

U.S. Department of  
Homeland Security  
**United States  
Coast Guard**



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# **AUXILIARY CHAPLAIN SUPPORT PROGRAM PROCEDURES AND BEST PRACTICES**

## **U.S. Coast Guard**

April 2020

Chaplain of the Coast Guard  
2703 Martin Luther King Jr Ave SE  
Washington, DC 20593-7000  
(202) 372-4435

QUESTIONS ABOUT THIS HANDBOOK SHOULD  
BE ADDRESSED TO THE CHAPLAIN OF THE  
COAST GUARD OFFICE

## **Purpose**

COMDTINST 1730.5 (series) establishes Coast Guard policy for the Auxiliary Clergy Support (ACS) Program. This document describes in detail the expectations and goals of the ACS Program and provides basic information about Coast Guard and Coast Guard Auxiliary.

## **References**

This handbook contains original material developed by the Office of the Chaplain of the Coast Guard and excerpts from the following publications:

COMDTINST 1730.5 (series) Auxiliary Chaplain Support Program  
COMDTINST 1790.9 (series) Military Casualties and Decedent Affairs  
COMDTINST M1020.6 (series) Uniform Regulations  
COMDTINST M1730.4 (series) Religious Ministries within the Coast Guard  
COMDTINST M5520.12 (series) Personnel Security and Suitability Program  
COMDTINST M16790.1 (series) Auxiliary Manual  
DODI 1300.17 Accommodation of Religious Practices Within the Military Services  
Manual for Courts-Martial (MCM), United States (2019 Edition)  
MILPERSMAN 1730-010 Use of Lay Leaders in Religious Services  
MILPERSMAN 1731-010 Religious Observances  
SECNAVINST 1730.8 (series) Accommodation of Religious Practices  
USCG Lay Leaders Handbook  
USCG Auxiliary Memorial Guide Book

## **Credits**

Published by the Chaplain of the Coast Guard (CG-00A), CAPT Thomas J. Walcott, CHC, USN

Project Managers: CDR Santiago Rodriguez, CHC, USN; LT Jonathan W. Alexander, CHC, USN

Editors: CDR Lynn W. Christensen, CHC, USN; CDR Cynthia L. G. Kane, CHC, USN; LCDR Trenten W. Long, CHC, USN; LT Jonathan W. Alexander, CHC, USN; Chaplain C. Douglas Kroll, CDR, CHC, USNR (Ret), USCG Auxiliary (Division Chief, ACS Chaplains, National Staff); Chaplain Phillip Poole, USCG Auxiliary (Branch Chief, Eastern Atlantic Region).

## TABLE OF CONTENTS

<b>CHAPTER 1 U.S. COAST GUARD OVERVIEW .....</b>	<b>1-1</b>
A. MISSION AND VISION .....	1-1
B. CORE VALUES, MOTTO, AND ETHOS .....	1-2
C. HISTORY .....	1-3
D. ORGANIZATIONAL STRUCTURE .....	1-6
E. COAST GUARD RATES, RATINGS, AND RANKS .....	1-7
<b>CHAPTER 2 THE COAST GUARD AUXILIARY AND AUXILIARY CHAPLAIN SUPPORT PROGRAM OVERVIEW .....</b>	<b>2-1</b>
A. THE COAST GUARD AUXILIARY OVERVIEW .....	2-1
B. AUXILIARY CHAPLAIN SUPPORT PROGRAM OVERVIEW .....	2-4
C. ACS CHAPLAIN STRUCTURE AND LEADERSHIP .....	2-5
D. UTILIZATION OF ACS CHAPLAINS .....	2-7
E. APPLICATION PROCESS AND PROCEDURES .....	2-9
F. PERSONNEL SECURITY INVESTIGATIONS.....	2-12
<b>CHAPTER 3 GENERAL ADMINISTRATIVE DUTIES AS AN AUXILIARIST.....</b>	<b>3-1</b>
A. DISTRICT DIRECTOR OF AUXILIARY (DIRAUX) RESPONSIBILITIES .....	3-1
B. ACS CHAPLAINS UNDER CHAPLAIN SUPERVISION .....	3-1
C. ADMINISTRATIVE REQUIREMENTS RELATED TO ACS OPERATIONS .....	3-1
D. AFTER ACTION REPORTS AND MONTHLY REPORTS.....	3-2
E. TRAVEL AUTHORIZATION AND ORDERS .....	3-5
F. REPORTING TIME FOR AUXDATA.....	3-5
G. ANNUAL EVALUATIONS .....	3-6
H. TRAINING.....	3-7
<b>CHAPTER 4 UNIFORMS &amp; GROOMING .....</b>	<b>4-1</b>
A. GENERAL CONSIDERATIONS .....	4-1
B. SPECIFIC UNIFORMS .....	4-1
C. AUXILIARY UNIFORM INSIGNIA .....	4-4
D. UNIFORM RESOURCES.....	4-4
<b>CHAPTER 5 BASICS.....</b>	<b>5-1</b>
A. GETTING STARTED .....	5-1
B. CONSISTENT COMMUNICATION .....	5-1
C. PASTORAL VISITS.....	5-1
D. DIVINE SERVICES.....	5-2
E. COMMAND FUNCTIONS/CEREMONIAL SUPPORT .....	5-2
F. UNIQUE ASPECTS OF PUBLIC PRAYER .....	5-4

