a copy of the material or a detailed material description of what has been approved at the district level. The DSO-MT should be aware of any copyright or trademark issues on materials to be approved for use. In appropriate circumstances, written authorization must be obtained in advance of any use approval.
- c. Because the Auxiliary's PE program supports CG missions, direct CG support is authorized.
- (1) Shipping costs for courses are authorized payment by official Government postage. Courses materials are purchased from Auxiliary district material centers or the Auxiliary Center (AUXCEN) ONLY. The CG ANSC does NOT stock PE course materials for issue or sale.

- (2) Auxiliary personnel may use government purchased equipment for all PE classes.

7. Support Missions for the Coast Guard. Auxiliarists augment CG units by providing a variety of administrative and operational support. The relationship must be made clear between the Auxiliarist assigned to such duties, the Auxiliary organization and the CG unit to which the Auxiliarist is assigned. Assigning an Auxiliarist to duty should not result in the infringement of the authority or responsibility previously delegated to Auxiliary members. The following policies apply when assigning Auxiliarists to provide administrative or operational support at a CG unit:
 - a. Auxiliary members must inform their respective flotilla commanders (FC) **before** accepting CG unit support missions.
 - b. Members must wear a proper uniform while on assigned missions.
 - c. Members report their activities using the Activity Report - Mission (ANSC #7030) or the Member Activity Report (ANSC #7029).
 - d. While carrying out support missions, no titles are assigned, formally or informally, which imply supervision, direction, or any leadership role over any other Coast Guard or CG Auxiliary member.
 - e. Auxiliarists shall not be vested with any titles or duties which imply or entail law enforcement responsibilities nor shall they carry, handle, repair or fire weapons of any sort to include civilian or government employed law enforcement personnel while acting as an Auxiliarist.
 - f. Only a CG unit commander will assign any duty titles or responsibilities (i.e., communications watchstander, boat crew) to an Auxiliarist. Both the CG unit commander and the Auxiliary FC must mutually agree to any such assignment duty or title.
 - g. No authority held by Auxiliary elected members, or duties held by Auxiliary staff members, will be delegated to any other Auxiliarists on support missions assigned by any CG authority.
 - h. Auxiliary members must be FULLY qualified under provisions of current CG manuals and directives. Only those personnel so designated in the various CG manuals and directives will be responsible for Auxiliary program qualifications. For example, only Auxiliarists specially trained and designated as Qualification Examiners (QE), or CG Station personnel specially trained and designated to perform this role, are responsible for qualifying Auxiliarists in the Boat Crew Program.

- i. Complaints concerning Auxiliary member misconduct, while serving on a CG support mission, must be referred, in writing, to the member's FC, with a copy to the Director, for appropriate action as recommended or required by any of these Manual's provisions.

E. Flotilla Goal Development.

1. Overview.

- a. Effective volunteer program management requires specific tools for planning and member recognition for contributions and achievements. For the Auxiliary, this management is provided through annual flotilla goals establishment.
- b. Flotilla goals are developed through teamwork between flotillas and local CG and other service users working with flotilla membership. Needs should be determined from information provided by the CG and other Auxiliary customers. Flotilla capabilities are determined through a review of the flotilla membership's facilities, qualifications and desires.
- c. The present flotilla goals system replaced the discontinued Auxiliary Mission Objectives System (AMOS) program in 1995.

2. Definitions. Specific definitions used with flotilla goals development include:

- a. Mission Areas. The variety of authorized activities which may be performed by the Auxiliary are grouped into three mission areas. These mission areas are CG/State Support (CG/SS), Recreational Boating Safety (RBS), and Member Services (MS).
- b. Activity. Any authorized operational or administrative task which can be performed by an Auxiliarist. A list of present activities for each mission area is included in Appendix 2-A and should not be confused with the CG organizational "activity" level.
- c. Mission Specific Goal. The number of missions a flotilla is willing and capable to perform in a specific mission area or activity.

3. Program Responsibilities.

- a. Chief Director. The Chief Director will insure appropriate CG Headquarters and Auxiliary national staff personnel annually review this program to ensure compatibility with authorized Auxiliary activities. The Chief Director shall insure the National Executive Committee (NEXCOM) receives appropriate reports to carry out oversight activities and to provide national direction.

- b. District Commander. District Commanders are expected to develop specific guidance and direction for each mission area in the district area of responsibility (AOR). The District Commander or designated representative will approve mission objectives and provide the Director guidance concerning the Auxiliary awards systems, as explained in Chapter 11, for appropriate awarding authorities to insure Auxiliary service recognition on a timely basis.
- c. District Program Managers. Since Auxiliary flotillas develop their own goals, a base level of accomplishment should be established to ensure equity. The appropriate district program managers must be involved in determining CG program needs.
- d. Director of Auxiliary (DIRAUX). The Director manages the goal development process within the district or region.
 - (1) The Director shall assist in determining mission needs from the variety of District CG units, recruiting offices, and other federal, state or local "customer" agencies by providing a list of authorized activities and asking "customers" to determine annual needs in specific activity areas. A sample letter for soliciting input is provided in Appendix 2-B.
 - (2) The Director will task flotillas with setting goals for each selected activity within each mission area. Guidance based on mission needs, past performance, pertinent data on operational activity within the local area and other opportunities should be provided to the flotillas to aid in planning.
- e. District Planning Group (DPG).
 - (1) The DPG reviews anticipated mission needs and flotilla proposed goals. When a gap between needs and goals is noted, the DPG will work with specific divisions to resolve the difference. Negotiations may be required in the CG/SS mission area in order to meet known CG and other customer needs. The flotilla goals in the RBS and MS mission areas should ordinarily be accepted as proposed.
 - (2) The DPG is co-chaired by the Director and the DCO. Other Auxiliary leadership members (VCO, RCO, district staff members), CG active duty unit commanders and CG District staff officers may be selected to serve as DPG members.

- f. Division Captain (DCP). The DCP coordinates a review of flotilla goals in each activity and forwards them to the DPG or as specified by the Director. When necessary, the DCP should make recommendations for dividing the stated needs between several flotillas within the division.
 - g. Flotilla Commander (FC). The FC is responsible to insure member consensus in goal development and to establishing goals based on Director's guidance for those activity areas in which Auxiliary members are qualified and want to perform. The FC is also responsible for providing leadership and appropriate organizational support for goal accomplishment.
4. Program Administration.
- a. Each district will establish procedures to get goal development completed, reviewed and approved by the District Commander by 31 March each year. A goal development flowchart process is provided in Appendix 2-C.
 - b. The development of customer needs and mission objectives may require several meetings with adequate time for review. Need determinations are initiated by the Director to the CG and other customers, and returned to the DPG. The Director provides guidance to the flotillas including customer needs, past performance, and special areas for consideration. The flotillas develop their goals within specific activity areas. The flotillas within a division review and summarize their proposed goals and the DCP forwards the package to the DPG.
 - c. The DPG evaluates the needs and proposed objectives, and recommends adjustments in those specific areas where needs are not being met. The flotillas may reject the DPG recommendations if time, capabilities, or other factors will limit performance. Knowing the needs, however, flotillas should aggressively explore implementation of plans to meet the customer needs in the future.
 - d. Each level of action or review should act expeditiously. To the maximum extent possible, Auxiliary reviews should take place in conjunction with scheduled functions.
 - e. The Director will check program integrity to eliminate unexplainable disparities before submitting goals for approval by the District Commander or his designated representative. Upon approval, the Director will send a copy of the approved mission goals to each FC and appropriate Auxiliary elected

members. DCOs will provide a district level summary of intended mission objectives to the appropriate National Vice Commodore. The NEXCOM will review these summaries to monitor activities being performed and for providing input to CG and Auxiliary long range plans.

- f. When sufficient cause exists, the Director or DCO may call a special DPG meeting to consider changes in the criteria used to develop mission goals and objectives. Examples include changes in available resources; establishment or disestablishment of units; or any event which impacts the Auxiliary's ability to accomplish the approved goals.

5. Member Recognition.

- a. Unit. Since flotillas are responsible for establishing their own goals, there is no national recognition specifically linked to flotilla goal achievement. District recognition of goal attainment or significant contribution by Auxiliary units is encouraged.
- b. Individual Member. The Sustained Auxiliary Service Award was created to recognize individual members for their contribution hours. The initial award is for 750 hours of service with multiple awards tracked through AUXMIS data entry from the Auxiliary IS staff members. Details of this award are contained in Chapter 11 of this Manual.

Appendix 2-A

Mission Areas/Activities

MISSION AREA: COAST GUARD/STATE SUPPORT

Activity

PATROLS	SURFACE	AIR
Search and Rescue	_____	_____
Regatta	_____	_____
Marine Environmental Protection	_____	_____
Law Enforcement (Non-Direct Support)	_____	_____
Aids to Navigation	_____	_____
Logistics	_____	_____
TOTAL	_____	_____

COMMUNICATIONS	WATCHSTANDING	AUX NETS
District	_____	_____
Group/Activity	_____	_____
Station	_____	_____
Marine Safety Office	_____	_____
Other	_____	_____
TOTAL	_____	_____

ADMINISTRATIVE SUPPORT		
District	_____	_____
Group/Activity	_____	_____
Station	_____	_____
Marine Safety Office	_____	_____
State Government	_____	_____
Other	_____	_____
TOTAL	_____	_____

VESSEL EXAMINATIONS	COMMERCIAL FISHING	UNINSPECTED PASSENGER
Marine Safety Office/Activity	_____	_____
Other	_____	_____
TOTAL	_____	_____

RECRUITMENT SUPPORT _____

OTHER SUPPORT _____

MISSION AREA: RECREATIONAL BOATING SAFETY

Activity

COURTESY MARINE EXAMINATIONS (SAFETY CHECKS)

Recreational Vessels	_____
Personal Watercraft	_____
TOTAL	_____

MARINE DEALER VISITS _____

PUBLIC AFFAIRS _____

PUBLIC EDUCATION

Advanced Coastal Navigation	(12 lessons)	_____
Basic Coastal Navigation	(8 lessons)	_____
Boating Skills and Seamanship	(6 lessons)	_____
Boating Skills and Seamanship	(13 lessons)	_____
Boating Skills and Seamanship	(6+ lessons)	_____
Sailing and Seamanship	(7 lessons)	_____
Sailing and Seamanship	(14 lessons)	_____
Water and Kids	(1 lessons)	_____
Boats and Kids	(1 lessons)	_____
State Course		_____
Other		_____
TOTAL		_____

MISSION AREA: MEMBER SERVICES

Activity

CAREER COUNSELOR

Auxiliary Introduction Mission (AIM)	_____
Recruiting Assistance Program (RAP)	_____

MEMBERSHIP

Growth	_____
Retention	_____

MEMBER TRAINING

New Member Initial Orientation	(NM)	_____
Instructor Training Qualification	(IT & MI)	_____
Marine Dealer Visitor	(MDV)	_____
Vessel Examiner	(VE)	_____
Administrative Procedures Course	(APC)	_____
Auxiliary Leadership and Management	(AUXLEA)	_____

Specialty Courses

Administration	(AUXMIN)	_____
Communications	(AUXCOM)	_____
Navigation	(AUXNAV)	_____
Patrols	(AUXPAT)	_____
Seamanship	(AUXSEA)	_____
Search and Rescue	(AUXSAR)	_____
Weather	(AUXWEA)	_____
Air Crew		_____
Boat Crew		_____
Coxswain		_____
Other		_____

	TOTAL	_____
--	-------	-------

Appendix 2-B

Sample Needs Assessment Letter

SAMPLE NEEDS ASSESSMENT LETTER:

Dear (Fill in Title):

The Coast Guard Auxiliary in your area of responsibility has offered to assist you in a number of specific activities. In order to plan these activities and to set objectives for the coming year, please review the following list of activities and provide needed missions along with a time estimate, in hours, for those activities needing Auxiliary support. If support in a mission area is not listed, please feel free to add to the list. The Auxiliary flotillas within your area of responsibility will be advised of your needs in the specific mission areas and will do their best to accomplish them.

Additionally, please indicate missions/hours so I can advise the specific local flotillas of those data and let me know if you need more copies of this sheet to collect other local units needs.

Unit: _____ Location: _____

OPERATIONS

PATROLS

Search and Rescue
Regatta
Marine Environmental Protection
Law Enforcement Support
Aids to Navigation
Logistics

SURFACE

AIR

TOTAL

COMMUNICATIONS

District
Group/Activity
Station
Marine Safety Office
Other

WATCHSTANDING

AUX NETS

TOTAL

ADMINISTRATIVE SUPPORT

District
Group/Activity
Station
Marine Safety Office
State Government
Other

TOTAL

VESSEL EXAMINATIONS

COMMERCIAL
FISHING VESSELS

UNINSPECTED
PASSENGER VESSELS

Marine Safety Office/Activity
Other

TOTAL

RECREATIONAL BOATING SAFETY

COURTESY MARINE EXAMINATIONS (CME SAFETY CHECKS)

Recreational Vessels
Personal Watercraft

TOTAL

MARINE DEALER VISITS

(MDV)

PUBLIC AFFAIRS

(PA)

PUBLIC EDUCATION (PE)

Advanced Coastal Navigation
Basic Coastal Navigation
Boating Skills and Seamanship
Boating Skills and Seamanship
Boating Skills and Seamanship
Sailing and Seamanship
Sailing and Seamanship
Water and Kids
Boats and Kids
Boating Safely
State Course
Other

(12 lessons)
(8 lessons)
(6 lessons)
(13 lessons)
(6+ lessons)
(7 lessons)
(14 lessons)
(1 lesson)
(1 lesson)
(4 lessons)

TOTAL

MEMBER SERVICES

Academy Introduction Mission
Recruiter Assistance Program
Membership
Member Training

(AIM)
(RAP)
(PS)
(MT)

Please return this letter to the undersigned by _____ (within 45 days).

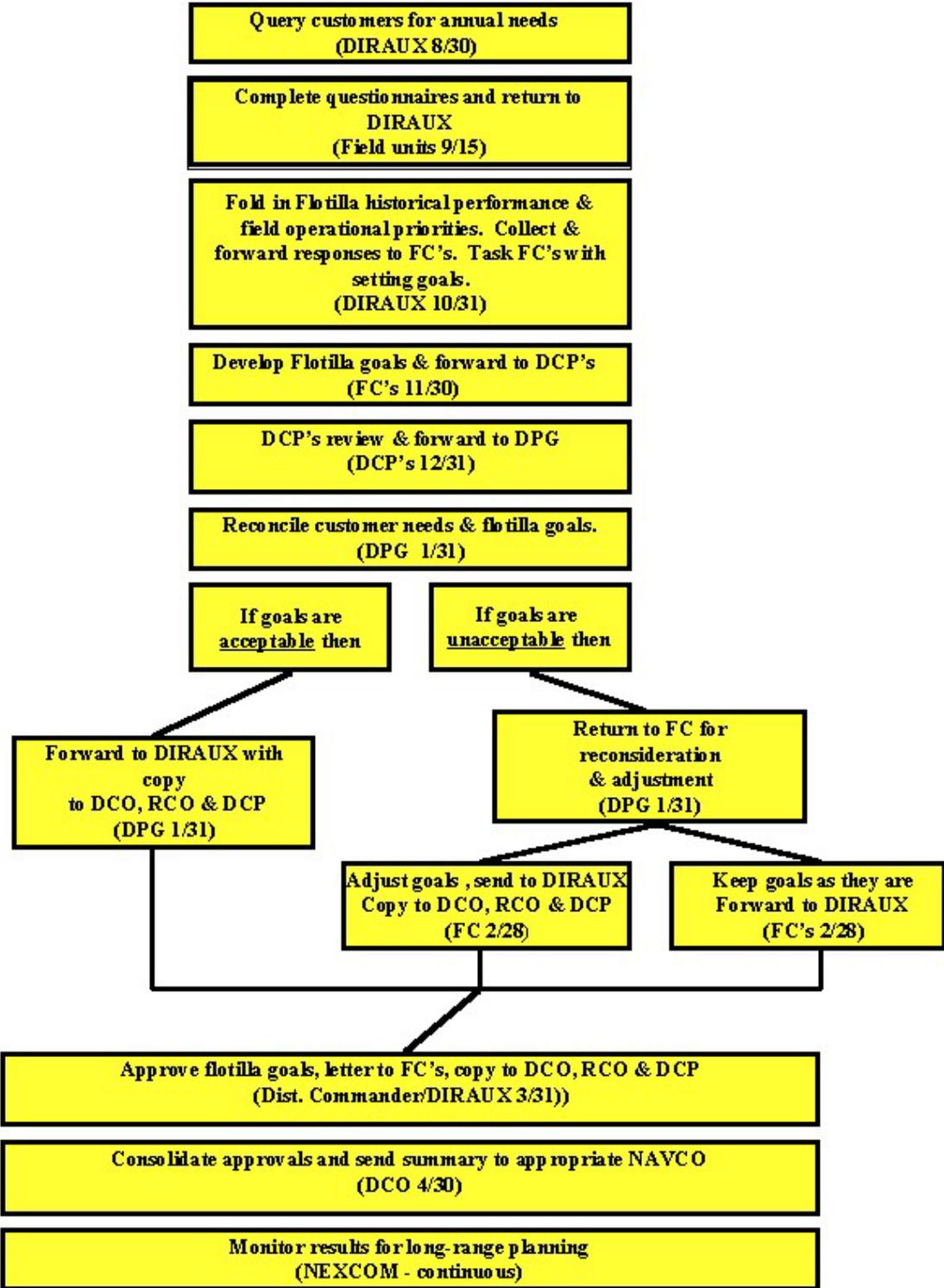
Thank you for your assistance. Please feel free to telephone me at _____ if you have any questions.

Sincerely,

Appendix 2-C

Flotilla Goals Development Process Flowchart

FLOTILLA GOALS FLOWCHART



CHAPTER 3. MEMBERSHIP

A. Eligibility.

1. General Requirements. The Auxiliary is a volunteer civilian organization. **Membership is open to any citizens of the United States and its territories and possessions, who are 17 years of age or older.** Facility (radio station, boat or aircraft) ownership and special skills are desirable but not mandatory. Auxiliary membership is also open to all current active duty now serving OR to former members of any uniformed services and their reserve components, including the Coast Guard (CG), discharged under honorable conditions.
2. Facility Definition. A facility is a privately-owned boat, yacht, aircraft, fixed land or land mobile radio station, at least 25% of which is owned by the applicant/Auxiliarist. Under certain conditions, the Director may grant a waiver for corporate owned facilities. All surface facilities, however, must meet the requirements stated for boats in the Vessel Examiner Manual (COMDTINST M16796.2 (series)) and local requirements established by the District Commander. For aircraft or radio facilities, the requirements are in the Operations Policy Manual (COMDTINST M16798.3 (series)). Finally, any operational facility must be accepted by the Director.
3. Special Skills. An individual's special training or experience can rapidly enhance a flotilla's ability to carry out any of the Auxiliary's programs. Examples of such qualified individuals include licensed aircraft pilots, foreign language skills, radio operators, a professional mariner or educator. Other skills might include computer technicians or data processors, members of Power Squadrons, EMTs or first aid instructor or those candidates willing to be trained in CG or Auxiliary programs.
4. Residence Requirements. Auxiliary enrollment and membership should be in the Auxiliary district/region where the individual maintains a primary residence. Exceptions to this policy can be approved subject to the concurrence of the District Commodores (DCO) and Directors involved.
5. Felony Convictions.
 - a. Application for Auxiliary membership should be denied if the applicant is shown to have a felony conviction, any level conviction for drug or alcohol abuse, sexual deviation or if serving in a parole status. The Director, after investigation, may waive requirements under reasonable circumstances, such as if the crime was:

- (1) Not violent, and
- (2) Not drug or alcohol related, and
- (3) Not a crime against the United States, and
- (4) Not an offense against minors or of sexual deviancy, and
- (5) More than ten years have elapsed since the date of conviction or release from parole, whichever is later.

b. Applicants denied enrollment based on this provision may appeal to the respective District Commander. The District Commander's decision shall be final and not subject to further review or appeal.

6. Recruiting. The Membership Recruiting and Retention Guide (COMDTPUB P16794.12 (series)) contains a valuable array of ideas for attracting new members.

B. Member Accession.

1. Membership.

a. Requirements. To become a member, an applicant must meet the general eligibility requirements for membership, complete the New Member Initial Orientation and Entry Training program, and be approved by the Director for enrollment.

b. Privileges of Auxiliary Members.

- (1) Entitled to receive a current copy of certain Auxiliary publications and the NAVIGATOR magazine at government expense.
- (2) Attend all Auxiliary National, District, Division and Flotilla meetings, training sessions, and social events.
- (3) May vote on any flotilla matter.
- (4) Be carried on the district membership rolls and receive an Auxiliary membership photo identification card.
- (5) May wear an Auxiliary uniform with proper devices and insignia of the current or highest past office held.
- (6) Eligible for any elected/appointed office for which qualified.
- (7) Be eligible to receive CG orders and be assigned to duty.
- (8) Entitled to fly the Auxiliary ensign on a currently inspected vessel facility.

- (9) Entitled to CG and Auxiliary advanced training.
 - (10) Entitled to use CG (not Department of Defense) exchanges for the purchase of all goods and services except alcohol and tobacco products.
 - (11) Entitled to use Department of Defense exchanges for the purchase of uniform items only (in accordance with a 12 September 1991 letter from the Assistant Secretary of Defense).
 - (12) Be authorized by proper authority to use government vehicles to perform official business.
 - (13) Access to the CG's Mutual Assistance program, which provides low interest loans for emergencies and student loans.
 - (14) May use private vehicles for authorized Auxiliary activities without CG orders including, but not limited to, routine travel to/from authorized activities, participation in parades (while towing boat or float), chart updating missions, and environmental activities.
2. Retired. Retired status is designed to recognize the continuous significant contributions of those Auxiliarists who are no longer desire or who are not able to participate in the authorized activities. Retired status is not a membership category and is not intended for all members. Retired status should be recognized by a suitable certificate and appropriate ceremony.
- a. Requirements.
 - (1) An Auxiliarist must have been a member for at least fifteen (15) years to achieve retired status.
 - (2) A request letter for retired status must be submitted through the chain of leadership and management to the Director.
 - b. Restrictions.
 - (1) Can not vote.
 - (2) Can not hold office.
 - (3) Can not participate in other than Auxiliary social programs.
 - (4) Can not receive CG orders to perform a specific duty or be assigned to duty.

- (5) Can not use government exchanges, vehicles or postage.
- (6) Must return unexpired Auxiliary ID card and Auxiliary or government property to appropriate authority.

c. Privileges.

- (1) Authorized to wear the Auxiliary uniform with such insignia as the highest past office entitles.
- (2) May display the Auxiliary Ensign provided the vessel facility is currently inspected.
- (3) Will no longer pay dues.
- (4) If circumstances change, a retiree may apply to the Director for return to a previous full membership category.

3. Life Membership. This membership category is awarded to DCOs at the conclusion of their term of office in recognition of services given. Award of Life Membership does not change the member's status or carry any special rights. A suitable certificate is provided by the National Conference by the Chief Director.

4. Honorary Membership.

- a. Honorary Members. Individuals, who are not Auxiliary members, may be awarded Honorary Membership. This distinction is intended for individuals who have provided a notable service to the Auxiliary and its programs. This award will be made upon the recommendation of the DCO and the Director, and approval of the District Commander. The term of this award may be one year (to conform with a period of service such as a yacht club commodore) or lifetime (if warranted). An appropriate certificate will be presented to such members by the approving District Commander or a designated representative.
- b. Honorary Commodores. In certain limited and selected cases, non-Auxiliarists may be awarded the title of Honorary Commodore. These individuals must be of national prominence who have made outstanding nationwide contributions to the Auxiliary's purpose and promotion. While only the Commandant can award this honorary title, a recommendation for such action will normally be made by the National Board. If approved, an appropriate plaque, signed by the Commandant, will be presented to the recipient of this honor by the Commandant or a designated representative.

C. Enrollment.

1. Initial Enrollment. The Director is responsible for approving applications for enrollment. An individual becomes an official Auxiliary member after the Director has approved their application and issued a member number. Member acknowledgment is accomplished by taking the Auxiliary member pledge at a Flotilla meeting.
2. Reenrollment. Former Auxiliarists who have been separated or retired from the Auxiliary may be considered for reenrollment provided they were not administratively disenrolled for cause. To reenroll, a written request is submitted to the Director, via the FC. The Director may immediately reestablish such members to previous status, as appropriate. However, to participate in authorized Auxiliary programs, these members must meet all current requirements, where qualification requirements exist.
3. Member Number. When an individual has been accepted into the Auxiliary by the Director, an individual member number is assigned. This number is critical for entering accomplishments into AUXMIS. The member number is composed of four separate elements.
 - a. District. The first three digits indicate the member's district (or region). Members in the Seventh District use - 070 and in the Fourteenth District - 140.
 - b. Division. The next two digits indicate the member's division. The practice of using Roman numerals to designate the division number is no longer used because of the conflicts caused with AUXMIS data elements.
 - c. Flotilla. The sixth and seventh digits indicate the member's flotilla. For members in Flotilla 14-6 (the sixth flotilla in Division 14), these digits would be - 06.
 - d. Member Designation. The last three digits are the unique numbers assigned to each member.
 - e. Complete Member Number. As an example: for the twentieth member assigned a number in Flotilla 6, Division 14, of Seventh District; the complete member number would be - 070-14-06-020.
 - f. Reissued Numbers. When a flotilla is chartered, member numbers are issued in sequence 001 through 015, or higher according to the number of charter members. These numbers will not be reissued. All other numbers can be reissued after being vacant for at least one year.

D. Transfers.

1. Within a District. A member may request transfer to another flotilla. The request is submitted on the Member Transfer Request (ANSC #7056) to the appropriate Director via the member's FC and the FC of the prospective flotilla. Information copies are provided to appropriate DCPs. Provided the member is current in financial obligations and has accounted for all assigned property, the member's FC should endorse the transfer. The request is sent through the chain of leadership and management, according to district policy, to the Director. If the member is delinquent, the FC should withhold approval of the transfer until the member fulfills all current financial or property obligations. The transfer is effective when approved by the Director.
2. Between Districts. A member shall request transfer between districts upon a change in permanent residence from one district to another. The member will submit the request using the Member Transfer Request (ANSC #7056) to the member's FC. Provided the member is current in financial obligations and has accounted for all assigned property, the FC will endorse the transfer. The member's request is sent through the chain of leadership and management, according to district policy, to the Director. The Director will contact the Director of the district receiving the member regarding appropriate flotillas in the member's new location. The member is obligated to update their AUXMIS entries with the new address and other pertinent information through their FSO-IS. It is important the member's original FC or Director has a way of communicating with the member until the transfer is completed. If the member has already selected and met with a flotilla, the gaining FC should advise the new Director through the usual channels. Finally, after the gaining FC officially contacts the transferring member, the new Director will approve the transfer. The records are then sent to the gaining district from the original district. The member is then given a new member number and issued a new identification card.
3. Denial of Transfer. The Director may deny a member's request for transfer to another flotilla within the district or to another district if the member:
 - a. Is delinquent in any financial obligation.
 - b. Did not return Auxiliary or CG property.
 - c. Is the subject of any pending administrative or disciplinary investigation or proceeding.

- E. Administrative Actions. Since the Auxiliary is a non-military, volunteer organization, Auxiliary members are not subject to the Uniform Code of Military Justice (UCMJ). Members may, however, receive various forms of administrative "sanctions" up to and including disenrollment from the Auxiliary. These sanctions apply when members either have not lived up to, or do not intend to live up to, their pledge to "support the Auxiliary and its purposes and to abide by the governing policies established by the Commandant of the Coast Guard." Prior to instituting any CG/Auxiliary disciplinary action against an Auxiliarist, the particular case's facts must be determined and put in writing. Preliminary fact finding procedures is to be made by the officer recommending discipline. The purpose is to determine facts, including what offenses, if any, occurred, and any matters in defense or mitigation. Preliminary fact finding provides necessary information to proceed with specific remedies or may eliminate the need for such action. (See para 3.H on Investigations)
1. Auxiliary elected leaders at all levels must assume the predominant role in "policing" members. Corrective action should be initiated by Auxiliary elected officers at the lowest appropriate unit level. This process allows the Director and the DCO to be objective in the administration of the organization. This process does not prevent either the Director or DCO from initiating administrative action, when appropriate.
 2. The assumption can not be made all members know the rules or standards of performance established for the Auxiliary. Before any administrative action against a member, elected officers and Directors should ensure:
 - a. The member fully understood the duties and performance required.
 - b. All relevant laws governing the Auxiliary established by Congress, regulations established by the Commandant, and all standards and procedures established by the Auxiliary National Board, District Commander, district board, and subordinate Auxiliary units were explained.
 - c. All actions are fair and completely impartial in dealing with the member.
 - d. No action is taken until the facts have been obtained, considered and evaluated.
 - e. The member's record of past performance and personal conduct has been considered.
 - f. The member's tenure and experience have been considered. For example, actions of an AUXOP with 15 years Auxiliary experience who should "know better" as compared with the same actions of a new member of less than a year's service.

- g. Similar sanctions have been imposed on other Auxiliarists in like circumstances.
3. There are situations in the management of any organization which require corrective action. However, in most cases, the sanction of disenrollment is inappropriate as the initial action. Some examples of situations for which "lesser actions" MAY be more appropriate, are:
- a. Uniform or flagrant grooming violations;
 - b. Unintentionally compromising or mishandling Auxiliary examinations;
 - c. Unwarranted violation or abuse of the chain of leadership and management;
 - d. Failure to follow procedures prescribed by written directive, standing rules, or policy;
 - e. Misrepresentation in official correspondence or reports;
 - f. Misrepresenting Auxiliary or CG authority or rank, either implied or by design; and
 - g. Improper patrol procedures.
4. Lesser Remedies. Before recommending formal disenrollment proceedings, reasonable lesser remedies such as the following should have been considered in the majority of cases:
- a. Informal Instruction. Informal instructions can be of two types: informal and private. They are usually given by an elected or appointed officer at the lowest appropriate level. For both types, the member is to be informed of the acceptable standard. The member should acknowledge and express understanding. One type is an "on the spot" instruction where the deficiency should be immediately corrected, such as a uniform correction. The other type is where the deficiency should be corrected at another time. This action could be: the proper procedures for reporting mission activities, an instructor lesson presentation, or the conduct of a courtesy marine examination.
 - b. Counseling. An oral counseling session is a private, full, and frank discussion between the elected officer at any level in the member's chain of leadership and management and the member. At this session, the member is advised of the

specific deficiencies and of the acceptable standards of performance. The member should be reminded of previous informal instruction sessions held. The reasons for standards and the importance of meeting them should also be covered. The elected officer will make and retain written notes of the points made and covered in the session. National department chiefs and DSOs are authorized to conduct oral counseling sessions with their department or staff members regarding staff performance of assigned duties and responsibilities.

- c. Oral Reprimand. An oral reprimand is given by an elected officer at any level in the member's chain of leadership and management. The reprimand is a verbal admonishment concerning specific instances of improper actions or performance. The member is to be reminded of any previous informal instruction and oral counseling sessions held. The member is to be advised future instances of these actions may result in more serious actions. The elected officer will make and retain, written notes of the points made and covered in this session. If after one year, no further adverse action is reported, the notes concerning the oral reprimand will be destroyed. National Directorate Chiefs are authorized to issue oral reprimands to their department or staff members regarding performance of assigned duties and responsibilities.
- d. Letter of Caution/Admonition. A letter of caution or admonition is an informal corrective letter issued to the member by a Director or DCO. The NACO may issue a letter to national staff members regarding performance of assigned staff duties and responsibilities. The letter will advise the member of specific improper action(s) and the acceptable standards. Included will be the fact any written statements submitted by the member were considered and a notation as to how the facts influenced the decision for the chosen course of action. The member is to be advised a written reply may be made and such reply will be retained in the Director's office, with the letter of caution or admonition. If after three years from the date of the letter of caution, no further adverse action is reported, both letters will be destroyed. The member may continue to hold elective or appointed office, but may NOT seek or hold any further offices during the three year filing period.
- e. Letter of Reprimand. A letter of reprimand is a formal corrective letter issued to a member by the Director. The Chief Director may issue a letter of reprimand to National Board or national staff members regarding their performance of assigned staff duties and responsibilities. Before issuing the letter of reprimand, the Director and DCO (or Chief Director and NACO) should discuss the situation. The reprimand will discuss the specific improper action(s) and the acceptable standards and included will be the fact any written statements submitted by the member were considered and how

they influenced the decision for this course of action. References to any previous administrative action(s) taken against the member also will be included. The member will be advised a written reply may be made and such a reply will be retained in the Director's office, along with the letter of reprimand. If after three years from the date of the letter of reprimand, no further adverse action is reported, both letters will be removed from the member's file. During the three year period, the cited member may NOT hold any elected or appointed office and will immediately vacate any current offices held. The member will also not be authorized wearing of any insignia or past officer pin for such office in which the letter of reprimand was received.

- f. Termination of "Offer-for-Use". The Director may terminate the acceptance of the "Offer-for-Use" for the member's facility when there has been a failure to follow the standards established for the operations program. In most situations, the termination will only involve denial of the facility as an operational facility. The member can no longer receive CG operational orders for use of the facility. The termination will normally be for a period not to exceed two years. The procedure for imposing this form of administrative action requires:

- (1) The member be given a proposed action notice.
- (2) The member be given a reasonable period of time, not less than fifteen (15) calendar days, to make an oral or written reply to the Director.
- (3) The Director will consider the reply and responds with a written decision in a timely fashion.
- (4) If the decision is to terminate, the member will be notified of the right to appeal the decision within thirty (30) calendar days to the Director's supervisor.

- g. Suspension or Revocation of Instructor, Vessel Examiner, Operational or Other Designation. Only the Director may suspend or revoke any member designation including, but not limited to, instructor, vessel examiner or any of the surface or air operations qualifications. This action includes the qualification examiner, marine dealer visitor, AUXOP examination proctor or any other designation. A suspension or revocation of a particular designation shall ordinarily be for failure to comply with the policies established for that particular program.

- (1) A suspension shall ordinarily be for a period up to two years. At the suspension period end, the designation will

be reinstated only when all existing qualification requirements and all other conditions outlined in the letter of suspension are fulfilled.

- (2) The procedures for imposing this form of action will be the same as set forth in the guidance for termination of "Offer-for-Use".
 5. The term "elected officer" as used in this Section E does not include past elected officers, immediate past elected officers, officers of the Past Division Captain's or Past District Commodore's Associations.
 6. Appeals. Appeals of any administrative action must be made in writing within thirty (30) calendar days of the action to the senior elected Auxiliary officer at the next higher level for actions taken by the Auxiliary, or to the Director's supervisor for actions taken by district/regional Directors. For example, if the DCO imposed the administrative action, the proper appeal authority would be the appropriate area NAVCO. For actions imposed by the NACO, appeals are sent to the Chief Director. All such appeal decisions are final at those levels.
 7. If all of the previous actions fail to correct the problem or the nature of the wrongdoing is sufficiently aggravated, a recommendation for administrative disenrollment action may be initiated by the senior Auxiliary elected officer at any level within the member's chain of leadership and management.
 8. Copies of any administrative action taken in this regard by Directors or Commodores will be kept as part of the Director's office member records. These entries shall be removed from the member's record after three years, unless there are further actions requiring said documentation.
- F. Temporary Suspension of Qualifications and/or Membership.
1. The Director is authorized to suspend any qualifications or membership of an Auxiliarist for a period not to exceed 120 days for circumstances which warrant formal investigation of an incident relative to a member's conduct. This suspension must be in writing, detailing the reason and length of the suspension.
 2. If the suspended member is elected or appointed, this suspension will include elected or appointed office duties. The member may resume duties of these offices when full Auxiliary rights and privileges are regained, if the term in office has not expired.
 3. If the investigation complexity requires additional time, the suspension may be extended accordingly. The extension's circumstances must be explained in writing and the member may appeal the extension in writing, addressed to the Director's supervisor.

4. A member under suspension is **not** entitled to any Auxiliary rights or privileges.
 5. A member who receives notice of temporary suspension of qualification and/or membership may appeal the Director's action to the Director's supervisor. However, temporary suspensions will remain in effect, unless overturned on appeal.
- G. Disenrollment. The authority for disenrolling a member rests with the Commandant, who has delegated this authority to each Director of Auxiliary. No member of the Auxiliary may disenroll another member. Disenrollments are separated into five categories: Member's Request, Failure To Meet Financial Obligations, Conviction of a Felony, Upon direction of the Commandant, or as a result of an Administrative Determination.
1. Member's Request. The Auxiliary is a volunteer organization and a member may resign at any time. The resignation must be in writing and submitted to the FC. The FC shall promptly forward all such requests to the DCP. The DCP will forward requests to the Director via the District Staff Officer for Personnel Services (DSO-PS). This action will enable the DSO-PS to have the Division or Flotilla Staff Officer for Personnel Services discuss the intent for resignation with the member before final action paperwork is submitted to the Director. If the member still wishes to resign, the Director will request the member's identification card and return of any government or Auxiliary property in the member's possession. Upon receipt, the Director will remove the individual's name from the district rolls. All resignations shall be acknowledged in writing by the Director.
 2. Failure To Meet Financial Obligations. The Director may disenroll a member for failure to comply with proper financial obligations specified by policy and procedures. This action includes failure to pay prescribed annual dues before the flotilla's deadline. The written request for disenrollment is submitted in writing by the FC to the Director via the DSO-PS. The DSO-PS will copy the DCP to request the SO-PS or FSO-PS the member to find out the reason for nonpayment and to discuss the proposed actions with the member before submitting the final disenrollment paperwork to the Director. There are no dues or assessments of any kind paid by Auxiliarists to the USCG.
 3. Conviction of a Felony.
 - a. The Director shall immediately disenroll any member convicted of a felony. Upon receipt of appropriate official documentation, the Director shall notify the member in writing of the disenrollment.
 - b. The Director shall suspend the qualifications and membership of a member upon arrest for an alleged felony. Upon receipt of

appropriate documentation from public records, the Director shall notify the member in writing of the suspension. Upon resolution of the charges against the member, the Director shall either move to disenroll the member or reinstate the member's enrollment in writing, as the resultant case requires.

- c. Members who are discovered to have previous felony convictions not identified at the time of Auxiliary enrollment application and which do not meet the reasonable circumstances for waiver listed in paragraph 3.A.5. above, shall be automatically disenrolled from the Auxiliary by the Director.
4. Upon Direction from the Commandant. When so directed in writing by the Commandant, an Auxiliary member will be disenrolled by the Director. Drug or alcohol abuse in violation of the Commandant's "zero tolerance" policy, at any conviction level which come under the provisions of this Manual, i.e., identified as an Auxiliarist under the Manual, are grounds for disenrollment at the Director's discretion.
5. Administrative Determination. If the administrative actions listed in paragraph 3.E. above fail to remedy the situation, a recommendation for disenrollment, as a last resort, should be forwarded to the Director. This recommendation should be considered by the Director only when there has been a serious breach of the rules, regulations or policy or a history of multiple minor breaches which, when considered together, constitute a pattern of nonconformity with established policies.
 - a. The recommendation for this action shall be in writing, and shall specifically state the reason for the recommendation. All actions taken to remedy the situation shall be specifically documented. The original correspondence shall be sent directly to the Director from the request initiator. The Director will copy or advise other appropriate officer in the chain of leadership and management. A copy of the request with all supporting documentation shall be provided by the originator to the member concerned via certified mail. There must be included with this written notification a statement the member has twenty (20) calendar days to present any comments or rebuttals to the letter addressees. Copies also must be provided to the District Staff Officer-Legal/Parliamentarian (DSO-LP). Copies must be maintained in strict confidentiality and released only on a need-to-know basis as disclosure is covered by the Freedom of Information and Privacy Acts.
 - b. All addressees will endorse and forward the correspondence with their recommendations in a **timely manner**, not to exceed seven (7) calendar days from receipt. The DCO shall consult with the DSO-LP, who will render a timely written opinion on the issues, in preparing case recommendations to the DCO.

- c. The member must be advised of the right to submit a written statement, if desired. The member's case should be presented as thoroughly and as completely as possible, stating all relevant matters or documentation. Corroborating statements from witnesses may be included. The member concerned may elect not to make a statement or answer any questions. All material presented by the member must be in writing, and shall be submitted directly to the Director who shall determine appropriate chain of leadership and management disclosures.
- d. The Director may decide the total submittal does not contain sufficient information to warrant a disenrollment proceeding. The Director shall act to: (1) dismiss the recommendation, (2) to take a less severe action, or (3) to cause further investigation to be held. Such further investigation should be assigned to an impartial Auxiliary committee (of two or more Auxiliary officers) established by the DCO. The DSO-LP or an ADSO-LP should be a member of this committee unless involved as an initiator or witness. The report of any such investigation shall be addressed to the Director with a copy to the member concerned. The Director will then decide if a recommendation for disenrollment should be made to the District Chief of Staff.
- e. If disenrollment is to be recommended, the entire record will be submitted to the District Chief of Staff who will approve or reject the recommendation. The member concerned will then be notified of the final decision in writing.
 - (1) While obviously administrative in nature, and not a judicial or legal procedure, when conducting an investigation the member's customary "rights of a party", as well as the rights of any party concerned, shall be preserved, as provided by a preliminary fact finding process to insure fairness. Investigations are to be conducted in accordance with COMDTINST M5380.1 - CG Administrative Investigations Manual.
 - (2) The District Chief of Staff may approve an Auxiliary member's administrative disenrollment for cause for any of the following reasons:
 - (a) Any action which brings discredit to the CG or CG Auxiliary to include violation of the Commandant's "zero-tolerance" policy on drug/alcohol abuse as evidenced by DUI/DWI convictions while identified as an Auxiliary member or acting in an Auxiliary capacity as covered in Chapter 1-A.
 - (b) Refusing to follow regulations on wearing the Auxiliary uniform or insignia, including misrepresentation as a Coast Guard officer or petty officer or misuse of rank, titles or insignia.

- (c) Misuse of CG or Auxiliary funds or property;
 - (d) Repeated actions prejudicial to the good order of the Auxiliary or any of its programs, as documented in the member's record;
 - (e) Failure to follow appropriate civil rights laws and the Commandant's Human Relations and Sexual Harassment Policy statements;
 - (f) Any false official statement, oral or written to include enrollment application data submissions.
 - (g) The use of a CG boat loaned to or in the custody of the Auxiliary or an Auxiliary unit owned boat, aircraft, vehicle or mobile trailer or radio, without proper CG orders or for unauthorized purposes; or
 - (h) Breaches of electronics and communications protocols or any other public communications media, so as to reflect discredit or to publicly embarrass the CG or Auxiliary.
 - (i) Any other actions deemed, in the District Director's judgment, warranting disenrollment proceedings.
6. Appeals. If the member does not agree with the action taken, the member may appeal to the District Commander. Once the District Commander has made a decision, such action is considered final, and is not subject to further review or appeal.
7. Notification by the Director.
- a. The Director shall keep the recommendation's originator for the administrative action informed. The notification is made through the chain of leadership and management. The originator will be notified of the proposed action and the final administrative action taken in a timely manner.
 - b. The Director shall immediately notify by fastest means possible, followed in writing, any member administratively disenrolled from the Auxiliary.

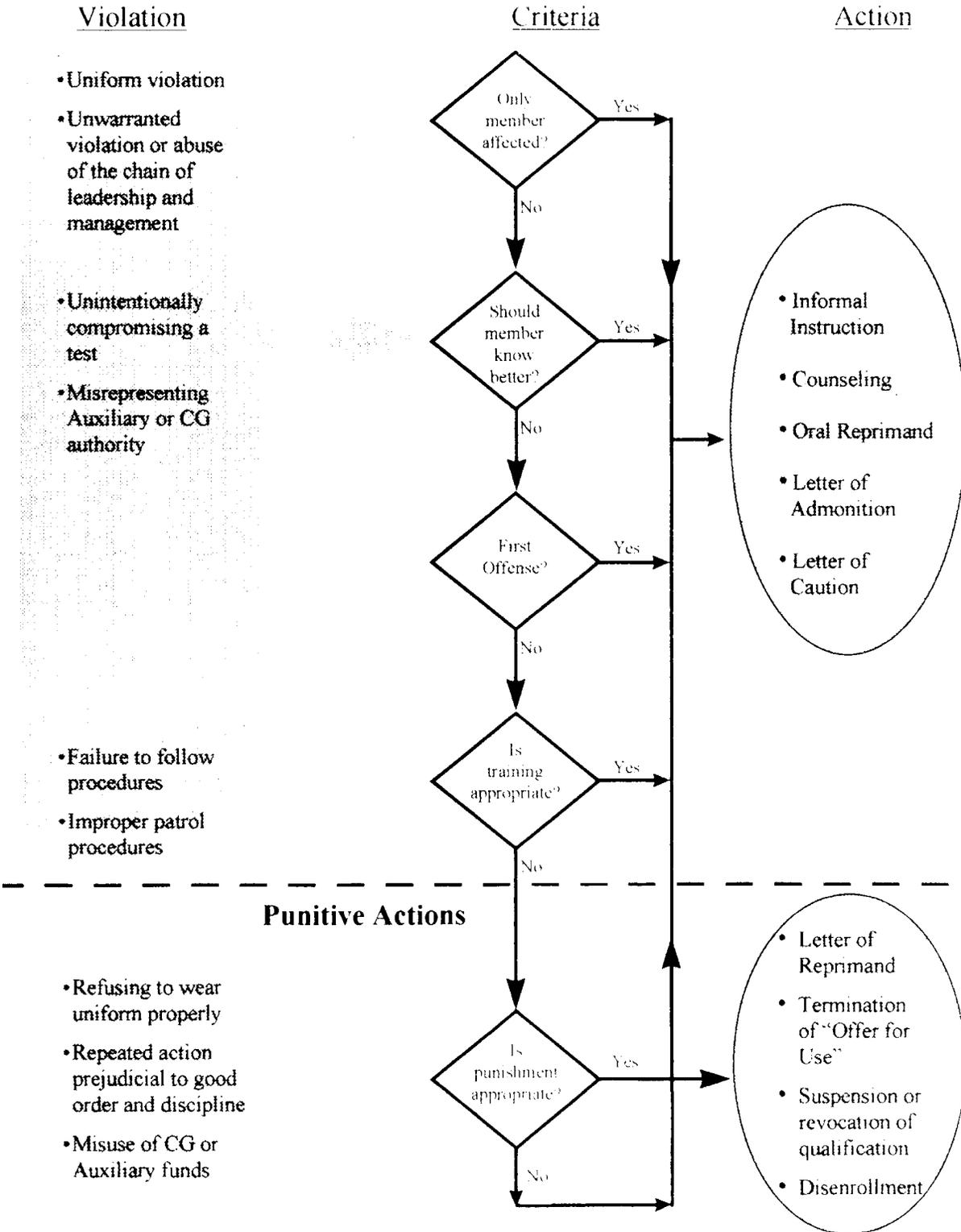
8. Records. Disenrollment records shall be retained in the Director's Office Auxiliary member files.
 9. Nothing contained in this Chapter shall be interpreted to prohibit the administrative change of Auxiliary records to correct errors, or the administrative change or revocation of any assignment to duty or scheduling of authorized activities by appropriate CG officers or elected Auxiliary office holders.
- H. Investigations. District Commanders, Directors and the senior elected unit officer of each Auxiliary unit are authorized to appoint and to assign to duty any Auxiliary member to conduct investigations or inquiries pertaining to the Auxiliary or any of its members. Individuals so appointed are required to furnish a report containing such recommendations as may be appropriate. The appointed investigating officer shall seek guidance and assistance from the District Auxiliary Legal Officer (DSO-LP) and the CG Investigations Manual. Investigations shall be conducted in accordance with COMDTINST M5380.1-CG Administrative Investigation Manual.
- I. Actions Upon the Death of an Auxiliarist. Death notification for any Auxiliary member should be made immediately to the appropriate District Director and District Commodore who will notify other appropriate personnel.
1. While Under CG Orders. A report is required by the FC within four hours in those circumstances where an Auxiliarist dies while under CG orders. This report is sent expeditiously to the District Commander, the appropriate Director and to the Chief Director. The Director should also notify the appropriate DCO and other required Auxiliary members. The Decedent Affairs Guide (COMDTINST M1770.1 (series)) is a good reference for the handling of circumstances surrounding an Auxiliarist's death.
 - a. Notification of Next of Kin (NOK) should be coordinated by FC with the Director to decide on the most appropriate individual to make any required NOK notification. The use of District, DOD or Auxiliary resources to assist in this notification is considered appropriate. Guidance provided in Chapter 11 of the Personnel Manual (COMDTINST M1000.6 (series)) may be helpful to the Director in carrying out these duties.
 - b. The circumstances surrounding an Auxiliarist's death while assigned to duty must be subject to a board of investigation. The District Commander should order this fact-finding body. Copies of their report should be submitted to Commandant (G-L) and the Chief Director (G-OCX).
 - c. Information regarding the benefits surrounding the death of an Auxiliarist while under CG orders is contained in Chapter 5.

2. Under Natural Circumstances (While Not Under Orders). As a family of volunteers, a member's death tests the true spirit of fellowship within this organization. To the extent possible and appropriate, fellow Auxiliarists should assist the deceased's family in handling the necessary affairs and arrangements required.
 - a. When feasible and appropriate, consideration should be given to appointing someone in the deceased member's flotilla to assist the family. The military employs a Casualty Assistance Calls Officer (CACO), who assists the family with funeral arrangements and the final administrative procedures. If the deceased was an incumbent or a past DCO or higher, active duty participation from the Integrated Support Command (ISC) staff, district staff or Director's office should be considered.
 - b. The Decedent Affairs Guide (COMDTINST M1770.1C) is a good reference for handling the circumstances surrounding a member's death. The CG's local ISC administrative staff is the primary source of decedent affairs information within the CG.
 - c. Auxiliary Membership does not entitle members to military burial honors unless entitled from prior service in the Armed Forces. An Auxiliarist in good standing may be buried in uniform, if so desired. Regardless, the wearing of the appropriate Auxiliary uniform by members attending the funeral of an Auxiliarist is authorized subject to next of kin approval.
 - d. At a time appropriate after the conclusion of the deceased member's funeral, certain administrative matters must be completed, including:
 - (1) Member's name deletion from AUXMIS to prevent further Auxiliary mailings to the deceased's family.
 - (2) Collection and destruction of the Auxiliary member's identification card (ID).
 - (3) Return of any government or Auxiliary property which may have been in the member's custody at the time of death.

Appendix 3-A

Administrative Action Flowchart

Administrative Actions



CHAPTER 4. AUXILIARY ORGANIZATIONAL STRUCTURE

A. Administrative Levels.

1. The Auxiliary is structured with four administrative/supervisory unit levels with Auxiliary elected and appointed members at each level. This chapter contains the general authority and duties of Auxiliary office holders. These duties may be further specified in other documents, provided they do not conflict with the provisions of this Manual. Additional information may be found in Commandant instructions and publications, district instructions and procedures guides and the Auxiliary National Program. The four administrative levels are: flotilla, division, district, and national.
 - a. The Flotilla. This level is the basic Auxiliary organizational unit and the working level which translates programs into action. Each flotilla is led and managed by a Flotilla Commander (FC). All Auxiliarists must be a member of a flotilla.
 - b. The Division. For administrative effectiveness, flotillas in the same geographic area are grouped into divisions. The division provides administrative, training, communication and supervisory support to flotillas and promotes district policy. Each division is led and managed by a Division Captain (DCP).
 - c. The District. Flotillas and divisions are organized in districts comparable to Coast Guard (CG) districts and are assigned the same district number. For Auxiliary administration, some CG districts are further divided into regions. The district/region provides administrative and supervisory support to divisions, accomplishes policy of the District Commander and promotes national Auxiliary policy. Each Auxiliary district or region is led and managed by a District Commodore (DCO).
 - d. National. This level of administration contains the National Executive Committee (NEXCOM) presided over by the National Commodore (NACO) and composed of the National Vice Commodore-Chief of Staff (NAVCO-COS), the National Vice Commodores for the Atlantic and Pacific Areas (NAVCO-A and NAVCO-P), the National Directorate Chiefs (NAVCO-MS, NAVCO-RBS, NAVCO-CG/SS), the National Vice Commodore-Transition Team Leader (NAVCO-TTL), and the Chief Director, office of Auxiliary. This Committee functions as the Auxiliary's senior leadership and management group. The NEXCOM and national staff comprise the Auxiliary national organization, which maintains general leadership and management over all Auxiliary programs.

