

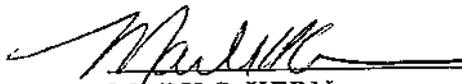
**Policy for Electronic Projections and Related
Presentations for Member Training**

Introduction

New technology lends itself to the creation of training aids for the use of the Department of Training and Auxiliary units. Copyright concerns and issues regarding training aids are present although for reasons different than public education materials. Creators of electronic projection media for use in member training need to be vigilant to the unintended infringement upon another's copyright. While creation and sharing of member training materials is acceptable, we must be careful to remain within Commandant policy, direction and guidance, and within Auxiliary policies, to ensure our materials present accurate and complete information to our members. Accordingly, the following policy statement is designed to assist Auxiliarists, at all levels, who create and distribute aids for member training.

- Original material prepared by an Auxiliary member or an Auxiliary unit that is designed for distribution outside a District to other Auxiliarists or Auxiliary units for their use in member training should be reviewed by the DC-T or designate for accuracy, completeness, training technical aspects, standardized training objectives, copyright infringement and applicability to the national organization prior to its distribution. DC-T shall promulgate departmental policy for such review. Each District shall develop similar policy for member training material review within their District/Region. DIRAUX shall forward such written policy to CHDIRAUX for review and comment. This effort is intended as a service to the originating member/unit, not as a limiting or preventing act. A DC-T review of the material prior to its distribution can avoid the harmful effects of inaccurate information being distributed, unintentional copyright infringement of others' copyright interests, standardized training and allow the collation and further dissemination of excellent materials to a larger audience.
- Any training materials intended to be utilized or distributed nationally by ANSC or AUXCEN are national training materials requiring review by DC-T. All other locally produced and disseminated supplemental materials may receive DC-T review. Regardless, all local supplemental training materials whether reviewed by DC-T or not must retain technical accuracy and conform to current Coast Guard and Coast Guard Auxiliary standards and policies.
- Auxiliarists who wish to distribute member training materials to others within or outside their District by any means must state in writing whatever copyright limits apply to this material, if any. Ideally, the materials should be released without any copyright interests claimed in the work and expressly allow its unrestricted use by both the Coast Guard and Coast Guard Auxiliary.
- Auxiliarists who create presentations may NOT use copyright material of others without express written permission from the copyright holder. (Examples of items which may be copyright protected are text, illustrations, cartoons and photographs printed in other publications.) A written statement indicating that all releases have been secured must be forwarded to the DC-T along with the request for review, as appropriate.
- Reviewed materials shall be indicated as "Reviewed, DC-T USCGAUX" on each overhead or slide.

As always, if you should have any questions, contact the Department of Training or Legal Affairs as appropriate through the chain of leadership and management.


 MARK S. KERN
 Captain, U.S. Coast Guard
 Chief, Director of the Auxiliary