<b>CHAPTER 6 FACILITATION FOR SPIRITUAL NEEDS.....</b>	<b>6-1</b>
A.FACILITATION FOR THOSE OF OTHER FAITHS .....	6-1
B. COOPERATION .....	6-1
C. RELIGIOUS ACCOMMODATION .....	6-1
D. LAY LEADERS .....	6-2
<b>CHAPTER 7 PASTORAL CARE.....</b>	<b>7-3</b>
A. CONFIDENTIAL COMMUNICATION AND PRIVILEGED COMMUNICATION .....	7-3
B. TRIAGE.....	7-4
<b>CHAPTER 8 CRISES AND CRITICAL INCIDENTS.....</b>	<b>8-1</b>
A.REFERENCES, RESOURCES, AND TERMINOLOGY .....	8-1
B. ROLES AND RESPONSIBILITIES .....	8-1
C. GENERAL RESPONSE TO CRISIS/CRITICAL INCIDENT .....	8-3
D. MINISTRY DURING A CRISIS/CRITICAL INCIDENT .....	8-3
E. MINISTRY AFTER A CRISIS/CRITICAL INCIDENT .....	8-4
<b>CHAPTER 9 RIDING CUTTERS .....</b>	<b>9-1</b>
A.KEY TERMINOLOGY.....	9-1
B. BOARDING USCG CUTTERS .....	9-1
C. DEPARTING USCG CUTTERS.....	9-2
D. OTHER CUSTOMS AND COURTESIES.....	9-2
<b>APPENDIX: ACRONYMS AND TERMINOLOGY .....</b>	<b>A-1</b>

## CHAPTER 1 U.S. COAST GUARD OVERVIEW

### A. MISSION AND VISION

When originally established in 1790, Congress authorized the U.S. Coast Guard (USCG) to protect the nation's revenue through enforcing tariff laws and preventing smuggling. As the nation grew, so did the mission-set of the nation's oldest sea service.

**1. Mission** – the mission of the United States Coast Guard is to ensure our Nation's maritime safety, security, and stewardship.

**2. Vision**

- **Service to Nation** – We will serve our Nation through the selfless performance of our missions.
- **Duty to People** – We will honor our duty to protect those who serve and those who serve with us.
- **Commitment to Excellence** – We will commit ourselves to excellence by supporting and executing our operations in a proficient and professional manner.

**3. Statutory Operational Missions**

The Coast Guard's operational mission programs oversee eleven missions codified in the Homeland Security Act of 2002. That act delineates the eleven missions as "homeland security" or "non-homeland security" missions.