B. The Flotilla.

1. Initial Charter. For initial charter, a flotilla must consist of at least 15 Auxiliary members. The required number of members may be waived only by the District Commander, and then only when exceptional local conditions dictate a departure from the norm. The use of flotilla detachments (See B.7) should be considered before waiving the minimum flotilla membership requirements.
2. Responsibility. Primary responsibility for initiating efforts to start a new flotilla rests with the DCO or such other Auxiliary officers appointed by the DCO. Before taking any action, all plans should be submitted to the DCP who will formulate the procedure. Help should be given by other division officers and flotilla members who may have personal acquaintance or contacts in the proposed new flotilla area. The DCP should clear the proposal, via the District Rear Commodore (RCO), with the DCO. The DCO will obtain the concurrence of the Director before advertising for, or accepting, any member transfer or enrollment applications. Following this procedure for starting a new flotilla avoids duplication of effort and shows correct procedures to new members.
3. Designation. Auxiliary flotillas are designated by Arabic numerals. The first numeral indicates the division, followed by the flotilla number. The name of the city or town in which the flotilla is located completes the designation. For example, Flotilla 32, St. Louis, is Flotilla 2 in Division 3, located at St. Louis, Missouri. Different flotillas in the same area must, for record purposes, have different names. New flotillas should use the name of the community, body of water, or other name identified with the locale. When either the number of divisions or the number of flotillas exceeds nine, use a hyphen between the flotilla and division number; i.e., 11-4 or 6-10.
4. Administration. The Administrative Procedures Guide (COMDTPUB P16791.2 (series)) details guidance for flotilla administration.
5. Authority to Establish or Disestablish Flotillas. The authority to establish or disestablish a flotilla is vested in the District Commander. When established, each unit receives a formal CG charter authorizing formation and the effective date.
6. Disestablishment.
 - a. Disestablishment must be considered if a flotilla falls below the required minimum acceptable membership level of 10 members or the flotilla member's activity or inactivity are not deemed to be in the CG or Auxiliary's best interests. Flotillas may be recommended for disestablishment for a variety of reasons : i.e. failure to meet required minimum acceptable membership

level of 10 members or the flotilla member's activity or inactivity are not deemed to be in the CG or Auxiliary's best interests. Flotillas may be recommended for disestablishment for a variety of reasons: i.e. failure to meet financial obligations to division, district, or national levels; continued under-strength membership; or failure to comply with the Auxiliary, District or Commandant policies or directives.

- b. When there is a need to reorganize the division, there also may be need to disestablish a flotilla. In this situation, the DCO and Director determine flotilla activity or inactivity, and decide on the need to retain flotillas as part of the division reorganization.
- c. Disestablishment action should be a last resort. Prior to disestablishment, consideration should be given to placing the flotilla on probation or converting an under-strength flotilla to a flotilla detachment.
- d. When placing a flotilla on probation, the DCP shall inform each flotilla member of the reasons, probationary period, and conditions for probation removal. The probationary period will not exceed one year. If the problem is not resolved during the probationary period, the DCP must will initiate the disestablishment recommendation at the first division board meeting following that period. The DCP shall inform the DCO and the Director of the action.
- e. The DCP shall enter the disestablishment recommendation as an agenda item at the next regularly scheduled division board meeting. The DCP shall advise the FC and flotilla vice commander of the flotilla in question of that action and request their attendance at the meeting. The DCP must advise them of their right to submit a report outlining any matters in mitigation of their circumstances to the division board for consideration. Each division board member shall review the DCP's report and those matters in mitigation presented by the flotilla. Upon completion of the review, the board will vote on the recommendation to disestablish.
- f. The passage of a disestablishment recommendation requires a two thirds (2/3) majority division board member vote. The DCP will inform the DCO and Director of the results within thirty (30) calendar days. The report will include all statements from board members concerning the intent to disestablish the flotilla.
- g. A flotilla may disband voluntarily and request disestablishment after a majority affirmative vote with a quorum present. When deciding on this course of action, the FC shall notify the DCP, DCO, and Director. The DCP will coordinate the transfer of all members wanting to remain in the Auxiliary to another flotilla or flotilla detachment. Those members not wanting transfer shall be retired or disenrolled.

- h. The Director will review and implement disestablishment action for those flotillas having requested disestablishment. The same action will be taken for flotillas under strength with no waiver in effect. In those flotillas recommended to be disestablished for other reasons, the Director will refer the matter to the District Commander with the DCO's recommendation. If the District Commander approves, and so directs, the Director shall take the necessary action to disestablish the flotilla and reassign members to another flotilla.
- i. Assets of Disestablished Flotillas. A disestablished flotilla's property and assets immediately become Division property and will be transferred to the SO-MA, who will audit and account for them. Government property held within the flotilla will be returned to the division for assignment to another flotilla or return to proper authority by the SO-MA.

7. The Flotilla Detachment.

- a. A detachment is a sub-unit of a flotilla; not an independent unit. Detachment formation enables a small group of three or more Auxiliarists to carry out some Auxiliary activities. Detachments allow the flotilla to recruit and to keep members in remote areas not having enough members to charter or to maintain a full unit.
- b. The detachment takes advantage of the sponsoring flotilla's existing staff. Detachment members are subject to all CG and Auxiliary policies and procedures, which govern the sponsoring flotilla. The detachment is not a means of bypassing unpopular regulations.
- c. The detachment has an officer-in-charge (OIC), appointed by the FC, who holds the status of and wears the insignia of a flotilla staff officer. The OIC has the authority to assign members of the detachment to duty according to the provisions of this manual. The OIC coordinates the activities of the detachment under the general supervision of the FC.
- d. The sponsoring flotilla has certain responsibilities to the detachment:
 - (1) The flotilla will recognize, accept and nurture detachment members as full flotilla members.
 - (2) The flotilla will provide full staff support, including member training and qualification.

- (3) The FC will maintain regular communications with the OIC. The FC will meet, at least twice a year at the detachment location, with the OIC and as many detachment members as can attend.
 - (4) The FC will ensure the detachment's activities and members support Auxiliary purposes as well as ensuring all established governing policies are followed.
- e. Detachment members are full-fledged, dues paying, voting members, entitled to all benefits of flotilla membership. Each is carried on the flotilla's roster in the Auxiliary Management Information System (AUXMIS). Each is encouraged to attend flotilla meetings as often as possible. AUXMIS does not record or track detachments. The OIC is not a recognized office recorded in AUXMIS. Although not separately identified in AUXMIS, the detachment OIC may desire some identification for communications. For this purpose, a geographic location followed by the flotilla designation is used, i.e., Grafton Detachment, Flotilla 63; or, Grafton DET, FL 63. In no case will more than one detachment be authorized in a single geographic location.
 - f. A request to form a detachment may be initiated in writing by the sponsoring flotilla's FC. The request is sent via the chain of leadership and management to the DCP and will state facts to support the request. The DCP, with the DCO concurrence and upon Director notification, may authorize detachment formation.
 - g. A request for disestablishment of a detachment must be submitted to the DCP. The request may be initiated by the OIC or by any Auxiliary officer in the chain of leadership and management. After full consultation with all parties, the DCP may disestablish the detachment.
8. Flotilla Voting Policy.
- a. Unless otherwise specified in the flotilla standing rules, a quorum of one-third (1/3) of the eligible voting membership must be present to conduct business. Additionally, one of the voting members present must be the FC or VFC. If either of these two office holders are not present, a past FC or other senior member should preside, but unit business can not be conducted.
 - b. Provided a quorum is present, a majority of the eligible voting members attending can carry a motion. No absentee ballots or proxy voting are authorized.
 - c. A flotilla may vote on any matter of internal flotilla administration or finance. A flotilla may also vote to recommend a change in CG or Auxiliary policy, but such a

recommendation must be forwarded to and adopted by the appropriate CG or Auxiliary level before becoming effective. A flotilla's vote on any matter inconsistent with CG policy or procedures, or affecting the duty or responsibility of Auxiliary officers is not effective unless approved by authorized CG or Auxiliary authority.

- d. When the unit's standing rules do not require a written ballot be used to decide an issue, if a member requests a written ballot be used, then the unit must then, without further action, either agree by consensus or vote on the use of a written ballot for the specific question on the floor. A majority vote in favor is needed to require a written ballot.

C. The Division.

1. Chartered Unit. The division is the next higher administrative organizational level above the flotilla. It consists of five or more flotillas in the same geographic area. In the unlikely event a division is to be chartered with fewer than five flotillas, a waiver must be obtained from the District Commander. Waiver requests should be initiated by the DCO at the time of the request for division establishment. The request should show when the division will be full-strength, normally no more than one year and the District Commander's approval must be contingent on the division reaching full strength within said year.
2. Geographic Boundaries. Geographic limits of divisions are for administrative purposes only. Limits will be assigned by the Director after considering input from the district board. Usually, indefinite areas of primary responsibility or activity are preferred to rigid geographic boundaries. There are no prohibitions which prevent any unit from conducting activities in another's "area". Auxiliary units in close proximity are expected to cooperate with each other in the coordination of unit activities. Locations for courtesy marine examination stations, setting up public education courses, and recruiting members require flexibility and inter-unit coordination.
3. Responsibility. While authority to charter a division is vested in the District Commander, the primary responsibility for establishing a new division rests with the Director and DCO. The DCO may appoint other Auxiliary officers to help in recruitment efforts or in formulating the recommended procedure and plans for a new division. All plans must be submitted to the Director for concurrence before any action is taken.
4. Designation. Auxiliary divisions use a numeral and geographic location for their designation. For example, Southern Idaho Division 4 indicates the Fourth Division with flotillas located in the southern part of Idaho. The traditional practice of utilizing Roman numerals is no longer used.

5. Administration. The Auxiliary Division Procedures Guide (COMDTPUB P16791.3 (series)) contains detailed guidance for division administration.
6. Disestablishment.
 - a. If, despite all attempts, a division falls below the required five flotillas, one of two actions is required. The District Commander may (1) grant a waiver. In the majority of cases, the District Commander should (2) act to disestablish the division. Flotilla detachments may not included to achieve the minimum five flotillas.
 - b. If there is a reduction of division strength to four or fewer flotillas, the DCO shall appoint a study group to determine the division's viability and to develop a plan to rebuild the division or to recommend disestablishment. The study group will consist of the RCO in whose area the division is located, and two other Auxiliarists specially chosen for their ability and familiarity with the program. Upon completion of their study, the District Rear Commodore (RCO) shall submit a written report of their findings, opinions, and recommendations to the DCO. If sufficient promise in restoring the division to full strength exists, the study group may recommend probation for a period not to exceed one year. Otherwise, a recommendation to disestablish is the most reasonable option. A copy of the study group's proceedings shall be furnished to the DCP and the Director.
 - c. Similar action is required when a Division's activity, inactivity, or presence is not deemed to be in the CG/Auxiliary's best interest. The DCO shall appoint a study group to evaluate the situation. The study group should request statements from division and flotilla elected officers and consider, plus include in a report, any statements received. Upon study completion, a written report of group findings and recommendations is submitted to the DCO.
 - d. The DCO will request the DCP to submit a written report within thirty (30) calendar days to the district board including any matters in mitigation to help the board in arriving at an impartial decision. The DCO will enter the study group report as an agenda item at the next district board meeting after receiving the DCP's report. A letter will be sent to the pertinent DCP advising of the agenda item and suggesting the DCP and/or VCP attend in person.
 - e. The district board, at the scheduled meeting, will review the study group's report. Attention will be given to the DCP's letter of mitigation and appeal. The district board shall vote on final action. Approval of a recommendation to disestablish requires a two-thirds (2/3) affirmative vote of the voting members present. If the vote to disestablish fails, the DCO shall advise the Director of the district board

recommendation for probation for one year after which disestablishment may be directed by the District Commander, if full strength has not been obtained.

- f. The Director shall present the study group proceedings and district board recommendation to the District Commander for consideration. When probation is recommended, the division may be placed on probation for up to one year from 1 January of the year following the probation decision. The District Commander will advise the division board of the probationary period. If the action is to disestablish, then disestablishment takes place as of the date set by the District Commander. The Director will transfer the division's flotillas to the nearest division.
- g. When placing the division on probation, the original study group will remain active, functioning as an advisory group to the DCP and managing the district's effort to assist. At the end of each calendar quarter during probation, the RCO or study group chairman shall submit a written progress report to the DCO.
- h. In very few exceptional cases, it may not be practical to maintain five flotillas, due to geographic or other unusual constraints. The District Commander may, in these cases, authorize the division to continue permanently with less than five flotillas.

- 7. Authority to Establish or Disestablish Divisions. The authority to establish or to disestablish a division is vested in the District Commander. When established, each unit receives a formal charter from the CG authorizing formation and the effective date.
- 8. Assets of Disestablished Divisions. Disestablished, division property and assets will go to the district. The district board should consider the allocation of some or all of the assets to divisions receiving flotillas from the disestablished division.

D. Unit Administration.

- 1. Administrative Boards. The division, district and national levels each have administrative boards. A majority of the members of any board must be present to transact business. No member will have more than one vote. Board meetings are normally open and all Auxiliarists are welcome and invited to attend national or their district, division and flotilla meetings. In rare situations, a closed meeting may be needed. This action will be taken only when authorized by the Director or Chief Director for National Board meetings.

- a. If the FC or DCP is unable to attend the applicable board meeting, their vice should attend and has a vote on the board. If the vice is also unable to attend, the immediate past unit leader should attend and will have a vote on the board unless specified otherwise in writing by that officer's senior elected officer. When none of these officers can attend, the senior officer of that unit will designate another member of that unit to represent the unit. This representative will not have a vote on the board.
 - b. The DCO is an ex officio voting member of all division boards in the district when present at a meeting. The NACO is an ex officio voting member of all district boards when present. The DCO may delegate in writing the ex officio voting status to the VCO, RCO or Immediate Past District Commodore (IPDCO). The NACO may delegate in writing such ex officio voting status to any NAVCO or NIPCO. A copy of this written authorization from the DCO or NACO should be provided to the presiding officer for the meeting minutes.
 - c. A board vote inconsistent with current CG or Auxiliary policy or procedure is not effective unless approved by authorized CG or Auxiliary authority.
 - d. Except in those instances where a two-thirds (2/3) majority is required, an affirmative vote of a majority of an administrative board, present and actually voting, is necessary to carry a motion. A majority of the votes actually cast will determine the outcome of the issue on which the vote was taken. Blank votes or abstentions do not count in the total for determining votes cast. Therefore, a count is necessary for both those in favor of and those opposed to a motion. Absentee or proxy voting is not permitted .
 - e. Whenever voting by written ballot is not required by the standing rules, voting will be by voice or a show of hands. If a voting member requests a written ballot be used, the board will follow the procedure in Section 4.B.8.b..
2. The Division Board. The DCP, Division Vice Captain (VCP), Immediate Past DCP (IPDCP), and every FC in the division compose the division board. The DCO is an ex officio member of this board.
 - a. Division board meetings are held according to division standing rules. The DCP, DCO or Director may call additional meetings. The DCP will publish an agenda for each board meeting. The division board should meet at regular intervals determined locally to be most responsive to members' needs. To conduct business, the DCP or VCP must be present. In instances where attendance is impractical, the division board may transact routine business by mail. Regular annual elections shall not be held by mail or telephone means unless specifically authorized by the Director. Only in unusual circumstances, and when Director approved, may a regular election be held by mail.

- b. The division organization exists to support the flotillas by providing administrative and training support. The division board performs these duties through coordination to promote Auxiliary policy within the division and helps the Director to administer and to foster growth of the Auxiliary, organize and administer division activities, and conduct election of division officers.
3. The District Board. The district board is composed of the Director, DCO, IPDCO, VCO, RCOs, and all DCPs in the district. The NACO is an ex official member of this board. The President of the Past Division Captain's Association, if authorized by the standing rules, is also a member of the board. To conduct business, the DCO or VCO must be present.
- a. Each district/region must have a minimum of two RCOs. These RCOs may be assigned geographically specific areas of responsibility or they may be assigned specific program areas of responsibility or some locally devised combination of the two. Area staff officers are not authorized. Additionally, whenever a CG unit is commissioned, an RCO must be assigned the primary duty of coordinating between the Auxiliary district/region and the CG unit commander. The DCO may appoint an Auxiliary Liaison Officer for a specific CG unit for RCO assistance in carrying out these coordination duties: i.e. providing expert assistance for using Auxiliary services, training, and support across division/flotilla boundaries.
 - b. District Board Meetings are held under district standing rules. The District Commander, Director or DCO may call additional meetings. The DCO will prepare and publish, in advance, an agenda for each district board meeting. This agenda will be done after consulting with the Director and district staff. The agenda is provided to the Director, district board and staff. If meeting is impractical, business may be transacted by mail or electronic means. Only in unusual circumstances, and when approved by the District Commander, may a regular election be conducted by mail.
 - c. District board duties include implementation of established CG and Auxiliary policy within the district. The board helps the DCO to develop and to carry out district policy. The board also recommends changes in national policy to the National Board. When appropriate, the district board guides and directs subordinate units.
 - d. The district board may be asked to conduct hearings and to make recommendations on requests for a unit's disestablishment.

- e. The District Commander may authorize a Past Division Captain's Association where such an association can be of district benefit. The association's president may be allowed a vote on the district board provided the DCO and the Director have approved the association's standing rules and attendant bylaws. Further, the district's standing rules must authorize such a vote.
4. District Executive Committee (EXCOM). The DCO, VCO, RCOs, IPDCO and the Director are districted board EXCOM members. The EXCOM is charged with managing Auxiliary district day-to-day operations; with performing other prescribed duties, and with meeting according to the district's standing rules.
5. The National Board. The National Board members are the NACO, the NAVCOs, the Chief Director, all DCOs, the NIPCO (as of 1 Jan 99) and the President of the National Association of Past District Commodores. All are voting members. Expected to be present in an advisory capacity are all District/Regional Directors.
- a. The National Board's purpose is to assist the Commandant and Chief Director in developing and in carrying out Auxiliary national policies.
 - b. The National Board will meet at least twice each year, normally in February and September. Subject to the Chief Director's concurrence, the NACO is responsible for selecting meeting times and locations. All meetings are open to all members, who are encouraged to attend.
 - c. The NAVCO-COS is responsible for the coordination and direction of the national staff through the Directorate Chiefs for CG/State Support, Recreational Boating Safety and Member Services in carrying out the NACO's policies.
 - d. For national administration, the Auxiliary is presently divided into two areas, the Atlantic area and the Pacific area. The Atlantic Area will be subdivided into an Eastern and Western area with subsequent NAVCO assignments. See the map in enclosure (1) for current areas, which a NAVCO administers. On 1 Jan 1999, the Auxiliary will be divided into three national areas: Atlantic Area - East, Atlantic Area - West, and Pacific Area.
 - e. In addition, there are three Auxiliary Directorates - Member Services (MS), Recreational Boating Safety (RBS) and Coast Guard/State Support (CG/SS). An elected NAVCO currently administers the activities of each of these Directorates until a NEXCOM change to appoint three NADCOs is exercised. On 1

Jan 1999, an appointed National Directorate Commodore (NADCO) will serve as chief for each directorate. The position of an elected NAVCO directorate chief will be eliminated.

- f. A National Association of Past District Commodores (NAPDIC) is authorized. Its president has a National Board seat and is entitled to one vote as long as the NAPDIC standing rules and subsequent are approved by the Chief Director and NACO.
6. National Executive Committee (NEXCOM). On 1 Jan 1999, the NEXCOM members will be the NACO (as chairperson), the four (4) NAVCOs, the Immediate Past National Commodore (when current incumbent NACO leaves office), and the Chief Director. The NEXCOM is charged with the national aspects of the day-to-day Auxiliary operations as well as the responsibility for strategic and long range planning. It is responsible for those items not otherwise assigned by this manual (AUXMAN), the national standing rules, or as part of the national program. The NEXCOM monitors and evaluates progress toward CG and Auxiliary objectives and programs. Within the limitations established by this manual and the national standing rules, the NEXCOM shall set into motion the implementing programs required by the Commandant and the National Board. The NEXCOM will set policies and provide routine guidance to ensure efficient and timely functioning of the Auxiliary organization. The NEXCOM will meet during National Board meetings. The NEXCOM also will meet at such other occasions as determined by the NACO and the Chief Director.
- a. National Commodore (NACO). The NACO is the senior elected Auxiliary officer and has precedence over all other Auxiliarists. The NACO shall:
 - (1) Represent the Auxiliary to the Commandant and the CG Headquarters Flag Corps in all matters concerning Auxiliary activities.
 - (2) Represent the Auxiliary on other occasions as the Commandant may designate.
 - (3) Preside over National Board meetings.
 - (4) Maintain close liaison, through the Area NAVCOs, with all DCOs.
 - (5) Provide the Chief Director with advice and practical suggestions, and work closely with the Chief Director to insure authorized policy and programs will be followed and promoted by the membership.
 - (6) Coordinate with the Chief Director in calling National Board meetings.

- (7) Prepare and publish an agenda for each National Board meeting. Distribute the agenda to each member of the National Board and each Director at least thirty days before the first date of the meeting. This action is needed to provide sufficient time to review all agenda items.
 - (8) Appoint the Auxiliary national staff, and appoint national department chiefs with Chief Director approval.
 - (9) Develop an annual program, for approval by the Chief Director, stating annual program goals for the coming year. The program will specify and amplify the staff officers and committee member's duties in attaining these aims.
 - (10) Serve as an ex officio voting member of each national standing committee and district board.
 - (11) Supervise Auxiliary activities, using the Auxiliary chain of leadership and management.
 - (12) Oversee management and operation of Auxiliary activities, using the Auxiliary chain of leadership and management to ensure Auxiliary compliance with all CG and Auxiliary policies and directives as directed by the Commandant.
- b. National Vice Commodore - Chief of Staff (NAVCO-COS). The NAVCO-COS shall assist the NACO in all duties and, when circumstances warrant, shall act as NACO. In the NACO's absence, the NAVCO-COS presides over National Board meetings. The NAVCO-COS coordinates and directs the national staff through the National Vice Commodores (NAVCOs) for CG/State Support, Recreational Boating Safety and Member Services in carrying out Auxiliary policies. The NAVCO-COS is an ex officio voting member of each national standing committee. The NAVCO-COS is directly responsible for oversight of the Auxiliary Departments of Legal (DC-L) and Information and Communication Services (IS).
- c. National Vice Commodore - Atlantic Area (NAVCO-A), and Pacific Area (NAVCO-P). The area NAVCOs shall assist the NACO in the performance of various duties including:
- (1) Be responsible for Auxiliary program conduct within their area of responsibility (AOR). Be thoroughly familiar with and support Auxiliary-related policies established by the CG and the National Board.
 - (2) Represent their area on the NEXCOM and where appropriate. Attend district conferences when directed by the NACO.

- (3) Preside over the area meetings at the National Board's semi-annual meetings.
 - (4) Preside over the National Area Planning Meetings (NAPM) held in the area.
 - (5) Maintain close liaison with the DCOs and provide advice and counsel, as needed. Assist DCOs in solving problems not resolvable at District/Regional levels.
 - (6) Ensure CG and Auxiliary policy compliance using the chain of leadership and management.
- d. National Vice Commodore for Member Services (NAVCO-MS), Coast Guard/State Support (NAVCO-CG/SS) and Recreational Boating Safety (NAVCO-RBS). The National Vice Commodores for Member Services, Coast Guard/State Support and Recreational Boating Safety assist the NACO in duty performance. NADCOs will assume these duties and responsibilities on 1 Jan 1999. Under NAVCO-COS direction, they shall:
- (1) Be responsible for planning, organizing and coordinating all activities;
 - (2) Ensure policies established by the CG, the National Board and NACO are effectively implemented;
 - (3) Keep NACO and NAVCO-COS informed of directorate matters and provide correspondence copies to NEXCOM;
 - (4) Consult by electronic communications, telephone or mail with their department chiefs to proactively coordinate their activities;
 - (5) Work continuously toward the immediate and long-term Auxiliary, which are specific directorate responsibilities;
 - (6) Submit progress reports to the NEXCOM and appropriate CGHQ office and division chiefs, advising each of their ongoing directorate activities;
 - (7) Effect direct coordination with NACO and NAVCO-COS on specific problems or requests for needed assistance;
 - (8) Consult and coordinate with appropriate CG Flag officers and program managers, in coordination with the Chief Director, to determine requirements for Auxiliary resources use within their Directorate and to develop and manage Auxiliary programs consistent with CG needs and objectives;

- (9) In consultation with NEXCOM and respective Department Chiefs, develop plans, policies and procedures to achieve and to maintain Auxiliary capabilities consistent with identified CG requirements.
 - (10) Ensure compliance with CG and Auxiliary policy, using the chain of leadership and management.
- e. National Vice Commodore - Transition Team Leader (NAVCO-TTL). The NAVCO-TTL shall be responsible for assisting and providing a smooth transition for disestablishing the former Auxiliary Central Area and consolidating four former Second District regions now the Eighth CG District. The NAVCO-TTL reports directly to Chief Director. This position shall be disestablished upon completion of the above tasking, but not later than 31 December 1998.
- f. Chief Director, U.S. Coast Guard Auxiliary (G-OCX). The Commandant appoints the Chief Director who shall:
- (1) Direct Auxiliary policy, procedures and administration established by the Commandant under the authority of 14 U.S.C. 821-832 (Coast Guard Auxiliary).
 - (2) Be the Commandant's designated representative to the the Auxiliary NEXCOM, Auxiliary National Board, Auxiliary national staff operating committee (OPCOM) and an ex-officio member of all Auxiliary national standing committees.
 - (3) On the Commandant's behalf, modify, approve or disapprove Auxiliary National Board recommendations.
- g. National Directorate Commodores for Member Services (NADCO-MS), Coast Guard/State Support (NADCO-CG/SS), and Recreational Boating Safety (NADCO-RBS). Effective 1 Jan 1999, three new appointed directorate chiefs are authorized for NACO appointment. These positions replace the elected positions of NAVCO-CG/SS, MS, and RBS, which will be no longer authorized. NADCOs will not be National Board or NEXCOM members, and thus, will not have a vote. The process for appointment is:
- (1) Prior to the National Conference in the year a national election is held, the NACO shall appoint a selection committee composed of one district commodore from each area and one Director of Auxiliary. The selection committee shall review resumes from interested and qualified candidates and will provide the NACO-Elect with a list of the top three candidates for each position.

- (2) The NACO-Elect will select a NADCO for each of the three directorates from the list provided or the person currently holding the NADCO position.
 - (3) The NACO-Elect will present the NADCO selections to the NEXCOM-Elect for confirmation prior to submitting the nominations to the Chief Director for approval.
 - (4) Persons appointed as NADCOs are eligible for reappointment.
- h. National Immediate Past Commodore (NIPCO). Effective 1 Jan 2001 or upon completion of current incumbent 1997-1998 NACO's term, the position of NIPCO is authorized. The NIPCO's duties shall be to assist the NACO, as directed. This officer, because of past service and experience, should provide program continuity to the National Board and NEXCOM as well as being a valuable asset to the Chief Director and the serving NACO.

E. Elections.

1. Assumption of Office. Every Auxiliary administrative level holds elections. Newly elected Auxiliary officers assume office on 1 January of each year following their election. For those officers elected in an interim election to fill a vacancy, their term begins upon election and approval (where appropriate) by the Director. Appendix 4-A at the end of this chapter shows officers' eligibility for election, the terms of office, who votes in the elections and when elections are held.
2. Duties of Auxiliary Elected Officers.
 - a. Senior Elected Officers. The duty of senior elected officers in all Auxiliary leadership positions (NACO, DCO, DCP, and FC) is to be thoroughly familiar with their assigned responsibilities. Each officer maintain close liaison with the senior elected officers in units immediately higher or lower in the Auxiliary organization. Additionally, each must ensure members are trained and qualified in their assigned duties in the unit. They should strive to inspire cooperation and encourage fellowship among members. Incumbent officers should use the experience and expertise of the immediate past officers. Incumbent elected officers are responsible for:
 - (1) The conduct of unit meetings.
 - (2) Supervision and successful execution of unit activities to accomplish Auxiliary missions and goal.
 - (3) Supporting and complying with Auxiliary and CG policies.

- (4) Prompt submission of required reports and correspondence.
 - (5) Membership recruiting and retention.
 - (6) Leadership, management, supervision and operation of their unit and unit member training, qualification, assignment to duty, recognition and corrective action.
- b. Officers in a Vice Capacity. The principal duty of officers in a "vice" capacity (NAVCO-COS, VCO, VCP, and VFC) is to help the unit's senior officer. Each "vice" functions as the unit's "chief of staff." The "vice" carries out authorized programs according to existing policies and with an acceptable quality standard. Each is tasked with offering advice and help, as needed. If applicable, each "vice" visits other Auxiliary units to maintain liaison. The "vice" supervises unit staff officer activities. Each unit's staff officers report to their "vice". Each "vice" review and acts on reports submitted by unit staff officers. When substituting for the unit's senior elected officer at meetings or functions, the "vice" is authorized to vote as the acting senior elected officer. The "vice" helps ensure compliance with CG and Auxiliary policy, using the Auxiliary "chain".
- (1) VCOs also will serve as chairpersons of one or more district board standing committees and committees for special events. VCOs are responsible for district staff coordination and direction.
- c. District Rear Commodores (RCO). RCOs assist their respective DCOs and, if requested, attend meetings or act in specific matters for their DCO.
- (1) RCOs charged with geographic responsibilities shall maintain close liaison with the DCPs in their area of responsibility. They supervise, help, and counsel them as necessary, visiting the divisions. RCO's foster Auxiliary growth through development of an active membership recruiting program. They assist division officers in organizing new flotillas and in developing interesting and varied meeting programs. RCOs ensure compliance with CG and Auxiliary policy by all Auxiliary units and members, utilizing the Auxiliary "chain".
 - (2) RCOs may also be charged with programmatic responsibilities within their district or region. They shall coordinate the planning of activities in those program areas for the DCO and serve as the DCO's liaison to the applicable national Directorate and/or department.

- (3) Whenever a CG unit is commissioned, an RCO must be assigned the primary duty of coordinating between the Auxiliary district/region and the CG unit leader. These coordination duties include, but are not limited to, serving as an expert "broker" for Auxiliary services, training and support. RCOs duties may cross division/flotilla boundaries.
 - d. Elected officers have been delegated authority by the Commandant to assign to duty other elected officers lower in the chain of leadership and management, their staff officers and other qualified Auxiliarists.
3. Eligibility. Appendix 4-A at chapter end outlines the eligibility requirements for elected offices. To ensure members have sufficient knowledge concerning requirements of the various elected offices, the completion of a one year (12 month) regular term of office at one level (flotilla, division, district) is required before advancement to the next higher level. Additionally, an individual must have been a member for a suggested minimum of 12 months before nomination for offices of Flotilla Commander (FC) or Vice Flotilla Commander (VFC), unless a waiver is granted by the Director.
4. Election Guidelines.
- a. Immediate past officers at division, district and national levels are voting members of the particular board.
 - b. To be eligible for nomination to an elected Auxiliary office, members must first have satisfactorily completed the AUXMIN specialty course, or Administrative Procedures Course (APC) or an elected officer's course.
 - c. If eligible members are unavailable or unwilling to seek elected office, the Director may waive the prerequisites and eligibility requirements, as appropriate, consistent with District needs.
 - d. Members who fulfill all eligibility requirements, on transferring from another district/region, shall not be denied the opportunity for election to a district office.
 - e. No Auxiliarist may hold two **elected** offices concurrently.
 - f. Unit standing rules shall have specific provisions to allow nominations from the floor. Alternatively, the rules must allow set-aside motions to allow such nominations. In nominations from the floor, the nominator is responsible for ascertaining the eligibility of the nominee subject to verification after the election through the Director's office.

- g. Auxiliary officers conducting elections are responsible for insuring the eligibility of each candidate, except as stated above. Eligibility can be determined by consulting the Director.
 - h. **Directors are responsible for certifying the eligibility of anyone elected and for approving all election results.**
 - i. If a flotilla fails to hold a valid annual election by 15 December, the DCP may appoint an interim FC and VFC. This action is done only after consultation and approval by the DCO and the Director.
 - j. All elections shall be by secret ballot unless there is only one candidate for a particular office. Absentee or proxy voting is not authorized.
 - k. Only in unusual circumstances, when approved by the Director, may a regular division election be held by mail. Only in unusual circumstances, when approved by the District Commander, may a regular district election be held by mail.
 - l. The senior elected officer at the next higher level shall be notified in advance of any election.
 - m. In the event of any challenge or protest regarding the outcome of an election at the flotilla or division level, the matter shall be referred to the DCO, who shall render a final decision after consultation with the District and the District Staff Officer - Legal (DSO-LP). Any protest or challenge to a district election shall be referred to the appropriate Area NAVCO, who shall render a final decision after consultation with the Department Chief, Legal Affairs (DC-L), the NACO and the Chief Director.
5. Election of National Officers. When a national officer's regular or interim office term expires at the current year's end, the National Board will elect a successor at its meeting held in conjunction with the fall national conference. Any protest or challenge to a national election outcome shall be referred to the NACO (if not a candidate), who shall render a final decision after consultation with the Chief Director and DC-L. If the NACO was also a candidate, the matter will be referred to the Chief Director for final determination after consultation with the DC-L.
6. Vacancy in an Elected Office.
- a. A vacancy in an Auxiliary elected office shall be filled by an interim election. In certain circumstances, the District/Regional Director or Chief Director, as appropriate, may authorize an interim election to be conducted by mail ballot. A vacancy notice shall be sent to all eligible candidates at least fifteen (15) days in advance of the required date for candidates to place their names in nomination.

- b. A member chosen in an interim election will hold office for the remainder of the unexpired term. This interim term does not necessarily establish eligibility for the next higher office. Incumbency of more than half the regular term may, if approved by the District Commander, be considered a regular term of office. This establishes eligibility for the next appropriate higher office. An interim term, however, does not render the incumbent ineligible for a subsequent regular term in that office.
- c. In certain situations, CG and Auxiliary interests are best served for an officer's term, elected in an interim election, to be considered a regular term. In these cases, the District Commander shall determine whether the election is to be regarded as a regular or interim election. Each determination will be based on the circumstances. For national elections, the Commandant, in consultation with the Assistant Commandant for Operations and the Chief Director, will make any necessary decision.
- d. In an interim election, there is no change in the immediate past office. The member who held the title of immediate past officer before the interim election, will remain the immediate past officer until the next regular election. A vacancy in the immediate past office shall not be filled.
- e. An officer who desires to resign from an elected position must do so in writing to the next higher level elected unit officer at least thirty (30) calendar days before the effective date. The letter shall state the officer resigns the position with an effective date. If the letter fails to state an effective date, the next higher unit elected officer may declare the office immediately vacant and fill it.

7. Removal.

- a. Any Auxiliary flotilla, division or district officer can be removed from office at the discretion and by direction of a District Commander. An Auxiliary national officer can be removed from office by Commandant direction.
- b. Any Auxiliary officer can also be removed from office by the District Commander or Commandant when so recommended by a three-quarters (3/4) affirmative vote of an entire electing body. Any board member may initiate this action. No reason need be expressed by the person initiating the action. Actions bringing discredit on the CG or Auxiliary, or other reasons as stated in Chapter 3 can justify administrative action against an Auxiliarist and are sufficient reasons for this action.

c. Copies of the minutes for the removal proceedings shall be provided the Auxiliary member or officer concerned. Copies are also provided to the cognizant CG officers and Auxiliary officers in leadership at the next highest levels.

8. Restrictions. No more than two Auxiliarists from the same Auxiliary district or region may serve simultaneously as officers of the NEXCOM. This action ensures a geographic distribution of national leadership.

9. Certification. When a member's name is placed in nomination for national office, the Director in the nominee's district provides a written statement to the NACO, or other Auxiliary officer as the NACO may authorize; with copy to the Chief Director; certifying the nominee is current or not current in one Auxiliary program. Currency need not be maintained as a condition of remaining in office, but must be regained as a condition of eligibility for subsequent office.

10. Re-election Privileges.

a. A NACO is not eligible to seek a second successive two year term. (limitation does not apply to incumbent 1997-98 NACO, who was voted eligible to run for a second successive two year term). NAVCOs are not eligible to succeed themselves in office, however, each may seek on e additional two year term as NAVCO by election to a different NAVCO position. NACO may not immediately accept a national elected office lower than NACO. Any officer, however, who has served on the NEXCOM may again run for re-election to that office or any lower office after an absence from the particular board for at least six (6) years.

b. The outgoing DCO and VCO can not succeed themselves in office. RCOs may be elected to no more than a second one-year term. The DCO, VCO, and RCOs are not eligible to accept immediately a district elected office lower than the one just filled. Any officer, however, who served on the district EXCOM may again run for reelection to that office, or any lower district office, during the sixth year (or more) of EXCOM absence. Outgoing VCO and RCOs are eligible to run immediately or anytime thereafter for any higher district elected office. The outgoing DCO, VCO, and RCOs are eligible to run immediately or any time thereafter for any division or flotilla elected office provided they meet all the other qualifications for those offices as outlined herein.

F. Staff Officers.

1. Each unit's senior elected officer appoints staff officers. Staff duties are purely administrative, providing functional supervision over specifically authorized activities. The appointment and delegation of duties should be given to each staff officer in writing. The Auxiliary is organized and administered along

parallel staffing principles, which requires staff officers at all levels, in conducting Auxiliary activities, to report to senior levels and to monitor activities at lower levels. Mission accomplishment will be difficult unless members carefully follow the parallel staffing concept. Staff officers are charged with carrying out their part of the unit mission.

2. To be successful, elected officers must make certain staff officers are well briefed on their duties and responsibilities. To carry out these duties, staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the "vice" or elected appointing officer. Staff officers will maintain records and correspondence concerning their office. These documents are turned over, with all publications and other pertinent material, to the successor when relinquishing office.
3. An elected officer's delegation of authority to a staff officer does not relieve the elected officer from any responsibility. Elected officers must ensure the delegated authority is properly exercised and instructions are properly carried out. Staff officers may assign qualified Auxiliarists to duties in their responsible area. The Administrative Procedures Guide (COMDTPUB P16791.2 (series)) contains sample appointment letters and specific duties for flotilla staff officers. The Auxiliary Division Procedures Guide (COMDTPUB P16791.3 (series)) provides for division staff officers.
4. Staff officers are appointed and serve at the elected officer's pleasure. Staff Officers may be removed from a position any time the appointing officer deems it appropriate. The term of each staff position expires with the appointing officer's term. District staff officer appointments are made only with Director approval. National staff officer appointments are made only with NACO approval. National Department Chiefs are appointed only with the Chief Director's approval.
5. Normally, new members are not offered staff officer appointments during their first membership year. Understandable, new members should use this initial period gaining qualifications and learning about the CG and Auxiliary. Hopefully, time will also be spent working with elected or staff officers in areas of new member interest. But, the unit's elected leader has full discretion to waive the year's service to make appointments, as deemed useful for both the member's and unit's benefit and to encourage volunteer contributions.
6. Staff officers are not barred from holding simultaneous elected office or another staff office. Before appointment of additional jobs, however, the added burden on the individual should be considered by the elected leader and by the unit membership.

7. Appointment of Staff.

- a. To carry out the Auxiliary program, FCs and DCPs may each appoint staff officers, as needed, up to sixteen (16) flotilla and division staff officers (FSOs & SOs) from the group listed below. The DCO may appoint up to eighteen (18) district staff officers (DSOs) from the group listed below. In addition, the DCO also may appoint a DSO - Legal/ Parliamentarian (DSO-LP), who shall be a licensed attorney. If a licensed attorney is not available to serve, the Department Chief - Legal Affairs (DC-L) shall designate a department attorney to handle that district's legal matters. In this case, an appointed DSO-LP may serve as the district's Parliamentarian.

Operations (OP)	Public Affairs (PA)
Publications (PB)	Finance (FN)
Materials (MA)	Career Counselor (CC)
Vessel Examination (VE)	Aids to Navigation (AN)
Secretary/Records (SR)	Information and Communication Services (IS)
Personnel Services (PS)	Marine Dealer Visitor (MV)
Member Training (MT)	Public Education (PE)
Communications (CM)	Aviation (AV) (District level only)
Marine Safety & Environmental Protection (MS)	Legal/Parliamentarian (LP) (District level only)

- b. Division Captains (DCPs) should appoint a division staff officer in each of the following internal functions: FN, IS, MA, MT, PS, PA, PB and, SR. Additionally, DCPs must appoint at least one staff officer in the Recreational Boating Safety Program and in the Coast Guard/State Support Program. In addition, Sos must be appointed to support the flotillas in the CG/SS and RBS program area being pursued. A flotilla member may hold more than one appointed staff office concurrently at various unit levels or in the same unit level.
- c. FCs are to appoint an FSO in each of the following internal functions: FN, IS, MA, MT, PS, PA, PB and, SR. Additionally, a Flotilla Staff Officer (FSO) is to be appointed in at least one external programs in Recreational Boating Safety and/or Coast Guard Support. The external programs include: AN, CC, CM, MS, MV, OP, PE, and VE. Each flotilla should be involved in at least one external program. No staff officer need be appointed to a program not supported by the flotilla.

8. The DCO may appoint assistant district staff officers (ADSO). The DSO, in accordance with district policy, may delegate to an ADSO any authority and responsibility given to the DSO except in those cases in which the DSO is specifically designated to perform a

specific activity or duty. The DOS's delegation constitutes assignment to duty in accordance with 14 U.S.C. 831. Appointments may be apportioned according to need in the various functional areas. Examples of appropriate ADSOs are:

District Historian - ADSO-PAH
Marine Dealer Visitor - ADSO-MV

Divisions and flotillas are NOT authorized assistant division (SO) or assistant flotilla (FSO) staff officers.

9. The Director, in consultation with the DCO, may designate qualified members to perform special duties to include qualification examiners, instructor trainers and examination proctors. Other members may be designated to perform duties pertaining to a mission or program, consistent with the provisions of appropriate directives.
10. Directors, in consultation with the DCO, may also appoint an Auxiliarist to serve as a Director's administrative assistant to perform specific directed duties. Auxiliary office insignia for this staff position shall be the same as a DCO's administrative assistant.
11. Auxiliary Civil Rights Counselor (CGAUX/CRC). Each district or region's CGAUX/CRC is normally selected from the ranks of past DCOs. Alternatively, other experienced Auxiliarists who have served as a DCP or higher may be selected. The individual education, training, business or professional experience should be considered in the selection process. The Director, after DCO consultation, nominates the individual to the District Commander for approval. On approval, the District Commander will designate the nominee, in writing as the district or region CGAUX/CRC. The CGAUX/CRC shall perform their duties according to Chapter 7 provisions herein.
12. Lay Leaders. Elected unit leaders may designate a Lay Leader to serve at their pleasure. The position is not an authorized staff position and will not be recorded in AUXMIS. But, a member so serving may wear an appropriate level staff insignia. The title and any insignia relating to a chaplain will not be used for this position. The duties associated with chaplains are not authorized for those so assigned. Lay leaders (and others) in performing invocations, moments of silence and other activities must ensure offered content is non-sectarian to avoid offending persons of different beliefs and to recognize the inherent wide diversity in a national organization such as the Auxiliary.

G. The National Staff.

1. The NACO appoints, with Chief Director approval, national staff department chiefs to manage specific Auxiliary programs. An appendix to the Auxiliary National Program lists national staff duties. NACO shall approve appointment of all other Auxiliary national staff members.

2. National Department Chiefs. The national staff is divided into several departments, each under the supervision of a national department chief. These departments and department chief symbols are: Public Affairs (DC-A); Boating (DC-B); Education (DC-E); Information and Communication Services (DC-I); Legal Affairs (DC-L); Marine Safety and Environmental Protection (DC-M); Personnel (DC-P); Operations (DC-O); Member Training (DC-T); and Vessel Examination (DC-V). The departments are functionally divided into divisions and the divisions into branches with division chiefs (DVC) and branch chiefs (BC) and branch assistants (BA), respectively able to be appointed to assist the department chief. Staff structure and assignments for each department may be seen in the annually published Auxiliary national program.
 3. The DC-L shall also serve as Auxiliary Chief Counsel and must be a licensed attorney. DC-L shall also serve as advisor to NACO and the Chief Director on Auxiliary issues.
 4. A deputy department chief is designated for each department. There is no additional insignia for this position. The deputy designation is the same as the department chief's designation with a "d" added; I.e. DC-Ad.
 5. Subject to the Chief Director's approval, NACO may appoint one or more Special Project Officers appropriate insignia to be determined during the tenure selected.
- H. Committees. Elected unit leaders at all levels are authorized to appoint committees to provide help and advice in the execution of those duties or activities not delegated to staff officers. The elected officer appointing the committee shall be an ex officio member of that committee. They may delegate committee responsibility to the "vice", as needed.
- I. Aides. Aides are authorized for the NACO and DCOs.
1. A DCO may appoint two aides -- an Administrative Assistant (D-AA) and an Aide (D-AD). The aides will be considered district staff members. Aides may also hold simultaneous elected or appointed office.
 2. The NACO's staff includes an Administrative Officer (N-A) and a NACO Aide (N-D). Because of the unique position demands, NACO is authorized additional aides or assistants as approved by the Chief Director. These aides and their titles are listed in the National Program.
- J. Standing Rules.
1. Standing rules are required for Auxiliary units. All Auxiliary unit standing rules must be adopted by a majority vote of the unit governing body. For flotillas, this group is the flotilla membership. For divisions, districts and national, the groups are the respective boards. Amendments may be made by a two-thirds

(2/3) vote of members present at a meeting, providing a quorum exists. Flotilla and division standing rules and amendments are not effective until reviewed by the DSO-LP or ADSO-LP and approved by the DCO.

2. Standing rules normally provide for, and include, such matters as meetings, voting, finances, awards, duties of officers, publications, approval, and provisions for amendments and additions. There is no necessity for a Director or Chief Director to approve information on local awards and similar items, which should be put in appendices which do not require approval. Sample standing rules are provided in either the Administrative Procedures or Division Procedures Guides.
3. Standing rules shall not conflict with this manual's provisions (COMDTINST M16790.1 (series)), nor shall they conflict with other CG directives or Auxiliary National Board or other senior Auxiliary unit standing rules. The senior elected officers shall review standing rules at least annually to ensure no conflicts arise or exist.
4. **No standing rules or amendments to such rules shall contain any sentence, word, or clause which implies, construes, suggests or stipulates any Auxiliary member has the option or right to approve or to disapprove an eligible applicant for Auxiliary membership.**
5. Standing rules must contain a provision stating "only the FC, DCP or DCO is authorized to sign licenses, contracts or other agreements. All documents must first be reviewed and approved by the district legal office (DSO-LP or ADSO-LP) or, in the case where the DSO-LP is not a licensed attorney, by an attorney designated by DC-L."
6. The FC or DCP must sign three copies of flotilla and division standing rules respectively and send them through the chain of leadership and management to the DCO and Director. One copy will be filed in the Director's office; one copy is returned to the unit leader and the third copy is given to the next higher level unit leader.
7. After the DSO-LP has reviewed the district standing rules, the DCO must date and sign four copies and forward them to the NACO via the DC-L for review and/or approval. Upon NACO approval, copies are sent to the DCO, Director, Chief Director, and DC-L.
 - a. District standing rules must address as a minimum the following subjects:
 - (1) Organization.
 - (2) Elections.
 - (3) Voting.

- (4) Duties of officers.
 - (5) Committees.
 - (6) Approval, amendments and additions to standing rules.
- b. District standing rules will rank in precedence following the national standing rules, but will precede Robert's Rules of Order.
8. After review by the DC-L, the NACO dates and signs, in duplicate, National Board standing rules or amendments and submits them to the Chief Director for approval. One signed copy will be returned to the NACO and DC-L, and one copy will remain on file at CG Headquarters.
9. Disputes or requests pertaining to interpretation of flotilla, division and district standing rules shall be forwarded to the DCO for determination, in consultation with the DSO-LP. Issues regarding national standing rules shall be referred to the NACO for determination in consultation with DC-L.

K. Background Investigations.

1. Upon notification of selection and prior to assuming office, the NACO-elect must complete and forward to Commandant (G-OCX) all required forms, documents and information necessary to perform a CG background investigation. Failure to file appropriate paperwork or to receive an approved security clearance makes the NACO-elect eligible for the office. Background investigations are optional for NAVCO/NADCO and DCO officers, but recommended based on enhance ability to interface at classified Flag-level program interactions or meetings.
2. CG Flag Officers and/or the Chief Director may request background investigations be conducted for specific Auxiliary office holders to meet mission requirements. Any Auxiliary member or officer, unwilling or unable to complete such investigation, will vacate their respective office, without appeal, within thirty (30) calendar days of receipt of notification to do so by certified mail from Commandant (G-OCX). Investigative material may also be used under the provisions of Chapter 3 for further action, as deemed appropriate by investigating authorities.

APPENDIX 4-A

Election Eligibility

FLOTILLA COMMANDER (FC)

Eligibility to Assume Office: Member for one year prior to nomination. Current in requirement for designation as VE, IT, or in Operations. Completed Administrative Procedures, or Elected Officer's course, or AUXMIN specialty course.

Regular Term: One year

Number of Terms Authorized: Maximum of two consecutive one year terms followed by one year out of office with no limits on how many times repeated.

Elected By: Flotilla members

Election Date: Annual election prior to 15 December, but after division election approved by DCP.

VICE FLOTILLA COMMANDER (VFC)

Eligibility to Assume Office: Member for one year prior to nomination. Current in requirement for designation as VE, IT, or in Operations. Completed Administrative Procedures or Elected Officer's course or AUXMIN specialty course.

Regular Term: One year

Number of Terms Authorized: Same as flotilla commander.

Elected By: Flotilla members

Election Date: Annual election prior to 15 December, but after division election approved by DCP.

Waivers, as necessary, may be granted by the District Commander to FC or VFC for eligibility to assume office.

DIVISION CAPTAIN (DCP)

Eligibility to Assume Office: Have served at least one half of a regular term as a Division Board member. Any member transferring from another division, provided member fulfills eligibility requirements for Division Vice Captain or Division Captain. Active for the 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: One year.

Number of Terms Authorized: Four terms, providing no more than two are consecutive. Transfer to any other division starts a new series of terms.

Elected By: Division Board Members

Election Date: Annual election on or before 20 November, but after district election. Date must be approved by DCO and Director.

DIVISION VICE CAPTAIN (DVC)

Eligibility to Assume Office: Have served at least one half of a regular term as a Division Board member. Any member transferring from another division, provided member fulfills eligibility requirements for Division Vice Captain or Division Captain. Active for the 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: One year.

Number of Terms Authorized: No limitation.

Elected By: Division Board Members

Election Date: Annual election on or before 20 November, but after district election. Date must be approved by DCO and Director.

DISTRICT COMMODORE (DCO)

Eligibility to Assume Office: Have served a regular term as an elected officer, other than DCO, on any District Board. Active for 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: Two years.

Number of Terms Authorized: One.

Elected By: District Board Members

Election Date: Election every two years on or before 1 November, but after National Elections.

DISTRICT VICE COMMODORE (VCO)

Eligibility to Assume Office: Have served a regular term as an elected officer, other than VCO or higher, on any District Board. Active for 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: Two years.

Number of Terms Authorized: One.

Elected By: District Board Members

Election Date: Same as District Commodore.

DISTRICT REAR COMMODORE (RCO)

Eligibility to Assume Office: Have served a regular term as an elected officer, other than VCO or higher, on any District Board. Active for 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: One year.

Number of Terms Authorized: Two.

Elected By: District Board Members

Election Date: Election annually, on or before 1 November, but after National Elections.

NATIONAL COMMODORE (NACO)

Eligibility to Assume Office: DCO in second year of regular term, past DCO who has completed regular term, or a regular term as NAVCO or NARCO. Certified by the Chief Director as being currently qualified as VE, IT, or in Operations for the past year.

Regular Term: Two years.

Number of Terms Authorized: One. (Limitation does not apply to incumbent 1997 NACO is eligible to run for re-election in 1998 for an additional two year term.)

Elected By: National Board Members

Election Date: Election every two years at the Fall National Conference.

NATIONAL VICE COMMODORE (NAVCO)

Eligibility to Assume Office: DCO in second year of regular term or past DCO who has completed regular term. Certified by the Chief Director as being currently qualified as VE, IT, or in Operations for the past year.

Regular Term: Two years.

Number of Terms Authorized: Two, but not in the same office. (Note: 1997-98 NAVCOs may have a total of three terms, but not in the same office.)

Elected By: National Board Members

Election Date: Election every two years at the Fall National Conference.

CHAPTER 5. REGULATIONS AND POLICIES

A. Public Law Excerpts.

1. General. The Auxiliary is a non-military organization established by Congress and administered by the Coast Guard (CG). Members must be aware of the organizational responsibilities and limitations intended by the Congress. From these basic laws come the Commandant's authority to promulgate pertinent instructions and regulations to administer properly the Auxiliary within the CG framework.
2. Authority. The following partial excerpts are from U.S. Code, Title 14 -Coast Guard, and provide the basis for the Auxiliary. Penalty for unauthorized use of words "Coast Guard"

No individual, association, partnership or corporation shall, without authority of the Commandant, use the combination of the letters "USCG" or "USCGR", the words "Coast Guard," "United States Coast Guard," "Coast Guard Reserve," "United States Coast Guard Reserve," "Coast Guard Auxiliary," "United States Coast Guard Auxiliary," "Lighthouse Service," "Life Saving Service," or any combination or variation of such letters or words alone or with other letters or words, as the name under which he or it shall do business for the purpose of trade, or by way of advertisement to induce the effect of leading the public to believe that any such individual, association, partnership or corporation has any connection with the Coast Guard. No individual, association, partnership or corporation shall falsely advertise, or otherwise represent falsely by any device whatsoever, that any project or business in which he or it is engaged, or product which he or it manufactures, deals in, or sells, has been in any way endorsed, authorized, or approved by the Coast Guard. Every person violating this section shall be fined not more than \$1,000, or imprisoned not more than one (1) year, or both.

Administration of the Coast Guard Auxiliary

- (a) *The Coast Guard Auxiliary is a non-military organization administered by the Commandant under the direction of the Secretary. For command, control, and administrative purposes, the Auxiliary shall include such organizational elements and units as are approved by the Commandant, including but not limited to, a national board and staff (to be known as the 'Auxiliary headquarters unit'), districts, regions, divisions, flotillas, and other organizational elements and units. The Auxiliary organization and its officers shall have such rights, privileges, powers, and duties as may be granted to them by the Commandant, consistent with this title and other applicable provisions of law. The Commandant may delegate to officers of the*

Auxiliary the authority vested in the Commandant by this section, in the manner and to the extent the Commandant considers necessary or appropriate for the functioning, organization, and internal administration of the Auxiliary.

- (b) *Each organizational element or unit of the Coast Guard Auxiliary organization (but excluding any corporation formed by an organizational element or unit of the Auxiliary under subsection (c) of this section), shall, except when acting outside the scope of section 822, at all times be deemed to be an instrumentality of the United States, for purposes of the following:*
- (1) *Chapter 26 of title 28 (popularly known as the Federal Tort Claims Act).*
 - (2) *Section 2733 of title 10 (popularly known as the Military Claims Act).*
 - (3) *The Act of March 3, 1925 (46 U.S.C. App. 781-790; popularly known as the Public Vessel Act).*
 - (4) *The Act of March 9, 1920 (46 U.S.C. App. 741-752; popularly known as the Suits in Admiralty Act).*
 - (5) *The Act of June 19, 1948 (46 U.S.C. App. 740; popularly known as the Admiralty Extension Act).*
 - (6) *Other matters related to non-contractual civil liability.*
- (c) *The National Board of the Auxiliary, and any Auxiliary district or region, may form a corporation under State law in accordance with policies established by the Commandant.*

Purpose of the Coast Guard Auxiliary

The purpose of the Auxiliary is to assist the Coast Guard as authorized by the Commandant, in performing any Coast Guard function, power, duty, role, mission, or operation authorized by law.

Eligibility, enrollments

The Auxiliary shall be composed of citizens of the United States and its territories and possessions, who are owners, sole or part, of motorboats, yachts, aircraft, or radio stations, or who by reason of their special training or experience are deemed by the Commandant to be qualified for duty in the Auxiliary, and who may be enrolled therein pursuant to applicable regulations.

Members of the Auxiliary; status

- (a) *Except as otherwise provided in this chapter, a member of the Coast Guard Auxiliary shall not be considered to be a Federal employee and shall not be subject to the provisions of law relating to Federal employment, including those relating to*

hours of work, rates of compensation, leave, unemployment compensation, Federal employee benefits, ethics, conflicts of interest, and other similar criminal or civil statutes and regulations governing the conduct of Federal employees. However, nothing in this subsection shall constrain the Commandant from prescribing standards for the conduct and behavior of members of the Auxiliary.

- (b) *A member of the Auxiliary while assigned to duty shall be deemed to be a Federal employee only for the purposes of the following:*
- (1) *Chapter 26 of title 28 (popularly known as the Federal Tort Claims Act).*
 - (2) *Section 2733 of title 10 (popularly known as the Military Claims Act).*
 - (3) *The Act of March 3, 1925 (46 App. U.S.C. 781-790; popularly known as the Public Vessels Act).*
 - (4) *The Act of March 9, 1920 (46 App. U.S.C. 741-752; popularly known as the Suits in Admiralty Act).*
 - (5) *The Act of June 19, 1948 (46 App. U.S.C. 740; popularly known as the Admiralty Extension Act).*
 - (6) *Other matters related to non-contractual civil liability.*
 - (7) *Compensation for work injuries under chapter 81 of title 5.*
 - (8) *The resolution of claims relating to damage to or loss of personal property of the member incident to service under the Military Personnel and Civilian Employees' Claims Act of 1964 (31 U.S.C. 3721).*
- (c) *A member of the Auxiliary, while assigned to duty, shall be deemed to be a person acting under an officer of the United States or an agency thereof for purposes of section 1442(a)(1) of title 28.*

Disenrollment

Members of the Auxiliary may be disenrolled pursuant to applicable regulations.

Membership in Other Organizations

Members of the Auxiliary may be appointed or enlisted in the Reserve, pursuant to applicable regulations, and membership in the Auxiliary shall not be a bar to membership in any other naval or military organization.

Use of Member's Facilities

The Coast Guard may utilize for any purpose incident to carrying out its functions and duties as authorized by the Secretary any motorboat, yacht, aircraft, or radio station placed at its disposition for any of such purposes by any member of the Auxiliary.

Vessel Deemed Public Vessel

While assigned to authorized Coast Guard duty, any motorboat or yacht shall be deemed to be a public vessel of the United States and a vessel of the Coast Guard within the meaning of sections 646 and 647 of this title and other applicable provisions of law.

Aircraft Deemed Public Aircraft

While assigned to authorized Coast Guard duty, any aircraft shall be deemed to be a Coast Guard aircraft, a public vessel of the United States, and a vessel of the Coast Guard within the meaning of sections 646 and 647 of this title and other applicable provisions of law. Subject to the provisions of sections 823a and 831 of this title, while assigned to duty, qualified Auxiliary pilots shall be deemed to be Coast Guard pilots.

Radio Station Deemed Government Station

Any radio station, while assigned to authorized Coast Guard duty, shall be deemed to be a radio station of the Coast Guard and a "government station" ...

Availability of Appropriations

- (a) *Appropriations of the Coast Guard shall be available for the payment of actual necessary traveling expense and subsistence, or commutation of ration allowance in lieu of subsistence, of members of the Auxiliary assigned to authorized duties and for actual necessary expenses of operation of any motorboat, yacht, aircraft, or radio station when assigned to Coast Guard duty, but shall not be available for the payment of compensation for personal services, incident to such operation, other than to personnel of the Coast Guard or the Reserve. The term "actual necessary expenses of operation," as used in this section, shall include payment for fuel, oil, power, water, supplies, provisions, replacement or repair of equipment, repair of any damaged motorboat, yacht, aircraft, or radio station and for the constructive or actual loss of any motorboat, yacht, aircraft, or radio station where it is determined, under applicable regulations, that responsibility for the loss or damage necessitating such replacement or repair of equipment, or for the damage or loss, constructive or actual, of such motorboat, yacht, aircraft, or radio station rests with the Coast Guard.*

Assignment and performance of duties

No member of the Auxiliary, solely by reason of such membership, shall be vested with, or exercise, any right, privilege, power, or duty vested in or imposed upon the personnel of the Coast Guard or the Reserve, except that any such member may, under applicable regulations, be assigned duties, which, after appropriate training and examination, [the Auxiliarist] has been found competent to perform, to effectuate the purposes of the Auxiliary. No member of the Auxiliary shall be placed in charge of a motorboat, yacht, aircraft, or radio station assigned to Coast Guard duty unless [the member] has been designated by authority of the Commandant to perform such duty. When any member of the Auxiliary is assigned to such duty [that member] may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expense, including per diem allowance in conformity with standardized Government Travel Regulations in lieu of subsistence, while traveling and while on duty away from home. No per diem shall be paid for any period during which quarters and subsistence in kind are furnished by the Government, and no per diem shall be paid for any period while such member is performing duty on a vessel.

Injury or death in line of duty

When any member of the Auxiliary is physically injured or dies as a result of physical injury incurred while performing any duty to which the member is assigned by competent Coast Guard authority, such member or beneficiary shall be entitled to the same benefits provided for temporary members of the Reserve who suffer physical injury or death resulting from physical injury incurred incident to service. Members of the Auxiliary who incur physical injury or contract sickness or disease while performing any duty to which they have been assigned by competent Coast Guard authority shall be entitled to the same hospital treatment afforded members of the Coast Guard. The performance of a duty as the term is used in this section includes time engaged in traveling back and forth between the place of assigned duty and the permanent residence of a member of the Auxiliary.

Penalty

Whoever, without proper authority, flies from any building, aircraft, motorboat, yacht, or other vessel, any flag or pennant or displays any identifying insignia or wears any uniform or insignia of the Auxiliary shall be fined not more than \$500.

B. Communications With Other Government Agencies.

1. Policy. Members of the Auxiliary shall not communicate with officials of other government agencies or members of Congress in the name of the Auxiliary unless the Chief Director determines the recommendations or requests are consistent with the CG and Auxiliary policy and grants the member specific permission in advance of the communication.

- a. Members appointed as Auxiliary State Liaison Officers (SLO) or as staff officers in the Auxiliary Department of Boating are authorized to communicate with their designated State Boating Law organization and the State Boating Law Administrator (SBLA).
 - b. Members appointed as Legislative Liaison Officers and those serving on the National Legislative Liaison Committee are authorized to communicate with members of the State Legislature and their staff for the purpose of obtaining information of proposed, pending and passed legislation concerning recreational boating safety matters.
2. Private Citizens. The right of Auxiliary members to communicate directly with elected or appointed government officials and agencies as private citizens is not restricted. Neither official stationery nor Auxiliary titles shall be used in such communications.
- C. Public and Political Affairs.
1. Public Appearances. Political and legislative activity affecting the CG may be of interest to Auxiliary members. Auxiliarists may appear and testify as private citizens at legislative hearings or political meetings without CG approval. However, if Auxiliarists appear and/or testify as a private citizen on a matter related to the CG or the Auxiliary, they must provide the Chief Director for Federal hearings and the local Director for State hearings with advance notification. If Auxiliarists appear and/or testify in a private capacity, they may not wear the uniform, use an Auxiliary title or otherwise indicate they represent the CG or the Auxiliary.
 2. Authority for Official Appearances.
 - a. As Chief of the Executive Branch of Government, the President, through the Office of Management and Budget (OMB) in Circular A-19 has prescribed regulations controlling official communications to the Congress. Appearances of Department of Transportation (DOT) witnesses (which includes CG Auxiliarists) fall within these rules.
 - b. For official appearances at Federal legislative hearings, or at other politically-sensitive functions, the Chief Director (G-OCX) will review requests for members' attendance and uniform wear. Circular A-19 requires clearance by OMB of witness statements, as well as all responses to questions arising at the hearing and for which the witness is responsible for later submission of written answers. Before transmission to OMB of these draft statements and follow-up responses, clearance by Headquarters and DOT must be obtained.

- c. The Headquarters Congressional Affairs Staff (G-CC) closely monitors all process phases and helps in orchestrating CG participation. Therefore, all requests received by Auxiliarists for testifying as witnesses should be relayed directly to the Chief Director by the most expeditious means.
- d. Members shall notify their District Commander in advance of any appearance related to the CG or the Auxiliary at state legislative hearings. If the appearance is made in an official capacity (in uniform and using their Auxiliary title), the District Commander's approval is required.

D. Privacy and Freedom of Information Acts.

1. Applicability. The Auxiliary is not a Federal agency, for purposes of either the Privacy Act or the Freedom of Information Act. Therefore, records maintained by the Auxiliary do not come under the purview of either of those statutes. However, CG records about the Auxiliary, including AUXMIS, do come under both the Privacy Act and the Freedom of Information Act. **Auxiliarists with access to AUXMIS information and other CG records are responsible for properly safeguarding such information.** (14 U.S.C. 821)
2. Privacy Act of 1974. The Privacy Act of 1974, with certain exceptions, prohibits disclosure of personal information about an individual from CG or Auxiliary records. The home address, home telephone number, social security number, and spouse's name are examples of such protected information. **Any requests for this information, from other than CG or Auxiliary members, performing official duties, shall be immediately referred to the Director, without taking any action on the request.** Violations of these requirements may result in administrative action being taken and civilian criminal action involving a fine of up to \$5,000.00.
3. Mailing Lists. As a policy matter, a roster of member names, home addresses and home telephone numbers shall not be made available to any external person or organization, nor used for any non-Auxiliary purpose. Under special circumstances where the Commandant deems it appropriate to canvas the membership for an outside agency, existing internal arrangements for handling the mailing will be used. **Privacy of all rosters shall be maintained.** The Auxiliary shall maintain its voluntary non-commercial position. Privacy of mailing lists prevents the membership from being deluged with advertising literature. Further, the idea is avoided that any commercial firm has expressed or implied endorsement by either the Auxiliary of the USCG for its products or services.

4. Telephone Directories. Information included in Auxiliary telephone directories published by the Director or other Coast Guard component are covered by the Privacy Act of 1974. Accordingly, the following statement **must appear** in the directory's letter of promulgation or some other prominent place:

CONFIDENTIALITY NOTICE - PRIVACY ACT OF 1974: The disclosure of this material is subject to the provisions contained in the Privacy Act of 1974. This Act, with certain exceptions, prohibits the disclosure, distribution, dissemination, or copying of any material containing the home address, home telephone number, spouse's names, and social security numbers, except for official business. Violations may result in disciplinary action by the Coast Guard and/or civilian criminal sanctions.

5. AUXMIS Information. Information retrieved from the AUXMIS database which contains member personal information such as home address, home telephone number, spouse's name, and social security numbers are covered by the Privacy Act and **must** be marked with the following statement:

THE INFORMATION CONTAINED IN THIS DOCUMENT IS SUBJECT TO THE PROVISIONS OF THE PRIVACY ACT OF 1974, AND MAY ONLY BE USED FOR THE OFFICIAL BUSINESS OF THE COAST GUARD OR THE COAST GUARD AUXILIARY.

E. Official Business Mail.

1. Authority. The U.S. Postal Manual authorizes the CG the privilege of official business mail for mailing of Federal government mail. Such mail is defined as "official mail relating exclusively to the business of the Government of the United States." The Commandant extends this privilege to the Auxiliary. Unit leaders may grant the authority for use of official business mail to the individual Auxiliarists. **Auxiliary unit leaders are responsible for controlling the use of all official business mail materials.** The CG Auxiliary Mailing Guide (COMDTPUB P16794.49 (series)), provides detailed guidance for official business mail procedures. Authority to use the former "penalty indicia" process was discontinued.
2. Official Versus Unofficial. In determining official mail versus unofficial mail, members shall use the following criteria for guidance. These are not exclusive listings but provide illustrative examples.
 - a. Members may send the following as official mail:
 - (1) Auxiliary information and forms.

- (2) Notices of Auxiliary meetings.
 - (3) Official Auxiliary program statistics.
 - (4) Correspondence to the Director and CG units.
 - (5) Auxiliary text and workbooks.
 - (6) Auxiliary unit publications, if Director approved.
 - (7) Requests for lodging reservations and conference registration for official meetings.
- b. Unofficial mail, not authorized for the official business mail privilege, includes:
- (1) Mail to State government officials or agencies unless approved by the District Commander, or from Auxiliary State Liaison Officers (SLO), Legislative Liaison Officers, or members of the Auxiliary Department of Boating.
 - (2) Orders for, and shipment of, Auxiliary uniforms and insignia from any **commercial** source.
 - (3) Requests for information concerning uniforms and insignia from any source other than USCG or CG Auxiliary sources.
 - (4) Personal information between members.
 - (5) Any Auxiliary newspaper, magazine, newsletter, or other publication **containing advertising**.
3. Charges and Penalties. **Official business mail is not free**. The CG pays for every mailing by its members. The Auxiliary National Supply Center (ANSC) uses government funds to purchase the envelopes, postal cards, mailing labels and official government paid mail stamps for member use. Therefore, cost consciousness is essential for Auxiliary members who may also be personally liable and assessed a wide range of penalties for private or unauthorized use of official business mail materials. In addition, any such unauthorized use could result in loss of this privilege.
4. Postage Due Fees. Although official mail is marked with "Forwarding and Return Postage Guaranteed", there have been occasions when postal employees have required the Auxiliarist recipient to pay postage due fees on official government mail. If such fees are requested, the recipient has three choices:

- a. Refuse the mail delivery.
 - b. Use government postage for due fees are use of government stamps is authorized for this purpose.
 - c. Use personal funds at one's own expense with no reimbursement.
5. Use of the Bulk Mail Permit. The CG Auxiliary Mailing Guide (COMDTPUB P16794.49 series) describes the use of the bulk mail permit. This permit should be used for any major mailing as it saves considerable money over the use of government stamps. Authority to use this permit is obtained from the Director. Permit fees to the Postal Service are borne by the Coast Guard.

F. Taxes.

1. Tax Liability for Auxiliary Units.
 - a. This section presents information on taxes purely for guidance and is NOT authority for any tax actions. The Internal Revenue Service (IRS) has determined the Auxiliary and all of its subordinate units (not including any corporations) are an integral part of the Federal government. Therefore, Auxiliary units are not required to file State or Federal tax returns.
 - b. State Tax Exemptions for Auxiliary Units. In addition to the exemption from filing Federal and State income tax returns and paying Federal and State income taxes, Auxiliary units may also be exempt from payment of State sales and use taxes. The granting of State sales and use tax exemptions varies from state-to-state, and generally requires the issuance of a State Sales Tax Exemption number. The exemption, if granted, may only be used for the purchase of unit property, which is paid for with unit funds, and is not available for individual purchases by members of the Auxiliary. In some cases, the exemption is only available if the purchase is made with a Government purchase order and paid for by Government check or credit card. Generally, the sales tax exemptions for each state have been applied for by the Department Chief, Legal Affairs, who maintains records of the sales tax exemption status for each state. In addition, the appropriate District Legal Officer (DSO-LP) will be able to provide information and guidance to unit officers.
2. General Tax Information.
 - a. Federal income tax regulations allow deductions for certain unreimbursed expenses. No deduction is allowable for a contribution of services or for expenses to the extent

reimbursed by the CG or Auxiliary. However, out-of-pocket expenses incurred in the performance of authorized CG or Auxiliary activities to the extent not reimbursed may be deductible as a charitable contribution for Federal income tax purposes. Unreimbursed out-of-pocket expenses for transportation and incurred in the use of operational facilities in the performance of CG and Auxiliary missions may also be deductible. Reasonable expenditures for meals and lodging incurred while away from home on Auxiliary or CG business may also be deductible, in accordance with current IRS regulations. The payment of dues and donations of money or property to the Auxiliary are also deductible.

- b. To help determine if the expense is deductible, Auxiliarists should keep accurate records of unreimbursed expenditures. Remember, the IRS will not allow deductions for unreasonable expenditures. Auxiliarists also should remember that the IRS may allow expenditures for meals and lodging only if the Auxiliarist is away from home overnight.
- c. Unreimbursed expenditures for gas, oil, etc. for operating an automobile may be deductible. However, a pro rata portion of general repair, maintenance, depreciation and insurance expenses is not. If you do not deduct your actual expenses, you may use the current "cent-per-mile" rate to determine your contribution. Parking fees and tolls may be deductible in addition to the mileage computation.
- d. Auxiliarists may also deduct uniform costs and upkeep which have no general utility and which they are required to purchase, in order to perform authorized activities. The dress uniform would qualify for such a deduction. In addition, since Auxiliarists are prohibited by CG regulations from wearing portions of their uniforms as civilian clothing, the cost and upkeep of these uniforms, including insignia, should also qualify for a deduction.
- e. Unreimbursed out-of-pocket transportation expenses incurred in the use of operational facilities in the performance of CG and Auxiliary missions may be deductible. However, such operation, maintenance, and repair costs may be deductible only when they are directly attributable to volunteer services. A pro rata share of general maintenance and repairs of a facility is not deductible. Also not deductible is the rental value of a facility while engaged in volunteer services.
- f. If any Auxiliarist transfers property, either real or personal, to the Auxiliary, the IRS may allow a deduction for the fair market value of the property at the time of the contribution.

g. The above information is provided for general guidance and is subject to the specific provisions of the Internal Revenue Code, as amended, and IRS regulations published thereunder.

3. Auxiliarists must not rely upon the information contained in this Manual when making tax decisions. Further, because information set forth in this section may conflict with subsequent IRS regulations or tax rulings, members of the Auxiliary must consult a qualified tax advisor before making any specific decisions regarding the potential deductibility of Auxiliary-related expenses.

G. Solicitation/Acceptance/Use of Funds, Property, and Services.

1. Background. The Auxiliary's very nature requires policies and procedures which reflect the highest sense of propriety so as to be free from any possible taint or appearance of impropriety. The Auxiliary, notwithstanding its volunteer status, must operate within definite business constraints. This fact is true in relations with governments and the public. Most important is the need to observe these constraints in such matters as soliciting or receiving donations of money, property and services. There are legal and policy restraints which find basis in federal law and regulation as well as potential conflict of interest concerns.

2. Policy.

- a. Auxiliary members or units, including any corporation authorized and approved pursuant to paragraph 5.N. may not actively solicit money or material from any business, individual or organization outside the CG. If an entity indicates it has excess equipment available, it is not considered "solicitation" to indicate the Auxiliary may be interested in pursuing the acquisition of such equipment.
- b. Grants shall not be accepted from any source which receives a CG grant, except the Auxiliary may normally accept grants and other monetary benefits from a state or political subdivision regardless of whether or not a grant was received from the Federal government. The grant terms should be reviewed by the appropriate Auxiliary legal officer to ensure acceptability to the Auxiliary and any benefiting unit.
- c. **Gifts shall not normally be accepted from a source considered "prohibited" within the meaning of 5 CFR Part 2635. Gifts/grants tendered from a prohibited source shall be sent to Commandant (G-OCX) for disposition.**
- d. Specifically, a prohibited source is defined as any person or organizational entity which meets any of the following criteria:

- (1) Is seeking official action by the CG or Auxiliary?
 - (2) Does business or seeks to do business with CG or Auxiliary?
 - (3) Conducts activities regulated by CG or Auxiliary?
 - (4) Has interests which may be substantially affected by performance or non-performance of CG/Auxiliary official duties?
 - (5) An organization where a majority of the members are described in sub-paragraphs (1)-(4) above?
- e. Gifts from a non-prohibited source may be accepted by a District Commander, on behalf of an Auxiliary unit, if the value of the gift does not exceed \$5,000. Gifts of a value greater than \$5,000 may be accepted by the Commandant on behalf of the Auxiliary unit. Such gifts shall be sent to the Commandant (G-OCX) for disposition. In those cases in which the gift or grant is intended for an Auxiliary unit (rather than directly to the CG for support of Auxiliary programs), the Commandant or District Commander, after determining the donor is not a prohibited source, shall authorize its receipt directly by the Auxiliary. If the gift is something other than money (i.e. property, equipment), the Director should make a determination whether the gift is appropriate for the finances and missions of the Auxiliary unit and include a recommendation as part of the decision to accept the gift.
- f. Auxiliarists may be permitted, subject to review and approval of the District Commander, to engage in certain fund raising activities among Auxiliary members attending Auxiliary functions. This activity includes banquet raffles or door prizes, if such activities are permissible under local law. In no event, however, may such activities be conducted on CG facilities.
- g. Directors must provide donors written acknowledgment of charitable contributions of \$250 or more upon acceptance by the District Commander on behalf of an Auxiliary unit.
- h. Auxiliary units are authorized to accept the free use of space from yacht clubs, marinas and other organizations and businesses in order to conduct authorized Auxiliary activities.
- i. Auxiliary units which are not incorporated are prohibited from owning motor vehicles, aircraft and mobile trailers.

- j. Policies for the acceptance of gifts/donations and the subsequent disposal of any such equipment should be addressed in the standing rules of the unit or corporation.
3. Return of Donation. Funds, property or services solicited or received without compliance with established procedures must be returned or compensation made to the donor.
4. Sale of Previously Donated Items.
- a. After a donation is accepted by the Auxiliary, the Auxiliary unit may, at some point, desire to dispose of the property by selling and retaining the proceeds with the unit.
 - b. The practice of Auxiliarists purchasing previously donated property for sale can raise serious questions of impropriety. If Auxiliarists desire to participate in such sales, they must do so in a manner which will not create doubt as to their integrity or that of the Auxiliary.
 - c. Auxiliary units desiring to sell donated property shall determine the fair market value (FMV) of the property through reasonable, unbiased means (i.e. marine surveyor for vessels). They shall advertise the property for sale with the FMV in a local newspaper or trade journal for a period of no less than one week. If the unit chooses to sell the property by auction, the auction must be advertised in the same manner. The highest legitimate offer to purchase will be accepted unless the offer is so far below the FMV so as to be deemed unreasonable by the component offering the property for sale.
 - d. A closed sale (i.e. within the unit or corporation, or only for Auxiliarists) is strictly prohibited.
 - e. Documentation of the method used to determine FMV, the advertisement, and the bids received and accepted shall be maintained at the Auxiliary unit for a period of three years. A copy of these documents shall be forwarded to the Director for inclusion in the unit files.
 - f. Auxiliary units and corporations controlled by Auxiliarists should be familiar with Internal Revenue Service Code provisions pertaining to the disposition of gifts within two years after receipt and the requirement for filing IRS form 8282 in certain circumstances.
 - g. Conditional gifts to the Auxiliary may not be resold **without the express prior written approval of the donor**. Further, prior to any sale of donated items, the Auxiliary unit proposing sale must obtain the written approval of the gift acceptance authority.

H. Industry Relations. No undertaking may be made in the name of the Auxiliary for any manufacturer, product or service by which an endorsement by the CG or the Auxiliary is stated, implied or inferred. Organizations, however, may offer to help the safe boating mission by producing pamphlets, films, etc. Organizations providing such help may take a credit line for such help; for example, "Printed Courtesy of XYZ Company." However, it must be clear that no Auxiliary or CG endorsement is given. Undertakings done with the assistance of outside organizations should be coordinated with the Auxiliary legal officer (DC-L) and the Chief Director. Authorization to solicit and/or partner with outside organizations for production of pamphlets, film, video and other materials relating to the Auxiliary's recreational boating safety mission shall be obtained in advance from the Chief Director.

I. Public Affairs.

1. Goals. The members participating in the Auxiliary Public Affairs program shall direct their efforts toward publicizing the Auxiliary's aims, purposes, and activities. There is a need to develop public understanding and appreciation of the Auxiliary's role. There is also a need to help the CG in maintaining and carrying out the service's public information program.
2. Publicity. Staff officers for public affairs and Publications at the district, division, and flotilla levels perform many activities that stimulate interest within the Auxiliary. They also present the aims of the CG and the Auxiliary to the general public.
 - a. Since the Auxiliary is a working part of the CG, the Director must clear, before release, publicity releases concerning pending activities. The Director may delegate this responsibility to the DSO-PA/ADSO-PA, SO-PA or FSO-PA. Routine Auxiliary items such as write-ups of meetings, cruises, elections, public education courses, and other local activities do not require prior clearance. However, a clipping of the published items shall be forwarded to the Director for information.
 - b. Timely release of noteworthy and newsworthy activities is essential. To prevent untimely delay in the submission of the information in this case, an abbreviated approval procedure is authorized. This method includes approval by telephone. This exception is only for releases discussing Auxiliarists' actions, including those performed in direct support of a CG operation. This action does not, however, authorize the Auxiliary to release articles discussing actual CG operations, casualty information or speculation of fault/cause of an incident. If in doubt, err on the side of caution. A clipping of the published items shall be sent to the Director for information.

- c. In writing articles mentioning Auxiliary officers, use of an office title before names is proper only for current or past district commodores (DCO) and above; i.e., use Commodore Lucy Jones for a national or DCO. For district vice or rear commodores, and division or flotilla officers, the name is followed by the office title; i.e., Mr. Sam Rosenberg, Rear Commodore or Mr. Xing Hueng, Flotilla Commander. These guidelines are also the proper form of address when speaking to, writing to, or introducing Auxiliary elected or appointed officers.
- d. The production of video tapes or other electronic releases to the media are governed by the same review provisions as written material to include website and Internet operations.
- e. The CG Auxiliary Public Affairs Officer's Guide (COMDTINST M5728.3 series) contains additional useful data.

J. Publications.

1. National Publications.

- a. Feature articles on Auxiliary topics prepared by Auxiliarists for commercial periodicals, articles for organization's publications or CG internal publications are encouraged. However, the Department Chief, Public Affairs (DC-A) (or a division chief specifically appointed for that purpose) must approve the article before publication.
- b. Before printing any national Auxiliary publication, all articles and photographs shall be submitted to the Chief Director and NACO for approval.
- c. The Chief Director may authorize official business mail privilege for mailing a national Auxiliary publication when the contents of the publication meet the criteria discussed in Section E of this chapter.
- d. An Auxiliarist is prohibited from receiving any compensation for articles related to the CG or the Auxiliary.

2. District, Division, and Flotilla Publications.

- a. Each district, division, and flotilla should develop some means of keeping members informed on activities and changes in programs and policy. A unit newsletter or other publication is an effective instrument for this purpose.
- b. Before printing and distributing any district, division or flotilla Auxiliary publication to members, the Director shall approve all articles and photographs. The Director may delegate this authority to the DSO-PB, ADSO-PB, or any other Auxiliary member.

- c. The Director may authorize official business mail privilege for district, division, or flotilla publications, unless these publications contain commercial advertising.
 - d. A copy of each district publication shall be sent to the Chief Director, NEXCOM members, national department chiefs, DCOs and Directors of other districts for their information.
3. Commercial Advertising.
- a. The Auxiliary is an organization created by federal statute and is administered by the Commandant under the direction of the Secretary of Transportation. Auxiliarists, therefore, have the appearance of acting under CG or DOT authority. The public regards the CG and its Auxiliary so inextricably bound together and mutually dependent that any activity by the latter is considered sanctioned and sponsored by the former. Accordingly, Auxiliary units must avoid even the appearance they endorse any commercial product, service or entity.
 - b. Any Auxiliary newspaper, magazine, newsletter, or other publication containing advertising cannot be accorded official business mail privileges and the publishing Auxiliary unit must pay the postage.
 - c. Any Auxiliary unit publishing a newspaper, magazine, newsletter, or other media, and willing to relinquish its approved official business mail privilege to accept paid commercial advertising, shall submit any proposed advertising, in copy form, to the District Director, for approval before accepting the advertising. Similarly, the Director must approve any proposal to publish an Auxiliary unit advertisement or notification in a commercial newspaper, where such advertisement or notification is to be paid, either partially or in full, by persons or concerns other than the Auxiliary unit. Any proposed advertising must include an explicit statement no endorsement of the product or service is made or implied by the Auxiliary, the CG, or DOT.
 - d. Before publishing, the Director shall approve all Auxiliary district, division and flotilla newspapers, magazines, newsletters, and other media which contain commercial advertising. The Director may delegate this authority to the DSO-PB, ADSO-PB, or any other Auxiliary member.
4. The Coast Guard Auxiliary Emblem and Official Seal.
- a. The Auxiliary official seal and the Auxiliary emblem are separate both in design and purpose.

- b. The CG Auxiliary emblem may be used on publications or associated with authorized articles regarding the Auxiliary. Such use, however, of the Auxiliary official seal is strictly prohibited.
- (1) The CG Auxiliary emblem is derived from the CG emblem, and has multiple uses. Besides use in print, the emblem is used on Auxiliary insignia such as the member collar device, cap device, the Auxiliary aviator, coxswain, and AUXOP devices and many other items. The emblem is designed for wide use within the Auxiliary for official and quasi-official purposes. Before the emblem can be used by any commercial concerns for jewelry, stationery, clothing, pennants, flags, burgees, ensigns, or similar articles, such use must be approved by the Commandant (G-OCX), via NACO or the NACO's designated representative.



Auxiliary Emblem

- (2) The CG Auxiliary official seal, either lever-type or wax impression type, is authorized for use on official CG Auxiliary documents requiring signature under seal. It is authorized for official invitations, programs, certificates, diplomas, and for display on CG Auxiliary exhibits. The seal may not be reproduced for other purposes, without approval of the Commandant (G-OCX) via NACO or the NACO's designated representative. The seal shall not be included within the design of any other seal, emblem, coat-of-arms, or escutcheon.



Auxiliary Official Seal

K. Assignment to Duty.

1. General. The Commandant employs the services of qualified Auxiliarists in support of various Coast Guard programs. To this end, specific Auxiliary activities will be authorized in support of Auxiliary programs or CG units. The Auxiliarist performing such duties is considered to have been "assigned to duty" within the meaning of 14 U.S.C. 831, when these activities have been authorized following the guidelines set forth below or by CG orders. The Commandant has specifically delegated the authority to assign qualified Auxiliarists to duty for authorized activities as outlined below.

2. Injury or Death. An Auxiliarist who is physically injured or dies because of performing such activities may be entitled to statutorily prescribed medical treatment and/or death or disability compensation.
3. Third Party Claims. The Auxiliarist may be exonerated from liability to injured parties or damage to property, but this action depends on the facts and circumstances surrounding the Auxiliarist's involvement in the accident. Third party claims against Auxiliarists will be treated in the same manner as claims against other CG personnel under similar circumstances. The Department of Justice (DOJ) will make a final determination in certifying the Auxiliarist as an employee within the scope of their employment. This determination will be based on the recommendation from the CGHQ Claims and Litigation Division (G-LCL).
4. Scheduled Activities. Auxiliary functions, other than those described in paragraphs 5-K-5 through 5-K-8, should be specifically scheduled with the appropriate unit elected officer or the appropriate staff officer, shown in the following examples, before undertaking the function unless CG orders are issued. A written assignment record should be kept by the assigning officer. As a minimum, use a telephone log or similar diary to document the assignment. This record should be as specific as possible about time, place, the nature of the activity, and the Auxiliarist(s) assigned.

<u>ACTIVITY TYPES</u>	<u>APPROPRIATE STAFF ASSIGNMENT OFFICER</u>
ATON Verification and Discrepancy Reporting	Aids to Navigation (AN)
Chart Updating Activities	
Federal Aids Program	
Aircraft Patrols	Aviation (AV)
Aircraft Facility Inspection	
Publicizing and Administering the Academy Introduction Mission (AIM) Activities and the Recruiting Assistance Program (RAP)	Career Counselor (CC)
Communication Watchstanding	Communications (CM)
Communication Facility Inspection	
Auditing, Bill Paying & Procurement Activities	Finance (FN)
Collecting, Collating, Input, and Dissemination of Auxiliary Activity Data (AUXMIS) & Internet	Information Services (IS)

Obtaining, Storing and Transporting	Materials (MA)
Materials ANSC Government Supply	
Agent Contact	
Marine Dealer Visits	Marine Dealer Visitor (VM)
Member Recruiting and Retention	Personnel Services (PS)
Activities	
Member Training Activities	Member Training (MT)
Vessel and Aircraft Patrols	Operations (OP)
Aircraft Facility Inspection	
CG and State Operational Support	
Establishing and Serving in	Public Affairs (PA)
Boating Safety Booths	
General Activities Publicizing	
the Auxiliary	
Producing and Delivering Unit	Publications (PB)
Publications	
Public Education Activities	Public Education (PE)
Recording and Maintaining Records	Secretary/Records (SR)
of Unit/Member Activities	
Courtesy Marine Examinations	Vessel Examiner (VE)
Marine Dealer Visits	
Vessel Facility Inspections	
Commercial Fishing Vessel	
Examinations	
Obtaining and Providing Legal	Legal/Parliamentarian (LP)
Opinions and Advice	
Conducting Investigations	

5. Non-scheduled Activities. Non-scheduled, authorized activities by qualified Auxiliarists may be performed. The performance of authorized activities constitutes "assignment to duty" which would normally entitle the Auxiliarist to benefits under 14 U.S.C.832. However, Auxiliarists might not be covered while traveling to and from these nonscheduled activities. As an example, a qualified examiner is requested to perform a non-scheduled courtesy examination on a neighbor's boat. The member may be covered by 14 U.S.C. 832 while actually conducting the examination. The Auxiliarist, however, may not be indemnified from liability to third parties, depending on the facts and circumstances of the incident. Auxiliarists shall make every effort to schedule their activities in advance to avoid potential problems in receiving Government benefits.

6. Elected and Appointed Officers. Incumbent elected or appointed Auxiliary officers are authorized to perform such activities required for the proper supervision and administration of their respective offices. These duties include, but are not limited to, the responsibilities of officers as described in Chapter 4 and in the officer's letter of appointment. Auxiliarists performing such duties and activities are considered to be assigned to duty within the definition of 14 U.S.C. 832.
7. Facility Operators. Operators of Auxiliary vessel, aircraft and radio facilities are authorized to schedule Auxiliarists to duty as crew, air observers, watchstanders or trainees aboard their facilities. The scheduling shall constitute "assignment to duty" under the provisions of 14 U.S.C. 832.
8. Patrol Orders. Every deployment of an operational facility for any activity for the CG or the Auxiliary, **must** be under CG reimbursable or non-reimbursable orders. This mandate applies to all facilities (surface, aircraft, or land mobile radio facilities while used in vehicles or mobile trailers). **The operation and movement of any such operational facility without CG orders is performed as a private citizen of the U.S and not as an Auxiliary member,** and therefore, may not be covered by 14 U.S.C. 831 and 832.
9. Reporting of Accidents or Incidents.
 - a. Upon an accident or incident which occurs while assigned to duty, notification of the facts and circumstances must be made to the Director, the order-issuing authority, the district legal officer (DSO-LP) and the Auxiliarist's personal insurance company as soon as possible.
 - b. The Auxiliarist also must submit a completed Report of Potential Third Party Liability (form CG-4899) with appropriate attachments as soon as possible to the Director. Copies also are sent to the order-issuing authority, the district legal officer (DSO-LP) and the Auxiliarist's personal insurance company. The Director will make further distribution of the report to other CG addressees as appropriate.
 - c. The driver of a government motor vehicle (including a rental vehicle or a privately owned motor vehicle being used in the performance of official duties) involved in an accident, shall complete an Operator's Report of Motor Vehicle Accident (Standard Form 91) and Data Bearing Upon Scope of Employment of Motor Vehicle Operator (Optional Form 26). A copy of the applicable forms shall be filed with the Director, and the original forwarded to the order issuing authority within 48 hours of the accident.

10. Investigation of Accidents or Incidents. Refer to Section 2, paragraph A1 of the CG Claims Manual (COMDTINST M5890.9 series).
 - a. Each incident which results in, or is likely to result in, a third party claim shall be promptly investigated. Any evidence necessary to prosecute an affirmative claim by the United States or defend a claim against the United States must be preserved.
 - b. A prompt investigation is the most important phase of the claims process. The investigation provides the basis for every step in the administrative settlement of a claim and the preparation for the defense or prosecution of a lawsuit. Without timely and thorough investigation, a settlement authority cannot decide who is liable and to what extent.
 - c. Promptness is the key. With the passage of time, physical appearances change and witnesses may become forgetful. People may develop a biased view of the facts, or become reluctant to give statements or may even become unavailable because they can no longer be located.
 - d. The sole purpose of a claims investigation is to find out the facts needed to settle properly a claim or to defend or to prosecute a lawsuit. Evidence should be gathered and recorded without regard to whether it may prove adverse or favorable to the United States.
 - e. A copy of the State boating accident report, Coast Guard Boating Accident Report (CG-3865), the police report, and motor vehicle or other government accident reports should be included.
11. Travel Enroute to Flotilla Meetings. As a matter of policy, the CG will not cover Auxiliarists for third-party liability while performing local travel enroute to attend flotilla meetings. Such travel is considered travel enroute to the Auxiliarist's normal duty station for which coverage is not provided to other CG personnel. Local travel for other authorized activities, even if to the same destination, will be covered (i.e. official training sessions).
12. Use of Private Motor Vehicles. Auxiliarists are authorized to use private motor vehicles for authorized Auxiliary activities without CG orders unless they plan to seek reimbursement for expenses. In addition to routine travel to and from authorized activities, private motor vehicles may be used in the performance of other authorized activities such as participation in parades (i.e. towing a boat or a float), performing a chart updating mission or environmental activities. However, CG orders are required if a motor vehicle is being used as a land mobile radio or radio

direction finding facility, or in the performance of aids to navigation missions. Auxiliarists who choose to use their private motor vehicles for Auxiliary activities without orders do so at their own risk. An Auxiliarist's decision to use a private motor vehicle for Auxiliary activities does not necessarily obligate the CG to assume potential third-party liability arising from the use of a private motor vehicle.

L. Injury or Death While Assigned to Duty.

1. Injury. 14 U.S.C. 832 states in part as follows: "Members of the Auxiliary who incur physical injury or contract sickness or disease while performing any duty to which they have been assigned by competent Coast Guard authority shall be entitled to the same hospital treatment afforded members of the Coast Guard."

- a. This section has been interpreted to mean Auxiliarists are entitled to payment for their medical and hospital bills for emergency care without the need to show a causal relationship between the illness or injury and their assigned duties.
- b. Non-members of the Auxiliary killed or injured on board an Auxiliary facility are not covered by these provisions.

2. Emergency care.

- a. Auxiliarists who are injured while assigned to duty and who require immediate attention should obtain emergency care from the local CG unit's contract provider, military hospital, U.S. Public Health Service facility, or the nearest treatment facility if none of the others are available. A civilian contract provider will bill the Auxiliarist directly for treatment of any injury. The Auxiliarist may pay the bill and seek reimbursement or submit the bill directly to the government for payment. Any delays in processing payment could impact the Auxiliarist's credit rating, so it may be prudent to pay the bill and then apply for reimbursement.
- b. The Auxiliarist should forward the bill via the Director to the appropriate CG Maintenance and Logistics Command (MLC) for payment. Once eligibility is determined, MLC will pay for the Auxiliarist's emergency care only. The MLC will also reimburse an Auxiliarist for emergency care obtained from a non-contract provider if immediate care was provided.
- c. Auxiliarists who are filing for reimbursement for emergency care must provide the following information within 30 days of the injury:
 - (1) An original itemized bill, together with the form OWCP/HFCA-1500 (Health Insurance Claim Form). You must inform the health care provider to send this bill to you, not directly to the CG.

- (2) Section A of the Report of Non-Federal Health Care Certification (CG-5534).
 - (3) Report of Potential Third Party Liability (CG-4899).
 - (4) Claim for Reimbursement for Expenditures on Official Business (SF 1164).
 - (5) A copy of the orders from the day of the injury. If the Auxiliarist was assigned to duty without orders, a letter certifying the member was assigned to duty at the time of the injury must be provided from the competent CG or Auxiliary authority.
 - (6) A paid receipt for the care received.
- d. The completed forms should be mailed to the Director, who must verify the claim and who then will forward the package to the appropriate MLC at either of the following addresses:

For Atlantic Area:

Commanding Officer
U.S. Coast Guard
Maintenance & Logistics Command (kma)
300 East Main Street
Suite 1065
Norfolk, VA 23510-9110

For Pacific Area:

Commanding Officer
U.S. Coast Guard
Maintenance & Logistics Command (kma)
Coast Guard Island
Alameda, CA 94501-5100

3. Follow-up (non-emergency) Care.

- a. Information regarding claims for follow-up care may be addressed to the Health Benefits Staff at 1-800-942-2422. The staff can discuss your situation and provide further guidance.

- b. Follow-up care for an injury or illness which occurred while assigned to duty is referred to the Department of Labor (DOL) Office of Workers' Compensation, **not the USCG**. DOL must have approved this claim before payment can be made to treating physicians for follow-up care.
- c. Prior to seeking follow-up care from a physician, the member must insure the treating physician is willing to accept the prescribed DOL rates for medical services rendered. This issue must be specifically addressed with the physician to prevent further misunderstandings.
- d. Obtain and complete a Department of Labor (DOL) Report of Traumatic Injury form (CA-1). The Auxiliarist will complete the first section of the CA-1 form, attach a copy of the Applicable orders, and a narrative medical report. The Director will complete the second part of the CA-1. A case file will be established and kept in the Director's office in case of future need.
- e. Submit bills for follow-up care to the DOL via the Director in the following manner:
 - (1) Obtain and complete DOL's Attending Physician's Report (CA-20). This form along with other related worker's compensation forms are available through the Director or the local CG civilian personnel office.
 - (2) The Auxiliarist will bring a copy of the CA-20 form to the attending physician. The attending physician can complete Part B of the CA-20 form or provide sufficient medical documentation in a narrative report and send to the Director. For payment, the attending physician must submit an OWCP/HFCA-1500 to the Director. The Director will review the forms for completeness and make copies for the case file. **Originals of the CA-1, CA-20 or the narrative medical report, and the OWCP/HFCA-1500 form will be forwarded to the Department of Labor by the Director.**
 - (3) If further treatment is required, the physician should complete a narrative medical report or an Attending Physician's Report (CA-20), (reverse side of the CA-16 form). Forms should be submitted by the attending physician to the Director who will review for completeness, make copies and send to DOL.

- (4) The completed forms should be mailed to:
Department of Labor Special Claims Examiner
800 North Capital Street - Room 800
Washington, D.C. 20211
- (5) The DOL and CG forms are available from the Director or the local CG Civilian Personnel Office.
- 4. Dental Care. Only emergency dental care due to direct trauma or injury is authorized.
- 5. Claims for Disability. Auxiliarists may be entitled to Federal Employee's Compensation Act benefits for a disability incurred while assigned to duty.
 - a. Compensation is based upon a percentage of the base pay for grade GS-9 of the General Schedule in effect on the date of the injury. Specific entitlement depends on the nature of the disability (e.g., total or partial) and the familial status of the member (single, married, married with dependents) [14 U.S.C. 832].
 - b. The Auxiliarist must complete DOL forms CA-1 (Report of Traumatic Injury) and CA-7 (Claim for Compensation of Account of Traumatic Injury). The attending physician must complete DOL form CA-20 (Attending Physician's Report). Send all completed forms to the Director, who will verify the claim, make a case file copy, and forward to DOL.
- 6. Death of an Auxiliarist While Assigned to Duty. The Federal Employee's Compensation Act (FECA) provides benefits to an Auxiliarist's spouse and dependent children if the Auxiliarist dies while assigned to duty or from physical injuries incurred while assigned to duty. [14 U.S.C. 823a(b)(7)]
 - a. For purposes of determining compensation entitlement, an Auxiliarist is considered to have Federal General Schedule GS-9 (step 1) monthly basic pay on the incurred injury date. Depending on the deceased Auxiliarist's marital status, the surviving spouse and dependent children may each receive a monthly percentage of that GS rate. [14 U.S.C. 707]
 - b. Surviving spouse and children are also entitled to limited payment for the deceased's funeral and burial expenses. The maximum burial and funeral expense allotment is \$800.00. [5 U.S.C. 8134]
 - c. Following an incident, the Director should advise and help the deceased member's next of kin (NOK) in applying for authorized benefits. Directors can receive advice on injury claims from their district civilian personnel representatives.

7. Investigations.

- a. When any Auxiliary member is physically injured or dies as a result of physical injury incurred while performing any authorized duty assigned by competent CG or Auxiliary authority, an investigation will be conducted as set forth in Chapter 5 of the Administrative Investigations Manual (COMDTINST M5830.1). The Director should insure the investigating officer performing the line of duty investigation is aware of the requirement to determine the causal connection between the Auxiliarist's injury or death and the duty being performed by the Auxiliarist. This action is particularly important in situations involving pre-existing medical conditions, such as heart problems.
- b. An investigation must be conducted by the order-issuing authority to determine if the Safety, Environmental and Health Manual (COMDTINST M5100.47 (series)) requires a CG Mishap Report.

M. Public Education Course Fees. The conduct of the Auxiliary's public education program requires the collection of certain fees to cover costs associated with teaching classes. Fee types and their uses include:

1. Custodial Fees. Some public education courses are conducted in buildings whose management charge the Auxiliary custodial or rental fees. If the building owners do not provide anyone to collect fees, Auxiliarists may do it for them. In collecting these fees, Auxiliarists must inform students the Auxiliary is not charging for instructing the course. Such fees should be properly labeled "custodial fees." The fees must be kept separate, both for accounting purposes and physically, from any collections for texts and other materials. When custodial fees become too costly, flotillas should make every effort to re-locate to a classroom site with little or no cost.
2. Course Material Fees. When conduct of a public education course involves texts or training aids which become student property, the sale of these materials must not be mandatory. The purchase of course materials must not be a condition of class attendance. Attending class without purchasing materials must not be termed auditing, nor will course completion certificates earned by students through satisfactory class attendance, homework preparation, and passing of an exam as may be required of the rest of the class be withheld for not purchasing materials.
3. Administrative Fee. Administrative fee is to be used to support various authorized Auxiliary programs and may be added to the text book costs. These fees support the purchase of material such as pencils, paper, projectors and bulbs, screens, miscellaneous audio-visual or operational equipment. This fee may be assessed only in multi-lesson courses. The collected fees shall not be used for flotilla social function.

4. Registration Fees. Some classes are conducted as part of organized adult education programs which require the collection of registration fees. This fact must be amply advertised in the advance course publicity. The Flotilla Staff Officer - Finance (FSO-FN) shall collect and deposit these fees to the flotilla treasury for furtherance of Auxiliary programs. Such funds shall not be used for flotilla social activities. Some programs are established so that payment must be given to the sponsors or instructors as wages. In this case, the Auxiliary will arrange for the institution to keep the payment as an Auxiliary donation.
5. Remuneration. Auxiliary instructors serve as volunteers and are prohibited from collecting or receiving any compensation for their services performed as Auxiliarists. Their students cannot be charged for class attendance.
6. Course Surcharges. In some instances, units are adding surcharges to the costs of public education materials in addition to the administrative fee to support other Auxiliary programs such as AIM. Such surcharges should be added to the administrative fee and not separately advertised. A small, general increase to the course materials costs is the preferred method of supporting other programs.
7. Prohibited Use of Public Education Course Fees. Funds collected from the sale of public education materials may not be used for social activities. Funds may be used to support all other authorized activities.

N. Incorporation.

1. Policy.
 - a. The Commandant has approved the organization of only one corporation to support the Auxiliary activities, the "Coast Guard Auxiliary National Board, Inc." The national board needs a legal entity to conduct certain fiscal affairs peculiar to the national board. Coast Guard Auxiliary Board, Inc. is authorized to receive excess CG property, in accordance with the provisions of 14 U.S.C. 641. In addition, the CG may contract with Coast Guard Auxiliary National Board, Inc. to procure required goods and services. The corporation is also eligible to receive boating safety grants and funds, conduct fundraising and accept other items for appropriate purposes.
 - b. The Commandant recognizes Auxiliary district or regions may have a similar need to the National Board to conduct certain fiscal affairs and hold title to property through a corporation. The authority to approve the formation of a

district/region corporation has been delegated by the Commandant to the Chief Director upon the recommendation of the DCO and the Director. In general, corporations are not encouraged and are to be approved only when necessary.

Reasons for approving requests for incorporation are:

- 1) To hold title to real and personal property appropriate for use by the Auxiliary in the performance of its missions, which cannot be owned directly by Auxiliary units.
 - 2) To accept State grants and funding which cannot be given directly to Auxiliary units.
 - 3) To obtain and hold copyrights, patents, trademarks and service marks.
 - 4) To provide for the ownership of motor vehicles, aircraft and mobile trailers.
- c. The district/region corporation shall be modeled after Coast Guard Auxiliary National Board, Inc. and shall be a mirror image of the Auxiliary District in which the District officers shall be the Officers of the corporation and the members of the District Board. The Directors shall serve as ex officio members. All other members of the District shall be non-voting members of the corporation and the corporation shall be entitled to the use the name "Coast Guard Auxiliary _____ (Number) _____ District Board, Inc."
- d. The district/region corporation shall be permitted to accept donations of money on behalf of specific divisions and flotillas and to turn over those funds designated for use by a particular flotilla or division. The District corporation shall be authorized to hold title to property and, pursuant to the terms of a written exclusive use agreement, permit the exclusive use by the intended division or flotilla.
- e. No divisions or flotillas shall be permitted to incorporate, and those which are presently incorporated or have corporations shall be required to liquidate or merge with their authorized and approved District corporation by 1 January 2000. Any other corporations or entities other than expressly authorized herein whether formed in whole or in part by Auxiliary members are not affiliated or a part of the CG or CG Auxiliary. The members of those corporations are acting solely in a private or individual capacity and are not Auxiliary members or as officers, agents or employees of the

United States. There must be a clear distinction between the official statutory activities of the CG and the Auxiliary as opposed to the private and separate activities of such an entity. Those organizations may receive no financial or other support from the CG or the Auxiliary, Neither the CG nor the Auxiliary will assume any responsibility for the administration of the activities of such corporations before third parties or tribunals. Auxiliary flotillas, divisions, and districts may be permitted by the Director to use any real or personal property offered to them by such corporations for the purpose of supporting Auxiliary activities and programs.