**Homeland Security Missions:**

1. Ports, Waterways & Coastal Security
2. Drug Interdiction
3. Migrant Interdiction
4. Law Enforcement (including Prohibition Enforcement History)
5. Living Marine Resources
6. Defense Readiness (National Security & Military Preparedness)

**Non-Homeland Security Missions:**

7. Aids to Navigation (ATON: including maintaining the nation's lighthouses, buoys & VTS; also legacy ATON missions including lightships & LORAN)
8. Search & Rescue (SAR)
9. Marine Safety
10. Maritime Environmental Protection
11. Polar, Ice & Alaska Operations (including the International Ice Patrol)

## B. CORE VALUES, MOTTO, AND ETHOS

### 1. Core Values

The Coast Guard has a set of core values which serve as basic ethical guidelines for all Active Duty, Reservists, Auxiliarists, and Civilians.

- **Honor** – Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our personal actions. We are loyal and accountable to the public trust.
- **Respect** – We value our diverse workforce. We treat each other with fairness, dignity and compassion. We encourage individual opportunity and growth. We encourage creativity through empowerment. We work as a team.
- **Devotion to Duty** – We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.

### 2. Motto

Semper Paratus – “Always Ready”

The Coast Guard’s official marching song best explains the motto and ethos.

From Aztec Shore to Arctic Zone  
To Europe and Far East.  
The Flag is carried by our ships,  
In times of war and peace.  
And never have we struck it yet  
In spite of foe-men’s might,  
Who cheered our crews and cheered again,  
For showing how to fight.

We’re always ready for the call,  
We place our trust in Thee.  
Through surf and storm and howling gale,  
High shall our purpose be.  
“Semper Paratus” is our guide,  
Our fame, our glory, too.  
To fight to save or fight and die, Aye!  
Coast Guard we are for you!

### **3. Ethos**

I am a Coast Guardsman.  
I serve the people of the United States.  
I will protect them.  
I will defend them.  
I will save them.  
I am their shield.  
For them I am Semper Paratus.  
I live the Coast Guard Core Values.  
I am proud to be a Coast Guardsman.  
We are the United States Coast Guard.

### **C. HISTORY**

The Coast Guard is one of the oldest organizations of the federal government. Established in 1790, the Revenue Cutter Service served as the nation's only armed force on the sea until Congress launched the Navy Department eight years later. Since then, the Coast Guard has protected the United States throughout its long history and served proudly in every one of the nation's conflicts.

#### **The Coast Guard through History**

4 August 1790 – President George Washington signs the Tariff Act that authorizes the construction of ten vessels, referred to as “cutters,” to enforce federal tariff and trade laws and to prevent smuggling. The Revenue Cutter Service expanded in size and responsibilities as the nation grew.

1915 – The Revenue Cutter Service merges with the U.S. Life-Saving Service, and is officially renamed the Coast Guard, making it the only maritime service dedicated to saving life at sea and enforcing the nation's maritime laws.

1939 – President Franklin Roosevelt orders the transfer of the Lighthouse Service to the Coast Guard, putting it in charge of maritime navigation.

1946 - Congress permanently transfers the Commerce Department's Bureau of Marine Inspection and Navigation to the Coast Guard, putting merchant marine licensing and merchant vessel safety in its control.

1967 – The Coast Guard is transferred to Department of Transportation.

2003 – The Coast Guard is again transferred, this time to the Department of Homeland Security, where it currently serves.

## **The Coast Guard Today**

The Coast Guard is both a federal law enforcement agency and a military force, and therefore is a faithful protector of the United States in peacetime and war. The Coast Guard operates as part of the Department of Homeland Security, enforcing the nation's laws at sea, protecting the marine environment, guarding the nation's vast coastline and ports, and performing vital life-saving missions. The Coast Guard also performs National Defense missions defending the nation against terrorism and foreign threats. In times of war, or at the direction of the President, the Coast Guard can serve under the Department of the Navy,

## **Statistics**

The Coast Guard is the principal Federal agency responsible for maritime safety, security, and environmental stewardship in U.S. ports and waterways. In this capacity, the Coast Guard protects and defends more than 100,000 miles of U.S. coastline and inland waterways, and safeguards an Exclusive Economic Zone (EEZ) encompassing 4.5 million square miles stretching from North of the Arctic Circle to South of the equator, from Puerto Rico to Guam, encompassing nine time zones – the largest EEZ in the world. As one of the branches of the Armed Services of the United States, the Coast Guard is the only military branch within the Department of Homeland Security. In addition to its role as an Armed Service, the Coast Guard is a first responder and humanitarian service that provides aid to people in distress or impacted by natural and man-made disasters whether at sea or ashore. The Coast Guard is a member of the Intelligence Community, and is a law enforcement and regulatory agency with broad legal authorities associated with maritime transportation, hazardous materials shipping, bridge administration, oil spill response, pilotage, and vessel construction and operation.