- f. No corporation or other organization other than the Coast Guard Auxiliary National Board, Inc. and authorized and approved district corporations may use the words "Coast Guard Auxiliary". No other organization may contain any name which contains any reference to the CG or the Auxiliary or any words, contractions or acronyms tending to imply any association with the CG or the Auxiliary.
- g. The status of presently existing unapproved corporations shall not change, and the CG reserves the right to monitor the activities of such corporations as a result of their potential impact on the CG and the Auxiliary.
- h. Before initiating any effort to create a district/regional corporation, the DCO should seek the advice of the Auxiliary District Legal Officer (DSO-LP) to determine whether forming such a corporation is necessary. If determined a valid reason exists to form a district corporation, approval shall be sought from the Chief Director via the Director. The DSO-LP, when directed, is authorized to incorporate approved district corporations, to seek tax-exempt status and to provide other necessary legal services, on behalf of such corporation as an Auxiliary member.
- i. A copy of the corporate charter and by-laws shall be forwarded to the Director's office for approval, filing and record purposes.
- j. Specific guidelines with respect to the formation, organization and operation of District corporations shall be issued from time to time. These guidelines will contain specific requirements for the carrying of liability and other insurance, legal and fiscal policy and CG oversight. DCOs, as presidents of their district corporation are responsible for ensuring the corporation adheres to these specific requirements.

O. Finances.

- 1. Guidelines. The CG does not want to regulate the financial management of Auxiliary units. The Commandant, however, considers some regulation necessary to establish certain guidelines to avoid the chance of embarrassment to either the Auxiliary or the CG. The CG has a responsibility to insure proper financial procedures and accountability are observed at each level for all moneys received. This accounting includes monies received from such

sources as dues, public education courses, and gifts. Expenditure of such funds shall be in support of authorized Auxiliary activities only.

2. Good Management Practices.

- a. DCPs and FCs of every unit receiving and disbursing funds in unit's name must submit to the Director an annual financial report on the form entitled Financial Reporting of an Auxiliary Unit (ANSC #7025/CG-4750-1). No other form is authorized for this purpose. Funds are defined as monies received or disbursed as dues, course registration fees, sale of publications, etc. FCs are responsible for forwarding copies of the report to the DCP on or before 31 January. The DCP will review the report and forward them, together with the division report, to the DCO on or before 20 February. The DCO or their designates (such as DSO-FN) will review the reports and forward them to the Director on or before 01 March. Any irregularities revealed by the financial report shall be reported to the DCO and Director. If an Auxiliary unit fails to comply with these procedures, the DCO may authorize an audit. The DCO, after audit review, may recommend other action deemed appropriate. In addition, corporate entities must follow all other state or federal financial reporting requirements.
- b. All Auxiliary unit funds shall be promptly deposited to accounts containing the appropriate unit designation and the words "United States Coast Guard Auxiliary". The proper Federal taxpayer identification number issued by the IRS for all units of the Auxiliary is **52-1500576**, which should be used on all unit accounts. Disbursement of funds must always be used to further the general purpose of the Auxiliary.
- c. If funds more than \$5,000 are involved, bonding of the custodian may be advisable. Bonding is optional at all Auxiliary levels.
- d. In general, funds should not be accumulated without some definite goal in mind for future disbursement intended to promote authorized activities.
- e. Auxiliary unit funds may only be spent or committed with the concurrence of an appropriate majority of the voting members of that unit unless specific provisions authorizing the expenditure or commitment are in the unit's Standing Rules.

3. President, Coast Guard Auxiliary National Board, Inc. The National Commodore, as President, CG Auxiliary National Board, Inc., shall ensure the corporation functions in the manner discussed above. DCOs, serving as the corporation Directors, shall ensure these principles are brought to the attention of their district boards for distribution to division and flotillas.

4. Treasurer, Coast Guard Auxiliary National Board, Inc. The Treasurer of the Coast Guard Auxiliary National Board, Inc., shall ensure an annual accounting or financial report of the National Board, Inc., is submitted to Commandant (G-OCX) for review. The annual accounting will not be prepared by a CG or Auxiliary member. The report It must be prepared by an independent certified public accountant as required by the bylaws of the National Board, Inc. The Director will advise the incorporated bodies within the district or region of responsibility to (1) determine state, federal or other financial reporting requirements and (2) any needed compliance with such requirements is the incorporated body's sole responsibility.
5. Chief Director. The Chief Director is an advisor to the National corporate board to ensure Commandant's decisions and policies are brought to the attention of the National Board.
6. District Corporations. DCOs, as the Presidents of their respective district corporations shall ensure their respective corporations function in a manner discussed in paragraph 5.N. The Treasurer of each respective District corporation shall ensure an annual accounting or financial report of its activities is submitted to the Director for review. The annual accounting will not be prepared by a member of the CG or of the Auxiliary, but must be prepared by an independent certified public accountant, as specified in the by-laws of the District corporation. Guidelines for District corporations are contained in Appendix 5-A.

P. Auxiliary Identification Card.

1. When applicants have been approved by the Director for enrollment, each will be issued an identification card. The Non-Military Identification card (CG-2650) is used.
2. Directors are responsible for entering information on the card front and the base enrollment date on the reverse. The expiration date will be the last day of the base enrollment month, plus five years.
3. Members are responsible for completing the remaining information, providing a photograph, signing and having the card laminated. Without a signature, picture and lamination, the member may be denied access to military exchanges. To this end, Directors shall assist the member in properly completing the identification card. Local CG units which can laminate military and dependent identification cards should be used, whenever possible. Directors shall coordinate with these units to ensure Auxiliary members have access to identification card facilities.
4. A new identification card will be prepared every five years, at the time an Auxiliary Membership Service Award (form CG-5252/A to I) is prepared. Each succeeding expiration date shall be the last day of the base enrollment month with the year being that when the next award is due.

DEPARTMENT OF TRANSPORTATION
United States Coast Guard Auxiliary

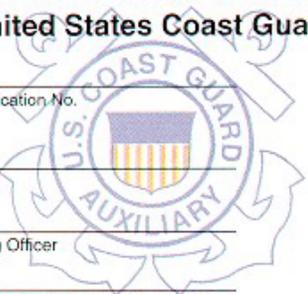
Identification No. _____

Name _____

Issuing Officer _____

Date Issued _____ Exp. Date _____

VALID ONLY WITH PHOTO



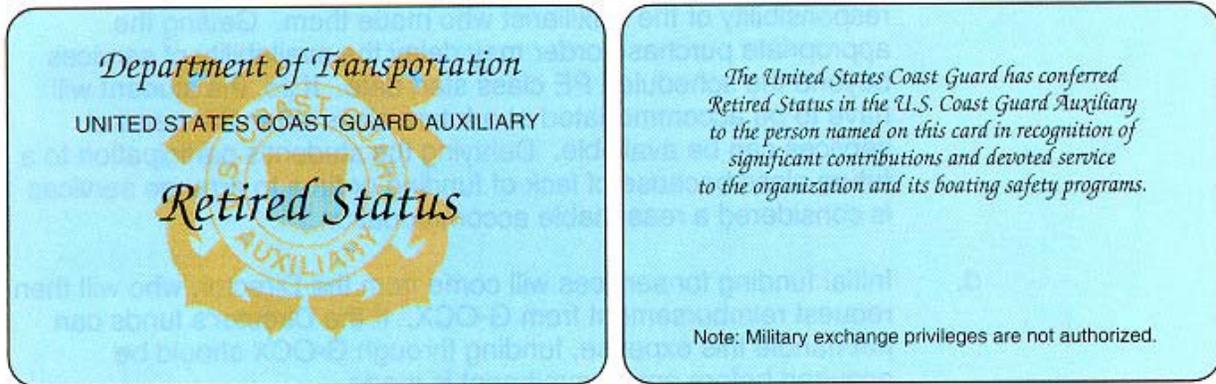
NON-MILITARY IDENTIFICATION
 CG-2650 (REV. 1-96)

Base Enrollment Date		Blood Type
Place of Birth		Height
Date of Birth		
Color-Hair	Color-Eyes	Weight
Signature _____		
This card is the property of the United States Coast Guard, and is issued for official purposes and for identification only. Improper use, possession or alteration is subject to the penalties under Title 18, USC 499, 506, and 701.		If found, return to: U.S. Coast Guard Commandant (G-OCX) Washington, D.C. 20503-0001 Return Postage Guaranteed

Auxiliary Identification Card

Q. Retired Status Card.

1. When a member submits a request for retired status, each will be provided a permanent, plastic Retired Status card with the retired member's name embossed on it.
2. Directors will, upon receipt of the member's Auxiliary Identification Card, provide the member with the Retired Status Certificate. They will also send the full name and mailing address of the member to the commercial vendor holding the current CG contract for preparing the card. The CG will mail the Retired Status card to the member.



Retired Pin



Retired Status Card

R. Accommodation of Physically Challenged Students in Boating Safety Classes.

1. Auxiliary units are consistently receiving requests to accommodate physically challenged individuals for boating safety education courses. Under provisions of the Rehabilitation Act of 1973, the Auxiliary is required to take steps to accommodate qualified handicapped individuals who want to participate in Auxiliary public education classes.
2. Accommodation for physically challenged students should be pursued in the following order:
 - a. Where available, the Auxiliary unit should try to obtain suitable services through non-profit agencies or through local/state governments. Contacts with these agencies should be initiated and nurtured by all units who conduct public education classes. To the greatest extent possible, units should attempt to identify Auxiliarists who can serve the needs.
 - b. If services are not available, the Auxiliary unit should arrange for paid assistance. These services are funded through the CG and must be closely coordinated with the Director.
 - c. The use of paid services must be approved in advance through the use of a government purchase order. The Auxiliary is NOT authorized to contract for these services on their own. Payment for services not approved in advance by the CG will be the responsibility of the Auxiliarist who made them. Getting the appropriate purchase order may delay the availability of services beyond the scheduled PE class start date. If so, the student will have to be accommodated at a future class when the needed services can be available. Delaying the student's participation to a future class because of lack of funding or time to arrange services is considered a reasonable accommodation.
 - d. Initial funding for services will come from the Director, who will then request reimbursement from G-OCX. If the Director's funds can not handle this expense, funding through G-OCX should be acquired before any commitment is made.
3. The actions to accommodate a physically challenged student must be taken in a reasonable period of time, which does not necessarily mean "immediately." The student should provide reasonable notice of their disability so the Auxiliary unit can arrange suitable accommodation. If suitable accommodation can not be arranged for a pending class, the student's participation may be delayed to a future class when accommodation is available. A reasonable period for this delay is based on the frequency the particular class is scheduled. Every effort should be made to arrange accommodation within the next two convenings. Units should document their

efforts to arrange accommodation for future reference. Further, once services have been arranged for a class, units should aggressively advertise the availability of these services in order to accommodate the maximum number of students.

4. In all cases in which a request for an accommodation has been made by an individual with disabilities, the request should immediately be transmitted to the Director for appropriate guidance. The Director should be notified, even in those cases in which the Auxiliary was successful in meeting the individual's request for accommodation.

S. Coast Guard Vehicle Decals for Auxiliaries.

1. Auxiliaries are issued CG vehicle decals on a limited basis. The decals are placed on the front of the member's personal vehicle only to facilitate access to government installations. Auxiliary membership does NOT create an automatic entitlement to a vehicle decal.
2. Decals issued to Auxiliary members will be the same as those issued to civilian employees. The decision whether to issue the decals rests with the CG Unit Commanding Officer. To be eligible, the member must have a demonstrated need for access to that unit. Normally, this need will be a result of a regular duty schedule at the unit or use of unit facilities for meetings and/or member training on a regular or recurring basis.



Vehicle Decal

APPENDIX 5-A

Guidelines for District Corporation Organization

GUIDELINES FOR DISTRICT CORPORATION ORGANIZATION

1. Articles of Organization Provisions: (Mandatory)
 - a) Name
 - b) Purpose
 - c) Officers
 - d) Directors
 - e) Members
 - f) Other relevant provisions

2. By-Laws Provisions: (Mandatory)
 - a) Officers
 - b) Directors
 - c) Members
 - d) Elections
 - e) Quorum
 - f) Voting
 - g) Indemnification
 - h) Dissolution
 - i) Fiscal Policy
 - j) Miscellaneous

3. Insurance Requirements as applicable:
 - a) General Liability - Broad Form Limits: (Mandatory)
\$2,000,000, Bodily Injury, \$500,000, Property Damage or equivalent;
 - b) Landlord or Tenant's Liability Policy: \$2,000,000, Bodily Injury, \$250,000, Property Damage or equivalent;
 - c) Marine Insurance: \$2,000,000 combined Bodily Injury and Property Damage or equivalent;
 - d) Aircraft Insurance: \$2,000,000 combined Injury and Property Damage or equivalent;
 - e) Motor Vehicle Insurance: \$2,000,000 combined Bodily Injury and Property Damage or equivalent;
 - f) Officer's and Director's Liability Insurance; (Mandatory)
 - g) Fidelity Bonds - President, Vice-President, Treasurer or similar corporate officer; (optional)
 - h) Fire and Extended coverage casualty insurance for real estate - Replacement Value coverage;
 - i) Hull Insurance for vessels and aircraft, Fair Market Value of asset.

4. Tax Requirements. (Mandatory)
 - a) Internal Revenue Service 501c(3) Determination;
 - b) State tax exempt status including sales tax;
 - c) Federal tax I.D. number.

5. Written Exclusive Use Agreement: (Optional)
 - a) Real Estate;
 - b) Tangible, Personal Property (i.e. boats, trailers or aircraft)

CHAPTER 6. SUPPORT AND BASIC MATERIALS

A. General.

1. Services. The basic law authorizing the Auxiliary provides Coast Guard (CG) resources and facilities may be employed in Auxiliary administration and operation, and certain appropriations may be made available for such purpose. The CG may provide the Auxiliary with use of:
 - a. Available CG shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.
 - b. Where possible, appropriate CG training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios, and pagers.
 - c. Services of CG personnel assigned concerning administrative, training, and educational activities.
 - d. CG exchanges for the purchase of all goods and services except alcohol and tobacco products.
2. Auxiliary National Supply Center. The CG maintains the Auxiliary National Supply Center (ANSC), in Granite City, Illinois. The ANSC is operated at government expense by a commercial contractor directed by G-OCX-1 personnel. ANSC supplies Auxiliary units with training publications, forms, manuals, pamphlets, posters, medals, and ribbons. These items are provided at government expense by the CG for Auxiliary training and administration. Unit elected leaders, national staff members, unit materials members, and Directors may order from the ANSC.
3. Auxiliary Center. The Auxiliary Center (AUXCEN) (formerly the Auxiliary National Materials Center) stocks Auxiliary flags, pennants, burgees, and certain uniform accessories, public education materials, etc. These items are available for sale through district materials centers. Members should not confuse the Auxiliary National Supply Center (ANSC) with the Auxiliary Center (AUXCEN). The CG Auxiliary National Board, Inc. (Board, Inc.) operates AUXCEN in Crestwood, MO (St. Louis) and receives no government funding.
4. Course Materials. The CG reviews and approves all official CG Auxiliary public education course materials. Board, Inc., develops, prepares, prints, and supplies these items for Auxiliary use to conduct the Public Education Program. These items are distributed through unit Materials Staff officers. Board, Inc. has copyrighted this material, with all rights reserved. Board, Inc., or its designated representative, must grant permission for use of this material on requests received from anyone outside the Auxiliary.

B. Government Property.

1. Federal Real Property.

- a. An Auxiliary unit may be granted written permission for long term use and occupancy of Federal real property (buildings and land). Use and occupancy must be for authorized Auxiliary activities. A District Commander must consider such use as necessary and desirable. The Auxiliary unit must follow all legal provisions for property use. Property, in which the CG or another federal agency has the title or right, or which is excess or surplus, may be requested for Auxiliary use. Such request is subject to the necessary operational, engineering, and budgetary approval stated in the Real Property Management Manual (COMDTINST M11011.13 (series)).
- b. Any such use/occupancy are subject to immediate repeal if such use/occupancy does not conform to CG policy. Written permission to use and to occupy CG property shall contain the conditions under which the Auxiliary may make new construction or remove existing structures. Directors shall coordinate requests with their District Property Officer.
- c. The CG cannot authorize transfer of title to federal real property to an Auxiliary element. Any permanent improvement, alterations, additions or fixtures placed on the property shall become and remain United States property.
- d. When granting an Auxiliary unit permission to use and to occupy federal real property, predominant support shall come from the Auxiliary unit itself. In granting permission to an Auxiliary unit for use and for occupancy of federal property, such permission in no way binds the CG to provide any support. However, limited support may be given by the CG for improvements on the property and for maintenance or removal of existing structures. This support can be from appropriated funds and is limited to architectural and engineering services, and loan of CG equipment incident to construction, maintenance or removal.
- e. CG personnel will not normally be assigned to duties involving actual construction, maintenance or removal. The CG will perform necessary intermediary functions and, when specifically requested, for getting permission for removals, improvements, or new construction from federal, state and local governments. The CG shall lend the full strength of its good will to Auxiliary support for installations on federal property with specific CG approval.

2. Maintenance or Improvements. Any property to which permission for use and for occupancy has been granted, must be prominently identified by a sign naming the unit. The sign must state the unit is a part of the CG Auxiliary. The Auxiliary is expected to carry out any new construction and improvements. All such actions must follow local zoning codes. This work includes codes dealing with plumbing, environmental protection, sewage disposal, and electrical wiring. Waterfront improvements can be made only after approval of the federal, state or local government agency holding jurisdiction over the property. Any construction and improvement must conform to sound civil engineering practices, together with current CG standards and directives. When the Auxiliary is located on an active CG shore facility, any proposed new construction and improvements shall be consistent with existing facilities and compatible with any long-range Unit Development Plan. When granting use and occupancy to the Auxiliary, maintenance of land, buildings, or structures shall follow existing CG standards and directives. The Auxiliary must keep buildings, piers, and grounds in a good and safe state of repair. The Auxiliary must keep the appearance of the premises in a neat and orderly condition.

C. Coast Guard Personal Property.

1. General. Auxiliarists, loaned or given custody of CG or Auxiliary owned personal property, may use said property for authorized activities only. The property shall be accounted for and returned to the government upon request. In any event, Auxiliarists shall return property upon ending Auxiliary membership, transferring to retired status or to another unit, or if the property is no longer needed. Members shall immediately report, to the appropriate CG authority, the loss, damage or theft of CG property.
2. Auxiliary Officers. All elected and staff officers shall develop and maintain records, data and documents appropriate for their office. Officers shall account for these items and transfer them to their successors. The same procedure is followed for any other CG, Auxiliary or other accountable property, money, manuals and equipment. Officers shall annually account for all such property and funds on unit inventories, whether or not being replaced in office.
3. Appropriated Funds. Auxiliary activity support may entail the budgeting of additional appropriated funds. In addition, appropriated funds may be budgeted for equipment and materials purchased for an Auxiliary unit's internal administration. This accounting applies to activities conducted on either government property or elsewhere.
4. Such materials would include, but not be limited to:
 - a. Office equipment and furnishings and computers.
 - b. Training devices, equipment workbooks and texts.

- c. Stationery and related office supplies.
 - d. Projectors, slide kits, motion pictures, or transparencies.
 - e. Classroom equipment or furnishings.
 - f. Public relations materials, cameras, videotapes.
 - g. Operational equipment.
5. CG Issued Property. The CG may purchase or issue equipment to Auxiliary units. This action applies to equipment used for training of members, operational or other authorized activities, or for internal unit administration. Such equipment loaned by District Commanders will be documented by custody receipts. The Auxiliary unit must show a definite need for the equipment for Auxiliary purposes. The equipment will be treated as CG property while in custody of the Auxiliary unit, and Directors will report all items under the Personal Property Accountability (PPA) system. Directors will be supplied with periodic reports, as required, accounting for all property on loan to Auxiliary units. Government furnished equipment is authorized for use to support the Auxiliary's public education efforts.
6. Surplus and Excess Property.
- a. Excess government property are those items no longer required for federal purposes. However, other federal agencies may still need the property. Under Federal Property Management Regulations, excess personal property must be referred to the General Services Administration (GSA) for screening by other federal agencies. Such action must be done before the GSA can make a surplus declaration. The determination property, once excess, requires later steps in property disposal are a complicated and intricate process. Depending on the value and condition of the property, the later steps in property disposal which are complex and lengthy.
 - (1) The availability of federal excess property provides the Auxiliary many opportunities to obtain materials to help various Auxiliary programs. Directors are encouraged to set up liaison with CG property officers to:
 - (a) Let them know of items required by the Auxiliary.
 - (b) Screen required items.
 - (c) Freeze items for loan to the Auxiliary.
 - b. Surplus property are those CG determined by GSA to be no longer required by government. GSA assigns the surplus designation if no federal agency has requested and effected transfer of the property by the surplus release date. Federal Property Management Regulations require screening of surplus property by authorized personnel. Screening through GSA donation channels must be accomplished before outright donation of surplus property to the Auxiliary.

- c. Under 14 U.S.C. 641(a), the CG may donate CG surplus property to the Auxiliary (including any authorized incorporated units) after GSA screening. Directors shall maintain a file of property or material requests received from Auxiliary units. Directors should set up liaison with property officers to establish procedures for local screening of surplus property following the Property Management Manual (COMDTINST M4500.5 (series)).
- d. Acquisition of excess federal property by Auxiliarists shall be processed and accounted for by Directors when the material is intended for use in the district. Auxiliary national staff officers, however, shall forward their requests to Commandant (G-OCX-1), via their department chief for processing and later accounting. Appropriate district property personnel will verify compliance with the Property Management Manual (COMDTINST M4500.5 (series)).
- e. CG surplus property may be donated to an Auxiliary unit under the provisions of 14 U.S.C. 641. This authority is limited to material to be used for Auxiliary unit administration, for Auxiliary member training, for operational and other authorized activities, or for public education in boating safety. **Under no circumstances will such property be transferred to an Auxiliary unit for the full or part time private use of Auxiliary members.** Types of CG surplus property for loan include, but are not limited to:
 - (1) Office labor-saving devices (computers, adding machines)
 - (2) Audio visual equipment.
 - (3) Training devices and texts.
 - (4) Furniture and rugs.
 - (5) Classroom equipment.
 - (6) Radio transceivers and TV receivers.
 - (7) Household and galley appliances.
 - (8) Tools for building and grounds improvement and maintenance.
 - (9) Boats and other operational equipment.
 - (10) Any other equipment or material considered appropriate by the District Commander to support mission needs.
- f. The following procedures shall be used in acquiring CG surplus property for the Auxiliary. An Auxiliary unit must identify their need for surplus property in writing to the Director. The Director must verify the need for this property and ensure the unit can support the equipment if acquired. Upon approval of the Director, the request is forwarded to G-OCX-1, who is responsible to judge the relative need if the property is desired by more than one Auxiliary unit. Once verified by the

G-OCX-1, the request is forwarded to G-CFM-3 for action. If the property is available, G-CFM-3 will approve the request and prepare the required transfer documents for signature. The property is then transferred to the Auxiliary unit.

- g. District Commanders may direct the survey of CG property loaned to the Auxiliary to
 - (1) Verify and report the loss of, or abnormal damage to, property. Attest to the probability or lack of negligence for such loss or damage.
 - (2) Report the condition of property recommended for replacement or disposal.
 - (3) Authorize adjustment of accountable supply records.
- 7. Other Property. Forfeited property, voluntarily abandoned property, and abandoned and unclaimed property are not considered appropriate for transfer, donation, lease or loan to Auxiliary members.

D. Auxiliary License Signature Authority.

- 1. Under the authority of 14 U.S.C. 92(f), 821, 822 and 49 CFR Section 1.46(b), all Auxiliary flotilla commanders, division captains, district commodores and the National Executive Committee are delegated the authority to negotiate, execute, renew, modify and end licenses and similar use agreements for the Auxiliary's use of real property from Federal and non-Federal entities. This authority shall not be exercised unless the appropriate district legal officer (DSO-LP) has reviewed and approved, or negotiated if necessary, the license or similar agreement. This authority is not to be construed as authority to activate, deactivate or move facilities or spend appropriated funds. No further delegation or redelegation of this authority is permitted.
- 2. A sample license agreement is available from the district legal officer (DSO-LP). Members shall use this agreement when practical. If licensors insist on using their own license agreement form, the district legal officer shall insure, as a minimum, the Federal Tort Claims Act Liability provision in the sample license agreement is substituted for any liability, indemnification or hold harmless provisions specified in the licensor's agreement.
- 3. The licensor's agreement, if used, must specify the Auxiliary unit, not the CG, is the licensee or party to the agreement.

4. An agreement by itself, which requires monetary payment, is not outside the scope of this delegation. This scope includes such payments as reimbursement for expenses of the licensor for the purchase of plaques or other items, or the payment for meals or hotel accommodations. This fact is true when clearly no appropriated funds are being spent or committed. The point must be clear the Auxiliary is solely responsible for payment using Auxiliary funds.
5. Additional guidance on this matter may be obtained from Auxiliary Department Chief of Legal Affairs (DC-L) in conjunction with the Headquarters Office of General Law (G-LGL).

E. Other Agencies.

1. Various agencies help the Auxiliary promote courtesy marine examinations and public education activities on water resource projects under their control. The agencies include the Corps of Engineers, National Park Service, Bureau of Land Management and the Tennessee Valley Authority. Reservoirs, impoundments, and other recreational water resource projects are popular among thousands of boaters who trailer boats from inland areas. Many boaters have had little or no boating safety indoctrination. To help with such instruction, liaison has been established with applicable agencies. General approval has been received for providing the Auxiliary with available facilities wherever practicable. Before Auxiliary units use any of these facilities for operations, PE or CME programs, the Director must contact the appropriate agency manager to establish liaison. And to be provided information and guidance about expected Auxiliary activity. Their full cooperation, as a courtesy and as a practicality, must be obtained.
2. The CG has a cooperative policy with the Public Building Service of the General Services Administration (GSA) concerning CG Auxiliary use of available space in GSA controlled buildings to conduct public education courses. Due to expanding Auxiliary education programs, the need for classroom space is increasing. Often a problem of suitable classroom space availability presents scheduling difficulties for sponsoring Auxiliary units. Conveniently located GSA controlled building spaces, largely in metropolitan areas, should, if made available to the Auxiliary, provide valuable additional classroom resources. When potential classroom spaces are under its control, GSA will be pleased to help the CG. Such actions are subject to the Federal Property Management Regulations. Directors are authorized and encouraged to help Auxiliary units get these classroom spaces.

F. Coast Guard Mutual Assistance.

1. Coast Guard Mutual Assistance (CGMA) is a program set up to give aid in time of certain emergency or educational needs. The Mutual Assistance Program is available to assist all members of the CG family. Portions of the program are available to Auxiliary members.

2. Auxiliary members are eligible to participate in the CGMA's emergency loan program, general assistance program and the Admiral Roland student loan program. Members who desire to apply for assistance under any of these CGMA programs should contact the Director or any nearby CG unit.
3. Funds for the program come solely from annual voluntary and tax deductible contributions made by members of the CG family, from other individuals, and from revenues derived from investment of accrued capital. All Auxiliary flotillas and/or individual members are encouraged to make a financial contribution to the program when the annual drive is announced.
4. One of CGMA's central purposes is an Emergency Loan Program set up to provide member financial assistance when involved in emergency situations beyond their control. Emergency loans are generally authorized only in circumstances which impose a serious financial or personal hardship on the applicant unless immediate assistance were granted to relieve the situation. All emergency loans are interest free.
 - a. What qualifies as an emergency situation? The following types of situations would justify an emergency loan Auxiliarists:
 - (1) Basic Maintenance. Emergency loans may be available to all CG members who suffer sudden financial or personal loss and are incapable of maintaining their necessary family support services. Items of basic maintenance include food, clothing, shelter, rent, utilities, household goods, medical care, and related expenses. Emergency assistance for basic maintenance may extend for no longer than three months.
 - (2) Transportation at a Time of Illness. Necessary assistance may be provided to bring an adult relative to a member's home because of serious illness in the family or to provide special care for the spouse or children. Transportation of a member's spouse and children to a relative's home may be authorized at a time of serious illness.
 - (3) Travel Assistance for Family Members. If a member is seriously ill, emergency travel assistance may be provided to family members not in the immediate vicinity.

5. General Assistance Program. Occasionally, members have financial needs not covered by other CGMA programs. General assistance differs from the emergency loan program because the qualifying circumstances do not immediately endanger personal well-being or require urgent help. General assistance is granted only when unexpected events or long-term expenses cause a serious financial burden and a financial need is demonstrated. General assistance loans are interest free.
- a. What circumstances qualify? Unexpected financial need, not requiring immediate emergency attention, may be considered for general assistance. Particular qualifying circumstances are as follows:
- (1) Funeral Expenses. CGMA may provide funds to members to help defray the cost of a funeral for an immediate family member.
 - (2) Travel. General assistance funds may be available under certain travel conditions.
 - (3) Car Repairs. Loans may be given to members for unexpected or major car repairs. This area does not include assistance for minor maintenance and repairs.
 - (4) Vocational and Technical Training. CGMA may provide up to \$750 to applicants unable to pay for vocational or technical training from their own resources. This assistance is intended to help pay the initial costs of short-term courses of bona fide use in the applicant's business or occupation. These courses must be approved by the Department of Veteran's Affairs (VA).
- b. What does not qualify? The following situations do not normally qualify for General Assistance.
- (1) Cost of marriage.
 - (2) Costs involving business ventures.
 - (3) Repayment of loans to family members or friends.
 - (4) Gambling debts.
 - (5) Financial purchases of non-essentials or debts created by such purchases.
 - (6) Court fees, fines, judgments, liens, bail, and legal fees.
 - (7) Payment of personal or property taxes.
 - (8) Elective surgery.
 - (9) Purchase or payment on motor vehicles, licenses, registration, and insurance.
- c. How to apply. The application form is completed for loans under the above two programs and submitted to the mutual

assistance representative at the closest CG unit. A copy of this form is shown in Appendix 6-A. For those members not resident near a CG unit, the form should be mailed to the Director, who will forward it to the appropriate CGMA representative. The request must contain complete financial disclosure as provided on the form. The member's flotilla commander will verify and endorse the member's need for assistance before the form is submitted.

- d. Loan Repayment. With either a CGMA representative's or a CGMA district director's approval, loans may be repaid in lump sums or in regular payments, normally up to six months for Emergency Loans or up to 36 months for general assistance loans. If the member is reimbursed by insurance, government, or some other source, the loan shall be repaid in a lump sum.
6. Admiral Roland Student Loan Program. The Admiral Edwin J. Roland student loan program is offered to CGMA members and their families to assist them in post-secondary education. United Student Aid Funds (USA Funds), a private not-for-profit agency, administers the program under guidelines set by the U.S. Department of Education and makes student loans available through participating financial institutions. Student loans are fully guaranteed by USA Funds on the basis of reserves supplied by CGMA. This program is available to students with family adjusted gross income of \$30,000 or less. An information brochure is available from the Director of Auxiliary or local CGMA Representative.
 - a. How much may be borrowed? Federal regulations permit undergraduate students to borrow up to \$2,625 per academic year for the first year; up to \$3,500 for the second year; and \$5,500 for the remaining years of undergraduate study; with a maximum of \$23,000 allowed for undergraduate studies. Graduate students may borrow up to \$8,500 per academic year. The total amount which may be borrowed for both undergraduate and graduate studies is \$65,500.
 - b. When must the loan be repaid? Monthly payment of principal and interest begins six months after the student leaves school, or falls to less than half time status and does not have a loan for the same period. Minimum monthly payment may be as little as \$50.00, with a maximum of ten years allowed to repay the loan. The bank however, may require higher monthly payments and a shorter repayment schedule.
 - c. How to apply for a loan? The Admiral Roland Student Loan program is set up so loans are handled in a manner in which accommodates privacy and does not require a co-maker. To obtain a loan, these steps are followed:

- (1) The member or student obtains specially prepared application and supplemental information forms from the following address:

Coast Guard Mutual Assistance
Commandant (HSC (a-1))
2100 Second Street S.W.
Washington, DC 20593-0001

- (2) After completing the application and supplemental information forms according to the instruction, send both to the CGMA Board of Control at the address above.
- (3) Students must reapply each academic year for subsequent loans.

G. Work-Life Program.

1. Auxiliarists may take full advantage of various benefits from the CG Work Life Program. Auxiliarists are entitled to participate in all program benefits, other than those for which the CG pays a per capita basis fee. Auxiliary members may contact their Director to learn about available benefits and application details.
2. The Work-Life delivery system identifies and responds to the needs of Auxiliarists and their families. Information and referral services are provided through the district Work-Life staffs. Representatives currently available to assist Auxiliarists are:
 - a. Family Program Administrator.
 - b. Wellness Coordinator.
 - c. Dependent Resources Coordinator.
 - d. Employee Assistance Program Coordinator.
 - e. Relocation Assistance Manager.
3. The representatives specialize in placing needed information and points of contact in the hands of those requesting assistance. The Work-Life program is intended to provide people with services which can be utilized at different stages of their personal and professional lives.
4. The Work-Life Staffs can be contacted by a single, toll free national USCG telephone number: 1-800-USCGWLS (1-800-872-4957).

Appendix 6-A

Mutual Assistance Application Form

APPLICATION FOR COAST GUARD MUTUAL ASSISTANCE LOAN OR GRANT
(Type or print all entries)

CGMA-5
(Revised 7-88)

LAST	FIRST	MID. INI.	SOCIAL SECURITY NO.	RANK/RATE	PRESENT DUTY STATION/PHONE #
HOME ADDRESS: STREET		CITY	STATE	ZIP CODE	HOME PHONE NUMBER
STATUS (CHECK ONE) <input type="checkbox"/> ACTIVE <input type="checkbox"/> RETIRED <input type="checkbox"/> CIVILIAN <input type="checkbox"/> RESERVIST <input type="checkbox"/> AUXILIARY <input type="checkbox"/> DEPENDENT <input type="checkbox"/> OTHER		AGE	ENLIST. EXP.	NO. YR. SERVICE	DEPENDENTS ____ SPOUSE ____ PARENTS ____ CHILDREN NO ____ NO ____
ASSISTANCE REQUESTED	TYPE ASSISTANCE <input type="checkbox"/> LOAN <input type="checkbox"/> GRANT	AMOUNT REQ.	REPAY PER MO/LUMP SUM	COMMENCING	REPAYMENT BY <input type="checkbox"/> CASH <input type="checkbox"/> ALLOTMENT
REASON FOR REQUEST:					

MONTHLY INCOME		AMOUNT	REGULAR MONTHLY EXPENSES		AMOUNT
Service Base Pay or Retired Pay	\$		<input type="checkbox"/> Rent or <input type="checkbox"/> Mortgage Payment		\$
Sea/Foreign Duty Pay/FSA			Food		
Proficiency Pay/Flight Pay			Clothing		
Quarters Allowance (BAQ & VHA)			Utilities (Gas-Electric-Water)		
Subsistence Allowance			FICA and Income Tax		
Clothing Allowance			Life and/or Other Insurance		
Spouse's Income			Monthly Payments on Debts Below		
Part Time Income			Transportation Expenses		
Other (Specify) (Rental Income, etc.)			Child Support/Care		
Pay Received Each Payday \$			Other (Specify)		
TOTAL INCOME		\$	TOTAL MONTHLY EXPENSES		\$

*PREVIOUS CG ASSISTANCE	NO	YES	LOAN	GRANT	ASSETS/SAVINGS INFORMATION		AMOUNT
When					Checking / Savings Account(s)		
Where					Investments / Land:		
Amount					Savings Bonds:		
Balance of Loan					Home Equity / Insurance:		
Reason					Vehicle(s) and / or Boat(s):		
*LIST ALL PREVIOUS LOANS					Other:		
					TOTALS		

INDEBTEDNESS	REASON	Name of Creditor	Initial Amt.	Date Incurred	Int Rate (APR)	Balance Due	Monthly Payment
(Use Additional Pages if Necessary)			TOTALS				

Everything that I have stated in this application is correct to the best of my knowledge. I understand that you will retain this application whether or not it is approved. You are authorized to check my credit and employment history and I understand that any misstatement of fact is grounds for denial of this request. I understand and agree that under the provisions of 37 U.S. Code 1007(c) and (h) my signature constitutes voluntary consent to collection of the debt, or any remainder thereof, from my final pay upon separation or retirement from the armed forces. The maximum amount that may be collected without my consent is two-thirds of final separation pay less statutorily required deductions.

DATE: _____ SIGNATURE: _____

PRIVACY ACT STATEMENT

IN ACCORDANCE WITH 5 USC 552a(e)(3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD

- AUTHORITY which authorized the solicitation of the information: 14 USC 632
- Principal PURPOSE for which information is intended to be used: to provide Coast Guard Mutual Assistance Representative with sufficient information to make a determination if a loan or grant meets the criteria of Coast Guard Mutual Assistance By-Laws
- The ROUTINE USE which may be made of the information: to provide a record of Coast Guard Mutual Assistance loan or grant transaction
- Whether or not DISCLOSURE of such information is mandatory or voluntary (required by law or optional) and the effects on the individual: if any, of not providing all or any part of the requested information: disclosure of this information is voluntary, but failure to provide the information may result in denial of a Coast Guard Mutual Assistance loan or grant.

CHAPTER 7. HUMAN RESOURCES

The Auxiliary is guided by the current equal opportunity policies of the Commandant of the Coast Guard. No person shall be subject to discrimination in the Auxiliary or its programs because of race, color, religion, sex, age, national origin, or disability.

A. Civil Rights.

1. Responsibilities.

- a. The Commandant is responsible for providing overall leadership and policy direction to insure all policies and procedures contained in this chapter are in effect throughout the CG and Auxiliary.
- b. The Chief of the Office of Auxiliary (G-OCX) at CG Headquarters, is responsible for the CG equal opportunity program administration within the Auxiliary.
- c. The Assistant Commandant for Civil Rights (G-H), at CG Headquarters, is responsible for evaluating the Auxiliary's compliance with civil rights and equal opportunity principles and objectives. G-H is also responsible for establishing and maintaining effective liaison with CG and Auxiliary officials to ensure knowledge of and compliance with the intent and spirit of the CG's equal opportunity program. G-H will also assist in coordinating all investigations to resolve any complaints of discrimination in Auxiliary activities.
- d. District Commanders are responsible for carrying out the spirit and intent of the equal opportunity program. Auxiliary civil rights counselors are part of the district's civil rights program staff and will be used to administer the equal opportunity program to the district's Auxiliary members.

2. Coast Guard Auxiliary Civil Rights Counselor (CGAUX/CRC).

- a. Each district or region's CGAUX/CRC is normally selected from any available past District Commodore (DCO) or other experienced Auxiliarists who served as a Division Captain (DCP) or higher. The CGAUX/CRC is a Director nomination, after DCO consultation, submitted to the District Commander for approval. Upon approval, the District Commander will designate the nominee, in writing, as the CGAUX/CRC for that district or region.
- b. The CGAUX/CRC has an unrestricted right to consult with the district military civil rights officer and staff for guidance and advice in the conduct of civil rights matters affecting Auxiliary members.

- c. Any training and/or funds required for CGAUX/CRC qualification, training and/or travel shall be provided by the District's military civil rights staff.
 - d. Because the CGAUX/CRC position is a District Commander appointment, it will not be considered Auxiliary district staff, but will be considered a district civil rights staff member. The CGAUX/CRC has **no** requirement to report to the district board. There is no Auxiliary insignia associated with this appointment.
3. Procedures for Processing Complaints of Discrimination by Auxiliary Members.
- a. Auxiliary members who believe they have been victims of, or subjected to, discrimination or discriminatory treatment within the Auxiliary because of race, color, religion, sex, age, national origin, or disability have the right to file a complaint.
 - b. All complaints of discrimination shall be filed informally with the member's Flotilla Commander (FC) or other higher elected Auxiliary official from the member's district or region. If the complaint is unresolved, it will be forwarded to a designated CGAUX/CRC for processing within the Auxiliary.
 - c. If informal resolution is unsuccessful, the complaint may be formally filed with the CG District Civil Rights Officer. If the complaint is not resolved, it will be forwarded to the NACO via the Chief Director at Commandant (G-OCX).
4. Filing Complaints.
- a. Informal Complaint to Member's FC or any other higher elected Auxiliary Officer from the member's district or region.
 - (1) Upon receipt of the member's request, the FC (or other officer) shall attempt to resolve the complaint informally. Many problems can be resolved between the parties themselves, with the help of an outside arbitrator such as a FC or DCP. Any FC or higher elected Auxiliary member who receives an informal complaint concerning possible discrimination should take steps considered prudent and necessary to promptly resolve the complaint. Guidance and advice for resolving complaints of discrimination may be sought from the district or regional CGAUX/CRC.

- (2) The member shall submit a written request to the FC or other higher elected Auxiliary member containing the member's full name, member number, date of incident, and a statement indicating the member wishes to file a complaint of discrimination in accordance with Chapter 7 of the Auxiliary Manual.
- (3) If a complaint can not be resolved informally within 15 days, the flotilla commander (or other officer) will arrange for the member to meet with the CGAUX/CRC.
- (4) The designated CGAUX/CRC is the key in all discrimination complaint procedures. All Auxiliary members have the unrestricted right to communicate informally and directly with the CGAUX/CRC instead of the FC if desired. Complaints not resolved at the local level may be referred to the CGAUX/CRC.
- (5) CGAUX/CRCs will consider complaints filed within 60 days of an alleged incident.
- (6) If, after review and informal discussions, the CGAUX/CRC believes the complaint does not concern discrimination based on race, color, religion, sex, age, national origin or disability, the CGAUX/CRC shall decline to consider it. In such cases, the CGAUX/CRC will advise the member of this determination, in writing. This written notification will include the reasons for not considering the complaint and will advise the member of the right to submit a formal complaint to the CG District Civil Rights Officer.
- (7) Any information obtained by the CGAUX/CRC during the informal resolution process is considered "privileged". Such information cannot be used in any investigation which may be conducted as a result of a subsequent formal complaint.
- (8) If unsuccessful after attempting informal resolution and counseling, the member may desire to file a formal complaint. If the CGAUX/CRC considers the complaint to have merit, the CGAUX/CRC may assist the member in preparing a written complaint and proposed resolution. The member must sign and date this written complaint. Putting the complaint and proposed resolution in writing will assist all concerned in focusing on specific issues. The formal complaint will avoid irrelevant or extraneous matters not material to the complaint or relief sought.

- (9) The CGAUX/CRC shall advise the complainant's FC of the following items:
- (a) A complaint has been filed and its nature.
 - (b) The complaint has apparent merit.
 - (c) A preliminary inquiry is being conducted.
 - (d) Date the complaint was received.
- (10) When an informal resolution of a complaint is successfully achieved, a complaint summary report shall be completed by the CGAUX/CRC. The member making the complaint will prepare and sign a written acceptance of informal resolution. The acceptance note will state: "I hereby certify, upon execution of the terms agreed herein, I consider my complaint resolved and hereby withdraw my complaint of (subject), dated ____." The CGAUX/CRC will attach it to the acceptance document. The report shall be forwarded to the Director who shall retain the report on file for three years.
- (11) If the complaint cannot be resolved informally within thirty (30) calendar days of CGAUX/CRC notification, the following actions will be taken: The CGAUX/CRC will provide the member a written statement documenting the counseling held and advising: (1) the complaint was not informally resolved within the 30 calendar days; or (2) the complaint can not be informally resolved at all. The member will also be advised of the right to submit a formal, written complaint to the CG District Civil Rights Officer. The CGAUX/CRC shall explain the procedures for submitting this formal complaint, following Chapter 5 of the Military Civil Rights Manual (COMDTINST M5350.11(series)).
- (12) If an informal agreement can be reached within a reasonable period beyond the 30 calendar days, an extension can be made. Such an extension agreement must be made by both the CGAUX/CRC and the member, must be in writing, and must be made for a definite period of time. In the event an informal resolution is not achieved within the period of extension, the CGAUX/CRC and the member shall consider an informal resolution not possible.
- (13) Upon either reaching an informal resolution or failure to reach an informal resolution of the complaint, the CGAUX/CRC shall notify the member's FC or appropriate elected Auxiliary officer, the CG District's Civil Rights Officer, and the appropriate Director of the details and results.

- (14) The Director shall retain all records pertaining to discrimination complaints on file for three years.
- b. Formal complaint to the CG District Civil Rights Officer.
Written, formal complaints received by the district will be processed in this manner:
- (1) When the complaint matters were not informally resolved by the FC or higher elected Auxiliary officer, or the CGAUX/CRC, the complaint may be made to the District Civil Rights Officer. All such complaints must be in writing and must be signed by the complainant or the complainant's representative. The complaint must be filed no later than 60 calendar days after the alleged discrimination act, or after a failure to reach an informal resolution. In the event a complaint is made in other than written form, the person receiving the complaint must instruct the complainant to reduce the complaint to writing and submit the document to the appropriate CG District Civil Rights Officer.
 - (2) The complaint should contain: complainant's name, address, and telephone number; the date when the alleged act of discrimination occurred, or when the complainant had knowledge of the alleged act; and a description of the alleged act of discrimination, or what actually happened that initiated the complaint filing. If an informal resolution had been attempted, such process must also be described.
 - (3) The receipt of every complaint shall be acknowledged in writing within ten (10) working days. At the same time, the party charged (if any) shall be notified a complaint has been filed.
 - (4) Based on the written complaint information and any other information provided or requested, a determination will be made as to whether the CG will accept the matter, and whether the complaint has merit to warrant an investigation. The determination shall be made within twenty (20) working days after complaint receipt. An Auxiliary complaint shall be regarded as meriting investigation unless:
 - (a) It clearly appears to be frivolous or trivial.
 - (b) The party, against whom the complaint was made, voluntarily concedes discrimination and agrees to take appropriate remedial action prior to a determination of acceptance and investigative merit;

- (c) Complaint is withdrawn prior to a determination, or
 - (d) Some other good cause for not investigating the complaint exists (e.g. party charged is presently under investigation by another federal agency).
- (5) If the complaint is not resolved by a settlement agreement, and a determination of acceptance and investigative merits not made, the complainant shall be requested by the CG to provide specific additional information. This request shall be made within thirty (30) calendar days of complaint receipt by the CG. The information requested must be furnished by the complainant to the Assistant Commandant for Civil Rights, CGHQ (G-H) within thirty (30) working days from the date of receiving this request. Failure on the complainant's part to provide requested additional information may be considered good cause for a determination of non-acceptance and no investigative merit.
- (6) A decision disposition notification will be sent from the District Civil Rights Officer within five (5) days. The notification will be sent by registered mail to the complainant and the party charged. The notification will either state the reason for a decision not to investigate, or shall inform the parties an investigation will take place. The notification will also request any additional information needed to assist the investigator in preparing for the investigation.
- c. Formal appeal to the Auxiliary National Commodore (NACO). At a member's request, the District Civil Rights Officer's decision may be forwarded for review by NACO. The NACO, with the advice of the Chief Director (G-OCX) and the Assistant Commandant for Civil Rights (G-H), will conduct a technical review of the decision to ensure all allegations of discrimination have been appropriately addressed. After final decision, the formal complaint file will be retained for five years by the Office of Civil Rights (G-H).

5. Investigation of Complaints.

- a. The Assistant Commandant for Civil Rights will coordinate investigations on complaints concerning Auxiliary with appropriate district offices. Investigators assigned to Auxiliary cases should be CG officers (O-3 or above).
- b. The District Civil Rights Officer will send a letter to the party charged outlining the investigative process, and naming the investigator assigned to the complaint.

- c. Prior to initiating an investigation, the investigator will attempt to resolve the complaint through a negotiated settlement. The investigator will write a memorandum to the investigative file articulating the results of the informal resolution effort. If the settlement efforts are unsuccessful, the investigator will proceed with the investigation. Informal resolution may be initiated again, at any point during the investigation. The investigation, however, will be completed in a timely manner in accordance with established time frames.
- d. A written report will be prepared at the conclusion of the investigation. This report will include the following:
 - (1) Summary of the complaint, including the statement of issues raised by the complainant and the charged party's reply to each of the allegations;
 - (2) Citations of relevant federal, state, and local laws, regulations, rules and guidelines, etc.;
 - (3) Details of the investigation, including a list of the persons contacted and a summary of the interviews conducted; and
 - (4) A statement of the investigator's findings and recommendations to resolve/dispose of the complaint.
- e. The party charged is, under most ordinary circumstances, entitled to have access to the investigative file. To assure the conduct of an independent investigation, however, and to avoid possible allegations of interference and improper influence, the investigator shall not disclose the contents of the investigative file during the investigation. Pertinent evidence, however, may be made available to the party charged if the investigator determines that there is no other method to develop essential information. This process also is allowed, if deemed necessary by the District Civil Rights Officer, to afford the party charged a fair opportunity to respond to the allegations of discrimination.
- f. The disposition of the complaint will be communicated, by letter, to the complainant and the party charged (if any), and the approval or disapproval of the investigative report after a review by the CG Chief Counsel (G-L) and Chief, Office of Civil Rights (G-H).

6. Appeals. The NACO decision on Auxiliary complaints is considered final.
7. Sanctions. Auxiliarists who have been found to have violated the Commandant's civil rights policy, may be administratively disenrolled from the Auxiliary, or receive an oral or written reprimand, depending on the magnitude of the violation. See Chapter 3 for discussion.
8. State/Local Civil Rights Procedures. Nothing in this section precludes an Auxiliarist from filing a complaint of discrimination through appropriate state or local agencies.

B. Sexual Harassment.

1. Definition.

- a. Sexual harassment is a form of sex discrimination involving unwelcomed sexual advances as well as requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is anything which results in one of the following conditions:
 - (1) Submission to, or rejection of, such conduct is made either explicitly or implicitly either terms or conditions of a person's position, advancement, selection, recognition, or participation in the Auxiliary.
 - (2) Submission to or rejection of such conduct by a person is used as a basis for election, selection, appointment, or advancement decisions affecting said person.
 - (3) Conduct, which interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

2. Responsibilities.

- a. The Coast Guard family must have people who work together effectively to accomplish missions. All persons are entitled to be treated fairly, with dignity and respect. All must be allowed to work and to enjoy an environment free of unlawful discrimination.
- b. The economic costs of sexual harassment are significant. Even more harmful, however, are the negative effects of sexual harassment on productivity and readiness. These areas include increased absenteeism, greater personnel turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the CG and Auxiliary's ability to accomplish missions.

- c. The key to preventing sexual harassment is personal leadership and commitment. Those who serve in Auxiliary leadership and staff positions must commit themselves to promoting equal treatment. Auxiliary officers must convey this commitment clearly and unequivocally to all members by holding themselves and their members accountable. This chapter provides tools for preventing sexual harassment and for dealing with sexual harassment incidents, should such actions occur. With the absence of the will to use these tools, however, the Commandant's goals, stated in this chapter, cannot be attained.
 - d. Sexual harassment is a form of prohibited discrimination based upon sex. Discrimination against people based upon their gender is also a significant problem. Gender or sexual discrimination exists when a person is treated differently because of gender. Prevention of gender discrimination must be pursued with the same vigor as that for preventing sexual harassment.
3. Policy. The CG is committed to maintaining a work environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the CG's policy is:
- a. **All Auxiliary personnel will receive training in the areas of identification, prevention, resolution, and elimination of sexual harassment.** This training will be given upon joining as an integral element of the initial orientation and be available annually thereafter. The Office of Civil Rights has implemented a training program, which includes communications and marketing features, and familiarization handouts for use by each training program participant, as well as a guide to resolving harassment actions and a new interactive videotape.
 - b. Individuals who believe they have been sexually harassed will be afforded multiple avenues to seek resolutions and redress. Leaders and those in supervisory positions will insure members can make reports of allegations of sexual harassment. There must be a climate which does not tolerate acts of reprisal, intimidation, or further acts of harassment. All members must be aware of the avenues of resolution and redress available.
 - c. All reported incidents of sexual harassment will be investigated and resolved at the lowest appropriate level. The nature of the investigations will depend on the particular facts and circumstances. The investigation may consist of an informal inquiry where that action is enough to resolve factual issues. All incidents will be resolved promptly and with sensitivity. Confidentiality will be maintained to the greatest extent possible.

- d. Counseling support or referral services will be made available for all persons involved in incidents of sexual harassment.
4. Procedures.
- a. Those in Auxiliary leadership or supervisory positions shall not condone or ignore sexual harassment of which they have knowledge, or should have reason to have knowledge.
 - b. Reprisal action shall not be taken against any person, who in good faith, raises an allegation of, or provides information on, any incident of alleged sexual harassment.
 - c. Proper action to resolve an incident of sexual harassment will depend on the circumstances surrounding that incident. Members who believe they have been sexually harassed are encouraged to address their concerns or objections about the incident directly with the person demonstrating the harassing behavior. If this method fails to bring satisfactory results, the member should file a complaint using the procedures for a civil rights complaint listed in paragraph 7.A. above.
 - d. When the investigation provides validation, members found to have engaged in sexual harassment may be administratively disenrolled from the Auxiliary, or receive an oral or written reprimand, depending on the magnitude of the violation.
5. Training.
- a. All members, when joining the Auxiliary, will receive training in the prevention of sexual harassment.
 - b. Each flotilla is required to conduct the CG's sexual harassment prevention training annually. This training consists of a CG supplied videotape and script for conducting a facilitated discussion.
 - c. Auxiliary national and district elected officers, and appropriate attending district staff officers will receive **annually** and necessary required instruction on the Commandant's sexual harassment prevention policy at an annual national conference.
6. Assistance. Assistance on the subject of sexual harassment prevention is available through the CGAUX/CRC, the active duty civil rights counselors and the district EEO counselors.

THE COMMANDANT OF THE UNITED STATES COAST GUARD
WASHINGTON, D.C. 20593-0001

**SEXUAL HARASSMENT
POLICY STATEMENT**

All Coast Guard personnel and those engaged in official business with the Coast Guard have the right to an environment free of discrimination and harassment. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, solicitation of sexual favors, or other sexually oriented verbal or physical conduct. Such behavior creates an intimidating, hostile, and offensive work place environment.

Sexual harassment is unacceptable conduct. A supervisor who uses or condones sexual behavior to control, influence, or affect the career, pay, or job a subordinate engages in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact which is characteristically of a sexual nature engages in sexual harassment.

Sexual harassment has a devastating impact on our work force. It diminishes one's self-esteem and inhibits the performance of employees. Its disruptive effect on individuals and its negative impact on morale, discipline, and productivity in the work place significantly reduce the Coast Guard's ability to perform its missions. I will not tolerate sexual harassment in any of its forms.

Commanding officers, officers in charge, and supervisors must neither practice nor condone any form of sexual harassment. They must serve as examples of the highest personal standards and be constantly aware of work conditions and interpersonal actions around them. There can be no ambiguity about the prohibition in the Coast Guard of any form of sexual harassment, the positive steps that are to be taken to prevent it, and the level of commitment to the swift and decisive enforcement of policies. Personnel must feel free to promptly report incidents of sexual harassment.

I ask all Coast Guard personnel to help me eliminate sexual harassment from our service. Evaluate your own conduct and that of those you supervise. Observe and institute changes as necessary. The fair and equal treatment of all Coast Guard men and women must not emanate solely from regulations, policies or external pressures, but from your conviction that your conviction that is the right thing to do.

The increasing diversity of our military and civilian work force mandates dynamic responses if we are to meet the challenges of our third century of service to this Nation will present. A Coast Guard free of sexual harassment is today's goal and must be tomorrow's reality.

THE COMMANDANT OF THE UNITED STATES COAST GUARD
WASHINGTON, D.C. 20593-0001

**HUMAN RELATIONS
POLICY STATEMENT**

The Coast Guard, along with the rest of the Nation, faces many new challenges as we continue to provide leadership in an environment where technology, ideology and the demographic composition of society are changing at an unprecedented rate.

Our greatest resources for meeting the challenges of change are the men and women who respond daily, unselfishly in their operational and support roles, to carry out our various missions. I am committed to seeing that all Coast Guard personnel--active duty military, civilians, Reservists and Auxiliarists--are provided the opportunity to work and develop so as to achieve their full potential. The Coast Guard, with its limited resources and multiple missions, must fully utilize all of its human resources.

Therefore, we must take positive steps to avoid any vestige of discrimination based on race, color, religion, gender, age, national origin, or mental or physical handicap in any thoughts or actions affecting our personnel, those seeking employment with us, or those entitled to benefits under any Coast Guard sponsored programs. In addition, we must become pro-active in working with communities around the country, to ensure the smooth assimilation of all Coast Guard personnel. To do less would weaken our Service and our ability to respond to the needs of our country.

This policy is important to maintain a Coast Guard where each of us is morally committed to ensuring equality of opportunity for every individual, and where we all assume a personal responsibility for assuring that this concept works throughout the Service. This means that each of us must not only practice nondiscriminatory behavior, but we must also educate others regarding the benefits of a nondiscriminatory environment on the Coast Guard's ability to function.

Let us lead by example in ensuring equal opportunity and fair treatment for all, as we continue our service to the citizens of this Nation.

CHAPTER 8. MEMBER TRAINING AND QUALIFICATIONS

- A. Introduction. Auxiliary applicants must complete the New Member (NM) Initial Orientation and Entry Training Program to participate in the Auxiliary's programs and Coast Guard (CG) activities. Following this orientation, new Auxiliarists have the opportunity to gain additional knowledge, skills and qualifications by participating in training programs. Participation in training enhances the individual's competence and enables increased professionalism in the performance of most Auxiliary service. The Auxiliary programs requiring additional qualifications along with related training opportunities are defined in this chapter. CG activities may also require special training as identified by the responsible CG organization overseeing the service opportunity. The opportunity to increase knowledge and skills through training and experience with the CG and Auxiliary is a primary reason many people join the Auxiliary.

Auxiliary training programs range from simple in-flotilla lessons through advanced specialty courses and programs. Most Auxiliary member training (MT) is accomplished at the flotilla level. The responsibility for assuring member opportunity and participation in MT rests with the Flotilla Commander (FC). All qualified members participate in accomplishing MT by sharing their knowledge, experience, expertise, and time in helping fellow members learn and advance. Members entering the operations program should possess a basic knowledge of boating skills obtained through prior boating experience or participation in any or all Auxiliary boating courses.

- B. Authority. Auxiliary training by the parent service (CG) is a statutory requirement. The following paragraphs in the Code of Federal Regulations, 33 CFR Part 5, charge the Commandant with the responsibility for Auxiliary training. The Commandant has delegated the duty and the responsibility for all Auxiliary training to the Chief Director.

5.23 Advancement

The Commandant shall prescribe the circumstances and qualifications under which members of the Auxiliary may be advanced.

5.33 Training, examination, and assignment

The Commandant will prescribe the type of training, qualifications and examinations required before a member of the Auxiliary shall be deemed qualified to perform certain duties. The Commandant also will prescribe the circumstances and manner in which certain members of the Auxiliary shall be authorized to perform regular and emergency specific duties.

- C. Training and Qualification Opportunities. Auxiliarists can pursue training in the Auxiliary MT programs to increase their knowledge and skills, as well as to attain qualifications for participation in various Auxiliary and CG programs. Special qualifications are available as instructors, vessel examiners, aids to navigation verifiers, marine dealer visitors, boat crew and coxswains, pilots and air observers. Auxiliary specialty courses offer advanced training in several fields. Auxiliary members may also enroll in Coast Guard Institute (CGI) correspondence courses and receive continuing education units (CEUs) from self study paced course completions. **Regular in-flotilla training sessions are fundamental to keeping Auxiliarists informed, interested, qualified and ready to participate fully in Auxiliary activities.**

1. Initial Qualification.

- a. To become an Auxiliary member, an applicant must meet the eligibility requirements for membership given in Chapter 3; and complete the following additional requirements:
- (1) Using the Prospective Member Interview Record (ANSC #7036), complete the interview with a designated flotilla member.
 - (2) Complete the Auxiliary Enrollment Application (ANSC #7001).
 - (3) The applicant must successfully complete the New Member (NM) Initial Orientation and Entry Training program and then successfully pass at 80% the current open book examination. This examination may be administered by any elected officer, member training staff officer (MT), Personnel Services (PS) staff officer or designated instructor (IT or MI). Examination results are recorded on the New Member (NM) Certification Record (ANSC #7018).
 - (4) The New Member (NM) Certification Record, the Prospective Member Interview form, the Enrollment Application, Facility Inspection Report (if needed), and the New Member Course Examination answer sheets are forwarded to the Director.
 - (5) When accepted as a member by the Director, the new member will be administered the "Pledge" and presented a member certificate and number at an appropriate flotilla ceremony.

2. Auxiliary Instructor. The Auxiliary program qualifies members as instructors for public education (PE) and member training (MT) courses. The qualification program was changed by National Board vote in 1997 as follows:
 - a. Previous classifications of IT-1, IT-2 and ITT are eliminated. There are now two levels of qualification - Instructor (IT) and Master Instructor (MI). All Instructor Trainers (ITTs), all instructors who qualified under the current Instructor Qualification Course (IQC), and all graduates of the National Instructor "C" School after 1 Jan 1994 are designated as MI. All other qualified instructors as of February 1997 are designated as IT. Attendance at a district sponsored Auxiliary Advanced Training School (ADVETS) prior to 1 Jan 1994 does not qualify members for MI destination.
 - b. MI and IT members can teach either or both Auxiliary PE and/or MT courses. Additionally, MIs shall serve as prime mentors in qualifying new instructors, improving the skills of current instructors, and qualifying new Master Instructors and assisting in the New Member (NM) program.
 - c. All new instructors will be qualified using the current Instructor Training Course as follows:
 - (1) Candidates to become ITs will be issued both parts A and B of the current IQC (COMDTPUB P16794.44 and .45). Lesson outline material in part "B" serves as guidance and reference for instructors who wish to continue on to become MIs. Part "B" is not part of the IT qualification process.
 - (2) For IT qualification, the candidate becomes Part A of the current IQC, passes the open book examination, and teaches two classes under qualified instructor's supervision. The instructor may also be a member in the same flotilla as the candidate. The first presentation should be of ten to thirty minutes in length, and the second presentation should be of one to two hours in length.
 - (3) The supervising instructor or an elected member signs and date the completed examination form stating IT qualifications have been met.
 - (4) To become a qualified MI, a qualified IT is required to complete Part B of the IQC under supervision of a qualified MI or graduate from a National Master Instructor "C" school.

- d. In some cases, the Director may waive requirements for IT or MI. The Director may delegate this duty to the DSO-MT. The decision to waive requirements will be based on sufficient documentation, but at a minimum, the waiver will include the following criteria:
- (1) Submit documentation of two or more years of recent work experience as an instructor (a certified schoolteacher or as a full time or adjunct instructor in the military, business, academic or professional communities). The number of years' service and recent experience will weigh in the Director's decision. The Flotilla Commander (FC) will review and approve the application before forwarding to the Director.
 - (2) U.S. Power Squadron (USPS) members, who have completed the USPS Instructor Qualification course and graduates of the CG's Basic Instructor Course (BIC) will be certified as ITs upon application.
 - (3) To waiver MI qualifications, the candidate must submit documentation of substantial teaching experience, education, certification, or a combination of these factors. In addition to the FC's endorsement, the application must have a letter of recommendation from a currently qualified MI.
 - (4) When a National Instructor "C" School is conducted, graduates will be designated as MIs.
- e. An Auxiliarist qualified as an IT is entitled to wear the Instructor Program ribbon and miniature medal. An Auxiliarist qualified as a MI is entitled to wear a 3/16 inch bronze star on the Instructor Program ribbon and miniature medal.
- f. To retain qualification as an IT or MI, an instructor must teach two hours or serve as an assistant instructor for four hours each year or by teaching one hour and assisting for two hours. Instructors must also attend an approved workshop, when required.
- g. Failure to satisfy annual requirements will require the member to requalify as an Instructor. When the hours for teaching/serving as an assistant instructor have not been met, this process consists of completing IQC's Part.
- h. When any required Instructor workshop is not attended prior to 31 May, requalification will be accomplished by attending the required workshop prior to 30 September. Subsequent to that date, requalification will be required as outlined above.

3. Boat Crew Program.

- a. Members who wish to participate in authorized Auxiliary surface operations must first have passed or successfully challenged the core portion of the Boating Skills and Seamanship or Sailing and Seamanship Course, Boating Safely course, or the US Power Squadron's Public Boating or Boat Smart courses, and then must qualify under the boat crew program.
- b. There are two levels of qualification in the boat crew program.
 - (1) Crew member. Qualification at this level requires only minimum knowledge and experience. Attaining this qualification allows the member to serve as a crew member on an Auxiliary boat facility while operating under CG orders.
 - (2) Coxswain. Qualification at the Coxswain level requires higher skill standards of knowledge and experience. Qualification as a Coxswain allows the member to serve as the operator on an Auxiliary boat facility while operating under Coast Guard orders.
- c. The Boat Crew Qualification Guide - Crew/Coxswain (COMDTINST M16798.28 (series)) identifies the specific requirements (minimum standards) for qualification, currency maintenance, certification and recertification.
- d. To maintain currency, members must annually perform at least eight hours underway on patrol at the level qualified (i.e., coxswain performs eight hours as operator, and crewman performs eight hours as crew) and required tasks per the Qualification Guide.
- e. Members must also attend an operations workshop, when required. Failure to attend the workshop may disqualify a member from participating in the operations program until the workshop is attended.

4. Air Operations Program.

- a. Those aircraft facility owners and those members wishing to participate in Auxiliary air operations must complete an air operations training course. The Auxiliary Operations Policy Manual (COMDTINST M16798.3 (series)) gives the specific requirements. There are four levels of qualifications in the air operations program.

- (1) Air Observer. This level is for service as an airplane crew member. No FAA pilot's license is required.
- (2) Co-Pilot. Must hold a FAA license and have 200 hours of flight time logged as pilot-in-command.
- (3) First Pilot. Must hold a FAA license and have 500 hours of flight time logged as pilot-in-command.
- (4) Aircraft Commander. Must hold a FAA license with an instrument rating and have logged 1000 hours of flight time as pilot-in-command.
- (5) To remain eligible to participate in Auxiliary air operations, all air crew members must receive training annually in emergency egress procedures, water survival techniques and use of the survival equipment carried on the Auxiliary aircraft flown. When members do not meet this requirement, they are no longer authorized to participate in the Auxiliary's air operations program until they successfully complete required training.

5. Other Operational Programs.

- a. Training programs are available for those members wishing to take part in other Auxiliary operational programs. Additional details may be found in the Auxiliary Operations Policy Manual (COMDTINST M16798.3 (series)). Some of these additional programs include:
 - (1) Watchstanding at CG active duty units or Auxiliary radio facilities.
 - (2) Private aids verification and aids to navigation support missions.
 - (3) Commercial fishing vessel examinations (CFVE).
 - (4) Augmentation of CG vessels as crew or engineer.
- b. Additional opportunities for training and duty in the operations program may become available from time to time depending upon the specific CG needs. Specific details will be announced in Commandant Notices and Instructions for these programs.

6. Marine Dealer Visitor.

- a. Members may seek qualification as a Marine Dealer Visitor (MDV). To do so, the member must first have passed or successfully challenged the core portion of the Boating Skills and Seamanship or Sailing and Seamanship Course, Boating Safely course, or the US Power Squadrons Public Boating course or Boat Smart course, and be familiar with the contents of the Auxiliary Vessel Examiner Manual (COMDTINST M16796.2 (series)) and the Marine Dealer Visitor Manual (COMDTINST M16796.3 (series)).
- b. For initial qualification as a MDV, the member must take and pass the current MDV qualification examination. This examination is open book with a three hour time limit and a passing score of 90%. In addition, a practical visit must be conducted with a currently qualified marine dealer visitor. To maintain qualification, MDV's must conduct at least four (4) marine dealer visits each year.
- c. Members must also attend an MDV workshop, when required. Failure to attend may disqualify the member from participating in the MDV program until the workshop requirement is completed.

7. Vessel Examiner.

- a. Members, wanting to become active in the Courtesy Marine Examination (CME) program, must first have passed or successfully challenged the core portion of the Boating Skills and Seamanship or Sailing and Seamanship Course, Boating Safely course, or the US Power Squadrons Public Boating course or Boat Smart course, and become familiar with the Auxiliary Vessel Examiner Manual (COMDTINST M16796.2 (series)).
- b. For initial qualification as a Vessel Examiner (VE), members must take and pass the current VE qualification examination. In addition, they must satisfactorily conduct five CMEs, one of which may be a personal watercraft (PWC) safety check, and/or facility inspections under the observation of a qualified VE. The VE qualification examination is an open book exam with a 3 hour time limit. A passing score is 90%.
- c. To maintain their qualification, VEs must do at least ten passing or failing CMEs, PWC safety checks, and/or facility inspections each year.
- d. Members must also attend an MDV workshop, when required. Failure to attend may disqualify the member from participating in the MDV program until the workshop requirement is completed.

8. Auxiliary Administrative Procedures Course. The Auxiliary Administrative Procedures (APC) Course was designed to provide Auxiliary members a better understanding of administrative procedures required at the flotilla level. Texts for this course are the Auxiliary Manual (COMDTINST M16790.1 (series)) and the Administrative Procedures Guide (COMDTPUB P16791.2 (series)). The APC will be replaced in late 1998 by a flotilla procedures manual and test. The course is designed to acquaint members with the "how to" of flotilla administration. Preparation for the administrative procedures tests can be self-study. However, MT officers are encouraged to offer members a formal, classroom course. Successful completion of an APC test and later, the flotilla procedures manual course, is presently a prerequisite for any elected office. The test is open book, with a three hour time limit and a new 75% passing score. The AUXMIN specialty course completion can be substituted for elected office eligibility.
9. Auxiliary Leadership Course. The Auxiliary Leadership (AUXLEA) course is designed to orient and to train flotilla members in the basics of volunteer leadership, interpersonal communications and motivation. Course Instructors shall be qualified Auxiliary members who have demonstrated leadership and management experience. The course is highly recommended for members for any elected or appointed position level.
10. In-Flotilla Training.
 - a. Most Auxiliary members attend several flotilla training sessions while becoming qualified as an instructor or vessel examiner. Increasingly, more Auxiliarists are studying diligently to achieve "Operational Auxiliarist" status through the completion of the seven specialty courses with associated closed book testing.
 - b. Distance learning educational opportunities are developing through the CG Institute Distance Learning Center or the Auxiliary Home Pages on the Internet to expand flotilla training opportunities. FC, FSO-IS and FSO-PS should coordinate efforts to take advantage of these computer based courses online by appointing a "Web Watcher" to develop a new information base available to the unit.

D. Advanced Level Training.

1. Specialty Courses.

- a. Each member can specialize in any or all of seven different specialty areas in the operational and administrative fields. Successful completion of a specialty course signifies the Auxiliarist has gained considerable knowledge in that field. The seven (7) specialty areas with associated closed book testing are:
 - (1) Seamanship (AUXSEA)
 - (2) Navigation (AUXNAV)
 - (3) Communications (AUXCOM)
 - (4) Search and Rescue (AUXSAR)
 - (5) Patrols (AUXPAT)
 - (6) Weather (AUXWEA)
 - (7) Administration (AUXMIN)
- b. Besides theoretical knowledge, the courses require a degree of practical knowledge. Instructors should make sure to cover this practical knowledge requirement during the conduct of the course. For each specialty course, there is a national CG Closed book examination. A member completing all seven courses receives the AUXOP designation, a certificate and a uniform insignia to wear.
- c. Administration of Specialty Course Examinations.
 - (1) The Director controls and distributes the specialty course examinations. A commissioned, warrant or petty officer of the CG or CG Reserve, or CG civilian employee, or any Auxiliarist designated as an AUXOP, specifically appointed by the Director, may proctor and process the tests.
 - (2) Requests for specialty course examinations must be submitted by the Division or Flotilla Staff Officer - Member Training (SO/FSO-MT) or by the DCP or FC to the Director. Such written requests are made to the Director containing the needed ordering information. Adequate time should be allowed for the letter request to be received and reviewed, and for examinations to be sent to an assigned proctor. Examination responses will be

recorded on either the machine-readable Auxiliary Operational Specialty Course Examination Answer Sheet (CG-4886) or Coast Guard Institute Correspondence Course Answer sheet (CGI-2800) as shown in the Appendix.

- (3) All specialty course examinations are closed book with a minimum passing grade of 75 percent. These examinations have no time limit, but must be taken in one sitting without breaks. If a student fails to attend the scheduled examination meeting, the proctor shall return the examination envelope unopened to the Director. The student must request the examination again.
 - (4) A student failing a specialty course examination, may retake the examination after thirty (30) calendar days. Procedures for ordering retake examinations are the same as for the original examination.
 - (5) Other than those exercises done during the classroom work, there are no separate practical demonstrations required for the seven specialty courses.
- d. In addition, successful completion of the CG Institute course in piloting may be substituted for the Navigation-A examination. But, a member must also pass the Navigation-B examination to complete the AUXNAV course.
2. Auxiliary National "C" Schools. The National "C" schools Vision Statement views training as a three-tiered educational process and delivery system. These three tiers are: (1) flotilla training and certification, (2) district/division training (including the annual National Training Conference), and (3) the National "C" schools.
- a. National schools are conducted at CG training facilities in different parts of the country. Auxiliarists, active in their mission area, who meet course prerequisites and agree to further train members in their own district/division upon return, are eligible to apply. **Application is made to the Training Quota Center (TQC) using the Short-Term Training Request form (CG-5223).** Form CGAUX-13 is obsolete for this purpose and no longer used. All national schools have course prerequisites and are now classified as Coast Guard "C" school training for purposes of messing, berthing, classroom, and logistics. Due to limited quotas available to these schools, Auxiliarists are ineligible to attend if previously enrolled in any Auxiliary national school within the past thirty-six (36) months.

- b. The TQC address to which forms should be mailed or fax copied is:

Training Quota Center
1430D Kristina Way
Chesapeake, VA 23326-1000
(FAX) 757-366-6575

E. Other Available Coast Guard Education.

1. Coast Guard Correspondence Courses. With the exception of classified courses, a full training catalog of CG Institute (CGI) correspondence courses is offered to Auxiliarists. Of special interest is the CGI NAVRULES course with color flash cards and excellent studies to assist in requalification for Auxiliary members. Details can be obtained from the Staff Officers (MT) or the Director. Continuing education units (CEU's) are obtained by completing these courses. The Coast Guard Institute also maintains an Internet Website:
<http://www.uscg.mil/hq/cgi/index.htm>.
2. Distance Learning Educational Opportunities: Distance education is defined as non-classroom based programs and members can receive such services through the CG Institute's Distance Learning Center or the Auxiliary Homepage on the Internet World Wide Web. The Web has enormous potential for expanding Auxiliary training and testing opportunities at the flotilla level. The FSO-PS, FSO-IS, and FC should coordinate efforts to take full advantage of this resource as more Auxiliary training programs are developed "online" with computer support. Enormous savings of time, travel, postage, mailings and paperwork have been realized at progressive educational institutions which the Auxiliary are now studying for prototype operations for the year 2000 and beyond.

Appendix 8-A

CG Institute Enrollment / Disenrollment / Test Request
(Form CGI-2800)

C G INSTITUTE ENROLLMENT / DISENROLLMENT / TEST REQUEST

LAST	APPLICANT NAME			MI	SSAN	RATE/RANK	COURSE SHORT TITLE
	FIRST						
1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z							

COURSE CODE	COURSE EDITION	UNIT OPFAC
1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DO NOT STAPLE

MARKING DIRECTIONS

CORRECT
 INCORRECT

Use #2 pencil **ONLY**.
 Do not use ink, ballpoint or felt tip pen.
 Make heavy black marks that fill the bubble.
 Erase cleanly any answers you wish to change.
 Make no stray marks on the form.

PRIVACY ACT OF 1974

- A. AUTHORITY FOR USE AND WHETHER MANDATORY OR VOLUNTARY**
 (1) 14 U.S.C. SEC. 633
 (2) Voluntary
- B. PRINCIPAL PURPOSE**—Establish a computer stored record for each individual enrolled in a Coast Guard Institute course.
- C. ROUTINE PURPOSE**
 (1) Provide access to student records.
 (2) Provide course data to cognizant CG units.
- D. EFFECT ON INDIVIDUAL IF NOT PROVIDING INFORMATION**
 Request will not be processed.

SEE REVERSE SIDE FOR INSTRUCTIONS
 AUXILIARY OR RESERVES ONLY, FILL OUT REVERSE SIDE

18 _____

SIGNATURE OF APPLICANT

DATE

19 _____

SIGNATURE OF APPROVING OFFICIAL

DATE

20 _____

TELEPHONE NUMBER
(Commercial or FTS)

e-mail/INTERNET ADDRESS

REASON FOR SUBMISSION

ENROLLMENT ONLY
 (Includes Course Material)

TEST ONLY
 (Member must be enrolled in course)

COURSE MATERIAL ONLY
 (Does not enroll member)

DISCHARGE OR RELEASE FROM ACTIVE DUTY

STUDENT TYPE

USCG RESERVE

USCG CIVILIAN EMPLOYEE



DO NOT MUTILATE OR STAPLE

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CGI-2100 (7/97) PREVIOUS EDITIONS OBSOLETE

CHAPTER 9. REIMBURSEMENT OF AUXILIARISTS

A. Applicability.

1. Title 14, United States Code, Section 831 (14 U.S.C. 831) states, "When any member of the Auxiliary is assigned to such duty he may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from his home."
2. Reimbursement for Auxiliary travel to, from and during officially assigned duty will be consistent with reimbursement permitted by Federal civilian employees under the Federal Travel Regulations (FTR).
3. The provisions of this chapter apply only to CG funded orders issued to Auxiliarists for official duty. They do not apply to Auxiliary funded orders.

B. Exceptions.

1. Since Auxiliarists do not have a permanent duty station like permanent (military or civilian) members, their "official station" (as defined by 301-1.3 of the FTR) is considered to be the unit who assigned them for a particular mission or duty. Since a permanent site member is not eligible for reimbursement for expenses incurred at their official station, strict interpretation of the FTR would make Auxiliarists ineligible for reimbursement for almost any mission to which they are assigned.
2. This inflexible policy interpretation is clearly contrary to the provisions of 14 U.S.C. 830, which authorizes the use of CG appropriations for the payment of actual necessary expenses and subsistence. Therefore, Auxiliarists will be excepted from these particular requirements of the FTR and will be reimbursed for actual expenses at their official station when under orders from the CG. The actual expenses shall not exceed the applicable mileage, lodging, and meals and incidentals rates established in the FTR.
3. The FTR is written for Government salaried employees. As such, the costs of getting to/from work are assumed to be part of that salary and therefore, reimbursement for getting to/from work such as parking, mileage, or tolls is not necessary. However, since Auxiliarists are volunteers and receive no salary for their work, reimbursement for the extraordinary expenses involved with their service is reasonable.

- C. Authorization to Travel. To be eligible for reimbursement for travel, the Auxiliarist must be traveling on reimbursable orders issued by an appropriate CG official. Travel by an individual or the use of a vehicle, boat, or airplane without CG orders is done as a private citizen of the United States and is not covered by 14 U.S.C. 831, 832 or other provisions pertaining to the Auxiliary.
- D. Non-reimbursable Orders. Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement. These orders are issued to provide liability coverage for the Auxiliarist while performing duties for the CG. For patrol orders, the appropriate box will be checked indicating non-reimbursable orders. Travel orders will contain the following statement on the non-reimbursable orders:
- "The Government will pay no part of any expense incurred under this authorization. If you do not want to bear the necessary expenses, you will consider this authorization canceled."
- E. Types of Travel Orders. Auxiliarists may receive several different types of orders:
1. Trip orders. These orders are issued to an Auxiliarist to attend a specific function (conference, school, meeting). They are written for a specific location and period of time. An Auxiliarist serving at a unit on an occasional basis would receive this type of order.
 2. Monthly/quarterly orders. These orders are normally used for an Auxiliarist who serves at a certain station or office on a regular basis over an extended period of time. The purpose of this type of order is to reduce the administrative need to issue the same orders many times over a period of time. Travel conducted under this type of order is accomplished throughout the stated period, with a single claim for reimbursement filed at the end of that period. The Auxiliarist who provides weekly administrative assistance at a director's office or someone serving as a regular weekend watchstander at a station or group could receive this type of orders. Orders covering periods longer than a quarter are discouraged.
 3. Patrol orders. These orders are issued to order the use of an Auxiliary facility (boat, airplane, land mobile radio facility, special purpose facility). These orders can be reimbursable or non-reimbursable.
 4. Verbal orders. In times of emergency or critical operational need, an Auxiliarist may receive verbal orders to proceed on a mission. These orders can be reimbursable or non-reimbursable. The orders must be noted in the unit logs of the unit issuing the order and must be followed up with written orders as soon as conditions permit (for reimbursement if authorized or with non-reimbursable orders if injury, damage, or mishap occurs).

5. Invitational Orders. Invitational orders are issued to individuals who are not associated with the CG or the CG Auxiliary. These orders authorize the travel of a civilian at the Government's expense for the purpose of supporting a CG mission or activity. These orders may only be issued by Commandant (G-W). The specific procedures for invitational orders are covered in Commandant Instruction 12570.3 (series) and will be administered by Commandant (G-OCX-1).
6. Official Foreign Travel Orders. All Auxiliarists intending to conduct foreign travel for the CG must have written orders in hand prior to departure from the U.S. Official foreign travel by Auxiliarists must be cleared through the Office of International Affairs (G-CI) and approved by the Commandant. Auxiliarists must realize although they are traveling under CG orders, they may not be protected under various Status of Forces Agreements with foreign countries since they are not military personnel. (These provisions do not apply for emergency SAR missions in foreign waters.)

F. Coast Guard Orders.

1. Auxiliarists are normally assigned to temporary additional duty (TAD) using form CG-4251 (Appendix 9-A). This form can be used for both reimbursable and non-reimbursable orders.
2. Although Auxiliarists will not normally be tasked with preparing these order forms, it is important they understand certain information contained on this form. If uncertain about what is expected or upon noting an error, it is important the traveler understands the necessity to resolve their concerns before departure.
 - a. Ensure the departure date and estimated days absent are correct (boxes 5 and 6).
 - b. Box 9 should contain the place (or places) you are scheduled to visit. It should be specific, indicating more than just the city you are visiting.
 - c. Box 10 indicates some of the special conditions needed for these orders. Items such as a conference registration fee, excess baggage to carry Government equipment, or the authority to rent a car are indicated in this box. If these items are needed and not indicated, reimbursement will not be possible.
 - d. Box 11 indicates the mode of travel authorized. If a privately owned car is going to be used, it must be indicated here. If not, reimbursement will not be available.

- e. Box 12 is used to indicate special instructions or to authorize additional items on the travel order. This section will also contain a certification for signature that there are no unresolved travel advances from previous travel. Non-reimbursable orders should be noted in this box.
 - f. Box 13 is signed by the traveler, indicating acceptance of the orders and the conditions listed therein.
 - g. Box 14 contains the accounting data and other information for funding these orders. Contained within this line is the Travel Order Number (TONO NO.), which is needed for the travel claim after the travel is completed.
 - h. Box 16 and 17 contain the appropriate mileage and per diem rates for this particular travel. Expenses beyond these rates can not be reimbursed unless prior authorization has been received. If a scheduled meeting or conference is being held at a place exceeding these rates, ensure you get authorization for actual expenses before departing.
2. Patrol orders are issued using forms CG-5132 and CG-5132-1 (ANSC #7000 and #7000A) (Appendix 9-B) and the procedures for this order type are contained in the Auxiliary Operations Policy Manual (COMDTINST M16798.3 (series)).
- G. Reimbursement Guidelines. Specific questions regarding travel policies contained in the FTR should be referred to the local civilian travel management specialist or the Authorized Certifying Officer (ACO). General guidance for specific reimbursement issues for Auxiliarists are as follows:
- 1. Per diem allowance. Auxiliarists traveling on official orders may be authorized per diem. This per diem is provided to cover the costs of lodging, meals, and certain incidentals while traveling.
 - 2. Transportation. Travel on official business shall be by the method of transportation which will result in the greatest advantage and least cost to the Government.
 - a. Commercial transportation. Normally, travel by commercial transportation is considered to be the most advantageous to the Government. Auxiliarists traveling by air under government orders must use discount prices available through Government contract air carriers when available. Similar Government contracts exist for rail and bus transportation and must be used if available. Failure to use these rates will make the Auxiliarist liable for the difference between the contract and

actual rates. These rates are available upon presentation of the Auxiliarist's ID card and a copy of the official orders.

- b. Personally owned conveyance. Travel using a personally owned conveyance will only be authorized when its use is advantageous to the Government. Use of this means of transportation must be specifically authorized on the orders. Reimbursement will be provided based on mileage at the prevailing FTR mileage rate when deemed to be advantageous to the CG.
- c. Rental cars. When authorized, Auxiliarists may use rental cars while on official travel. Rental car costs together with the costs of gas/oil, tolls and parking, are reimbursable. The costs of damage waivers or insurance are not reimbursable.
- d. Unused airline tickets remain the property of the Government and must be returned for credit. Auxiliarists may not use frequent flier miles collected during travel under official orders.

3. Lodging.

- a. When authorized under orders to remain overnight, the Auxiliarist will be reimbursed for lodging at a rate not to exceed the prescribed per diem rate for that particular geographic area. The prescribed maximum per diem rates are listed in the FTR and are available through the director or civilian travel office.
- b. If lodging is required at a rate exceeding the maximum lodging rate, prior authorization for actual lodging expenses must be obtained in order to get full reimbursement. This authorization should be attached to the orders and submitted with the travel claim.

4. Subsistence.

- a. Dining facilities. Auxiliary members are eligible to dine in CG dining facilities. However, the dining facility must be notified in advance when Auxiliarists plan to dine there, especially at the smaller facilities, to ensure sufficient meals are prepared. The charges and procedures for dining in these facilities are as follows:
 - (1) Assigned to duty at a place under *reimbursable* orders which is accessible to a CG dining facility. Auxiliarists will have to pay for their meals and then be reimbursed at the category (2) meal rate. The Auxiliarist's orders must be endorsed at the dining facility to show the number and type of meals provided.

- (2) Assigned to duty at a place under nonreimbursable orders which is accessible to a CG dining facility. Auxiliarists shall be provided with partial rations, entitling them to dine without paying. The Auxiliarist's orders must be endorsed at the dining facility to show the number and type of meals provided. A copy of the orders will have to be provided to the dining facility.
 - (3) Auxiliarists under verbal orders must pay for meals and then seek reimbursement upon receipt of the written orders. Reimbursement will be paid at the prevailing per diem rates for meals in that geographic area. The prevailing per diem rates are listed in Appendix A to Chapter 301 of the FTR, and are available from the district/regional Director of Auxiliary.
 - (4) Assigned to duty at a place under reimbursable orders which is not accessible to a CG dining facility. Auxiliarists must pay for their own meals, subject to reimbursement at the prevailing per diem rates for that geographic area. The prevailing per diem rates are listed in Appendix A to Chapter 301 of the FTR, and are available from the district/regional director of Auxiliary.
 - (5) Auxiliarists serving in flight status on CG aircraft are entitled to flight rations. If meals are provided to the aircrew, Auxiliarists are entitled to the same meals and do not have to pay for same. If the aircrew is required to pay for their meals, then the Auxiliarist should do the same and file for reimbursement.
 - (6) Auxiliarists may dine at a CG dining facility while not assigned to duty, subject to the availability of meals. They will pay the category (1) meal rate and are not eligible for reimbursement. Dining under these circumstances must be approved in advance by the unit CO/OIC.
 - (7) Auxiliarists will not be paid per diem for any period during which a member is performing duty on a cutter or boat, including Auxiliary facilities.
- b. Reimbursement of meals at the actual expenses rate is not authorized for Auxiliarists traveling under government reimbursable orders.

5. Additional Expenses. Certain additional expenses may be claimed for reimbursement if these expenses are incurred while conducting travel associated with CG reimbursable orders. These expenses include:
 - a. Local travel. Reimbursement is allowed for the normal costs of taxi/limo services (including reasonable tips) between airports or other terminals, and the Auxiliarist's home. Fares over \$25.00 require a receipt.
 - b. Baggage costs. Tips for handling baggage containing Government property necessary for the travel will be reimbursed. Excess baggage charges, when specifically authorized, will be reimbursed. Tips for handling personal baggage are not reimbursable.
 - c. Conference/meeting rooms. When authorized on the orders, the cost of a conference room for Government business is reimbursable.
 - d. Telephone call. Auxiliarists, while under orders, are entitled to one telephone call to home each day while away on orders for more than two nights. A receipt for this call is required and maximum reimbursement is limited to \$3.00 per call. (Official telephone calls should be indicated separately.)
 - e. Traveler's check charges. Transaction fees for traveler's checks purchased in conjunction with official travel are reimbursable.
- H. Actual Necessary Expenses of Operations. Auxiliary members are also eligible for actual expenses of operations when using their motorboat, yacht, aircraft, or radio station in conjunction with CG orders (14 U.S.C. 830). The "actual necessary expenses of operation" are defined as including fuel, oil, power, water, supplies, and provisions used in the conduct of those orders. The procedures for obtaining reimbursement for these items are listed in the Auxiliary Operations Policy Manual (COMDTINST M16798.3 (series)).
- I. Travel Claim Procedures.
 1. Prior to the Auxiliarist's first travel claim submission, the member must register for electronic transfer/direct deposit of the reimbursement check. **Electronic funds transfer is required by government request.** The required form and instructions are contained in Appendix 9-C to this chapter.
 2. Reimbursement for patrol orders are submitted using the Patrol Order form. Procedures for submitting claims for patrol orders are outlined on the Patrol Order form.

3. Claims for reimbursement of administrative travel must be completed on DD form 1351-2. The latest form revision is dated August 1997 and should be used whenever possible. A copy is provided as Appendix 9-D and may be copied for use. This form should be turned into the CG office which issued the travel orders within five (5) days of the travel completion. The issuing office must complete an administrative review of the before forwarding the claim for payment.
4. Completing the DD-1351-2 (Appendix 9-D).
 - a. PAYMENT (block 1) - After the paperwork to set up electronic transfer is completed (see Appendix 9-C), check the Electronic Fund box to have reimbursement check electronically forwarded to your bank account. CASH payments are not available to Auxiliarists.
 - b. TYPE OF TRAVEL - Check "TDY" and "Member/Employee"
 - c. FOR D.O. USE ONLY - Leave blank.
 - d. Information blocks (blocks 4 - 8) - Use full first and last names, together with middle initials. For "Grade", insert "USCG Auxiliary." Include Social Security Number (SSN). For address, use your home address and use your home telephone number.
 - e. Travel Order Number (block 9) - List the Travel Order Number (TONO NO.) which is found in block 14 of the orders form, together with the office that issued the order, and the date of the orders. Example: TONO 234ABC123, DIRAUX 4(SR), 12NOV94.
 - f. Previous Payments Advances (block 10) - List any advances that were received. This includes traveler's checks, if obtained through the Government for travel. If none, state "NONE".
 - g. Organization and Station (block 11) - Use the address of the office which issued the orders.
 - h. Dependents Info (blocks 12/13/14) - Not applicable.
 - i. Itinerary (block 15) - Complete the appropriate blocks as follows:
 - (1) DATE - Enter last two digits of the calendar year on top. Also list the date traveled using month and day (eg. 08OCT or 08/11).

- (2) LOCAL TIME - Enter the time departed (DEP) and arrived (ARR) at each location. Use military time (24-hour clock: 0700, 1300, 2200 etc.).
- (3) PLACE - List the name of place visited, including city and State. Examples: USCG STA Annapolis, MD; USCG Headquarters, Washington, DC; Budget Hotel, Baltimore, MD, Kennedy Airport, New York, NY
- (4) MEANS/MODE OF TRAVEL - Use the appropriate abbreviation code to describe the mode of transportation used. Codes listed on reverse side (pg. 2) of the travel claim form.
- (5) REASON FOR STOP - Use the appropriate abbreviation code for the reason for each stop. Codes listed on reverse side (pg. 2) of form.
- (6) LODGING COST - Enter Cost of Lodging
- (7) POC MILES - If use of a privately owned conveyance was authorized, the miles traveled should be recorded here. This block can also be used to include the mileage to/from an airport or other terminal if your personal car was used to make that trip.
- j. Submit original receipts for all reimbursable expenses over \$25.00 with the claim. Leave the "Allowed" block blank.
- k. POC TRAVEL (block 16) - If applicable, check owner/operator or passenger for status when traveling in a privately owned vehicle.
- l. REIMBURSABLE EXPENSES (block 18) - These expenses must be itemized by dates. List the date that the expense was incurred, a brief explanation of expense (taxi fares/POV to and from airports, parking, personal airline tickets, rental care expenses, official Government baggage handling fees, phone calls to home, registration fees), and amount claimed.
- m. GOVERNMENT DEDUCTIBLE MEALS - meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess.
- n. SIGNATURE OF CLAIMANT (block 20) - Sign and date.

5. Required attachments to the DD-1351-2. The Auxiliarist should retain a copy of all travel claim documentation:
 - a. The original and three copies of the orders.
 - b. The original copy of any lodging receipt (if applicable).
 - c. The back copy of the airline ticket (if applicable).
 - d. Original receipts for any expense over \$75.00.
6. Travel Voucher Summary. Once your claim is completed and payment made, you receive a copy of a Travel Voucher Summary. A copy of this summary must be forwarded by the Auxiliarist to the office that issued the orders so the accounting information can be used to close out the Travel Order Number (TONO).
- J. CG Auxiliary Funded Orders. The procedures for reimbursement under Auxiliary funded orders are contained in the Auxiliary's Fiscal Policy Guide (ANMC-1). Questions regarding these procedures should be referred to the Treasury, CG Auxiliary National Board, Inc.
- K. Assignment to Duty. The issuance of CG orders as described in paragraph C through F of this chapter (except invitational orders) and those orders issued by the Auxiliary on the "Temporary Duty Travel Request and Authorization" form; in addition to the other methods of Assignment to Duty contained in Chapter 5; constitute Assignment to Duty under provisions of 14 U.S.C. 831.
- L. Minor Damage and Loss Claims.
 1. At the order-issuing authority's discretion, Auxiliarists may submit minor damage or loss claims (less than \$200.00) without the necessity of an investigation to establish proof of an identifiable relationship between the specific patrol activity and the minor damage/loss. These minor damage/loss claims must be submitted on form CG-4112 and forwarded to the order issuing authority for processing and payment. This claim must include a statement by the Auxiliarist explaining the facts/ circumstances of the damage or loss. Further investigation will only be required if the order issuing authority has reason to look beyond the Auxiliarist's statement. If approved, these claims must be funded from the Operating Expense (OE/AFC-30) funding of the order-issuing authority.
 2. Claims in excess of \$200.00 must still be processed in accordance with applicable District and MLC guidance. These claims will require an investigation and, if approved, funded through the claims account.

Appendix 9-A

Temporary Additional Duty Request and Travel Order
(Form CG-4251)

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4251 (TEST)	MILITARY TEMPORARY ADDITIONAL DUTY (TAD) OR CIVILIAN TEMPORARY DUTY (TD) REQUEST AND TRAVEL ORDER	SOCIAL SECURITY NO.																																			
When signed by Authorizing Official, this form becomes an Official Travel Order. Request below named person be authorized to perform the following TAD/TD on official business of the Coast Guard.																																					
1. NAME	2. GRADE/RATE	3. DIV/BRANCH	4. EXT.																																		
5. DEPARTURE DATE	6. ESTIMATE DAYS ABSENT	7. ESTIMATED COST	8. REPEAT TRAVEL ORDERS FOR THE PERIOD FROM _____ TO _____																																		
A. Command, District, Firm or Organization. <i>(List in sequence)</i>		B. LOCATION	C. DATE/TIME <i>(If critical)</i>																																		
9. Places to visit		D. REVISIT <i>(yes/no)</i>																																			
10. REQUEST <table style="width:100%; border: none;"> <tr> <td style="border: none;">A. <input type="checkbox"/> REGIS. FEE \$ _____</td> <td style="border: none; text-align: center;">NOT APPVD.</td> <td style="border: none; text-align: center;">NOT AUTH.</td> </tr> <tr> <td style="border: none;">B. <input type="checkbox"/> EXCESS BAGGAGE (_____ LBS.)</td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">C. <input type="checkbox"/> LOCAL TRAVEL-TAXI</td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">D. <input type="checkbox"/> 1ST CLASS JET</td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">E. <input type="checkbox"/> U-DRIVE/GSA VEHICLE</td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">F. <input type="checkbox"/> _____ DAYS LEAVE</td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> </tr> </table>		A. <input type="checkbox"/> REGIS. FEE \$ _____	NOT APPVD.	NOT AUTH.	B. <input type="checkbox"/> EXCESS BAGGAGE (_____ LBS.)	<input type="checkbox"/>	<input type="checkbox"/>	C. <input type="checkbox"/> LOCAL TRAVEL-TAXI	<input type="checkbox"/>	<input type="checkbox"/>	D. <input type="checkbox"/> 1ST CLASS JET	<input type="checkbox"/>	<input type="checkbox"/>	E. <input type="checkbox"/> U-DRIVE/GSA VEHICLE	<input type="checkbox"/>	<input type="checkbox"/>	F. <input type="checkbox"/> _____ DAYS LEAVE	<input type="checkbox"/>	<input type="checkbox"/>	11. MODE OF TRAVEL <table style="width:100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> COMMERCIAL CARRIER</td> <td style="border: none;"><input type="checkbox"/> GOVT. CONVEYANCE</td> <td style="border: none; text-align: center;">NOT APPVD.</td> <td style="border: none; text-align: center;">NOT AUTH.</td> </tr> <tr> <td colspan="2" style="border: none;"><input type="checkbox"/> PRIVATELY OWNED CONVEYANCE</td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="4" style="border: none;"><input type="checkbox"/> It has been administratively determined that this method of travel is more advantageous to the Government, IAW JTR, IM204.5.b.</td> </tr> <tr> <td colspan="4" style="border: none;"><input type="checkbox"/> The total cost to the Government, including per diem, does not exceed the total cost of travel by common carrier, including per diem. <i>(Civilians only.)</i></td> </tr> </table>		<input type="checkbox"/> COMMERCIAL CARRIER	<input type="checkbox"/> GOVT. CONVEYANCE	NOT APPVD.	NOT AUTH.	<input type="checkbox"/> PRIVATELY OWNED CONVEYANCE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> It has been administratively determined that this method of travel is more advantageous to the Government, IAW JTR, IM204.5.b.				<input type="checkbox"/> The total cost to the Government, including per diem, does not exceed the total cost of travel by common carrier, including per diem. <i>(Civilians only.)</i>			
A. <input type="checkbox"/> REGIS. FEE \$ _____	NOT APPVD.	NOT AUTH.																																			
B. <input type="checkbox"/> EXCESS BAGGAGE (_____ LBS.)	<input type="checkbox"/>	<input type="checkbox"/>																																			
C. <input type="checkbox"/> LOCAL TRAVEL-TAXI	<input type="checkbox"/>	<input type="checkbox"/>																																			
D. <input type="checkbox"/> 1ST CLASS JET	<input type="checkbox"/>	<input type="checkbox"/>																																			
E. <input type="checkbox"/> U-DRIVE/GSA VEHICLE	<input type="checkbox"/>	<input type="checkbox"/>																																			
F. <input type="checkbox"/> _____ DAYS LEAVE	<input type="checkbox"/>	<input type="checkbox"/>																																			
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<input type="checkbox"/> The total cost to the Government, including per diem, does not exceed the total cost of travel by common carrier, including per diem. <i>(Civilians only.)</i>																																					
12. PURPOSE OF TRAVEL AND JUSTIFICATION(S) FOR REQUIREMENTS CHECKED IN ITEM 10, AND/OR 11.																																					
13. DATE		TRAVEL REQUESTED BY <i>(Signature and Position Title)</i>																																			
14. Except as noted, TAD/TD is approved and chargeable below.			15. Funds available for request as estimated below.																																		
DIST	APPN CODE	LIM CODE	ALLOT FUND	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT ID.		ESTIMATED COST																												
							TYPE	FY	TONO NO.	SUFFIX																											
14a. DATE		SIGNATURE <i>(Approving Official)</i>				15a. DATE		SIGNATURE <i>(Accounting Division/Branch)</i>																													
16. Authorized Civilian mileage <i>(See DOT Travel Manual, 1500.6, Appendix C.)</i>					17. Authorized CIVILIAN per diem <i>(See DOT Travel Manual, 1500.6, Appendix D/Chapter 4, respectively.)</i>																																
<input type="checkbox"/> _____ <input type="checkbox"/> NONE <input type="checkbox"/> NTE COST BY COMMON CARRIER INCLUDING PER DIEM					<input type="checkbox"/> _____ PLUS LODGING NTE _____ <input type="checkbox"/> TRAVEL OF 24 HOURS OR LESS <input type="checkbox"/> NONE <input type="checkbox"/> OTHER <i>(Specify)</i> _____																																
DATE					DATE																																
SIGNATURE <i>(Authorizing Official, Items 16. & 17.)</i>					SIGNATURE <i>(Authorizing Official, Items 16. & 17.)</i>																																
18. FROM: TO: 1. Except as noted, the approved TAD/TD is authorized and directed. Proceed and report to the places and in the order listed in Item 9, above. Deviations should not be made to visit places or areas not listed in Item 9, above, without prior written or verbal orders from proper authority. Upon completion of the TAD/TD directed, return to this command and resume your regular duties. <i>(Military per diem is authorized as prescribed in Joint Travel Regulations.)</i>																																					
DISTRIBUTION:																																					
19. DATE		SIGNATURE <i>(Authorizing Official)</i>																																			

Appendix 9-B

Auxiliary Patrol Orders
(Form CG-5132 - Rev. 1-97)

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5132 (Rev. 1-97)	COAST GUARD AUXILIARY PATROL ORDER (Instructions and Privacy Act Statement on page 2)	TYPE 27	FY	ORDER NUMBER									
SECTION I - AUTHORIZATION													
FROM (Order Issuing Authority):													
TO (Name and address of operator):			MEMBER #:										
			FACILITY ID #:										
			# OF CREW REQUIRED (Including operator):										
1. PERFORM THE FOLLOWING AUTHORIZED <input type="checkbox"/> REIMBURSABLE <input type="checkbox"/> NON-REIMBURSABLE DUTY PER CURRENT POLICY:													
2. ACCOUNTING DATA													
	AUTHORIZED	ESTIMATED COST	DIST	APPN	LIM	ALLOT	PRO ELEMENT	COST CENTER	OBJ. CODE				
FUEL COST	Yes <input type="checkbox"/> No <input type="checkbox"/>												
SUBSISTENCE COST	Yes <input type="checkbox"/> No <input type="checkbox"/>												
AUTO/TRAILERING COST	Yes <input type="checkbox"/> No <input type="checkbox"/>												
SIGNATURE OF ORDER ISSUING AUTHORITY:								DATE:					
SECTION II - CLAIM FOR REIMBURSEMENT													
1. ITINERARY	DATE	TIME	LOCATION				AUTO/TRAILER DATA						
Departed Home/Office							Miles:						
Arrived Launch Site							Cost:						
Facility in Use													
Facility Use Ended													
Departed Launch Site							Miles:						
Returned Home/Office							Cost:						
2. LIST NAME AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)													
A.					E.								
B.					F.								
C.					G.								
D.					H.								
3. REIMBURSABLE EXPENSES	RECEIVED IN KIND (GOVERNMENT PROVIDED)		TOTAL CREW / TRAINEES / AUTHORIZED PASSENGERS								TOTAL	GRAND TOTAL	
			OPR	A	B	C	D	E	F	G	H		
Breakfast	Yes <input type="checkbox"/>	No <input type="checkbox"/>											
Lunch	Yes <input type="checkbox"/>	No <input type="checkbox"/>											
Dinner	Yes <input type="checkbox"/>	No <input type="checkbox"/>											
Fuel, Oil	Yes <input type="checkbox"/>	No <input type="checkbox"/>											
Ice	Yes <input type="checkbox"/>	No <input type="checkbox"/>											
Trailer Costs, Ramp Fees, Lock Fees													
Other (Official Telephone Costs, etc.)													
I HEREBY CERTIFY that the above claim is accurate. My crew and I made these expenditures in the use of the Facility listed above, in carrying out the duties specified in this ORDER. No previous payment for this patrol has been received.													
SIGNATURE OF OPERATOR:											DATE:		
MAIL CHECK TO (Name and address):							SIGNATURE OF CLAIMANT:						
							SSN:						
							MEMBER #:						
SECTION III - ENDORSEMENT BY ORDER ISSUING AUTHORITY													
1. THIS CLAIM: <input type="checkbox"/> FORWARDED, APPROVED FOR PAYMENT <input type="checkbox"/> RETURNED, DISAPPROVED FOR PAYMENT													
SIGNATURE OF ORDER ISSUING AUTHORITY:											DATE:		

Previous edition is obsolete

PRIVACY ACT STATEMENT

- 1. **Authority:** 14 USC 821 and 632
- 2. **Principal Purpose:** Used to maintain accurate records of (a) patrols conducted by Auxiliarists and (b) claims brought against the Coast Guard by Auxiliarists following an authorized patrol.
- 3. **Routine Uses:** (a) to issue patrol orders and (b) to substantiate claims for reimbursement.
- 4. **Disclosure:** Voluntary. Failure to provide the requested information may (a) result in total or partial denial of amount claimed and (b) will prevent the issuance of patrol orders.

A. THE ORDER ISSUING AUTHORITY SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS

ORDER NUMBER: Enter complete DAFIS document number beginning with document type 27

SECTION I - AUTHORIZATION

FROM: Enter title of Order Issuing Authority.

TO: Enter selected operator's name and address.

MEMBER #: Enter the operator's member number.

FACILITY ID #: Enter the district assigned identification number.

OF CREW REQUIRED: Enter the total number of crew **REQUIRED** by the district for patrol/mission, including operator.

1. **PERFORM AUTHORIZED DUTY:** Check reimbursable or non-reimbursable. Enter description of duty including dates, places, reporting requirements, etc., and indicate how trailering costs are reimbursed (either mileage or receipts). Add sufficient Continuation Sheets, CG-5132-1, with appropriate sections completed, to cover multi-patrol orders.