The over 48,000 active duty and reserve members of the Coast Guard operate a multi-mission, interoperable fleet of 243 Cutters, 201 fixed and rotary-wing aircraft, and over 1,650 boats. Operational control of surface and air assets is vested in two Coast Guard geographical Areas (Pacific and Atlantic), nine Coast Guard Districts, and 37 Sectors located at strategic ports throughout the country. Six Mission Support Logistics and Service Centers provide services for operational assets and shore facilities. Coast Guard program oversight, policy development, and personnel administration are carried out at Coast Guard Headquarters located on the St. Elizabeth's campus in Washington, DC.

On an average day, the Coast Guard:

- conducts 45 search and rescue cases;
- saves 10 lives;
- saves over \$1.2M in property;
- seizes 874 pounds of cocaine and 214 pounds of marijuana;
- conducts 57 waterborne patrols of critical maritime infrastructure;
- interdicts 17 illegal migrants;
- escorts 5 high-capacity passenger vessels;
- conducts 24 security boardings in and around U.S. ports;

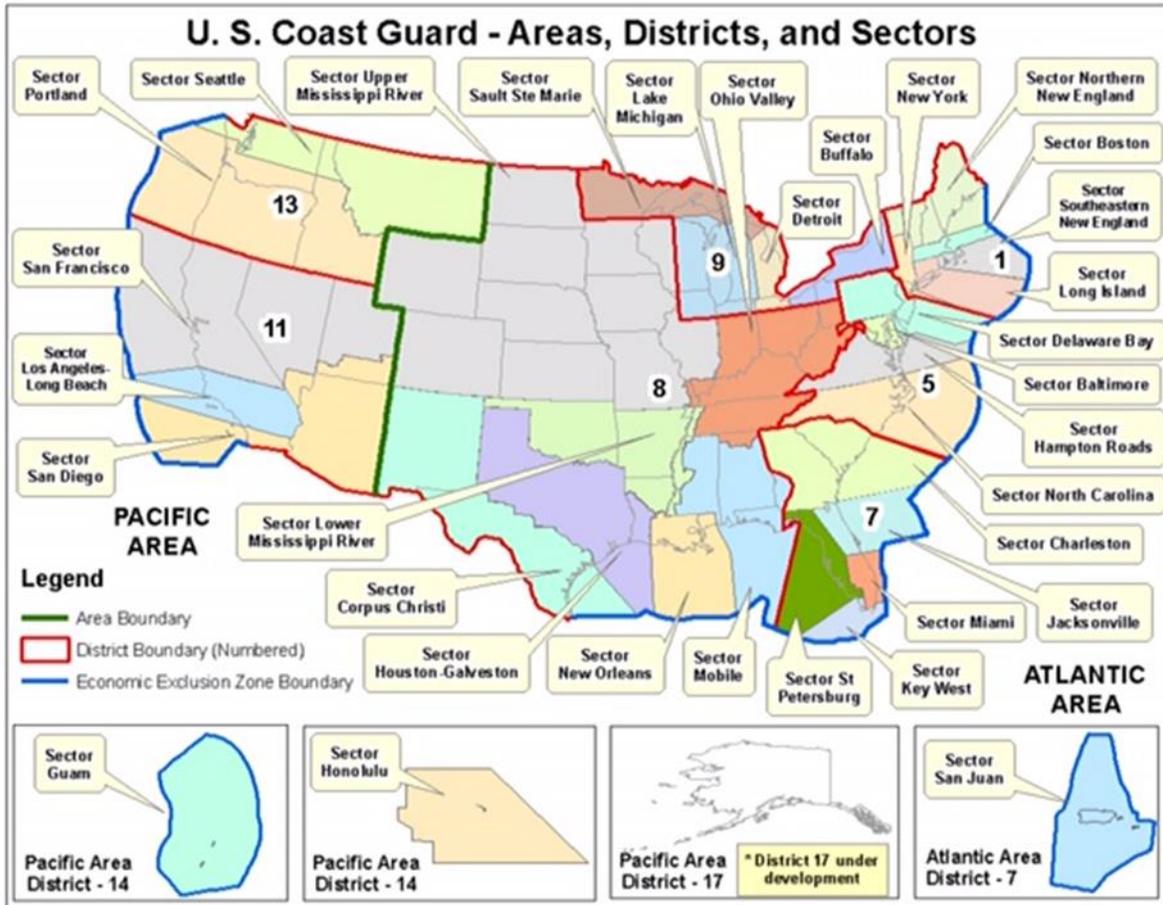
- screens 360 merchant vessels for potential security threats prior to arrival in U.S. ports;
- conducts 14 fisheries conservation boardings;
- services 82 buoys and fixed aids to navigation;
- investigates 35 pollution incidents;
- completes 26 safety examinations on foreign vessels;
- conducts 105 marine inspections;
- investigates 14 marine casualties involving commercial vessels;
- facilitates movement of \$8.7B worth of goods and commodities through the Nation's Maritime Transportation System