2. **ACCOUNTING DATA:** Indicate whether Fuel, Subsistence or Auto/Trailering costs are authorized. Enter estimated cost and complete the accounting line for each. For boat fuel, add a "7" (2637/000) in accounting data; for aircraft fuel, add a "2" (2632/000).

SIGNATURE OF ORDER ISSUING AUTHORITY: Enter name of person authorized to sign as Order Issuing Authority and obtain signature.

DATE: Enter the date orders were issued (must be on or before date of actual patrol).

SECTION III - ENDORSEMENT BY ORDER ISSUING AUTHORITY

1. **THIS CLAIM:** Once form is returned for reimbursement, mark "Approved for Payment" or "Disapproved for Payment." If approved, send original to **FINCEN**, if disapproved, return to member.

SIGNATURE OF ORDER ISSUING AUTHORITY: Enter name of person authorized to sign as Order Issuing Authority and obtain signature.

DATE: Enter date endorsement was signed.

B. THE OPERATOR SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS

SECTION II - CLAIM FOR REIMBURSEMENT

1. **ITINERARY:** Complete **ALL DATE, TIME AND LOCATION BLOCKS**. Fill in mileage or trailering costs, as authorized (attach required receipts). Complete attached Continuation Sheet(s), CG-5132-1, if any, to be reimbursed for multi-patrol orders.

2. **LIST NAME AND MEMBER # OF ALL PERSONNEL ON BOARD:** Enter the name and member number (as appropriate) for **REQUIRED** crew plus all trainees and passengers authorized to be on board, but **DO NOT** list the operator.

3. **REIMBURSEABLE EXPENSES:** **FINCEN will compute meal reimbursements based on current BAS rates:** Mark boxes of items received in kind (those furnished by the Coast Guard or sometimes from a Coast Guard authorized vendor). If item, other than meals, was not received in kind, mark **NO** and enter total dollar amount. However, do not enter anything in Total Crew/Trainees/Passengers Breakfast, Lunch or Dinner boxes, except a mark to indicate it was received. "Reimbursable" orders must be returned even if no reimbursement is desired or the patrol was not accomplished. If no reimbursement is desired, or necessary because patrol was not accomplished, mark the orders as such and return to order issuing authority.

SIGNATURE OF OPERATOR: Operator must sign certification. This certification is required by law. Forward the signed and appropriately completed forms as directed.

DATE: Enter date that operator signed the claim certification.

MAIL CHECK TO: Enter name and address of the claimant (person to receive the reimbursement for the patrol).

SIGNATURE OF CLAIMANT: The person who is to receive the reimbursement for the patrol must sign here.

SSN: Enter the claimant's Social Security Number.

MEMBER#: Enter the claimant's member number.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5132-1 (Rev. 1-97)	COAST GUARD AUXILIARY PATROL ORDER CONTINUATION SHEET (Instructions and Privacy Act Statement on page 2)		TYPE	FY	ORDER NUMBER
			27		

PATROL # CLAIM FOR REIMBURSEMENT				
1. ITINERARY	DATE	TIME	LOCATION	AUTO/TRAILER DATA
Departed Home/Office				Miles:
Arrived Launch Site				Cost:
Facility in Use				
Facility Use Ended				
Departed Launch Site				Miles:
Returned Home/Office				Cost:

2. LIST NAME AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)

A.	E.
B.	F.
C.	G.
D.	H.

3. REIMBURSABLE EXPENSES	RECEIVED IN KIND (GOVERNMENT PROVIDED)		TOTAL CREW / TRAINEES / AUTHORIZED PASSENGERS										TOTAL	GRAND TOTAL
			OPR	A	B	C	D	E	F	G	H			
Breakfast	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Lunch	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Dinner	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Fuel, Oil	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Ice	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Trailer Costs, Ramp Fees, Lock Fees														
Other (Official Telephone Costs, etc.)														

PATROL # CLAIM FOR REIMBURSEMENT				
1. ITINERARY	DATE	TIME	LOCATION	AUTO/TRAILER DATA
Departed Home/Office				Miles:
Arrived Launch Site				Cost:
Facility in Use				
Facility Use Ended				
Departed Launch Site				Miles:
Returned Home/Office				Cost:

2. LIST NAME AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)

A.	E.
B.	F.
C.	G.
D.	H.

3. REIMBURSABLE EXPENSES	RECEIVED IN KIND (GOVERNMENT PROVIDED)		TOTAL CREW / TRAINEES / AUTHORIZED PASSENGERS										TOTAL	GRAND TOTAL
			OPR	A	B	C	D	E	F	G	H			
Breakfast	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Lunch	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Dinner	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Fuel, Oil	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Ice	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Trailer Costs, Ramp Fees, Lock Fees														
Other (Official Telephone Costs, etc.)														

ANSC# 7000A

PRIVACY ACT STATEMENT

- 1. **Authority:** 14 USC 821 and 632.
- 2. **Principal Purpose:** Used to maintain accurate records of (a) patrols conducted by Auxiliarists and (b) claims brought against the Coast Guard by Auxiliarists following an authorized patrol.
- 3. **Routine Uses:** (a) to issue patrol orders and (b) to substantiate claims for reimbursement.
- 4. **Disclosure:** Voluntary. Failure to provide the requested information may (a) result in total or partial denial of amount claimed and (b) will prevent the issuance of patrol orders.

A. THE ORDER ISSUING AUTHORITY OR OPERATOR MUST ENTER INFORMATION IN THE FOLLOWING AREAS

ORDER NUMBER: Enter complete DAFIS document number beginning with document type 27.

PATROL #: CLAIM FOR REIMBURSEMENT: Enter the sequential patrol number after "PATROL #" and before "CLAIM FOR REIMBURSEMENT." For example, the original order form will contain patrol #1, so the first continuation sheet will contain patrols #2 and #3. Add sufficient Continuation Sheets, CG-5132-1, with appropriate sections completed for number of patrols indicated in "Perform the following . . . per current policy" paragraph of original order form, CG-5132 (Rev. 1-97).

B. THE OPERATOR SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS

1. ITINERARY: Complete **ALL DATE, TIME AND LOCATION BLOCKS**. Fill in mileage or trailering costs, as authorized. Complete additional Continuation Sheet(s), CG-5132-1 (Rev. 1-97), if any, to be reimbursed for multi-patrol orders.

2. LIST NAME AND MEMBER # OF ALL PERSONNEL ON BOARD: Enter the name and member # (as appropriate) for **REQUIRED** crew plus all trainees and passengers authorized to be on board, but **DO NOT** list the operator.

3. REIMBURSABLE EXPENSES: **FINCEN will compute meal reimbursements based on current BAS rates:** Mark boxes of items received in kind (those furnished by the Coast Guard or sometimes from a Coast Guard authorized vendor). If item, other than meals, was not received in kind, mark **NO** and enter total dollar amount. However, do not enter anything in Total Crew/Trainees/Passengers Breakfast, Lunch or Dinner boxes, except a mark to indicate it was received. "Reimbursable" orders must be returned even if no reimbursement is desired or the patrol was not accomplished. If no reimbursement is desired, or necessary because patrol was not accomplished, mark the orders as such and return to order issuing authority.

Appendix 9-C

Electronic Transfer/Direct Deposit Form
(Form FMS-2231)

FASTSTAR I

DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, and other agency - approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc). Employee must complete items 1,2,3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

1. EMPLOYEE INFORMATION			
(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER <input style="width: 100px;" type="text"/>			
EMPLOYEE NAME <input style="width: 200px;" type="text"/> (as on payroll records) (Last, First, Initials)			
TELEPHONE NUMBER (WORK) <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> (HOME) <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>			
2. TYPE OF ACCOUNT	3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments) A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form.		
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	ROUTING TRANSIT NUMBER <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit		
TYPE OF PAYMENT <input type="checkbox"/> Net Pay <input type="checkbox"/> Travel <input type="checkbox"/> Other Federal employment related payments	ACCOUNT NUMBER <input style="width: 100px;" type="text"/>		
ACCOUNT TITLE _____ (Account Holder's Name)			
FINANCIAL INSTITUTION NAME _____			
4. ALLOTMENT INFORMATION Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.			
TYPE OF ALLOTMENT (Check One) <input type="checkbox"/> Savings (whole dollar amounts only) <input type="checkbox"/> Discretionary or Third Party	TYPE OF ACCOUNT (Check One) <input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	ACTION (Check One) <input type="checkbox"/> START <input type="checkbox"/> CANCEL <input type="checkbox"/> CHANGE	AMOUNT (Check One) <input type="checkbox"/> INCREASE TO: <input type="checkbox"/> DECREASE TO: New Total \$ _____
ALLOTTEE NAME (person/company who will receive allotment) <input style="width: 200px;" type="text"/>			
ALLOTTEE'S ROUTING NUMBER <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit			
ALLOTTEE'S ACCOUNT NUMBER <input style="width: 100px;" type="text"/>			
ALLOTTEE'S ACCOUNT TITLE _____ (Account Holder's Name)			
FINANCIAL INSTITUTION NAME _____			
5. AUTHORIZATION			
* _____ EMPLOYEE'S SIGNATURE			
_____ DATE			
6. AGENCY USE:			

TRAVEL REIMBURSEMENT BY DIRECT DEPOSIT

FAST -- SAFE -- DEPENDABLE

Important information for Coast Guard travelers establishing a direct deposit (EFT) travel account.

Complete FMS Form 2231 (FastStart):

1. Employee Information: Enter your SSN, Name, Work and Home telephone numbers.
2. Type of Account: Enter the type of your bank account, Checking or Savings.
3. Direct Deposit Account Information: This information will allow us to correctly send monies electronically to your bank. Please use instructions provided in block below.
4. Allotment Information: Leave blank.
5. Authorization: Please sign and date the form.

You may mail the Form to:
Coast Guard Finance Center (OPQ)
1430A Kristina Way
Chesapeake, VA 23326-1000

Or you may Fax the Form to:
CGFINCEN (OPQ) at 757-523-6900.

DIRECT DEPOSIT ACCOUNT INFORMATION

- ROUTING TRANSIT NUMBER (your financial institution's 9-digit routing transit number)
- ACCOUNT NUMBER (your account number at your financial institution)
- ACCOUNT TITLE (the depositor's name on the account at the financial institution)
- FINANCIAL INSTITUTION NAME (the name of the institution to which payments are to be directed)

The Routing Transit Number (RTN) can be obtained from the financial institution or found on the bottom of a check.

The diagram shows a check with the following fields and annotations:

- 3**: Points to the routing transit number field at the bottom left.
- 101**: Points to the account number field at the bottom middle.
- 19**: Points to the check number field at the bottom right.
- 4**: Points to the "NAME OF YOUR BANK" field.
- 5**: Points to the "Payable Through Another Bank" field.

The check contains the following text:

NAME OF DEPOSITOR
STREET ADDRESS
CITY, STATE

PAY TO THE ORDER OF: _____ \$ _____

_____ DOLLARS

NAME OF YOUR BANK
Payable Through Another Bank

For _____

Routing Number: 021001082
Account Number: 123 456 789
Check Number: 0101

1. ROUTING TRANSIT NUMBER - Here you would put "021001082"

2. ACCOUNT NUMBER - Here you would put "123-456-789". Note the use of the dash symbol. (Include dashes where the symbol **■ ■ ■** appears on the check or card)

3. ACCOUNT TITLE (must include employee name)

4. FINANCIAL INSTITUTION NAME

5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing.

Appendix 9-D

Coast Guard Travel Voucher
(Form DD-1351-2 dtd AUG 1997)

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (Own expense)	- C	Bus	- B
Privately Owned	- P	Plane	- P
Conveyance (POC)	- P	Rail	- R
		Vessel	- V

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

15e. LODGING COST

Enter the total cost for lodging

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN 4 HOURS _____

UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN _____

CHAPTER 10. UNIFORMS

A. Uniforms.

1. Basic Description. Auxiliary uniforms are similar to those worn by CG officers. Silver braid and silver buttons replace the gold braid and buttons worn by CG officers. Auxiliary members may also wear other distinctive emblems, insignia, and ribbons. This chapter provides information on the various uniforms and their proper wear. Directors are the source of any additional information on uniforms.
2. Authorized Wearers. All Auxiliarists are authorized and encouraged to wear the various Auxiliary uniforms or the blazer outfit. Members must wear a uniform when participating in some CG and Auxiliary programs and activities. Uniforms shall be worn as prescribed in Coast Guard Uniforms Regulations (COMDTINST M1020.6 (series)) except as noted in this chapter.
3. When Required.
 - a. All Auxiliarists on board operational vessel facilities, during an ordered mission, shall wear the working or undress uniform, or the jump suit appropriate to the climate. In areas where required, survival suits may be substituted for the uniform. Members, when considered appropriate, should replace the insignia of their current or highest past office with the member device.
 - b. Examiners shall wear the working or undress uniform, or the jump suit appropriate to the climate, when conducting courtesy marine examinations (CMEs). When conducting commercial fishing vessel examinations, examiners may wear CG issued coveralls. Members, conducting CMEs, may replace the insignia of their current or highest past office with the member device.
 - c. Pilots and observers on ordered missions in aircraft facilities shall wear appropriate Auxiliary uniforms or a CG flight suit, or approved anti-exposure coveralls. The uniform selection is the pilot's choice and should be the same for other air crew members. Non-polyester uniforms should be worn whenever possible. Members shall not wear Auxiliary insignia on flight suits. Appropriate patches and name tags should be worn on the dark blue civilian-type jump suit.
 - d. All instructors and assistant instructors in public education classes shall be in a uniform appropriate to the climate. Authorized uniforms include the undress blue (alpha), tropical blue, winter dress blue, or service dress blue uniforms. The Auxiliary blue blazer outfit may also be worn. The uniform worn should be consistent with the one worn by the senior instructor, if practical.

- e. Marine Dealer Visitor Uniform. Auxiliarists serving as marine dealer visitors shall wear either the service dress blue or tropical blue uniform (as appropriate for climate and geographic location) for their first visit. Uniforms are encouraged for subsequent visits, although civilian clothes are allowed.
 - f. Hot Weather Boat Crew Outfit. When environmental conditions warrant, the District Commander may authorize the wear of the hot weather boat crew outfit for all participants (active duty, reserve, and Auxiliarists) in the below listed activities:
 - (1) Personnel participating as part of a boat crew or as a boat crew trainee.
 - (2) Personnel conducting CMEs, personal watercraft (PWC) safety checks, or commercial fishing vessel examinations (CFVEs).
 - (3) ATON missions.
 - g. Auxiliary members traveling as passengers on any CG or military air or surface craft shall dress as prescribed by local commanders.
 - h. A CG authority may prescribe an Auxiliary uniform as a condition for assignment to a specific duty. When performing duty on a CG vessel/boat, members shall wear a uniform consistent with those of the vessel/boat's personnel. Members, when working as crew on a CG vessel/boat, **shall wear only the member device** (Auxiliary emblem) as collar insignia.
 - i. The Director, or elected officers at any level, may require a specific uniform be worn to participate in Auxiliary activities other than those listed above. This action may include, but is not limited to, appearances at public affairs activities such as boat shows, civic lectures, while participating in AIM and RAP missions, and boating safety booths. When so mandated, the uniform shall be the "prescribed uniform" for the event or activity.
4. Authority. Wearing of the uniform or insignia without proper authority is a violation of law. Prohibited occasions are:
- a. Auxiliarists shall not wear the uniform in public places of dubious reputation where the uniform might be discredited or disgraced.

- b. Auxiliarists must never wear any Auxiliary uniform when engaged in political activities. Members may not wear uniforms during paid employment or sports. The same is true for purely social functions unrelated to the Auxiliary, unless authorized by the Director.
- c. Unless specifically authorized by the appropriate CG authority, Auxiliarists shall not wear uniforms into foreign countries. This authorization might be given in the following cases:
 - (1) A scheduled patrol which might enter foreign territories.
 - (2) An approved SAR mission involving foreign borders or territories.
 - (3) A guest on a CG cutter or aircraft entering foreign territories.
- d. Unless a facility is on an authorized patrol, Auxiliarists shall not wear a uniform aboard an Auxiliary aircraft or vessel facility.
- e. Members may not wear any distinctive part of the uniform or official Auxiliary insignia with civilian clothing.
- f. Home manufacture of uniforms is not authorized. "Special measurement" uniforms are available through the Uniform Distribution Center, Woodbine, NJ. Telephone: 1-800-874-6841.

5. Description.

- a. The illustrations in this chapter show Auxiliary uniforms now authorized and the appearance of each uniform when worn properly. A description with each picture describes when to wear the particular uniform and specifies the individual items of clothing and accessories worn with each. When purchasing from civilian retail sources, members may use these descriptions for uniform items which may not otherwise be available.
- b. Also illustrated are the various insignia and devices members may wear on different uniforms and shows how certain insignia identify qualifications and office (elected or appointed) status (present or past) within the Auxiliary.

B. Procurement of Uniforms.

- 1. Auxiliary Center (AUXCEN). Many uniform accessories and special items are available through the Auxiliary Center. This Center is operated by the Auxiliary National Board, Inc.

2. Coast Guard Sources.

- a. The Commandant has authorized Auxiliarists to buy uniform and insignia items in all CG exchanges and uniform stores. This authority extends to the outlets of other services for uniform purchases. Special order service (not mail order) may be used in CG exchanges for items not in stock. Some uniform stores, however, will accept mail orders for uniform garments. The Auxiliary identification card is the only document needed for entry and authority for purchasing.
- b. Auxiliarists may also order uniforms by mail from the CG Uniform Distribution Center, Woodbine, NJ. Order forms are available from the Auxiliary National Supply Center (ANSC). Dinner Dress and Service Dress White uniforms also may be procured from the Navy Exchanges and Navy Uniform Center.

3. Commercial Sources. Members may use commercial sources for buying uniforms and insignia. Members, however, should buy them with caution. Not all open market uniforms and insignia meet CG specifications. One can buy, in good faith, apparent regulation items and find such items are not the same. There may be differences in the material, design, cut, or shade. When buying uniform insignia, look for the CG certification numbers in a semi-concealed location. Certain commercial sources have received CG certification for the items they manufacture. The safest course, however, is the purchase of insignia supplied to the district by the Auxiliary Center (AUXCEN) or as your Materials (MA) officer.

C. Standards.

1. In keeping with the true spirit of a volunteer organization, the possession and wear of the Auxiliary uniform by members should be a matter of personal pride. When in uniform, the Auxiliarist is a representative of the Auxiliary, the CG, and the United States government. Appearance and grooming should reflect the pride of that representation.
2. Elected members are expected to wear the uniform properly to set an example. They should help other members develop proper habits of personal appearance and grooming when wearing the uniform.
3. Uniforms and accessories obtained through recognized sources have been CG certified. The products are made of modern materials and constructed with care. Cleaning and maintenance of uniforms and accessories should present no problems. Labels frequently provide specific cleaning instructions.

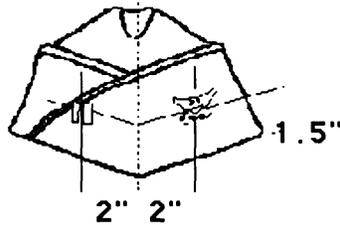
4. Proper Auxiliary uniform wear parallels commonly accepted civilian dress standards. The very word "uniform" implies consistency and conformance to certain standards. The following standards may conflict with civilian practices. They are "service-peculiar" and require adherence by the member.
 - a. Members should wear hats and caps squarely on the head. Cap grommets will be snug against the cap cover.
 - b. Members shall wear shirts, coats, jackets, overcoats, and raincoats buttoned. Sleeves should not be rolled up. When not wearing a tie, only the collar button will be unbuttoned.
 - c. Members should not wear a tie when it might be a safety hazard.
 - d. The bottoms of trousers or slacks should touch the shoe tops. The socks must not be exposed when the wearer is standing.
 - e. Except for formal uniforms, a female skirt hemline will be no higher than the crease in the back of the knee nor lower than two inches below the crease.
 - f. Women's handbags may be carried in the hand or worn over the shoulder with the strap. Women may shorten the strap and carry the handbag over the arm.
 - g. Members may wear wrist watches, ID bracelets and rings, when in good taste, with the uniform. Eccentricities in color and manner of wear (for example, rings on every finger) shall not be worn when in uniform.
 - h. Men are PROHIBITED from wearing earrings when in uniform. Women may wear one pair of gold, silver or pearl earrings which should be small (maximum one quarter of an inch) and of the round ball style. Women may wear diamond stud earrings with the dinner dress uniforms.
 - i. Women's cosmetics shall be of conservative color and worn in good taste. Eccentricities in color and manner of wear shall not be worn while in uniform.
 - j. Necklaces and neck chains must not be visible when wearing the uniform.
 - k. Suspenders may be worn under coats and jackets which prevent the suspenders from being exposed.

- l. The only additional jewelry authorized are cuff links, shirt studs, tie clasps, and tie tacs. These items include the tie tac earned at SAR School which may be worn on ties and ascots.
 - m. Many articles should not be worn or carried exposed on the uniform. These articles include pencils, pens, watch chains or fobs, pins, handkerchiefs, combs, cigarettes, cigars, pipes, and similar items.
 - n. Men's hair should be neat and clean, not touch the collar, and be away from the ears. Beards and sideburns should be neatly trimmed. Women's hair should not be below the collar or extend below the eyebrows when hat is removed.
 - o. Windbreaker jackets are authorized for use with the tropical, winter dress, undress and working uniforms. When worn, the jacket shall be zipped at least 2/3 the way up.
- D. Uniform Components. The following paragraphs describe the uniform items applicable to Auxiliary members.
1. Applicable Uniforms. Auxiliarists are authorized to wear all designated CG officer uniforms except full and formal dress uniforms. Before purchasing a uniform wardrobe, however, Auxiliarists should consider what uniforms are needed for duties and functions they will attend. Dinner dress jacket and service dress white uniforms, in particular, have a very limited use. Service dress blue (alpha or bravo) and dinner dress blue uniforms are, most often, appropriate for any occasion. For most social events including conference banquets, the Auxiliary blazer or appropriate civilian clothing is acceptable. Only for certain specific missions and business meetings are uniforms considered a requirement.
 2. Combination Cap.
 - a. Men. The combination cap may be worn with most uniforms except the working blue, blue blazer and jump suit uniforms. It is required with the service dress white, service dress blue (alpha) and dinner dress uniforms. It is a military cap with black visor and has a rigid standing front with a flaring circular rim. It is worn with a blue cap band with blue mount in front for the hat device. Members wear the hat with a detachable plain white cotton or vinyl cap cover.
 - b. Women. The combination cap may be worn with most uniforms except the working blue, blue blazer and jump suit uniforms. It is required with the service dress white, service dress blue alpha and dinner dress uniforms. Combination hat crown shall be stiffened and oval in shape. The brim, of blue, shall be rolled at sides and straight in front and back. The hat shall be encircled by a blue band 1-1/4 inches wide, with

a blue mount in front for the hat device. Two blue streamers are attached to the band at the back. Members wear the hat with a detachable white cover.

c. Plastic Rain Covers. Rain covers may be worn with the combination hat.

3. Garrison Cap. Members may wear the garrison cap with service dress, tropical, winter dress or undress uniforms. The cap may not be worn with the dinner dress, service dress blue (alpha), work, jump suit or blue blazer uniforms. The small garrison cap device and small metal office insignia (or member insignia) are worn on the cap as shown in the diagram with both men's and woman's uniforms.



Garrison Cap

4. Authorized Caps. Members may wear three types of caps with the Auxiliary working uniform or jump suit. They may only be worn with the working version of the undress uniform during CMEs or on patrol.
- a. The blue working utility cap. This cap will display the CG Auxiliary miniature garrison cap device centered 1-1/4 inches above the visor.
- b. The dark blue unit baseball cap. This cap does not display the CG Auxiliary emblem. It has a full front panel which has the letters "U.S.C.G." arched over "AUX" in similar lettering. Letters are silver colored, one half inch high. Members wear their member device or miniature office insignia device between the "U.S.C.G." and "AUX." Embroidered/sewn-on insignia may be used on this cap. Beneath this lettering Auxiliarists may have inscribed, in the same type lettering, the number of their flotilla, division, or district/region. An example would be "FLOT 11-4." The cap for DCP's and above may have a silver embroidered visor ornamentation, similar to that on the combination cap visor. Caps may have mesh backs.
- c. The CG unit baseball cap. If an Auxiliary unit is affiliated with a specific CG unit, members serving that unit may wear the unit baseball cap. The miniature Auxiliary garrison cap device shall be worn with this cap.
- d. White Hard Hat. A white safety hard hat is authorized as optional protective headgear when prescribed or appropriate. For example, members may wear it with the working uniform during vessel examinations or crew members may wear it on patrol. Hard hats shall be similar to those authorized for CG

personnel. They are visor type, white in color with a white chin strap. The underside of the visor is to be green. It should be worn with at least 1-1/4 inch clearance between suspension liner and top of helmet. Safety hard hats may be marked with a 2 inch self-adhesive transfer decal with the Auxiliary logo. Decals should be centered on the front of the hat with the bottom of the decal 1/2 inch above the visor. No metal devices or holes may be put in the hard hat. No other insignia or marking may be displayed on this hat. Safety hard hats may not be painted.

- e. Air Force Cold Weather cap. The cap shall be the approved Air Force commercial design with ear and neck flaps, ribbon tie or strap with covered metal snap fastener. This cap is worn with the Auxiliary combination cap device. The Director will prescribe the proper season for wearing this cap. Wear is optional. It may be worn with the service or winter dress, undress, working or jump suit uniforms.

5. Shoulder Boards.

a. Hard Shoulder Boards.

(1) Men's Uniforms. Hard shoulder boards are worn on the dinner dress white jacket, the service dress white coat and the reefer. They also are worn on the older, CG officer style (with shoulder loops) light blue, short sleeve shirt with the tropical blue uniform.

(2) Women's Uniforms. Women wear hard shoulder boards on the dinner dress white jacket, the service dress white coat and the reefer. They are also worn on the older, CG officer style (with shoulder loops), light blue, short sleeve tropical jacket, and the light blue, short sleeve shirt with the tropical blue uniform.

- b. Enhanced (or Soft) Shoulder Boards. Enhance (or soft) shoulder boards shall be worn on all shirts having epaulets when worn as a dress uniform and on the Woolly-pully sweater.

- 6. Sweaters. Members may wear the CG blue woolly pully sweater with the service dress blue, tropical blue, winter dress and all undress and working uniforms. When the service dress blue uniform is prescribed, the Woolly pully sweater may be worn in office or work spaces when the blouse is removed. The woolly pully may be worn in place of the service dress blouse. Members may wear it with the undress and working uniforms between mission area and home. The sweater is not an outer garment for travel purposes and

should not be worn on commercial transportation. The wooly pully may not be worn beneath outer garments, including the service dress blouse. Exceptions are the raincoat, the Air Force style windbreaker (with zip-in liner) or reefer. When worn with a short sleeve, open collar shirt, the shirt collar will be worn outside the sweater. Members will wear enhanced or soft shoulder boards on the wooly pully. When worn over the undress blue - summer or the winter dress blue, collar devices on the shirt collar will not be removed. Members will not wear ribbons, breast insignia, name tags or other devices on the wooly pully sweater.

7. Scarves. Scarves are white or blue, and made of tightly woven wool or silk material of plain design. Members may wear the white or dark blue scarf with the reefer, overcoat, raincoat or trenchcoat. The blue scarf may be worn by members with undress blue or working blue uniforms and all outer garments authorized with those uniforms.
8. Uniform Accessories.
 - a. Gloves. Authorized gloves are white or black. White gloves are made of cotton, lisle, or other suitable cloth material. Black gloves are made of leather or a synthetic leather substitute material. Glove stitching will match glove color. Gloves may be short or medium length.
 - b. Handbags. Woman's handbags are black or white and made of leather or suitable synthetic material. They are plain or embossed with a leather grain pattern and are an envelop style with a matching detachable shoulder strap. The nominal size is 11" wide by 7 1/2" deep.
 - c. Undershirts. Undershirts are white cotton, with quarter sleeves. V-neck undershirts are required for wear with jump suits and all short sleeve shirts worn with open collar.
 - d. Umbrella. An umbrella is authorized with all Auxiliary uniforms. It must be of the type which folds into a small unit and fits a briefcase or can be carried compactly in hand. The umbrella should be black, unadorned, and with a straight handle.
9. Outer Garments. Auxiliarists are authorized to wear various CG outer garments and a variety of other outer garments. While the items may not be available through regular CG supply sources, they may continue to be worn until no longer serviceable.
 - a. Windbreaker (Air Force). The poly/wool windbreaker with a removable thinsulate liner is authorized for wear. It is an outer garment and may be worn over all shirts and sweaters, including the wooly pully. Members may wear it in place of the service dress blue coat, unless the coat is prescribed or

considered more appropriate. Members wear the large metal shoulder insignia with this new windbreaker. No name tags or other patches or devices are worn on this jacket. When worn it shall be zipped at least 2/3 the way up. This windbreaker may be worn with all uniforms. Cotton & Dacron (old style) windbreakers w/no liner are no longer authorized for wear.

- b. Work Jacket. This jacket is made of navy blue polyester/cotton material with a zippered front closure. It has breast pockets with zipper closure, welt hip pockets, raglan sleeves, knitted wristlets, and is fully lined. It may be worn with all undress and working uniforms. No insignia, name tags, or patches are worn with this work jacket. Members may wear the work jacket with all undress and working uniforms.
- c. Reefer. The reefer coat is CG blue, double breasted, hip length with convertible collar and set-in pockets. The four gold CG buttons down each fore part are replaced with four large silver Auxiliary buttons. Members wear hard shoulder boards on the coat. Members may wear the reefer with all service dress, winter dress and undress uniforms.
- d. Trenchcoat. The trenchcoat is made of a dark blue polyester/cotton water repellent material. It is double-breasted with four button closure, shoulder epaulets, belted waist, sleeves, and includes a removable liner. It is knee length. When worn, all four large, dark breast buttons and the belt must be fastened. Members wear the large metal office insignia on the epaulets. Members may wear the trenchcoat with all uniforms.
- e. Overcoat. The overcoat is made of CG blue material of conventional length. It is fully lined, semifitted style, with lay down collar and notched lapel, set-in sleeves, and flap weld hip pockets. The single row of gold CG buttons are replaced with four large silver Auxiliary buttons. Members may wear the overcoat with all service dress and undress uniforms. Hard shoulder boards are worn.
- f. Organizational Clothing. See CG Uniform Regulations (COMDTINST M1020.6 (series) Chap. 5.f)

E. Auxiliary Unique Items.

- 1. The following articles are also officially designed and approved by the National Board. Members may wear them at Auxiliary social functions, in PE classes, at meetings, and at conferences.

- a. Auxiliary ring.

- b. Auxiliary lapel pins. Members may wear them only on civilian attire.
 - c. Auxiliary blazer patch. Members may wear this on the blue blazer or civilian attire.
2. Blue Blazer Outfit. The Auxiliary blue blazer outfit may be substituted for all Auxiliary uniforms except the undress blue - summer and working blue uniforms. It is **NOT** authorized for wear on patrols, while performing CMEs or on duty at CG units. Auxiliary blue blazer outfits are authorized as follows:
- a. Women's Blue Blazer Outfit.
 - (1) The woman's coat is a form-fitting, two button, commercial model blazer. It has one breast pocket and two lower patch pockets. Material is dark blue flannel, tropical worsted, or similar commercial blend. Members may attach the Auxiliary blazer patch to the breast pocket.
 - (2) Auxiliary buttons may be used, if desired. 6/10 inch buttons are placed on the sleeves and 9/10 inch buttons on the jacket proper.
 - (3) The coat may be worn with white or gray, pleated or straight skirt. It also may be worn with tailored slacks without cuffs. Skirts and slacks are to be made of an appropriate commercial blend.
 - (4) The blouse is white, of simple design, without ruffles or excessive ornamentation. Neutral nylon hose and plain unadorned black pumps with 1" to 2-5/8" high heels complete the outfit.
 - b. Men's Blue Blazer Outfit.
 - (1) The man's coat is a semi-fitted drape, single breasted two-button model. It has one breast pocket, two lower patch pockets, and rear vent. Material is dark blue flannel, tropical worsted, or similar commercial blend.
 - (2) The outfit is ornamented by the Auxiliary blazer patch attached to the breast pocket. Auxiliary buttons, as described above, may be used, if desired.
 - (3) The coat may be worn with white or medium gray trousers. They are made of flannel or tropical worsted material. The trousers are full cut, straight, hanging without cuffs.

- (4) A white dress shirt is worn. A dark blue necktie is worn for normal occasions, and black bow tie for formal occasions. Black socks and shoes complete the outfit.
- c. Civilian outer garments (topcoats, raincoats, etc.) worn with the blue blazer shall match the blazer in general color and style to avoid garish mismatches.
- 3. Auxiliary Jump Suit. Members may wear a jump suit on patrols and while conducting CMEs. Jump suits will be worn on patrols only if worn by all crew members. The description of the jump suit uniform is:
 - a. The jump suit is dark blue, long or short sleeved, with or without belt loops. If with belt loops, the uniform belt and buckle shall be worn. No sewn-in belts (self belts) are authorized.
 - b. An Auxiliary patch, 2 1/4 by 3 1/4 inches, is worn on the left breast pocket. The Auxiliary patch will be a sew-on with white or black background. Members may wear a U.S. flag patch, about 2 by 3 1/2 inches, on the upper part of the left sleeve 1/2 inch below the shoulder seam. Both patches may be purchased from the Auxiliary Center (AUXCEN).
 - c. A name tag is worn on the right breast and is either the regular pin-on type; or a velcro style; or a sew-on name tag. When using the sew-on name tag, the sew-on "U.S. COAST GUARD AUXILIARY" tag must be on the left breast.
 - d. Miniature office insignia or member collar devices are authorized to be worn. Cloth embroidered collar devices may be worn.
 - e. Blue, white or brown boating shoes with black socks are worn. The blue unit baseball or blue working utility caps, and windbreakers are authorized.
 - f. The jump suit may be purchased from commercial sources.

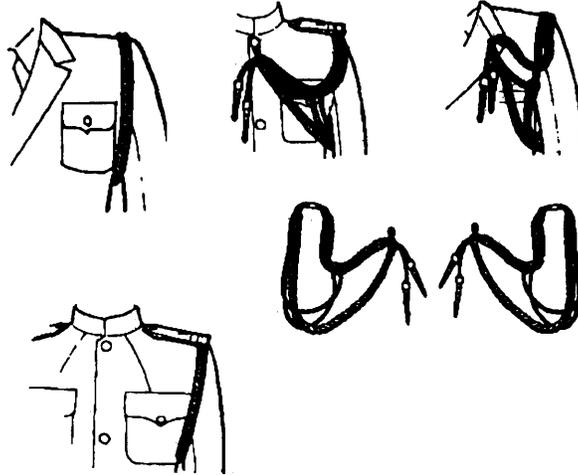
F. Uniform Accessories.

1. Insignia.

- a. All Auxiliary insignia must include the letter "A." On metal insignia the "A" is blue for elected officers and red for appointed officers. Shoulder boards have the red "A" within the outline of a silver color shield for appointed officers. The "A" for elected officers is the same as the silver color shield.
- b. Members who have never held office wear the Member Device (the Auxiliary emblem) on shirt collars. Member shoulder boards have a silver color "A" within the silver color shield.

- c. Auxiliary silver sleeve lace and shield are worn on dinner dress navy blue jackets and service dress blue coats. It is also worn on the women's service dress white coat. The shield is centered outside the sleeve. The lace completely circles the sleeve. The first row of lace is two inches above the cuff. Each succeeding row of lace and the shield are 1/4 inch above the preceding lace. With the exception of District Commodores (DCOs) and the National Commodores (NACOs), insignia appropriate to office held is the same as illustrated for shoulder boards.
 - d. DCOs and NACOs wear silver sleeve lace similar to the gold sleeve lace of CG flag officers. A DCO wears one two inch stripe. National vice commodores wear a two inch stripe with a half inch stripe 1/4 inch above it. The NACO wears a two inch stripe with two half inch stripes above it, 1/4 inch apart.
 - e. Members wear the large metal shoulder insignia on the epaulets of blue raincoats, trenchcoats, windbreakers, cold weather jackets, and blue overcoats. The letter "A" faces outboard and the outer edge of the insignia is placed 3/4 inch from the outer edge.
 - f. Members wear the small metal collar devices on old CG enlisted style (without shoulder loops), or the new CG style (with epaulets), light blue short sleeve shirts with the undress blue - summer uniform. They are also worn on the garrison cap. Members may wear cloth embroidered collar devices on the dark blue, long or short sleeve shirts worn with the working blue uniforms and Auxiliary jump suit.
2. Aiguillette. A cord hung in loops from the left shoulder, known as an aiguillette, may be worn by VCO, and NACO Aide (N-D only) and DCO Aide (D-AD only). It is not worn on any uniform with the insignia of a DCO or above.
- a. When members wear raincoats or windbreakers, the aiguillette shall be worn on the inside.
 - b. The cords are bound together, lying flat, side by side, with a strip of 1/2 inch silver lace. For attaching a service aiguillette to the uniform it is fitted with a clasp pin. The aiguillette is attached to the shoulder of the coat just inside the sleeve band seams by the pin.

- c. For attaching a dress aiguillette to the uniform and overcoat, a small flat button covered with black silk is used for securing the becket. It is placed under the coat collar at the height of the collar bone. The pencils hang over the lapel, their suspension cords emerging from the notch in the lapel.



Attaching a Dress Aiguillette

- d. Aiguillettes are normally purchased with unit funds and remain the property of the unit providing them.
- e. A dress aiguillette is worn with dinner dress and service dress blue (alpha) uniforms at official ceremonies. This includes occasions requiring special honors and ceremonies. It is worn at social functions when prescribed, and at social functions for which formal invitations have been extended.
- f. A service aiguillette is worn with service dress blue (bravo) and tropical uniforms.
- g. Aiguillettes follow the insignia tradition of blue "A" for elected officers and red "A" for appointed officers. Aiguillettes for a VCO are distinguished by silver and dark blue braiding. Aiguillettes for the N-A and DCO aides have silver and dark red braiding.
3. Name Tags. Name tags identify an individual by name and as a CG Auxiliary member. Name tags will be 3 and 3/16 inches wide, and 5/8 of an inch high. They are white with CG blue lettering. The surname only will be used and will be horizontally centered in 1/4 inch letters. Beneath the name will be centered horizontally, in 3/16 inch letters, "U. S. Coast Guard Auxiliary." The tags are made of Bakelite or similar material to hold the hard finish and will have clutch-type fasteners. Auxiliarists also may wear these name tags on civilian attire when serving in an Auxiliarist capacity.

4. Cloth Tapes. Members may sew navy blue (black) cloth tapes with 1/2 inch white lettering on the working blue uniform shirts and on the jump suit. The tape with member's last name shall be over the right breast pocket. The tape with the words "U.S. COAST GUARD AUXILIARY" shall be over the left breast pocket. The tape shall extend the width of the pocket. Member device replicas embroidered on cloth tape may be sewn on the collars of all dark blue working uniforms and Auxiliary jump suits. No other sew-on tapes may be used and crew, coxswain and the coxswain device sew-ons are NOT authorized for the Auxiliary uniform.
5. Ribbons and Medals. Members wear ribbons and medals, as part of the uniform, as tangible evidence of certain awards received. Auxiliarists who are authorized U.S. awards may wear the corresponding ribbons on all but undress, working, blue blazer and jump suit uniforms. Auxiliarists authorized foreign awards may wear them provided at least one U.S. or Auxiliary award is worn.
 - a. Ribbons. Members wear one, two or three ribbons in a single row. They are worn in order of precedence, from inboard to outboard. When wearing more than one row, the precedence is from top down. When wearing more than one row of ribbons, all rows except the uppermost will contain three ribbons. If not in multiples of three, the uppermost row shall contain the lesser number. The upper row is to be centered over the center of the one below it. Ribbons shall be worn without intervals between ribbons and rows of ribbons. They shall be worn with the lower edge of the bottom row centered 1/4 inch above the left breast pocket. On uniforms with no pocket, ribbons are worn in the same relative position.
 - b. Concealed Ribbons. When the number of rows is considerable, the service coat lapel will conceal some ribbons. If one-third or more of a ribbon is concealed, ribbons shall be placed in successively decreasing rows. While at least two-thirds of the ribbon is visible, use 3-ribbon rows. Then, to maintain two-thirds visibility change to 2-ribbon rows. Finally, when required, use a single ribbon. The left edge of all decreasing rows will be in line vertically. When the uppermost row presents an unsatisfactory appearance when so aligned, place it in the position presenting the neatest appearance. It is usually centered over the row immediately below it. Ribbons arranged in this fashion may only be worn on the service dress blue coat, not on shirts.
 - c. Attaching Ribbons. Ribbons may be sewn to uniforms, fastened magnetically or with Velcro or arranged on bars to be attached to the uniform. They shall not be impregnated with preservatives which change ribbon appearance. Ribbons shall not be worn with transparent covering of any sort.

d. Miniature Medals on Women's Uniforms.

- (1) On the navy blue or white dinner dress jacket or dinner dress blue uniforms, miniature medals shall be worn off the lapel. The holding bar is placed in the same relative position as when worn on the service dress blue coat.

e. Miniature Medals on Men's Uniforms.

- (1) On the navy blue or white dinner dress jacket, the holding bar of the lowest row of miniature medals shall be positioned three inches below the notch. It is centered on the left lapel. If greater than 2-3/4 inches in length, the bar shall extend over the edge of the lapel onto the left breast of the coat.
- (2) On dinner dress blue uniforms, the holding bar of the lowest row of miniature medals will be worn centered immediately above the left breast pocket.

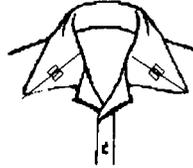
f. Miniature Medals. Members wear miniature medals on dinner dress uniforms. (Ribbons for which there is no comparable miniature medal will not be worn with dinner dress uniforms.) Medal arrangement is by precedence from inboard to outboard, and from top down. All may be worn, if desired. Members may wear up to five miniature medals in a row. The wearing of six or more miniature medals should conform to the arrangement shown on the following medal matrix:

g. Miniature Medal Matrix. The prescribed number of medals per row:

Number of Medals To Be Worn	Prescribed Number of Rows	Top Row	2nd Row	3rd Row	4th Row
1-5	1 row only	1-5			
6	2	3	3		
7	2	3	4		
8	2	4	4		
9	2	4	5		
10	2	5	5		
11	3	3	4	4	
12	3	4	4	4	
13	3	3	5	5	
14	3	4	5	5	
15	3	5	5	5	
16	4	4	4	4	4

h. Each miniature shall be 2-1/4 inches long from top of ribbon to bottom of medal. The bottom of medals should dress in a horizontal line. Upper rows of medals shall be positioned so these medals cover the ribbons of the medals below.

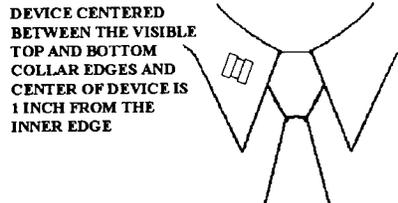
6. Buttons. Auxiliary silver buttons come in three sizes. The large button is approximately 7/8 inch in diameter or 35 ligne. The medium size button is approximately 3/4 inch in diameter or 28 ligne. The small button is approximately 1/2 inch in diameter or 22-1/2 ligne.
7. Wearing Collar Devices. The diagrams below indicate how members should wear collar devices on the various shirts for which they are authorized. In certain cases, the insignia of the current or highest past office is replaced with the member device.
 - a. Working Blue Shirts. The insignia shall be centered on the collar, along an imaginary line bisecting the angle of the collar point.



**CENTERED ON COLLAR, ALONG IMAGINARY
LINE BISECTING COLLAR POINT**

Insignia Placement for Working Blue Shirts

- b. Undress Blue Long Sleeve, Short Sleeve and Winter Blue Shirts. The insignia shall be centered on the collar between the visible top and bottom collar edges with the center of the device one (1) inch from and parallel to the inner edges of the collar.



**DEVICE CENTERED
BETWEEN THE VISIBLE
TOP AND BOTTOM
COLLAR EDGES AND
CENTER OF DEVICE IS
1 INCH FROM THE
INNER EDGE**

Device Placement for Undress Blue

- c. Commodore's Insignia. Members authorized to wear the insignia of Commodore, shall wear the device centered on the collar between the visible top and bottom collar edges, with the first star of the device one (1) inch from the inner edge of the collar.



**DEVICE CENTERED BETWEEN THE VISIBLE TOP
AND BOTTOM EDGES AND CENTER OF DEVICE IS
1 INCH FROM THE INNER COLLAR**

Commodore's Insignia Placement

8. Proper Placement of Ribbons, Name Tags, and Qualification Devices.
 - a. The illustration for tropical blue (long) uniform indicates proper placement on the left side for ribbons, name tag, breast and qualification devices. As shown, the lowest row of ribbons is 1/4 inch above the top of the pocket. The first breast device, the coxswain device, is placed 1/4 inch

above the top row of ribbons. The second breast device, if worn, is placed 1/4 inch below the pocket top. Members wear ribbons and breast devices ONLY on the left side of the uniform.

- b. On the right side of the uniform, members wear the name tag 1/4 inch above the pocket. An AUXOP device, if authorized, is worn 1/4 inch above the name tag. Members wear the Past Officers device, if appropriate, 1/4 inch below the top of the pocket. **No other ribbons or devices are authorized.**
- c. Although the illustration shows a tropical blue uniform shirt, members wear these items in the same relative position on the service dress blue coat and the winter dress blue uniform shirt.
- d. On the undress and working dress shirts, members DO NOT wear ribbons. The first Auxiliary qualification breast device is worn 1/4 inch above the top of the left pocket. The second is worn 1/4 inch below the top of the left pocket.

9. Breast Devices.

- a. AUXOP Device. Members wear the AUXOP device, instead of the Specialty Training ribbon, after completing all specialty courses. Members wear it on the right, immediately above the name tag on all but dinner dress uniforms. On the dinner dress blue, male members wear it immediately above the pocket. Female members wear it in the same relative position. On the dinner dress white or blue jacket, male members wear it centered on the right lapel about three inches below the notch. Female members wear it just off the lapel, in the same relative position.
- b. Command Insignia, Service and Staff Identification Badges. The only exceptions to the following insignia placement are the CG or Navy command at sea or command ashore insignia plus service and staff identification badges.
 - (1) Members may wear both the command at sea and command ashore insignia with two other breast devices of choice. Members may wear either or both command insignias on the left breast, centered immediately below any ribbons, medals, or the second breast insignia (below the pocket button if necessary). When worn alone, members wear the command insignia(s) centered immediately above the pocket. Male members center the device on the dinner dress jacket left lapel, about 3-1/2 inches below the notch. Female members wear it in that same relative position.
 - (2) Members authorized to wear one service and staff identification badges, in addition to any two breast insignia or command insignia. They are to be worn centered on the right breast pocket and in the same relative position on dinner dress jackets.

- (3) While serving on the national staff, members may wear the Auxiliary national staff identification badge. Members may wear this badge replacing any service or staff badge or insignia worn centered on the right breast pocket of dress uniforms and in the same relative position on dress uniforms with no pockets. Women may wear the staff badge above the name tag and in the same relative position on the dinner dress jackets. (When worn above the name tag, female members wear the AUXOP device, if earned, below the name tag.) On dinner dress blue jacket, members wear it centered on the right side between the top two buttons. On the dinner dress white jacket, members wear it centered on the right side above the top button. Members do not wear it on undress or working uniforms.
- c. Past Officer Device. Past elected and appointed members are authorized to wear the insignia of the highest office held, if held for at least six months. When insignia no longer indicate the current office, members must wear the past officer device. This device does not come with a red or blue "A" to distinguish past staff from elected officer status. The appropriate office insignia remains the distinguishing mark. Past officer status does not authorize the wearing of aiguillettes. Guidelines for wearing of the past officer device are:
- (1) On men's dinner dress white or navy blue jacket uniforms, the device will be worn centered on the right lapel approximately three and one-half inches below the notch.
 - (2) On women's dinner dress white or navy blue jacket uniforms, the device will be worn on the right, just off the lapel, in the same relative position as above.
 - (3) On all other men's and women's uniforms the device will be worn on the right, centered, approximately 1/4 inch below the name tag or in that same relative position, on uniforms with which the name tag is not worn or balanced with the AUXOP device in whatever precedence is desired.
- d. Auxiliary Coxswain Device. The Auxiliary coxswain device may be worn by members qualifying as coxswain in the boat crew qualification program. It is normally worn above the ribbons or medals over the left breast pocket.
- e. Aviation Insignia. The Auxiliary aviation insignia may be worn by qualified Auxiliary pilots. It is normally worn above ribbons or medals over the left breast pocket.

- f. Recruiting Badge. Auxiliarists at recruiting offices may wear the CG recruiting badge, in addition to any others. Authorization to wear this badge is subject to the following conditions:
- (1) Meet the Commandant's weight standards.
 - (2) Meet the Commandant's grooming and uniform appearance standards.
 - (3) Have completed recruiter training or the recruiter personal qualification standard (PQS).
 - (4) Be actually working for a CG recruiting office and received a positive recommendation from the Officer in Charge (OIC).
 - (5) The OIC of the recruiting office must forward a request to the regional recruiting commander via the OIC's enlisted recruiting supervisor. The request shall contain full length front and profile photographs of the Auxiliarist and a short narrative supporting the request. The Regional Recruiting Command will then authorize, in writing, the Auxiliarist to wear the recruiting badge.
- g. Miniature Devices. Members should wear only miniature devices on dinner dress uniforms. Members may wear the AUXOP and past officer devices on all uniforms.
- h. Other Devices. Auxiliarists may wear only **two** breast devices at one time. Breast devices are worn on the uniform's **left** side **ONLY**. Breast devices include the two Auxiliary qualification devices (aviator wings and coxswain device). Other authorized devices include those earned during U.S. military service, such as the combat infantryman and medic badge, aviation wings, Air Force specialty badges, pathfinder, airborne and air assault badges, submariner dolphins, etc. The wearer may select any **two** and decide their precedence. Members wear the first device on the left centered directly above the ribbons or miniature medals. Members wear the second device centered on the pocket flap immediately below the ribbons or miniature medals; i.e., wearing Auxiliary aviator wings centered on the left, above the ribbons, and an Auxiliary coxswain device centered below the ribbons. Sew-on patches, strips, unit designations, honor guard, ranger, special forces and other cloth patches, not otherwise approved for wear, are not authorized on the Auxiliary Uniform.

- i. Military Award Recipients: Although various military services allow for particular military awards, decorations and badges on the uniform's right side (i.e. Army Unit Awards), such is **NOT** the case for the Auxiliary Uniform. ALL prior military awards, badges and devices will be worn on the left side of the uniform ONLY under the conditions described in 9.h. The right side of the Auxiliary uniform is reserved for Auxiliary badges and name tags (i.e., AUXOP pin, Past Officer pin, name tag and Auxiliary National Staff badge or other service staff or service identification badges.) Appropriate ribbon sizes are available for purchase to include such unit awards on the ribbon bar worn over the left breast pocket.

THE FOLLOWING PAGES DESCRIBE MEN'S UNIFORMS

DINNER DRESS BLUE JACKET

This uniform may be prescribed for formal evening occasions.

COAT. The coat is the standard Coast Guard (Navy) blue mess jacket. The three gold buttons down each forepart are replaced with three large silver Auxiliary buttons. A silver cord or chain, attached to the two black buttons sewed on the inside of each forepart, is used to close the jacket.

TROUSERS. Trousers shall be of the same color and material as the jacket, high waisted, of plain design, without back pockets. Suspenders are optional.

SHIRT. The shirt is a plain white shirt with a turn-down collar or, an optional pleated soft front dress shirt with a turn-down collar and worn with plain silver cuff links and silver shirt studs.

CUMMERBUND. A pleated silver cummerbund, 5 inches high, made from silver acetate satin, is worn with the pleat openings facing upward.

TIE. A black bow tie of plain style, with square ends, not to exceed 2-1/4 inches in vertical width, is worn. It may be hand tied or clip-on.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be of low cut, of plain style, without decorations. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

INSIGNIA. Full silver sleeve lace is worn on the coat sleeves mounted by an Auxiliary insignia.



Dinner Dress Blue Jacket

DINNER DRESS WHITE JACKET

This Uniform may be prescribed for formal evening occasions. This uniform is the same as the Dinner Dress Blue Jacket uniform except for the following items.

COAT. The coat is the standard Coast Guard (Navy) white mess jacket. The two gold buttons down each forepart are replaced with two large silver Auxiliary buttons. A silver chain, with a medium size Auxiliary silver button attached on each end, using the button holes on each forepart, is used to close the jacket.

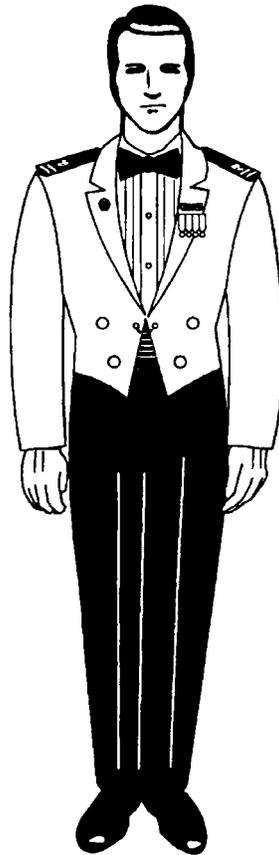
INSIGNIA. Hard shoulder boards are worn on the jacket.

BOTH UNIFORMS

BREAST INSIGNIA/DEVICES. Miniature medals and miniature insignia are worn on both uniforms. The AUXOP and Past Officers Device, for which there are no miniatures, also are worn if authorized. Ribbons and name tags are not worn.

HAT. The combination hat is worn with both uniforms.

ACCESSORIES. The Trenchcoat and Overcoat may be worn with these uniforms.



Dinner Dress White Jacket

SERVICE DRESS BLUE, BRAVO

This is the official "Uniform of the Day" appropriate for wear at all meetings, in classrooms and all other similar functions.

SERVICE DRESS COAST GUARD BLUE COAT. The coat is the standard Coast Guard officers coat. The four gold Coast Guard buttons on the patch pockets closures, are replaced with four small silver Auxiliary buttons. The four gold Coast Guard buttons down the forepart are replaced with four large silver Auxiliary buttons.

TROUSERS. The trousers shall be of conventional plain design with no cuff and of the same material and color as the coat. Air Force trousers will not be worn with the Coast Guard Auxiliary uniform.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display the Auxiliary emblem.

SHIRT. The shirt is the Air Force style shirt with a soft stand-up collar with stays, long or short sleeves, one button convertible cuff, epaulets, and a patch pocket with button flap closure on each breast.

TIE. A Coast Guard Blue four-in-hand tie of suitable length is worn. Clip-on types are optional.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style with-out decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

INSIGNIA. Full silver sleeve lace is worn on the coat sleeves and soft or enhanced shoulder boards are worn on the shirt.

BREAST INSIGNIA/DEVICES. This uniform is worn with ribbons, breast insignia, qualification devices and name tag.

HAT. The garrison, combination or Air Force cold weather cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, and Trenchcoat may be worn with the uniform. A Wooly Pully may be worn in lieu of the coat in office or classrooms.



Service Dress Blue, Bravo

SERVICE DRESS BLUE, ALPHA

This uniform is appropriate for solemn occasions such as funerals and, when prescribed, for ceremonies as well as after 6p.m. at social activities.

It is the same as the Service Dress Blue, Bravo except for the following items.

SHIRT. The shirt shall be white, of conventional design with a fused collar, one breast patch pocket on the left front, long sleeves with a one button cuff, and shall button down the front using six small plain white buttons. No insignia or devices are worn on the shirt.

HAT. Only the combination cap is appropriate for wear with this uniform.

DINNER DRESS BLUE

This uniform is worn for formal evening occasions.

It is the same as the Service Dress Blue, Alpha except miniature medals, miniature breast devices, and a plain black bow tie are worn instead of ribbons, name tag and the four-in-hand necktie. The AUXOP and Past Officers devices, for which there are no miniatures, also are worn.

ACCESSORIES

The Reefer, Overcoat, and Trenchcoat may be worn with all uniforms above. The Wooly Pully may be worn with the Service Dress Blue, Bravo uniform. A Wooly Pully may be worn instead of the Service Dress Blue coat in an office or classrooms.

SERVICE DRESS WHITE

This uniform may be prescribed for ceremonies and official functions.

COAT. The coat is the standard CG (Navy) officer Service Dress White coat with a stand-up collar. The coat is worn without a shirt. The two gold CG buttons on the pocket flaps are replaced with two small silver Auxiliary buttons. The five gold CG buttons down the front are replaced with five large silver Auxiliary buttons.

TROUSERS. The trousers shall be of conventional plain design with no cuffs and of the same material and color as the coat.

BELT. A white web belt with a silver buckle and tip. The buckle may be plain or display the Auxiliary emblem.

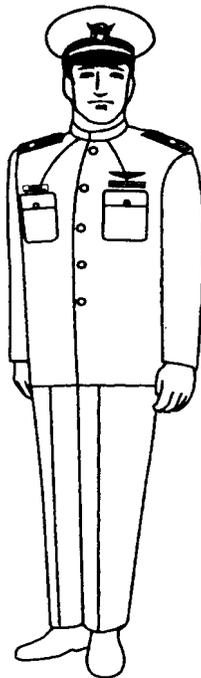
SOCKS. Socks shall be white, made of knitted or rib knit, undecorated material.

SHOES. Shoes shall be white, with heels, made of smooth leather or a synthetic substitute. They shall be plain, low cut or plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be white.

INSIGNIA. Hard shoulder boards are worn.

BREAST INSIGNIA/DEVICES. Name tag, ribbons and Auxiliary Qualification devices are worn.

HAT. The combination cap is worn with this uniform.



Service Dress White

WINTER DRESS BLUE

This Winter uniform may be worn instead of the Service Dress Blue, Bravo uniform except when a coat and tie are more appropriate.

TROUSERS. Trousers shall be the same as those prescribed for Service Dress Blue uniform.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display an approved Auxiliary emblem.

SHIRT. A long sleeve, Coast Guard blue winter shirt that matches the color and material of the trousers is worn.

TIE. A Coast Guard blue four-in-hand tie of suitable length is worn. Clip-on types are optional.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style with-out decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

INSIGNIA. Metal collar devices are worn.

BREAST INSIGNIA/DEVICES. Name tag, ribbons and Auxiliary Qualification devices are worn.

HAT. The garrison, combination or Air Force cold weather cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Windbreaker, Cold Weather Jacket, Trenchcoat and Wooly Pully, with enhanced (or soft) shoulder boards, may be worn with the uniform.



Winter Dress Blue

TROPICAL BLUE (LONG)

This Summer uniform may be worn instead of the Service Dress Blue, Bravo uniform except when a coat and tie are more appropriate.

TROUSERS. Trousers shall be the same as those prescribed for Service Dress Blue uniform.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display the Auxiliary emblem.

SHIRT. One of two light blue, short sleeve shirts may be worn. One may be the Air Force style short sleeve shirt with a stand-up collar with stays and epaulets. With this shirt, the collar is worn open, without a tie. The other may be the older Coast Guard officer style, short sleeve shirt with an open collar and shoulder loops.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

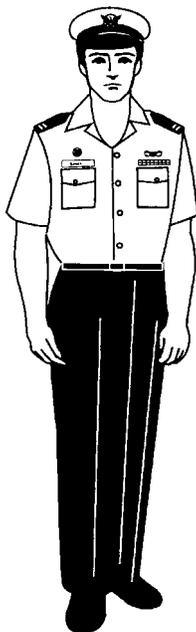
SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

INSIGNIA. Hard shoulder boards are worn on the older loop style shirt. Enhanced (or soft) shoulder boards are worn on the epaulet style shirt.

BREAST INSIGNIA/DEVICES. Name tag, ribbons and Auxiliary Qualification devices are worn.

HAT. The garrison or combination cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Windbreaker, Trenchcoat and Woolly Pulley, with enhanced (or soft) shoulder boards, may be worn with the uniform.



Tropical Blue (Long)

UNDRESS BLUE - WINTER

This Winter uniform is worn for "dressy" situations and is appropriate in classrooms, unit meetings and boating safety booths.

TROUSERS. Trousers shall be the same as those prescribed for Service Dress Blue uniform.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display an approved Auxiliary emblem.

SHIRT. The shirt is the epaulet style shirt with a soft stand-up collar with stays, long sleeves, one button convertible cuff, epaulets, and a patch pocket with button flap closure on each breast.

TIE. A Coast Guard Blue four-in-hand tie of suitable length is worn. Clip-on types are optional.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

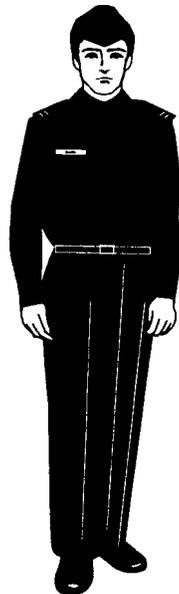
SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style with-out decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

INSIGNIA. Enhanced (or soft) shoulder boards are worn on the shirt.

BREAST INSIGNIA/DEVICES. Name tag and Auxiliary Qualification devices are worn. Ribbons are NOT worn.

HAT. The garrison, combination or Air Force cold weather cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Trenchcoat, Windbreaker, Work Jacket and Woolly Pully, with enhanced (or soft) shoulder boards, may be worn with the uniform.



Undress Blue - Winter

UNDRESS BLUE - SUMMER, ALPHA

This summer uniform is worn for "dressy" situations. It is appropriate for wear in classrooms, at unit meetings and at Boating Safety Booths.

TROUSERS. Trousers shall be the same as those prescribed for Service Dress Blue uniform.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display an approved Auxiliary emblem.

SHIRT. One of two light blue, short sleeve shirts may be worn. One may be the epaulet style short sleeve shirt with a stand-up collar with stays and epaulets. With this shirt, the collar is worn open, without a tie. The other may be the older CG enlisted style, short sleeve shirt with an open collar and no shoulder loops.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

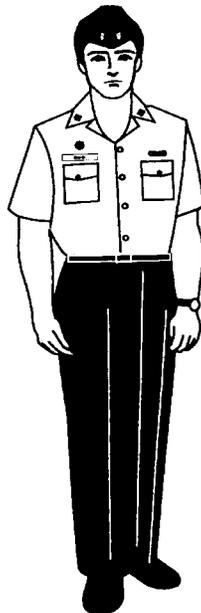
SHOES. Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style without decoration and no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels, and laces must be black.

INSIGNIA. Metal collar devices are worn. Enhanced (or soft) shoulder boards are NOT worn.

BREAST INSIGNIA/DEVICES. Name tag and Auxiliary Qualification devices are worn. Ribbons are NOT worn.

HAT. The garrison or combination cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Windbreaker, Work Jacket, Trenchcoat, and Woolly Pully, with enhanced (or soft) shoulder boards, may be worn with the uniform.



Undress Blue - Summer, Alpha

UNDRESS BLUE - SUMMER, BRAVO

This Summer uniform is worn for "working" situations and is appropriate for operations and conducting CMEs.

TROUSERS. The trousers shall be the CG "work trousers" and are made of cotton/polyester, wash and wear material.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display an approved Auxiliary emblem.

SHIRT. One of two light blue, short sleeve shirts may be worn. One may be the short sleeve shirt with a stand-up collar with stays and epaulets. With this shirt, the collar is worn open, without a tie. The other may be the older Coast Guard enlisted style, short sleeve shirt with an open collar and no shoulder loops.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

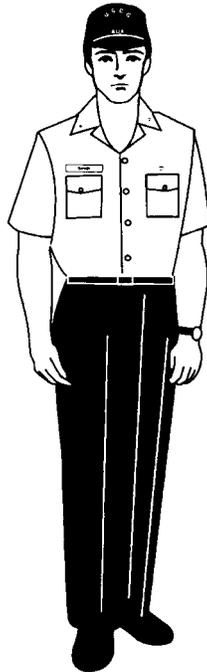
SHOES. Blue, white or brown boating shoes are worn with this uniform.

INSIGNIA. Metal collar devices are worn. Enhanced (or soft) shoulder boards are NOT worn on the CG epaulet style shirt.

BREAST INSIGNIA/DEVICES. Name tag and Auxiliary Qualification devices are worn. Ribbons are NOT worn.

HAT. A Unit baseball cap or a blue working utility cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Windbreaker, Work Jacket, Trenchcoat, and Wooly Pully, with enhanced (or soft) shoulder boards, may be worn with the uniform.



Undress Blue - Summer, Bravo

WORKING BLUE

This working uniform is appropriate for operations and in conducting CMEs.

TROUSERS. The trousers shall be the Coast Guard "work trousers" and are made of cotton/polyester, wash and wear material.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display an approved Auxiliary emblem.

SHIRT. The shirt shall be the Coast Guard "work shirt" and is made of Coast Guard dark blue basket weave polyester and cotton material with an open-notched lapel collar forming a V-neck. The shirt has both long and short sleeve versions. It has two patch pockets with button flap closure.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

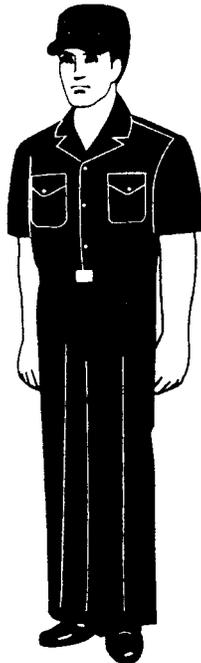
SHOES. Blue, white or brown boating shoes are worn with this uniform.

INSIGNIA. Metal collar or sew-on devices are worn.

BREAST INSIGNIA/DEVICES. Name tags and Auxiliary Qualification devices are worn. Ribbons ARE NOT worn. Sew-on cloth "NAME" and "USCG AUXILIARY" tapes may be used.

HAT. A unit baseball cap with metal collar or sew-on devices or a blue working utility cap with miniature cap device is worn with this uniform.

ACCESSORIES. The Windbreaker, Work Jacket, Cold Weather jacket, Trenchcoat, and Wooly Pully, with enhanced (or soft) shoulder boards, may be worn with this uniform.



Working Blue

HOT WEATHER BOAT CREW OUTFIT

This outfit is worn when authorized by the District Commander for certain operational and training situations. This outfit is appropriate for all boats crews and for conducting CMEs, PWC safety checks and commercial fishing vessel examinations.

SHORTS. Modified standard CG blue utility trousers evenly hemmed three to six inches above the knee.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display the Auxiliary emblem.

SHIRT. One of two shirts may be worn, either the standard CG light blue (Air Force) shirt or the standard CG dark blue short sleeve shirt. Shirts must be worn tucked into the shorts.

SOCKS. Socks shall be all white, athletic type, crew length.

SHOES. Dark brown boat/deck shoes with nonskid/nonmarking soles or all white, low top, athletic shoes with nonskid/nonmarking soles.

INSIGNIA. Metal collar or sew-on devices worn with this outfit.

BREAST INSIGNIA/DEVICES. This outfit is worn with breast insignia, Auxiliary qualification devices and name tags (unless the individual is wearing a PFD). Ribbons ARE NOT worn. Sew-on nametape and USCG Auxiliary tape are authorized.

HAT. A unit baseball cap with member pin-on or sew-on device or a blue working utility cap with the miniature garrison cap device centered above the visor.

PROCUREMENT OF ITEMS. Instructions concerning the procurement of the items for this outfit are contained in COMDTINST 1020.11 (CG Hot Weather Boat Crew Outfit).

THE FOLLOWING PAGES DESCRIBE WOMEN'S UNIFORMS

DINNER DRESS BLUE JACKET

This uniform may be prescribed for formal evening occasions.

COAT. The coat is the standard Coast Guard (Navy) blue mess jacket. The three gold Coast Guard buttons down each forepart are replaced with three medium size silver Auxiliary buttons.

SKIRT. Two skirts are available for wear with this uniform. One is a plain, six gored, floor length skirt. It may have an optional slit at both side seams reaching no higher than mid-calf. The other skirt is of conventional length. Both shall be of the same color and material as the jacket.

SHIRT. The shirt shall be of white opaque nylon or similar material with small pleated ruffles down the front, plain turn down collar, and pearl buttons.

CUMMERBUND. A pleated cummerbund, 3-1/2 inches wide, made of silver acetate satin, is worn with the pleat openings facing upward.

TIE. The black dress necktie consists of a small crescent-shape black velvet ribbon tapering toward each end from a width of one inch at the center.

STOCKINGS. Stockings shall be made of plain material, flesh-color, undecorated. Stockings will be seamless.

SHOES. Shoes shall be black, plain pump style, made of smooth leather or a synthetic leather substitute without decoration and with closed heels and toes. Heel heights may range from 1 to 2-5/8 inches. Heel widths may be no less than 1/2 inch at the floor. Flat wedge style soles that rise to 1 inch heels are authorized. Sole edges and heels must be black.

INSIGNIA. Full silver sleeve lace is worn on the coat sleeves mounted by an Auxiliary insignia.



Dinner Dress Blue Jacket

DINNER DRESS WHITE JACKET

This uniform may be prescribed for formal evening occasions. This uniform is the same as the Dinner Dress Blue Jacket uniform except for the following items.

COAT. The coat is the standard Coast Guard (Navy) white mess jacket. The three gold Coast Guard buttons down each forepart are replaced with three medium size silver Auxiliary buttons of the same size.

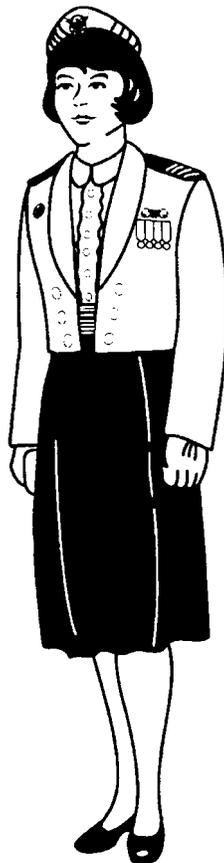
INSIGNIA. Hard shoulder boards are worn in the jacket.

BOTH UNIFORMS

BREAST INSIGNIA/DEVICES. Miniature medals and miniature insignia are worn on both uniforms. The AUXOP and Past Officers Device, for which there are no miniatures, are also worn if authorized. Ribbons and name tags are not worn.

HAT. Women are not required to wear hats. An optional tiara is available for wear. The tiara consists of a small crescent shaped head piece which fits over the crown of the head. The tiara shall be made of black velvet and embroidered in the center with the Auxiliary cap device. Division captains, and higher, shall have the appropriate visor ornamentation embroidered on either side of the device.

ACCESSORIES. The Trenchcoat and Overcoat may be worn with these uniforms.



Dinner Dress White Jacket

SERVICE DRESS BLUE, BRAVO

This uniform is the official "Uniform of the Day." and is appropriate for wear at all meetings, in classrooms and all other such functions.

SERVICE DRESS COAST GUARD BLUE COAT. The coat is the standard Coast Guard officer's coat. The four gold Coast Guard buttons down the front are replaced with four medium size silver Auxiliary buttons. The same is true for the four gold buttons on the two short side body belts. The two gold buttons on the pocket flaps are replaced by two small silver Auxiliary buttons.

SKIRT. The skirt is a modified flare bottom with deep front kick pleat. The kick pleat shall not be sewed closed. Women may wear trousers similar in outward appearance to men's trousers. Air Force trousers will not be worn with the Coast Guard Auxiliary uniform. For both, the color and material shall be the same as the coat.

SHIRT. The shirt is the Air Force style shirt with a stand-up collar, long sleeves, two button cuff closures, epaulets, and front gathers below the front shoulder seam. Women may also wear men shirts.

TIE. The Coast Guard ascot or new tab tie is worn.

STOCKINGS. Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.

SHOES. Dress shoes, shall be black, plain pump style, made of smooth leather or a synthetic leather substitute without decoration and with closed heels and toes. Heel heights may range from 1 to 2-5/8 inches. Heel widths may be no less than 1/2 inch at the floor. Flat wedge style soles that rise to 1 inch heels are authorized. Sole edges and heels must be black. Optional service shoes, for wear with trousers, are black, plain, lace up, oxford style with heels, made of smooth leather or a synthetic leather substitute. Shoes shall have three to six pairs of eyelets for lacing. A seam around the toe is authorized. Heel height may not exceed 1 inch. Sole edges, heels and laces must be black.



Service Dress Blue, Bravo

INSIGNIA. Full silver sleeve lace is worn on the coat sleeves and soft or enhanced shoulder boards are worn on the shirt.

BREAST INSIGNIA/DEVICES. This uniform is worn with ribbons, breast insignia, qualification devices and name tags.

HAT. The garrison or combination cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, and Trenchcoat may be worn with the uniform. A Woolly Pully may be worn in lieu of the coat in office or classrooms.

SERVICE DRESS BLUE, ALPHA

This uniform is appropriate for solemn occasions like funerals and, when prescribed, for ceremonies and after 1800 social activities. It is the same as the Service Dress Blue, Bravo except for the following items.

SHIRT. The shirt shall be white, with a turndown pointed collar and short or long sleeves. It shall button down the front, using small plain white buttons.

TIE. The tie shall be a one piece pre-tied bow design with an adjustable Velcro neck band. The tie fabric shall be black woven wool, silk, or synthetic material.

HAT. Only the combination cap is appropriate for wear with this uniform.

DINNER DRESS BLUE

This uniform is worn for formal evening occasions.

It is the same as the Service Dress Blue, Alpha except that miniature medals and breast devices are worn instead of ribbons and name tag. The AUXOP and Past Officers devices, for which there are no miniatures, also are worn when authorized.

ACCESSORIES

The Reefer, Overcoat, and Trenchcoat may be worn with all of the above uniforms. are worn when authorized.

SERVICE DRESS WHITE

This uniform may be prescribed ceremonies and official functions.

COAT. The coat is the standard Coast Guard (Navy) Service Dress White coat. The four gold Coast Guard buttons down the front, shall be replaced with four medium size silver Auxiliary buttons.

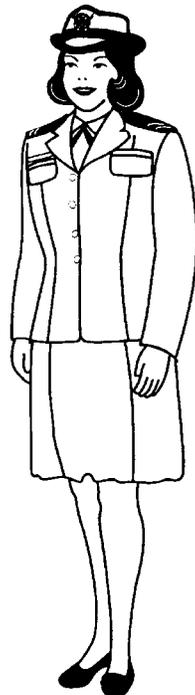
SKIRT. The skirt is a plain six-gored skirt of conventional sweep with two insert pockets in the upper part of the front. Women may wear trousers similar in outward appearance to men's trousers. For both, the color and material shall be the same as the coat.

SHIRT. The shirt shall be white, with a turndown pointed collar and short or long sleeves. It shall button down the front, using small plain white buttons.

TIE. The tie shall be a one piece pre-tied bow design with an adjustable Velcro neck band. The tie fabric shall be black woven wool, silk, or synthetic material.

STOCKINGS. Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, white socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.

SHOES. Dress shoes, shall be white, plain pump style, made of smooth leather or a synthetic leather substitute without decoration and with closed heels and toes. Heel heights may range from 1 to 2-5/8 inches. Heel widths may be no less than 1/2 inch at the floor. Flat wedge style soles (white) that rise to 1 inch heels are authorized.



Service Dress White

Optional service shoes, for wear with trousers, shall be white, plain, lace up, oxford style with heels, made of smooth leather or a synthetic leather substitute. Shoes shall have three to six pairs of eyelets for lacing. A seam around the toe is authorized. Heel height may not exceed 1 inch. Sole edges, heels and laces must be white.

INSIGNIA. Hard shoulder boards are worn with this uniform.

BREAST INSIGNIA/DEVICES. Name tag, ribbons and Auxiliary Qualification devices are worn.

HAT. The combination cap is worn with this uniform.

ACCESSORIES. The Overcoat and Trenchcoat may be worn with this uniform.

WINTER DRESS BLUE

This Winter uniform may be worn instead of the Service Dress Blue, Bravo uniform except when a coat and tie are more appropriate.

TROUSERS. Trousers shall be the same as prescribed for Service Dress Blue, Bravo. Women may wear a skirt (optional) that is the same as prescribed for the Service Dress Blue, Bravo.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display the Auxiliary emblem.

SHIRT. A long sleeve, Coast Guard blue winter shirt is worn, that matches the color and material of the trousers.

TIE. A CG Blue four-in-hand tie of suitable length is worn. Clip-on types are optional.

STOCKINGS. Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.

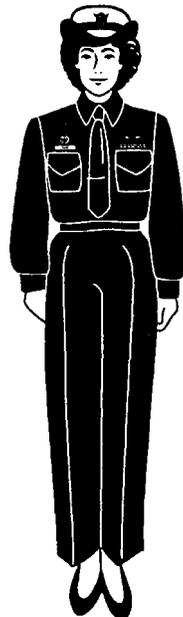
SHOES. Dress shoes are the same as prescribed for the Service Dress Blue, Bravo uniform. For wear with trousers, optional service shoes are the same as prescribed for the Service Dress Blue, Bravo uniform.

INSIGNIA. Metal Collar devices are worn.

BREAST INSIGNIA/DEVICES. Name tag, ribbons and Auxiliary Qualification devices are worn.

HAT. The garrison, combination or Air Force cold weather cap is worn.

ACCESSORIES. The Reefer, Overcoat, Trenchcoat, and Woolly Pully may be worn with the uniform.



Winter Dress Blue

TROPICAL BLUE LONG

This Summer uniform may be worn instead of the Service Dress Blue, Bravo uniform except when a coat and tie are more appropriate.

SKIRT. The skirt and optional trousers are the same as prescribed for the Service Dress Blue, Bravo Uniform.

SHIRT. One of two shirts may be worn. One may be the new CG style shirt with a stand-up collar, short sleeves, epaulets, and front gathers below the front shoulder seam. With this shirt, the collar is worn open with no tie. The other may be the older CG officer style, short sleeve shirt with open collar and shoulder loops.

STOCKINGS. Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.

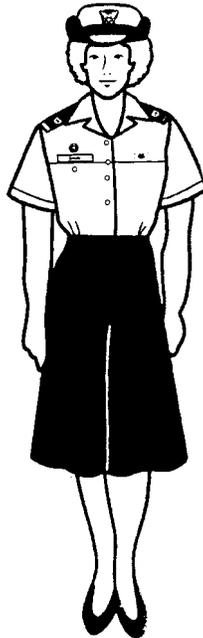
SHOES. Dress Shoes and Service Shoes shall be the same as prescribed for Service Dress Blue, Bravo uniform.

INSIGNIA. Soft or enhanced shoulder boards are worn on the Air Force style shirt. Hard shoulder boards are worn on the older Coast Guard style shirt.

BREAST INSIGNIA/DEVICES. This uniform is worn with ribbons, breast insignia, qualification devices and name tags.

HAT. The garrison or combination cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Trenchcoat, and Wooly Pulley may be worn with the uniform.



Tropical Blue Long

UNDRESS BLUE - WINTER

This Winter uniform is worn for "dressy" situations and is appropriate for classrooms, unit meetings and boating safety booths.

SKIRT. The skirt and optional trousers are the same as prescribed for the Service Dress Blue, Bravo Uniform.

SHIRT. The shirt is the Air Force style shirt with a stand-up collar, long sleeves, two button cuff closures, epaulets, and front gathers below the front shoulder seam.

TIE. The Coast Guard ascot is worn.

STOCKINGS. Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn with service shoes.

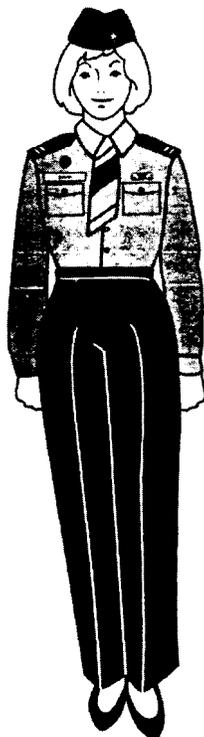
SHOES. Dress shoes and optional service shoes are the same as prescribed for the Service Dress Blue, Bravo uniform.

INSIGNIA. Soft or enhanced shoulder boards are worn on the shirt.

BREAST INSIGNIA/DEVICES. This uniform is worn with breast insignia, Auxiliary qualification devices and name tags. Ribbons ARE NOT worn.

HAT. The garrison or combination cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Trenchcoat, Windbreaker, Work Jacket and Woolly Pull, with enhanced (or soft) shoulder boards, may be worn with the uniform.



Undress Blue - Winter

UNDRESS BLUE - SUMMER, ALPHA

This Summer uniform is worn for "dressy" situations. It is appropriate for wear in classrooms, at unit meetings and at Boating Safety Booths.

SKIRT. The skirt and optional trousers are the same as prescribed for the Service Dress Blue, Bravo Uniform.

SHIRT. One of two shirts may be worn. One may be the Air Force style shirt with a stand-up collar, short sleeves, epaulets, and front gathers below the front shoulder seam. With this shirt, the collar is worn open with no tie. The other may be the older Coast Guard enlisted style, short sleeve shirt with open collar and no shoulder loops.

STOCKINGS. Stockings are worn with dress shoes and shall be made of plain material, flesh-color, undecorated. Stockings will be seamless. When wearing trousers, black socks, made of knitted or rib knit, undecorated material may be worn when wearing service shoes.

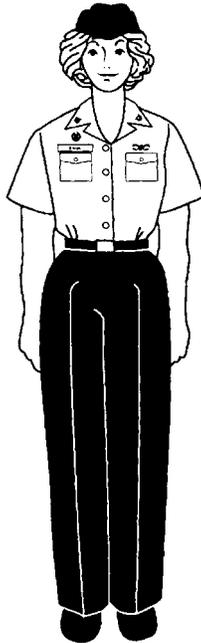
SHOES. Dress Shoes and Service Shoes shall be the same as prescribed for Service Dress Blue, Bravo uniform.

INSIGNIA. Metal Collar devices are worn. Enhanced or soft shoulder boards are NOT worn with the Air Force style shirt.

BREAST INSIGNIA/DEVICES. This uniform is worn with breast insignia, Auxiliary qualification devices and name tags. Ribbons ARE NOT worn.

HAT. The garrison or combination cap is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Windbreaker, Work Jacket, Trenchcoat, and Woolly Pully, with enhanced (or soft) shoulder boards, may be worn with the uniform.



Undress Blue - Summer, Alpha

UNDRESS BLUE - SUMMER, BRAVO

This Summer uniform is worn for "working" situations and is appropriate for operations and conducting CMEs.

TROUSERS. The trousers shall be the Coast Guard "work trousers" and are made of cotton/polyester, wash and wear material.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display an approved Auxiliary emblem.

SHIRT. One of two shirts may be worn. One may be the new CG style shirt with a stand-up collar, short sleeves, epaulets, and front gathers below the front shoulder seam. With this shirt, the collar is worn open with no tie. The other may be the older CG enlisted style, short sleeve shirt with open collar and no shoulder loops.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

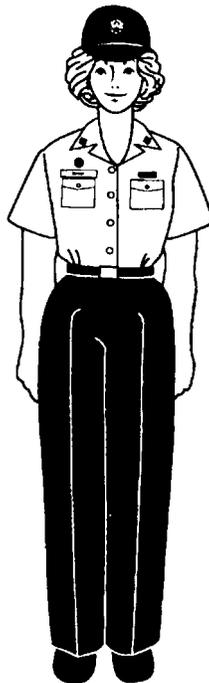
SHOES. Blue, white or brown boating shoes are worn with this uniform.

INSIGNIA. Metal Collar devices are worn. Enhanced or soft shoulder boards are NOT worn with the Air Force style shirt.

BREAST INSIGNIA/DEVICES. This uniform is worn with breast insignia, Auxiliary qualification devices and name tags. Ribbons ARE NOT worn.

HAT. A unit baseball cap with metal collar device or a blue working utility cap with a miniature cap device is worn with this uniform.

ACCESSORIES. The Reefer, Overcoat, Windbreaker, Work Jacket, Trenchcoat, and Woolly Pully, with enhanced (or soft) shoulder boards, may be worn with the uniform.



Undress Blue - Summer, Bravo

WORKING BLUE

This working uniform is appropriate for operations and in conducting CMEs.

TROUSERS. The trousers shall be the Coast Guard "work trousers" and are made of cotton/polyester, wash and wear material.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display the Auxiliary emblem.

SHIRT. The shirt shall be the Coast Guard "work shirt" and is made of Coast Guard dark blue basket weave polyester and cotton material with an open-notched lapel collar forming a V-neck. The shirt has both long and short sleeve versions. It has two patch pockets with button flap closure.

SOCKS. Socks shall be black, made of knitted or rib knit, undecorated material.

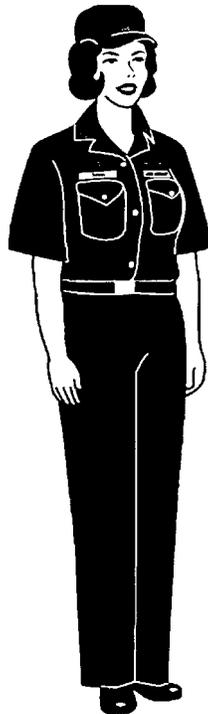
SHOES. Blue, white or brown boating shoes are worn with this uniform.

INSIGNIA. Metal Collar pin or sew-on devices are worn.

BREAST INSIGNIA/DEVICES. This uniform is worn with breast insignia, Auxiliary qualification devices and name tags. Ribbons ARE NOT worn. Sew-on cloth "NAME" and "USCG AUXILIARY" tapes may be used.

HAT. A unit baseball cap with metal collar pin or sew-on devices or a blue working utility cap with a miniature cap pin or sew-on device is worn with this uniform.

ACCESSORIES. The Windbreaker, Work Jacket, Cold Weather jacket, Trenchcoat, and Wooly Pully, with enhanced (or soft) shoulder boards, may be worn with this uniform.



Working Blue

HOT WEATHER BOAT CREW OUTFIT

This outfit is worn when authorized by the District Commander for certain operational and training situations. This outfit is appropriate for all boat crews and for conducting CMEs, PWC safety checks and CFVEs.

SHORTS. Modified standard CG blue utility trousers evenly hemmed three to six inches above the knee.

BELT. A black web belt with a silver buckle and tip. The buckle may be plain or display the Auxiliary emblem.

SHIRT. One of two shirts may be worn, either the standard CG light blue (Air Force) shirt or the standard CG dark blue short sleeve shirt. Shirts must be worn tucked into the shorts.

SOCKS. Socks shall be all white, athletic type, crew length.

SHOES. Dark brown boat/deck shoes with nonskid/nonmarking soles or all white, low top, athletic shoes with nonskid/nonmarking soles.

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INSIGNIA. Metal collar devices are worn with this outfit.

BREAST INSIGNIA/DEVICES. This outfit is worn with breast insignia, Auxiliary qualification devices and name tags (unless the individual is wearing a PFD). Ribbons ARE NOT worn with this uniform.

HAT. A unit baseball cap with metal member pin or sew-on device or a blue working utility cap with the miniature garrison cap device centered above the visor.

PROCUREMENT OF ITEMS. Instructions concerning the procurement of the items for this outfit are contained in COMDTINST 1020.11 (CG Hot Weather Boat Crew Outfit).

CHAPTER 11. AUXILIARY MEMBER RECOGNITION

- A. Recognition for Auxiliarists. Members of the Auxiliary, being volunteers, receive no direct compensation for the many hours of time and effort they donate to the CG. The recognition of an Auxiliarist's service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program. In many respects, the recognition they receive through these awards can be considered to be their "paycheck." **The service and actions of the Auxiliarists should receive the appropriate recognition and awards to the maximum extent possible.**
- B. Descriptions of Auxiliary Awards.
1. Auxiliary Distinguished Service Award.
 - a. The Auxiliary Distinguished Service Award (DSA) recognizes those individuals who distinguish themselves by contributing exceptionally meritorious and distinguished service to the CG Auxiliary as a national organization. The CG Auxiliary Distinguished Service Award is only awarded by the Commandant.
 - b. The performance required to justify this award is exceptional performance of duty that benefits the Auxiliary as a whole. This performance, therefore, must be clearly much higher than normally expected, and must have a measurable, positive effect on the entire organization. Normally this award will be given to elected and appointed officers for extraordinary achievement. However, do not interpret this to preclude the award to any person whose service meets the requirement.
 - c. The key words for this award are: for persons who DISTINGUISH themselves by contributing EXCEPTIONAL MERITORIOUS service to the entire organization. To justify this award, exceptional performance of duty, clearly much higher than normally expected, which has resulted in significant benefit to the entire Auxiliary organization, is required.
 - d. This award consists of Commandant's citation letter, a plaque, ribbon, miniature medal, and lapel pin. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

- e. Although active duty and reserve members can be recognized with this award, the associated ribbon and medal are not authorized for wear on the military duty uniform.

2. Plaque of Merit.

- a. The Plaque of Merit is given to Auxiliary members in recognition of extreme skill in performing an assist or rescue that involves risk to the Auxiliarist's life. The Plaque of Merit may be awarded by any Flag Officer.
- b. This award recognizes heroism in the face of grave personal risk and which clearly stands out as above normal expectations.
- c. The key aspects of performance for award of the Plaque of Merit are: EXTREME SKILL in performing an ASSIST OR RESCUE at RISK TO THE MEMBER'S LIFE. As can be seen, the Plaque of Merit can only be given for an assist or rescue. The individual must have exercised extreme skill, as opposed to just skill required for the Award of Operational Merit. Lastly, there must have been risk to the member's life. Neither the assist nor rescue need be successful, only that the action required extreme skill and was performed or attempted at risk to the member's life.
- d. This award consists of a bronze plaque, ribbon and miniature medal. There is no certificate. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

3. Auxiliary Meritorious Service Award.

- a. The Auxiliary Meritorious Service Award (MSA) is awarded to members of the Auxiliary who have contributed exceptional meritorious service to the CG and/or Auxiliary. Members who serve in any capacity within the Auxiliary are eligible. The Auxiliary Meritorious Service Award may be awarded by any Flag Officer.

- b. The meritorious performance of duty must have enhanced Auxiliary goals on a district level. This performance must clearly be of a nature much higher than that normally expected, and which has a significant positive effect on the ability of the CG and/or the Auxiliary to complete its missions and goals.
 - c. For this award, the key words are: OUTSTANDING and MERITORIOUS service worthy of special recognition which contributes significantly to fulfillment of Auxiliary goals at the local level.
 - d. This award consists of a ribbon, miniature medal, and certificate. The operational "O" attachment may be authorized for this award. Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.
4. Award of Operational Merit.
- a. The Award of Operational Merit is given to Auxiliarists in recognition of outstanding skill in performing an assist, rescue, or other meritorious operational service. The Award of Operational Merit may be awarded by any CG Commanding Officer (O6 and above) of an operational unit or serving as division chief or higher at a district office, MLC or HQ or serving as a district director.
 - b. This award recognizes outstanding achievement or service of an operational nature worthy of special recognition.
 - c. For this award, the key words are: OUTSTANDING OPERATIONAL PERFORMANCE or SKILL in performing an ASSIST or RESCUE or OTHER MERITORIOUS OPERATIONAL SERVICE. To receive the Award of Operational Merit, only skill is required, not extreme skill, and there does not have to be a risk to the member's life. Further, outstanding operational performance and other meritorious operational service have been included in this category. This was added to allow recognition of a cumulative series of operational services, none of which, standing alone, would merit this award, but taken as a group, do merit this level of recognition.

- d. This award consists of a ribbon, miniature medal and certificate. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

5. Award of Administrative Merit.

- a. The Award of Administrative Merit is given to members of the Auxiliary in recognition of outstanding administrative assistance that furthers any of the Auxiliary's authorized activities. The Award of Administrative Merit may be awarded by any CG Commanding Officer (O6 or above) or under same circumstances as Award of Operational Merit.
- b. This award recognizes outstanding achievement or service of an administrative nature worthy of special recognition.
- c. The key words for the Award of Administrative Merit are: OUTSTANDING ADMINISTRATIVE ACHIEVEMENT which FURTHERS ANY of the Auxiliary's AUTHORIZED ACTIVITIES. The Award of Administrative Merit is for outstanding administrative services. This requires services accomplished in a manner which is much better than could normally be expected from an Auxiliarist of like capability and experience. Neither doing a difficult job well nor doing a routine job in an excellent manner will suffice. The achievement must be truly outstanding.
- d. This award consists of a ribbon, miniature medal, and certificate. The operational "O" attachment is not authorized for this award. Subsequent awards are signified by 5/16 inch gold/silver stars as appropriate.

6. Award of Merit.

- a. The Award of Merit is given to members of the Auxiliary in recognition of sustained professional and/or leadership achievements in administration or operations. The Award of Merit may be awarded by any CG commanding officer (O-5 and above) of an operational unit or serving as a division chief or higher at a district office or MLC, or Headquarters office or District Auxiliary Director (O-5 and above).

- b. This award recognizes outstanding achievement or service of a nature which is worthy of special recognition as described below.
- c. The key words for the Award of Merit are: SUSTAINED PROFESSIONAL and/or LEADERSHIP ACHIEVEMENTS over a PERIOD OF TIME. The Award of Merit is for sustained achievement. It is for recognition of members who have maintained an outstanding level of performance and/or achievement over a period of time to further authorized activities of the Auxiliary. The achievements could be in administration or operations.
- d. This award consists of a ribbon, miniature medal, and certificate. For achievement in operations, members may wear the operational "O" attachment centered on the ribbon or the medal's suspension ribbon. Subsequent awards are signified by 5/16 inch gold or silver stars as appropriate.

7. Auxiliary Humanitarian Service Award.

- a. The Auxiliary Humanitarian Service Award (HSA) is presented to members of the Auxiliary who distinguish themselves as individuals or as members of an operational unit by meritorious, direct, non-routine participation in a significant act or operation of a humanitarian nature. Direct participation is defined as being physically present at the designated location, having directly contributed and influenced action.
- b. Service rendered in the act or operation being considered must meet the following criteria:
 - (1) Must be above and beyond normal duties.
 - (2) Must have major significance.
 - (3) Must have provided immediate relief, relieve human suffering, and should save lives.
 - (4) Must have affected the outcome of the situation.
 - (5) Must have specific dates and must be restricted to the period of "immediate relief."

c. Examples of the types of acts or operations which may qualify for this award include:

- (1) Significant assistance in the event of national or international disasters, natural or man-made, such as, but not limited to earthquakes, floods, hurricanes, typhoons, or conflagrations.
- (2) Support or resettlement of refugees or evacuees.
- (3) Significant acts or operations directly related to humanitarian service which are above and beyond routine service.
- (4) Participation in domestic disturbances involving law enforcement, equal rights to citizens, or the protection of properties are excluded from this award.

d. This award is considered the Auxiliary equivalent of the military Humanitarian Service Medal (HSM). Since Auxiliary members are not eligible to receive the HSM, the Auxiliary Humanitarian Service Award is awarded to Auxiliarists who participate in the same operations where active duty members are awarded the HSM.

e. This award consists of a ribbon and miniature medal. There is no certificate. For subsequent awards, a 3/16 inch bronze star is authorized to be worn on the suspension ribbon and ribbon bar.

8. Multiple Awards. Members indicate multiple awards of any of the above by adding 5/16" or 3/16" gold/silver stars.

9. Posthumous Awards. All the above awards may be made posthumously.

C. Applicable Coast Guard Awards.

1. Coast Guard Unit Commendation Awards. Auxiliarists are eligible to receive the CG Unit Commendation and the CG Meritorious Unit Commendation awards. The award consists of a ribbon only, there are no miniature medals. A Flag Officer approving authority makes these awards. To be eligible an Auxiliarist must have participated directly in at least 50% of the action in a single operational incident for which the CG unit involved received a citation for one of these awards. The operational "O" is attached when authorized. Members indicate multiple awards by adding 5/16"

gold or silver stars. Specific Auxiliary units awarded the CG Unit Commendation are authorized to fly the award pennant for three years after the award and on occasions of dress or full dress thereafter.

2. Commandant Award of Coast Guard Unit Commendation. On 1 Sept 1993, the Commandant awarded the CG Unit Commendation to the Auxiliary. Only those Auxiliarists who were members during the period from Oct 1991 through Nov 1992 are authorized to wear the CG Unit Commendation as a result of this award.
3. Coast Guard Bicentennial Unit Commendation. Only those Auxiliarists who were members during the entire period from Mar 1989 to Oct 1989 are authorized to wear the CG Bicentennial Unit Commendation. The award consists of a ribbon only; there is no miniature medal.
4. Coast Guard Meritorious Team Commendation Award. Auxiliarists are eligible to receive the CG Meritorious Team Commendation award.
 - a. A Captain (O-6) or higher serving in command billets (area, MLC, district, unit), serving as an office chief at CGHQ or serving as an Auxiliary District/Regional Director authorize this award. To be eligible, an Auxiliarist must have made a significant contribution to a group or team cited for the award. This team can consist of Auxiliarists and other team CG members, or all Auxiliarists.
 - b. The command member, exercising operational or administrative control of the **chartered team** should initiate the recommendation. Recommendations for the Meritorious Team Commendation are made to appropriate operational CG commanders for actions under their control. Awards involving Auxiliary flotilla, division or district staffs must be forwarded to the applicable Director who will process via an Auxiliary or District Awards Board, as appropriate. Recommendations involving Auxiliary national staff members must be forwarded to the Chief Director, who will process came through appropriate channels. Awards should be recommended promptly after the action as there is a time limitation for making recommendations.
 - c. Separate recommendations for each team member are NOT required. A single award recommendation form (CG-1650) with a proposed citation, together with a complete listing of all

eligible members must be included. If the operational "O" device is recommended, the citation should indicate same. Only those members who serve for the entire meritorious period and made a significant contribution to the overall team accomplishments should be included. For Auxiliarists, include full name, member number and current office held. For CG members, include full name, rank/grade, SSN, and current unit assignment.

- d. The award consists of a ribbon only; there is no miniature medal. The operational "O" is attached when authorized. Members indicate multiple awards by adding 5/16 inch gold or silver stars as appropriate.
 - e. Inasmuch as the Meritorious Team Commendation and the Auxiliary Group Action Award recognize the same levels of performance and inasmuch as Auxiliary members are eligible to recommend or receive either award, the Auxiliary Group Action Award is retired. Members who previously earned the Group Action Award may continue to wear it until unserviceable.
5. Special Operations Service Ribbon. Auxiliarists who participate in a CG special operation, not involving combat, may receive this award. It is for individuals not recognized by another service award for the same operation, during the same period of service. This award can be authorized by the Commandant or an Area Commander.
6. Recruiting Service Ribbon. Auxiliarists are eligible to receive the Recruiting Service Ribbon.
- a. Auxiliarists who have successfully completed the Recruiter Personnel Qualification Standards (PQS), are authorized to wear the Recruiting Badge. They must have augmented a recruiting office for two year minimum since 1 Jan 1980 to be eligible.
 - b. The approval authority for this award is the Director of the CG Recruiting Center. Recommendations should be forwarded to:

Director (MPC-CGRC-3)
Coast Guard Recruiting Center
4200 Wilson Blvd. - Suite 450
Arlington, VA 22203-1804

D. Applicable Non-Military Awards.

1. Department of Transportation Gold Medal Award. Only those Auxiliarists who were members during the period from 1 October 1993 to 30 September 1994 are authorized to wear the ribbon that accompanies the DOT Gold Medal for Outstanding Achievement. The ribbon is surrounded by a gold frame. No miniature medals are authorized for this award.
2. Lifesaving Awards. Auxiliarists also may become eligible for a Gold or Silver Lifesaving Medal for rescuing or trying to rescue another person from drowning, shipwreck or other peril of the water. The Gold Lifesaving Medal is earned only when the rescue or attempt is at the risk of one's own life. If the action was taken while assigned to duty as an Auxiliarist, award of the Plaque of Merit is more appropriate than the Lifesaving Medals.
3. Public Service Awards. Under the provisions of the CG Public Affairs Manual (COMDTINST M5728.2 (series)) Auxiliarists are not normally eligible for CG Public Service Awards. If recommended by the District Commander, however, such recommendations will be considered on a case-by-case basis by the Commandant.
4. Coast Guard Foundation, Inc. Award of the Year. Auxiliarists, by outstanding service to the CG, also may be eligible for the annual CG Foundation Award. The CG Medals and Awards Manual (COMDTINST M1650.25 (series)) contains the authorization and criteria for this award.

E. Award for Team CG Members.

1. CG Active duty, reserve and civilian employees may also be awarded the Auxiliary Distinguished Service Award (DSA) to recognize any person who makes significant contributions to the Auxiliary on the national level. However, Military members are **not** authorized to wear any Auxiliary miniature medal, ribbon, badge or device on duty uniforms.
2. Auxiliarists are encouraged to work through the CG chain of command to ensure Team Coast Guard members who make significant contributions to the Auxiliary program receive due recognition. District Commodores, Division Captains and Flotilla Commanders should work closely with their active duty, reserve and civilian counterparts to recommend deserving CG members for appropriate active duty and civilian awards.

F. Making a Recommendation.

1. Who Can Recommend. For consideration of all listed awards (except the Auxiliary Distinguished Service Award and the Flotilla Meritorious Achievement), **any Auxiliary member** may make an Auxiliary award recommendation via the chain of leadership and management to the designated awarding authority. Military and CG civilian personnel may make Auxiliary award recommendations directly to their appropriate District Director.
2. National Commodore. National staff members may recommend to the National Commodore (NACO), via the chain of leadership and management, the consideration of a staff member for a meritorious award. The NACO will review it and forward it to the Chief Director with either a favorable or unfavorable endorsement. The Chief Director will endorse likewise and forward to the CGHQ Auxiliary Board of Awards for appropriate final action.
3. Command Initiated Awards. All CG military and civilian personnel can initiate and/or approve meritorious awards for deserving Auxiliarists at the appropriate awarding authority levels. CG Senior Executive Services (SES) civilian personnel, serving in appropriate award authority positions, may take action or approve Auxiliary Awards in the same manner as comparable Flag Officers.
4. What to Recommend. The "Key Words" in the paragraphs describing the meritorious awards will help with the decision. If the act or service meets the requirements, the recommendation is appropriate. If they do not, either an award is not indicated or, the wrong award is being considered.
5. Philosophy. Avoid inflation. Only the truly deserving should receive recognition. To do otherwise dilutes the significance of the award for the deserving recipient and minimizes the value of these awards to the entire organization. Good performance and service should always be recognized, but the presentation of formal awards should be reserved for individuals who have truly distinguished themselves in their service.

G. Procedures.

1. Documentation. The following documentation is required to have an award recommendation considered. The recommending Auxiliary official shall submit the recommendation form and the supporting documents, through the chain of leadership and management, to the NACO or District Commodore (DCO), as appropriate, who will endorse the recommendation and send it to the applicable reviewing authority for consideration. CG military and civilian personnel will use the appropriate chain of command with appropriate copies to the District Director.
 - a. Coast Guard Award Recommendation (Form CG-1650). A copy of this form is included as Appendix 11-2.
 - b. Summary of Action or Service. To make the recommendation for any of the above awards, a SUMMARY OF ACTION OR SERVICE must be prepared by the recommending official. This must be attached to the award recommendation, along with any documents (newspaper clippings, statements from those assisted, copies of CG station logs, letters, etc.) that help justify the recommendation. This SUMMARY is the most important part of the recommendation. Approval or disapproval will be based on the justification presented. Avoid generalities and excessive use of superlatives. Include any of the following, if pertinent or available:
 - (1) Specific examples.
 - (2) Positive results.
 - (3) Monetary savings.
 - (4) Eyewitness statements.
 - (5) Nature of action.
 - (6) Date or inclusive dates.
 - (7) Precise location.
 - (8) Time of day.
 - (9) Names of all involved.
 - (10) Detailed weather conditions.
 - (11) Amount of natural or artificial light.
 - (12) Any other pertinent information.

- c. Citation. The citation is the account of heroic acts or of meritorious achievement of services. It is essentially a condensation of the SUMMARY OF ACTION OR SERVICE. Recipients of awards are entitled to well prepared citations; citations that will be cherished by the member and be a source of pride to their families. The citation may be prepared by an Auxiliary Awards Committee.
 - d. The Summary of Action is **not** required for the Award of Operational Merit, Award of Administrative Merit, and the Award of Merit. The Summary of Action for the Auxiliary Meritorious Service Award should be limited to one page.
2. Approval. The DCO will, following district policy, send documentation to the Director. The Director will review and forward the documentation to either the CG district awards board or a Director established Auxiliary awards board for screening. The appropriate military or Auxiliary awards board shall make appropriate recommendations to the District Commander, where such awarding authority is required. Awards requiring the Commandant's approval will be forwarded to the Chief Director (G-OCX) for submission to the Headquarters Auxiliary Board of Awards.
 3. Lesser Award. Should, at any procedural step, the recommendation not be concurred for approval, a lesser, more appropriate award may be made. This award could include any special district certificate or a Letter of Appreciation from the District Commander or the Auxiliary DCO.
- H. Specialty Recognition.
1. Auxiliary Specialty Ribbon. This recognition is presented to a member who has satisfactorily completed any of the specialty courses. Members add 3/16" bronze or silver stars to show completion of additional courses.
 2. AUXOP. This designation recognizes the satisfactory completion of seven specialty courses, which entitles the member to wear the AUXOP device. After earning the device, members no longer wear the Specialty Ribbon.

I. Auxiliary Program Ribbons.

1. Operations Program. This ribbon recognizes qualifications in the various operations program areas. Members who qualify as an Auxiliary crew member, air observer, ATON verifier, CG watchstander, CG boat crewman or CG boat engineer may wear the Operations Program Ribbon. Watchstanders and boat engineers are defined as Auxiliarists who have been designated in writing by a CG unit or the Director as qualified in that position. Members show multiple qualifications by adding 3/16" bronze or silver stars.
2. Examiner Program. This ribbon recognizes qualifications in various examiner program areas. Members who qualify as a vessel examiner (VE), marine dealer visitor (MDV) or a commercial fishing vessel examiner (CFVE) may wear the Examiner Program Ribbon. Members show multiple qualifications by adding 3/16" bronze or silver stars.
3. Instructor Program. This ribbon recognizes qualification in the instructor (IT) program. Qualified Master Instructors (MI) add a 3/16" bronze star to this ribbon.

J. Auxiliary Service Awards.

1. Sustained Auxiliary Service Award. This award is presented to a member contributing a documented total of 750 volunteer hours of Auxiliary service. Subsequent awards are presented for each additional 750 hours of service. Members indicate multiple awards by adding 3/16" bronze or silver stars, until the tenth award, at which time an hourglass device will be used. This award includes a miniature medal, ribbon and certificate. Eligibility for this award is documented by the Director, using AUXMIS data, whose staff shall then forward the initial medal/ribbon set issue and a prepared certificate to be presented by the Division Captain (DCP).
2. Auxiliary Membership Service Award. This award is presented to any member who completes five cumulative (needs NOT be consecutive) years of Auxiliary membership. Members indicate multiple five year award increments by adding appropriate bronze or silver 3/16" stars. This award, at the first five year award increment, includes a miniature medal, ribbon and certificate. Subsequent awards receive the star device and a certificate showing the numbered years of service.

- K. Flotilla Meritorious Achievement Award. This award is given annually to one flotilla in each district and region. The winning flotilla is subjectively judged by the DCO and Director to have made the most significant contributions to the Auxiliary program that year. Auxiliarists, who have been flotilla members for at least six months and a day during the award period, are eligible to wear the award's ribbon and receive the award's certificate. Members indicate multiple awards by adding 5/16" gold or silver stars.
- L. Procurement of Awards. All CG awards to Auxiliarists will include both ribbon and miniature medal with the exception of the Specialty Award which is only a ribbon.
1. Initial Issue. Any initial award issue should be provided through the CG at no cost to the member. Directors acquire Auxiliary award stocks through the ANSC. CG awards should be acquired through district channels or through Commandant (G-WPM-3).
 2. Replacements. Members may purchase replacement Auxiliary ribbons, medals and devices, for all appropriate awards and qualifications, from the Auxiliary Center (AUXCEN) through established district channels. Replacement CG awards may be purchased through DOD/CG exchanges or through the Uniform Distribution Center in Woodbine, NJ.
- M. Manner of Wearing Miniatures and Ribbon Attachments. Described below are the criteria for wearing attachments to Auxiliary ribbons.
1. Miniature Medals. All Auxiliary awards, except the Specialty Award, have a corresponding miniature medal. When an award has no miniature medal, members may **not** wear the ribbon alone on dinner dress uniforms.
 2. Miniature Devices. Members should wear only miniature medals and devices on dinner dress uniforms. Members may wear the AUXOP and Past Officer devices on all uniforms.
 3. Placement of Attachments. The following diagrams show the proper placement of various ribbon attachments to include stars; the operational silver letter "O" device which is also used for placing hourglass devices.

Ribbons with the "O"

Ribbons without an "O"



First Award



Second Award



Third Award



Fourth Award



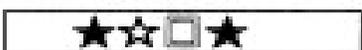
Fifth Award



Sixth Award



Seventh Award



Eighth Award



Ninth Award



 Silver Letter "O"

Tenth Award



 5/16" Gold or 3/16" Bronze Star

Eleventh Award



 5/16" or 3/16" Silver Star

Twelfth Award



Thirteenth Award



4. Attachments may be centered on suspension ribbons of miniature medals as authorized on the award ribbons. For the sake of preserving neatness, members should wear no more than five attachments on a ribbon.
 - a. Silver "O". Only the Award of Merit or Group Action Award, if authorized, will display this attachment. When worn, members should center the "O" on the ribbon.

- b. 5/16" Stars. Members show multiple personal, unit and discontinued AMOS awards by wearing large gold or silver 5/16" stars on the specified award ribbons. A gold star represents the second award. Members add gold stars for each additional award through the fifth award. For the sixth award, a silver star replaces the four gold stars. See the illustration above.
 - c. 3/16" Stars. Members wear small bronze or silver 3/16" stars on program ribbons, the Sustained Auxiliary Service Award, the Membership Service Award, and Specialty ribbons. The 3/16" stars will show additional qualifications and multiple awards, respectively. A bronze star represents a second award or an advanced qualification. Members add bronze stars for each additional award or advanced qualification, through the fifth occasion. For the sixth award or advanced qualification, members replace the four bronze stars with a silver star shown in the illustration provided.
 - d. Hourglass Device. Members wear a single bronze, silver or gold hourglass device centered on the Sustained Auxiliary Service Award. A ribbon with a bronze hourglass device will designate accumulation of 7500 volunteer service hours; multiple star devices shall be removed. A silver hourglass will be awarded after accumulation of 15000 total volunteer service hours. A gold hourglass device shall be awarded after accumulation of 25000 total volunteer service hours. No further star devices or multiple hourglass devices will be added to the ribbon after the service hours for each hourglass device level are awarded. Directors will provide the ribbon with a bronze, silver or gold hourglass, as required, as replacement for any previous level award. Appropriate service certificates will be provided to Directors by Commandant (G-OCX) to accompany all hourglass awards.
5. Discontinued Attachments to Retired Ribbons. Members are not authorized to wear anchors, the letter "S" or "X", and numerals on any CG or Auxiliary ribbons. Those members still wearing retired ribbons should remove these attachments from them.

N. Additional Auxiliary Awards.

1. Life Membership. This award is given to DCOs in recognition of service at the conclusion of their office term. Award of Life Membership does not change member status or carry any special rights except exempting from paying National dues by past DCOs.. The award consists of a certificate to be presented by the Chief Director and NACO at an appropriate ceremony at a national level meeting. There is no ribbon, medal or plaque connected with Life Membership.
2. Certificate of Appreciation. At the Chief Director's discretion, a Chief Director's Certificate of Appreciation may be presented to any person in "appreciation for outstanding service in furthering CG Auxiliary aims or programs". Recommendations for this special certificate should be forwarded through the Director to Commandant (G-OCX-1) for consideration and/or processing.
3. National Board Auxiliary Awards. The Auxiliary National Board may establish national awards for outstanding performance by members and units in Auxiliary activities and programs. These awards may consist of trophies, plaques, or certificates. The Board's Standing Rules will specify the name, purpose, nature and applicable conditions of all awards offered.
4. District Board Auxiliary Awards. A district board may establish district awards for outstanding performance by members and units in Auxiliary activities and programs. These awards may consist of trophies, plaques, or certificates. The District Board's Standing Rules will specify the name, purpose, nature and applicable conditions of all awards offered.
5. Awards for Non-Members of the Auxiliary. There are occasions when individuals who are not Auxiliary members contribute significantly to promoting the Auxiliary goals and missions. Such contributions and efforts are important to recognize in the following manner:
 - a. Certificate of Appreciation. An award, known as the Certificate of Appreciation, is authorized for presentation to non-members. Those persons who, in the NACO's opinion, have given noteworthy cooperation or assistance to the Auxiliary and its activities are eligible to receive this certificate with the NACO's signature and with an embossed Auxiliary seal. Award recommendations are submitted via Auxiliary channels to NACO.

b. Honorary Membership/Honorary Commodore. Individuals, who are not Auxiliary members, may be awarded Honorary Membership. Such distinction is intended for those individuals who provide notable service to the Auxiliary and its programs. In certain limited and selected cases, non-Auxiliarists may be awarded the title of Honorary Commodore. Honorary Commodores must be of prominence and whose outstanding contributions to the Auxiliary's purpose and promotion are approved by the Commandant and NACO.

0. Relationship Between Coast Guard and Auxiliary Awards. The following table demonstrates equivalent relationships between the CG and Auxiliary awards and should be used in deciding the appropriateness of a considered award.

EQUIVALENT RELATIONSHIP BETWEEN COAST GUARD MILITARY AND COAST GUARD AUXILIARY AWARDS		
<u>COAST GUARD AUXILIARY AWARD</u>	<u>COAST GUARD MILITARY AWARD</u>	<u>REASON FOR CG AWARD</u>
Distinguished\ Service Award	Distinguished Service Medal	Exemplary Meritorious Achievement
(none)	Legion of Merit	Outstanding Meritorious Service
Plaque of Merit	Coast Guard Medal	Heroism not involving conflict with an enemy
Meritorious Service Award	Meritorious Service Medal	Meritorious service in the performance of duty
Award of Operational Merit	CG Commendation Medal with "O" device	Outstanding operational achievement
Award of Administrative Merit	CG Commendation Medal	Outstanding administrative achievement
Award of Merit	CG Achievement Medal & Comdt. Ltr of Commendation	Superior performance of duty

P. Precedence for Awards. The Auxiliary's Awards, as the parent organization, will precede all other organizational awards except as noted. DOT awards are listed, but other civilian governmental departments, international, and foreign awards may be appropriately worn. Information on other award precedence not shown is available from Commandant (G-OCX-1) or (G-WOM-1) or as found in the Uniform Regulations Manual - COMDTINST M102.6D (series). The order of precedence for most awards which may be worn by Auxiliarists is as follows:

1. Personal Decorations

- Medal of Honor
- * Distinguished Service Cross; Air Force Cross; Navy Cross
Auxiliary Distinguished Service Award
Defense Distinguished Service Medal
DOT Distinguished Service Award
- * Coast Guard Distinguished Service Medal
Distinguished Service Medals: Navy; Air Force
Presidential Medal of Freedom
National Security Medal
NASA Distinguished Service Medal
National Science Medal
Merchant Marine Distinguished Service Medal
PHS Distinguished Service Medal
Silver Star Medal
Secretary's Award for Outstanding Achievement (DOT Individual Gold Medal)
Defense Superior Service Medal
Legion of Merit
Distinguished Flying Cross
Coast Guard Medal
Auxiliary Plaque of Merit
- * Navy/Marine Corps Medal
Soldier's Medal
Airman's Medal
Gold Lifesaving Medal
Bronze Star Medal
Purple Heart Medal
Auxiliary Meritorious Service Award
Defense Meritorious Service Medal
Meritorious Service Medal
Merchant Marine Meritorious Service Medal
PHS Meritorious Service Medal

Air Medal
Silver Lifesaving Medal
Secretary's Award for Meritorious Achievement (DOT Individual
Silver Medal)

Auxiliary Award of Operational Merit

Auxiliary Award of Administrative Merit

- * Joint Service Commendation Medal
- Coast Guard Commendation Medal
- Commendation Medals: Navy; Army; Air Force
- Merchant Marine Mariner's Medal
- PHS Outstanding Service Medal
- PHS Commendation Medal
- Secretary's Award for Superior Achievement (DOT Individual
Bronze Medal)

Auxiliary Award of Merit

- Joint Service Achievement Medal
- * Coast Guard Achievement Medal
- Achievement Medals: Navy; Army; Air Force
- PHS Achievement Medal**
- NOAA Corps Director's Ribbon**
- Sustained Auxiliary Service Award**
- Commandant's Letter of Commendation Ribbon Bar
- Combat Action Ribbon

2. Unit Awards

Presidential Unit Citation
Joint Meritorious Unit Award

DOT Gold Medal Ribbon

Coast Guard Unit Commendation

- * Navy Unit Commendation; Army Valorous Unit Award; Air Force
Outstanding Unit Award; Air Force Organizational Excellence
Award (Note if both Air Force awards are earned, they are
worn together, with the Outstanding Unit Award ahead of the
Organizational Excellence Award.)

Coast Guard Meritorious Unit Commendation

- * Navy Meritorious Unit Commendation
- * Army Meritorious Unit Commendation

Coast Guard Meritorious Team Commendation

Auxiliary Group Action Award

Coast Guard "E" Ribbon

Navy "E" Ribbon

Coast Guard Bicentennial Unit Commendation

3. Campaign and Service Awards

- Prisoner of War Medal
- Coast Guard Good Conduct Medal
- * Good Conduct Medals: Navy; Marine Corps; Army; Air Force
- Coast Guard Reserve Good Conduct Medal
- Naval Reserve Meritorious Service Medal
- Organized Marine Corps Reserve Medal
- * Expeditionary Medals: Navy; Marine Corps
- American Defense Service Medal
- American Campaign Medal
- European-African-Middle Eastern Campaign Medal
- Asiatic-Pacific Campaign Medal
- World War II Victory Medal
- U.S. Antarctic Expedition Medal
- Navy Occupation Service Medal
- Army of Occupation Medal
- Medal for Humane Action
- China Service Medal
- National Defense Service Medal
- Korean Service Medal
- Antarctica Service Medal
- Arctic Service Medal
- Armed Forces Expeditionary Medal
- Vietnam Service Medal
- Southwest Asia Service Medal
- Auxiliary Humanitarian Service Award**
- Humanitarian Service Medal
- Special Operations Service Ribbon**
- Military Outstanding Volunteer Service Medal
- Coast Guard Sea Service Ribbon
- Coast Guard Restricted Duty Ribbon
- Navy/Marine Corps Sea Service Deployment Ribbon; Army Overseas Ribbon; Navy/Marine Corps Overseas Service Ribbon; Air Force Overseas Ribbon ("Short Tour" replaces "Long Tour" version)
- Navy Arctic Service Ribbon
- Naval Reserve Sea Service Ribbon
- Coast Guard Basic Training Honor Graduate Ribbon
- Air Force Basic Military Training Honor Graduate Ribbon
- Coast Guard Recruiting Service Ribbon**
- * Armed Forces Reserve Medal

Naval Reserve Medal; Marine Corps Reserve Ribbon; Army Reserve Components Achievement Medal; Air Reserve Forces Meritorious Service

Auxiliary Specialty Ribbon

Operations Program Ribbon

Examiner Program Ribbon

Instructor Program Ribbon

Auxiliary Membership Service Award

Flotilla Meritorious Achievement Award

Auxiliary AMOS Member Resource Unit Award

Auxiliary AMOS Vessel Examination Unit Award

Auxiliary AMOS Public Education Unit Award

Auxiliary AMOS Operations Unit Award

Merchant Marine Gallant Ship Unit Citation

Merchant Marine Defense Bar

Merchant Marine Combat Bar

Merchant Marine Atlantic War Zone Bar

Merchant Marine Pacific War Zone Bar

Merchant Marine Mediterranean/Middle East War Zone Bar

Merchant Marine World War II Victory Medal

Merchant Marine Korean Service Bar

Merchant Marine Vietnam Service Bar

Public Health Service Outstanding Unit Citation

Public Health Service Unit Commendation

Public Health Service Hazardous Duty Ribbon

Public Health Service Foreign Duty Ribbon

Public Health Service Special Assignment Ribbon

Public Health Service Isolated Hardship Ribbon

4. Foreign Personal Decorations and Unit Awards

Philippine Presidential Unit Citation

Korean Presidential Unit Citation

Vietnam Presidential Unit Citation

Vietnam Air Service Medal

Republic of Vietnam Meritorious Unit Citation Gallantry Cross Medal

Republic of Vietnam Meritorious Unit Citation

Civil Actions Medal First Class

5. Non-U.S. Service Awards

Philippine Defense Ribbon
Philippine Liberation Ribbon
Philippine Independence Ribbon
United Nations Service Medal
United Nations Medal

6. Foreign Service Awards

Republic of Vietnam Campaign Medal ("60 medal)
Kuwait Liberation Medal
Bosnia Service Medal

7. Marksmanship Awards

Coast Guard Expert Rifleman Medal or Sharpshooter/Marksman Ribbon
Coast Guard Expert Pistol Shot Medal or Sharpshooter/Marksman Ribbon
Other Service Marksmanship Ribbons

*NOTE: Marksmanship Medals are included in breast device choices if suspended from a pocket flap (Army and Marine).

Legend

* - Indicates equivalent awards, worn in the order first earned.

- Indicates discontinued/retired Auxiliary awards.

BOLD - Indicates awards an Auxiliarist without prior military service may earn.

Q. Discontinued Awards. The following listed awards are no longer issued and may no longer be worn:

1. Air Observer/Pilot Ribbon.
2. Auxiliary Service Award.
3. Flotilla Achievement Awards (the six "GAP" ribbons).

R. Informal Recognition. In addition to formally recognizing an Auxiliarist's service through appropriate awards, there is immeasurable value to providing positive feedback to those individuals who give valuable time and effort to the flotilla, division, district, or national Auxiliary organization. Individuals need personal recognition for their efforts to continue to perform at consistently high levels.

1. Such recognition is provided in a number of different ways limited only by the imagination of the person giving the recognition. Some examples include:
 - a. Certificates or letters of appreciation to individuals from the unit's senior elected member.
 - b. Public recognition at all unit gatherings and social events.
 - c. An article in flotilla, division, or district newsletters or other significant publications; such as the Navigator or Coast Guard magazine. Recognition in local military base newspapers, Home Town news release program or local military PAO office releases are helpful to both member and organizational recognition in the community. All CG and Auxiliary PA officers should be involved.
 - d. The creation of specific informal awards; such as "Member of the Month/Quarter" or "Commander's Award of Excellence". These awards could be accompanied by certificates, pins or other items purchased with unit funds.
2. **The most important recognition aspect is the honor goes directly from one person to another, from peers and supervisors alike. Giving such recognition demonstrates a high level of interpersonal skills and is another mark of an accomplished leader.**
3. An additional source for informal recognition awards is the Rewards and Recognition Handbook (COMDTPUB P1650.37).

TERMS FOR REFERENCING AWARDS

Coast Guard personnel who have received awards from other military Services or departments of the United States Government, foreign governments, or other agencies will wear such awards on the Coast Guard uniform only as prescribed.

When referencing awards, the following terms will be used:

Award

An all-inclusive term covering any decoration, medal, badge, ribbon, or an attachment thereof, bestowed upon an individual.

Decoration

An award bestowed upon an individual for a specific individual act of gallantry or meritorious service.

Unit Award

An award made to an operating unit and worn only by members of that unit who participated in the cited action.

Service Award

An award made to those who have participated in designated wars, campaigns, expeditions, or who have fulfilled in a creditable manner specified service requirements.

Medal

An award presented to an individual for performance of certain duties, acts, or services. Medals consist of a suspension ribbon made in distinctive colors from which hangs a medallion.

Miniature Medal

A replica of a large medal, made to a scale of the original. **Note:** The Medal of Honor does not have a miniature medal.

Badge

An award to an individual for some special proficiency which consists of a medallion often hung from a bar or bars.

Ribbon or Ribbon Bar

Consists of a portion of the suspension ribbon of a medal, and is worn in lieu of the medal. The dimensions of the ribbon will be 1 3/8 inches x 3/8 inch.

Rosette

Lapel device made by gathering the suspension ribbon of the medal into a circular shape.

Lapel Button

A miniature replica of the ribbon or ribbon bar.

Attachment

Any appurtenance such as a star, letter device, clasp or other device worn on the suspension ribbon of a medal or on the ribbon (ribbon bar).

APPENDIX 11-A

Coast Guard Award Recommendation Form
CG-1650

COAST GUARD AWARD RECOMMENDATION		1. RECOMMENDED AWARD			
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE)		3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.)		3B. "O" DEVICE YES NO N/A	
PERSONAL AWARD INFORMATION (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI)		10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZED (ATTACH COPY)			
5. SOCIAL SECURITY NUMBER		11. PRESENT DUTY STATION (AUX: DIVISION/FLOTILLA)			
6. BRANCH OF SERVICE	7. STATUS AUXILIARY CIVILIAN REGULAR RESERVE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED)		
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX: POSITION TITLE)		13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED			
9A. DETACHMENT DATE	9B. RETIREMENT YES <input type="checkbox"/> NO <input type="checkbox"/>				
14. FOR CIVILIAN RECOMMENDATIONS ONLY					
14A. PREVIOUS AWARDS DURING PAST 3 YEARS		14B. RECOMMENDED AMOUNT OF AWARD (IF APPLICABLE)			
		14C. RECOMMENDED AMOUNT OF TIME OFF (IF APPLICABLE)			
UNIT/TEAM AWARD INFORMATION					
15. NAME OF UNIT/TEAM		16. LOCATION OF UNIT/TEAM AT TIME OF ACTION			
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, SSN, GRADE/RATE, STATUS, AND PRESENT DUTY STATION.					
18. NAME, GRADE, TITLE OF ORIGINATOR		PHONE NO.	SIGNATURE	DATE	
19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE, GRADE, TITLE	DATE
1.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
20. DISPOSITION BY AWARDING AUTHORITY AWARD APPROVED		"O" DEVICE <input type="checkbox"/> YES <input type="checkbox"/> NO	EXTRAORDINARY HEROISM APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	SIGNATURE, GRADE, TITLE	DATE
21. SUMMARY OF ACTION: ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBERS' CONTRIBUTION? (SEE COMDTINST M1650.25 (SERIES)) FOR CIVILIAN AWARDS: SHOULD NOT EXCEED THREE PAGES: SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION IF APPLICABLE.					

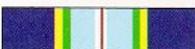
DEPT. OF TRANSP., USCG CG-1650 (5/94)
SUPERSEDES OPNAV 1650/3

Form CG-1650

11-27

APPENDIX 11-B
Auxiliary Ribbon Chart

COAST GUARD AUXILIARY AWARDS IN ORDER OF PRECEDENCE

	COAST GUARD AUXILIARY DISTINGUISHED SERVICE AWARD	★ ★		COAST GUARD AUXILIARY HUMANITARIAN SERVICE AWARD	★ ★
	PLAQUE OF MERIT	★ ★		COAST GUARD SPECIAL OPERATIONS SERVICE RIBBON	★ ★
	COAST GUARD AUXILIARY MERITORIOUS SERVICE AWARD	★ ★		COAST GUARD RECRUITING SERVICE RIBBON	
	AWARD OF OPERATIONAL MERIT	★ ★		SPECIALTY TRAINING RIBBON	★ ★
	AWARD OF ADMINISTRATIVE MERIT	★ ★		OPERATIONS PROGRAM RIBBON	★ ★
	AWARD OF MERIT	○ ★ ★		EXAMINER PROGRAM RIBBON	★ ★
	CG SUSTAINED AUXILIARY SERVICE AWARD	★ ★		INSTRUCTOR PROGRAM RIBBON	★
	SECRETARY'S OUTSTANDING UNIT AWARD			AUXILIARY MEMBERSHIP SERVICE RIBBON	★ ★
	COAST GUARD UNIT COMMENDATION	○ ★ ★		FLOTILLA MERITORIOUS ACHIEVEMENT AWARD	★ ★
	COAST GUARD MERITORIOUS UNIT COMMENDATION	○ ★ ★		*AMOS MEMBER RESOURCES AWARD	★ ★
	COAST GUARD MERITORIOUS TEAM COMMENDATION	○ ★ ★		*AMOS VESSEL EXAMINATIONS AWARD	★ ★
	*CG AUXILIARY GROUP ACTION AWARD	○ ★ ★		*AMOS PUBLIC EDUCATION AWARD	★ ★
	COAST GUARD BICENTENNIAL UNIT COMMENDATION			*AMOS OPERATIONS AWARD	★ ★

* DISCONTINUED IN 1995

★ 5/16" (Gold Star) DENOTES EACH SUBSEQUENT AWARD OF THE SAME MERITORIOUS UNIT OR UNIT AWARD.

★ 3/16" (Bronze Star) DENOTES ADDITIONAL QUALIFICATIONS AND MULTIPLE AWARDS.

○ SILVER — DENOTES PERFORMANCE UNDER OPERATIONAL CONDITIONS. WORN CENTERED ON RIBBON

★ 5/16" (Silver Star) WORN IN THE SAME MANNER AS THE GOLD STAR, IN LIEU OF FIVE GOLD STARS.

★ 3/16" (Silver Star) WORN IN THE SAME MANNER AS THE BRONZE STAR BUT EACH SILVER STAR IS WORN IN LIEU OF FIVE BRONZE STARS.

DISCONTINUED AWARDS MAY BE WORN IF IN GOOD CONDITION.

Auxiliary Ribbon Chart

APPENDIX 11-C
Auxiliary Insignia Chart and Miniature Medals

AUXILIARY MINIATURE MEDALS

(In Order of Precedence)



CG AUXILIARY
DISTINGUISHED
SERVICE AWARD



PLAQUE OF
MERIT



CG AUXILIARY
MERITORIOUS
SERVICE AWARD



AWARD OF
OPERATIONAL
MERIT



AWARD OF
ADMINISTRATIVE
MERIT



AWARD OF
MERIT



CG SUSTAINED
AUXILIARY SERVICE
AWARD



CG AUXILIARY
HUMANITARIAN
SERVICE AWARD



OPERATIONS
PROGRAM
RIBBON



EXAMINER
PROGRAM
RIBBON



INSTRUCTOR
PROGRAM
RIBBON



AUXILIARY
MEMBERSHIP
SERVICE



FLOTILLA
MERITORIOUS
ACHIEVEMENT
AWARD

Auxiliary Miniature Medals

GEOGRAPHIC ALIGNMENT OF COAST GUARD AREAS AND DISTRICTS, AND OF AUXILIARY AREAS, DISTRICTS, AND REGIONS

- A. The geographic boundaries of the Auxiliary districts align directly with the district boundaries of the Coast Guard districts as outlined in Title 33, Code of Federal Regulations, Part 3 (33 C.F.R. 3). In some cases, the districts are further divided into Auxiliary regions as listed below for purposes of the administration of the Auxiliary.
- B. The First Coast Guard District shall be comprised of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island and Connecticut; New York except that part north of latitude 42 N and west of longitude 74 39' W; that part of New Jersey north of 39 57N latitude, east of 74 27' W longitude, and northeast of a line from 39 57' N, 74 27' W northwest to the New York, New Jersey and Pennsylvania boundaries at Tri-State; all United States Naval reservations on shore in Newfoundland; the ocean area encompassed by the Search and Rescue boundary between Canada and the United States easterly to longitude 630 W, thence due south to latitude 41 N; thence southwesterly along a line bearing 219 T to the intersection with the ocean boundary between the First and Fifth Coast Guard Districts, which is defined as a line extending 122 T from Shrewsbury River, New Jersey, 40 18' N latitude, on the coastal end of the First and Fifth District land boundary, thence northwesterly along this line to the coast.
1. For Auxiliary administrative purposes the First District is divided into two regions, the First Northern Region and the First Southern Region. The office for the Director of Auxiliary for the First Northern Region is in Boston, Massachusetts. The office for the First Southern Region is in New York, New York. The line of demarcation between these two regions is along the eastern border of Connecticut to the Massachusetts border, west and north along the Massachusetts border to Vermont, north to the Canadian border through Vermont east of the counties of Orleans, Franklin, Grand Isle, Chittenden, Addison and Rutland.
- C. The Fifth Coast Guard District shall be comprised of Delaware, Maryland, Virginia, District of Columbia, North Carolina, that portion of New Jersey south of 39 57' N latitude, west of 74 27' W longitude, and southwest of a line extending northwesterly from 39 57' N, 74 27' W to the New York, New Jersey, and , Pennsylvania boundaries at Tri-State; that portion of Pennsylvania east of a line drawn along 78 55.0' W longitude south to 41 00 N latitude thence west to 79 00 W longitude and thence south to the Pennsylvania-Maryland boundary; the ocean area encompassed by a line bearing 122 T from the coastal end of the First and Fifth District land boundary at Shrewsbury River, New Jersey, 40 18' N latitude, to the southernmost point in the First Coast Guard District (36 43' N, 67 27' W); thence along a line bearing 219 T to the intersection with the ocean boundary between the Fifth and the Seventh Coast Guard Districts which is

defined as a line extending 122 T from the coastal end of the Fifth and Seventh land boundary; thence along this line to the coast.

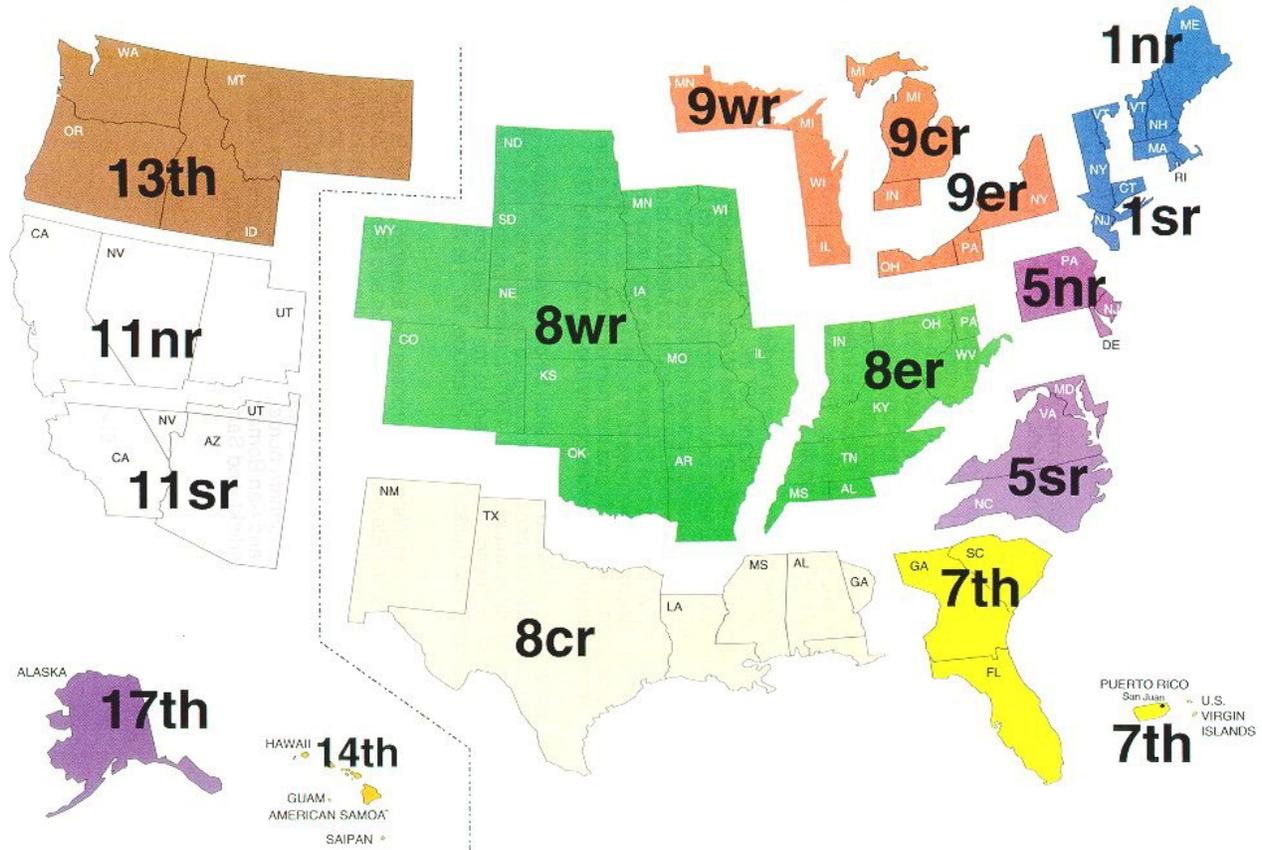
1. For Auxiliary administrative purposes the Fifth District is divided into two regions, the Fifth Northern Region and the Fifth Southern Region. The office of the Director of Auxiliary for the Fifth Northern Region is at Coast Guard Base, Philadelphia, Pennsylvania and the office for the Director of Auxiliary Fifth Southern Region is in Portsmouth, Virginia. The line of demarcation between these two regions is the southern and western borders of Delaware, north to the Pennsylvania border, west to 70 W longitude.
- D. The Eighth Coast Guard District is divided into the Eighth Eastern Region with the office of the Regional Director in Louisville, Kentucky; the Eighth Western Rivers Region with the office of the Regional Director in St. Louis, Missouri; and the Eighth Coastal Region with the office of the Regional Director in New Orleans, Louisiana. Also located in the district office in New Orleans, Louisiana, is the Chief, Auxiliary Division, who functions as the District Auxiliary Coordinator.
1. Eighth Western Region is comprised of Wyoming; Colorado; Kansas; Illinois; Oklahoma; Arkansas; Missouri; North Dakota; South Dakota; Nebraska; Iowa; Minnesota south of 46 20' N latitude; Wisconsin south of 46 20' N latitude and west of 90 W longitude; that part of Illinois enveloped by a line extended from northern Des Moines county line eastward to intersect 90 45' W longitude, south to 40" N latitude, east to the Indiana border, north to the district boundary, and west along 41 N latitude to 90 W longitude.
 2. Eighth Eastern Region is comprised of the states of Tennessee; Kentucky; West Virginia; Indiana south of 41 N latitude; Ohio south of 41 N latitude; Pennsylvania south of 41 N latitude and west 79 longitude; that part of Mississippi north of the southern boundaries of Washington, Sunflower, Leflore, Grenada, Calhoun, Chickasaw, Lee, Prentiss and Tishomingo Counties, the Tennessee-Tombigbee waterway north of the Bay Springs Lock and Dam; and that part of Alabama north of 34 N latitude.
 3. Eighth Coastal Region is comprised of the states of New Mexico, Texas, Louisiana, that part of Mississippi south of the southern boundaries of Washington, Sunflower, Leflore, Grenada, Calhoun, Chickasaw, Lee, Prentiss and Tishomingo Counties, the Tennessee-Tombigbee waterway south of the Bay Springs Lock and Dam; that part of Alabama south of 34 N latitude; and those parts of Florida and Georgia west of a line from the intersection of the Florida coast with longitude 83 50' W due north to a position 30 15' N, 83 50' W, thence due west to a position 30 15' N, 84 45' W, thence due north to the intersection with the south shore of the Jim Woodruff Reservoir and the east bank of the Flint River up stream to Montezuma, Georgia, thence to West Point, Georgia.

- E. The Ninth Coast Guard District is divided into three regions. The District Auxiliary Coordinator is located in the district office in Cleveland, Ohio and is supported by Auxiliary Group Liaison Officers at Group Buffalo, Group Detroit, Group Grand Haven, Group Milwaukee, and Group Sault Ste Marie. The regional boundaries are as follows:
1. Ninth Eastern Region is comprised of that portion of the district that lies within the states of New York, Pennsylvania and Ohio north of 41 N latitude.
 2. Ninth Central Region consists of Indiana north of 41 N latitude to 87 W to north to 44 15' N, 87 W then north northeast to 44 43' N, 86 40' W due north to 45 27' N, 86 40' W then west along 45 27' to 88 30' W then north along 88 30' W to 46 20' N then northeast across the Upper Peninsula of Michigan to the Lake Superior south shore at 87 45' W then northeast to Manitou Island light then north along 87 35' W to the International boundary. Follow the International boundary south to the Michigan and Ohio state line. Thence west along said state line to the Indiana state line and south to 41 N latitude.
 3. Ninth Western Region consists of Indiana west of 87 W along 41 N and Illinois contained by 41 N and 90 W. Wisconsin east of 90 W plus Wisconsin north of 46 20' N. The Western boundary is the Minnesota/North Dakota boundary from 46 20' N to Canada. Northern boundary is the Canadian border into Lake Superior at 87 35' W. The eastern border is from 87 35' W south to Manitou Island light then south to 87 45' W on the Lake Superior shore then, southwest to 46 20' N 88 30' W. Boundary continues due south to 45 27' N due east to 86 40' W and south to 44 43' N and that part of Illinois north of a line extended from northern Des Moines county line as indicated in D.1.
- F. The Eleventh Coast Guard District shall be comprised of Arizona, Utah, Nevada, and California; and the ocean area bounded by a line from the California-Oregon state line westerly to latitude 40 N, 150 N; thence southeasterly to latitude 5 S, longitude 110 W; thence northeasterly to the border between Guatemala and Mexico on the Pacific Coast (14 38' N latitude, 92 19' W longitude).
1. For Auxiliary administrative purposes the Eleventh District is divided into two regions, the Eleventh Northern Region and Eleventh Southern Region. The office of the Director of Auxiliary for the Eleventh Northern Region is in Alameda, California and the office of the Director of Auxiliary for the Eleventh Southern Region is in Long Beach, California. The line of demarcation between these two regions runs easterly from the Pacific coast along the northern borders of the California counties of Santa Barbara, Kern, and San Bernardino; the Nevada county of Clark; and Washington, Garfield, and San Juan counties in Utah.

AUXILIARY DISTRICTS AND REGIONS

Pacific Area

Atlantic Area



Auxiliary Districts and Regions

ACRONYMS AND ABBREVIATIONS

-A-

ABYC	American Boat and Yacht Council
ADM	Admiral (USCG, USN, USPHS)
ADSO	Assistant District Staff Officer
AIDE	Aide to National Commodore/District Commodore
AIM	Academy Introduction Mission
AMOS	Auxiliary Mission Objectives System
ANSC	Auxiliary National Supply Center
ARC	American Red Cross
ASST	Assistant
ATON	Aids to Navigation
AUXCEN	Auxiliary Center
AUXCOM	Auxiliary Communication Specialty Course
AUXFAC	Auxiliary Facility
AUXLAM	Auxiliary Leadership & Management Course
AUXLEA	Auxiliary Leadership Course
AUXMAN	Auxiliary Manual
AUXMIN	Auxiliary Administration Specialty Course
AUXMIS	Auxiliary Management Information System
AUXNAV	Auxiliary Navigation Specialty Course
AUXOP	Operational Auxiliarist Status (Passed 7 Specialty Courses)
AUXPAT	Auxiliary Patrols Specialty Course
AUXSAR	Auxiliary Search & Rescue Specialty Course
AUXSEA	Auxiliary Seamanship Specialty Course
AUXWEA	Auxiliary Weather Specialty Course
AX	AUXOP (designated in AUXMIS database)

-B-

BA	Branch Assistant, National Staff
BC	Branch Chief, National Staff
BC-NCA	Conference Assistant, NACO Staff
BC-NCO	Conference Organization, NACO Staff
BC-NCP	Conference Planning, NACO Staff
BC-NCR	Conference Registration, NACO Staff
BC-NCS	Conference Support, NACO Staff
BCQ	Boat Crew Qualification
BED	Base Enrollment Date

BGEN, BG	Brigadier General
BIA	Boating Industry Association
BIC	Basic Instructor Course (USCG)
BLA	Boating Law Administrator
BM	Boatswains Mate
BMOW	Boatswain's Mate of the Watch
BOAT/US	Boat Owners Association of the U.S.
BOCA	Boat Owners Council of America
BOSAF	Boating Safety Correspondence Course
BQ	Basically Qualified (old term for entry level member)
BS&S	Boating Skills and Seamanship
BSAC	Boating Safety Advisory Council (NBSAC)
BSC	Boating Safety Circular
BYBB	Backyard Boat Builders

-C-

CAP	Civil Air Patrol
CAPT	Captain (USCG, USN, USPHS)
CC	Career Counselor
CDR	Commander (USCG, USN, USPHS)
CEU	Continuing Education Unit
CFR	Code of Federal Regulations
CFVE	Commercial Fishing Vessel Examination
CG	Coast Guard (United States Coast Guard)
CGI	Coast Guard Institute, Oklahoma City, OK
CHDIRAUX	Chief Director, Auxiliary (Headquarters)
CM	Communications
CMC	Merchant Marine Safety Counsel
CME	Courtesy Marine Examination
CO	Commanding Officer
COL	Colonel
COMDTINST	Commandant Instruction
COMDTNOTE	Commandant Notice
COMDTPUB	Commandant Publication
COMO	Commodore
COS	Chief of Staff
CPO	Chief Petty Officer (USCG, USN)
CPT	Captain
CRC	Civil Rights Counselor
CWO	Chief Warrant Officer

-D-

D-AA Administrative Assistant to DCO
D-AD Aide to the DCO
DC National Department Chief
DCS District Chief of Staff
DCO District Commodore
DCP Division Captain
DEP Deputy
DIRAUX Director of Auxiliary (District or Region)
DIST District
DIV Division
DOD Department of Defense
DOJ Department of Justice
DOL Department of Labor
DOT Department of Transportation
DPG District Planning Group
DSO District Staff Officer
DVC Division Chief
DVC-NC Conference Coordination, NACO staff

-E-

ENS Ensign (USCG, USN)
EXCOM District Executive Committee

-F-

FC Flotilla Commander
FED Flotilla Enrollment Date
FN Finance Staff Officer - Auxiliary
FN Fireman (Enlisted USCG, USN)
FM Family Member (AUXMIS designation)
FMV Fair Market Value
FSO Flotilla Staff Officer
FWPCA Federal Water Pollution Control Act

-G-

G- Staff Symbol which identifies the Coast Guard and offices within the Department of Transportation
G-C Commandant of the Coast Guard
G-CCS Chief of Staff of the Coast Guard
G-CV Vice Commandant of the Coast Guard
G-O Assistant Commandant for Operations
G-OCX Chief, Office of Auxiliary/Chief Director, Auxiliary
GEN General Officer Rank
GMT Greenwich Mean Time (See ZULU)
GPO Government Printing Office
GS General Service Federal Employee designation
GSA General Services Administration

-H-

HARPAT Harbor Patrol
HIN Hull Identification Number

-I-

ICOMIA International Council of Marine Industry Associations
IP Immediate Past Office (except National Commodore)
IS Information Services
IT Instructor
ITT Instructor Trainer

-J-

JOOD Junior Officer of the Deck/Day

-L-

L Legal Affairs
LCDR Lieutenant Commander (USCG, USN, USPHS)
LM Life Member (also for medal-Legion of Merit)
LT Lieutenant (USCG, USN, USPHS)
LTCOL, LTC Lieutenant Colonel
LTGEN, LTG Lieutenant General
LTJG Lieutenant (Junior Grade) (USCG, USN)
1LT, 1stLT First Lieutenant
2LT, 2ndLT Second Lieutenant

-M-

MA	Materials
MGEN, MG	Major General
MAJ	Major
MARS	Military Affiliate Radio System
MCPO	Master Chief Petty Officer
MDV	Marine Dealer Visitor
MLC	Maintenance and Logistics Command
MI	Master Instructor
MR	Member Resources (old name for Personnel Services)
MT	Member Training
MSC	Marine Safety Council
MSD	Marine Sanitation Device or Marine Safety Detachment
MSO	Marine Safety Office

-N-

N-A	Administrative Officer, NACO staff
NACO	National Commodore
NACON	National Auxiliary Conference
NEXCOM	National Executive Committee
NAPDIC	National Association of Past District Commodores
N-AS	NACO Secretary
NASBLA	National Association of State Boating Law Administrators
NATL	National
NAVCO	National Vice Commodore
NBF	National Boating Federation
NBSAC	National Boating Safety Advisory Council
NBSS	National Boating Safety School
NCIABLA	North Central International Association of State Boating Law Administrators
N-D	NACO Aide
NESBAC	North Eastern States Boat Administrator's Conference
NFPA	National Fire Protection Association
NM	New Member (Replaces the old BQ designation)
NIPCO	Immediate Past National Commodore
NOAA	National Oceanic & Atmospheric Administration
N-S	Special Assignment, NACO staff
N-P	Special Projects Officer, NACO staff
NOK	Next of Kin

NOS National Ocean Survey (NOAA-Dept. of Commerce)
NSBC National Safe Boating Council
NSBW National Safe Boating Week
NSC National Safety Council
NTRAIN National Training Conference
NTSB National Transportation Safety Board
NWS National Weather Service (NOAA - Dept. Of Commerce)

-O-

OBC Outboard Boating Club
OCMI Officer in Charge, Marine Inspection
OCS Officer Candidate School
OINC Officer-in-Charge
OOD Officer of the Deck/Day
OP Operations
OPS Operations, Operations Officer

-P-

P (before officer title acronym) Past Officer
PA Public Affairs
PAO Public Affairs Officer
PATCOM Patrol Commander
PB Publications
PE Public Education
PFD Personal Flotation Device
PO Petty Officer (USCG, USN)
PS Personnel Services (Also Reserve Port Security Rate)
PWC Personal Water Craft

-Q-

QE Qualification Examiner
QM Quartermaster
QMOW Quartermaster of the Watch

-R-

R&D Research and Development
RADM Rear Admiral
RBS Recreational Boating Safety
RCO District Rear Commodore

REP Representative
RET Retired

-S-

SAR Search and Rescue
SBLA State Boating Law Administrator
SC Specialty Course (One of Seven)
SCPO Senior Chief Petty Officer (USCG, USN)
SK Storekeeper
SN Seaman (USCG, USN)
SO Division Staff Officer
SR Secretary/Records (also Seaman Recruit)
SSBLAA Southern States Boating Law Admin. Assoc.

-T-

TONO Travel Order Number

-U-

USA United States Army
USAF United States Air Force
USAFR United States Air Force Reserve
USA-NG United States Army - National Guard
USAR United States Army Reserve
USC United States Code
USCA United States Code Annotated
USCG United States Coast Guard (also CG)
USCGA United States Coast Guard Academy
USCGAUX United States Coast Guard Auxiliary
USCGR United States Coast Guard Reserve
USMC United States Marine Corps
USMCR United States Marine Corps Reserve
USN United States Navy
USNR United States Navy Reserve
USPHS United States Public Health Service
USPS United States Power Squadrons

VADM Vice Admiral (USCG, USN)
VCO District Vice Commodore
VCP Division Vice Captain
VE Vessel Examiner, Vessel Examination
VFPJIFR Visual Flight Rules/Instrument Flight Rules

-W-

WEB World Wide Web on the Internet
WESBAA Western States Boat Administrator's Assoc.
WPB Coast Guard Patrol Boat Class

-X-

XO Executive Officer
XPO Executive Petty Officer

-Y-

YN Yeoman

-Z-

ZULU Date-Time Group on Messages (GMT)

--For Social Protocol--

Military Ranks and Government Civilian Equivalents
(compared)

<u>USCG, USN</u>	<u>USMC, USA, USAF</u>	<u>Civilian- GS</u>
Admiral	General	
Vice Admiral	Lieutenant General	
Rear Admiral	Major General	
Rear Admiral (Lower Half)	Brigadier General	SES
Captain	Colonel	GS-15
Commander	Lieutenant Colonel	GS-14/13
Lieutenant Commander	Major	GS-12
Lieutenant	Captain	GS-11/10
Lieutenant (junior grade)	First Lieutenant	GS-9/8
Ensign	Second Lieutenant	GS-7
Chief Warrant Officer	Chief Warrant Officer	
Warrant Officer	Warrant Officer	

GLOSSARY

Certain terms, as used in the Auxiliary, are defined as follows:

ACTIVITY-CG administrative unit responsible for a designated geographic area

ASSIST-the act of giving aid or attempting to give aid to any person or property, or both, in distress.

ASSISTANT DIRECTOR--Military member assigned to the Director to assist Auxiliary administration within a district or region.

AUXILIARY COXSWAIN-highest qualification level in Boat Crew Program

AUXMIS- acronym for Auxiliary Management Information System.

BASE ENROLLMENT DATE (BED)-the actual date an applicant is accepted for membership by the DIRAUX as reflected on the application. In cases where the membership has not been continuous, the BED must be amended to reflect the total break in membership. An amended BED is determined by calculating total membership time, and subtracting that total from the current date.

AUXILIARY CREWMEMBER-first qualification step in Boat Crew Program.

BOAT CREW QUALIFICATION & CERTIFICATION-stratified levels of expertise required to be attained before receiving Auxiliary operational orders.

BRANCH-a component of a division within the Auxiliary national staff.

CHAIN OF LEADERSHIP AND MANAGEMENT-the organizational concept where current elected members are responsible to elected members on a higher level and responsible for all members whom they represent by virtue of their elected office. It neither violates nor should be confused with either the parallel (or vertical) staffing concept which guides appointed staff members or military "chain of command" where authority is derived from earned rank.

CHIEF DIRECTOR - the person at CG Headquarters who is responsible to the Commandant for the administration of the Auxiliary. (G-OCX)

COMMANDANT-The Commandant of the CG. (G-C)

DEPARTMENT-one of the basic organizational components of the Auxiliary national staff.

DEPARTMENT OF TRANSPORTATION-the Cabinet-level department of the federal government in which the CG operates in peace time.

DIRECTOR-the person assigned to the District Commander's staff for Auxiliary administration within a district or Auxiliary region.

DISTRESS-the state of being in peril, to any degree, of a person or property, or both.

DISTRICT-a CG District defined by statute.

DISTRICT COMMANDER-the Senior CG Flag officer in command of a CG District.

DISTRICT COMMODORE-the highest elected Auxiliary officer within a district or region.

DISTRICT VICE COMMODORE-the second highest elected Auxiliary officer who assists the District Commodore.

DISTRICT REAR COMMODORE(S)-the elected Auxiliary officer on a district level who may represent a given area of the district or region, ranking immediately after the Vice Commodore.

DIVISION-a geographical and administrative Auxiliary subdivision in a district or region. Also an Auxiliary national department staff component. When used in terms of CG organization, division means a basic organizational component of a CG district office or, at HQ USCG, a component of one of the primary Offices of the Commandant's Headquarters organization.

EXAMINER - a currently qualified vessel examiner or fishing vessel examiner.

FACILITY-a privately-owned motorboat, yacht, aircraft, fixed-land, or land-mobile radio station, at least 25% of which is owned by an Auxiliary member, and which has been accepted by the Director.

FLAG OFFICER-CG or Navy officer above the rank of Captain (06 paygrade).

FLOTILLA -The basic component Auxiliary unit.

FLOTILLA ENROLLMENT DATE (FED)-the actual date a member joined the present flotilla.

GENERAL OFFICERS-USA, USAF, USMC officers above rank of Colonel.

GROUP-an organizational CG unit within a district, usually with a specific geographic responsibility for operational purposes.

GUIDE-A semi-permanent publication containing practical application of procedures.

HEADQUARTERS-United States CG Headquarters, Washington, D.C.

IMMEDIATE PAST-indicates an elected office held by an Auxiliarist who was the last to hold that office for a full term. Elected officers must have been succeeded in office as a result of a regular election, and must not have been removed from office. An immediate past officer shall retain designation until another immediate past officer is generated by a regular election. If an immediate past officer leaves the office for any reason, the immediate past office remains vacant until the next regular scheduled election.

INSTRUCTOR - a currently qualified public education (PE) / member training (MT) instructor.

MANUAL - a permanent publication containing basic organization, policy, and procedures. (i.e., the AUXMAN)

MARS - Military Affiliated Radio System.

MOTORBOAT-any documented or numbered vessel propelled by machinery, not more than 65 feet in length. (Must be at least 14 feet in length for facility purposes.)

NAPDIC-National Association of Past District Commodores.

NATIONAL COMMODORE (NACO) - the highest elected Auxiliary Officer who represents the Auxiliary at the national level.

NATIONAL DIRECTORATE CHIEF(S) (NADCO) -As of 1 Jan 1999, appointed Directorate Chiefs replacing elected NAVCOs.

NATIONAL VICE COMMODORE(S)-the members of the Auxiliary elected on a national level, who represent(s) a specific duty, area or Directorate, including chief of staff.

NATIONAL STAFF - collectively the organization of national staff officers appointed by the national Commodore to assist nationally in Auxiliary administration.

PARALLEL STAFFING - (also called VERTICAL STAFFING)--the organizational concept where appointed staff members at all levels, in conducting their activities, report (upward to senior staffing levels) or monitor (downward to junior staffing levels) the activities of other appointed staff members. It neither violates nor should be confused with a chain of command concept. It could be considered the appointed staff "chain of leadership and management."

PAST-a designation indicating an Auxiliarist who has previously held an elected office, at any level, for at least one-half of the normal term of office. A member removed from office is not eligible for the past designation. Past office holder designation entitles the wearing of the past officer device. Holding of an immediate past (voting) designation is not a requirement for holding the past designation.

PAST OFFICER DEVICE -- A device worn to indicate the member's insignia (elected or appointed) being worn no longer represents that individual's current Auxiliary office.

PERIL-danger, or likelihood of danger, or inconvenience so as to result in threats to life and/or property.

QE-Qualification Examiner in Boat Crew Qualification Program.

RADIO STATION-any fixed land or land mobile radio station equipped as the Commandant may prescribe and which is maintained in a well ordered condition.

REGION - a sub-division of a CG district but structured for Auxiliary administration as an Auxiliary district with a Director, Commodores, and staff.

REGIONAL DIRECTOR - the person assigned to the District Commander's staff for Auxiliary administration within a region; also called DIRECTOR.

SORTIE - the individual movement of a resource in giving assistance from the time it moves underway for assistance until it returns for replenishment, or terminates to begin another case. Each individual movement comprises one sortie.

STAFF OFFICER - an appointed Auxiliary member of the national, district, division, or flotilla staff.

TERM OF OFFICE - the time period an appointed or regularly elected office holder is expected to serve; either one or two years, depending upon the level of the office. A REGULAR term of office is served when the member is elected at a regular election and serves the full term of office.

UNIT - a unit is any CG Command, Auxiliary flotilla, division, or district.

VERTICAL STAFFING - see Parallel Staffing.

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