## D. ORGANIZATIONAL STRUCTURE

The Coast Guard is divided into two AREAs, Atlantic (LANT) and Pacific (PAC) AREA. Each AREA is subdivided into DISTRICTS and each District is subdivided into SECTORS.

- The Commandant and Vice-Commandant are 4-star Admirals (ADM)
- AREA Commanders are 3-star Vice Admirals (VADM)
- District Commanders are 1-star, Rear Admirals (lower half), abbreviated as RDML or 2-star Rear Admirals (upper half), abbreviated as RADM.
- Sector Commanders are normally Captains (O-6).





LANTAREA extends east from the Rocky Mountains and includes Europe and the Middle-East. PACAREA extends West from the Rocky Mountains and includes the entire Pacific as well as Arctic and Antarctic regions. Districts vary widely in size and population as do Sectors.

Helpful Links:

[Senior Coast Guard Leadership](#)

[Senior Coast Guard Leadership Key Strategies and Documents](#)

[United States Coast Guard Organization Chart](#)

## E. COAST GUARD RATES, RATINGS, AND RANKS

### 1. Enlisted Rates

“Rates” are used to describe an enlisted member’s pay-grade (E-1 through E-9). Rates are not to be confused with “ratings,” which describe the Coast Guard’s enlisted occupations (see 2. below).

Sleeve Insignia	Rate title	Pay grade
	Seaman Recruit	E-1
	Seaman Apprentice	E-2
	Fireman Apprentice	E-2
	Airman Apprentice	E-2
	Seaman	E-3
	Fireman	E-3
	Airman	E-3

Sleeve Insignia	Collar device	Rate title	Pay grade	Abbreviation
		Petty Officer Third Class	E-4	PO3
		Petty Officer Second Class	E-5	PO2
		Petty Officer First Class	E-6	PO1

Grades E-4 to E-6 are considered non-commissioned officers (NCOs) and are called Petty Officers in the Coast Guard. Their sleeve insignia is a perched eagle with spread wings (also referred to as a “crow”) atop a rating mark with red chevron(s) denoting their relative rank below.

E-7 to E-9 serve as the day-to-day leaders and managers of the enlisted workforce and may serve in command cadre positions. Their dress blue insignia consists of a perched eagle with spread wings atop a rating mark, with three gold chevrons and one “rocker” below; inverted five-point stars above the crow denote the rank of senior chief (one star) or master chief (two stars).

Sleeve Insignia	Collar device	Rate title	Pay grade
		Chief Petty Officer	E-7
		Senior Chief Petty Officer	E-8
		Master Chief Petty Officer	E-9

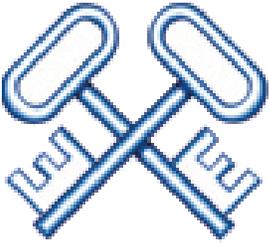
Upon obtaining the rank of master chief petty officer, the service member may choose to further his career by becoming a command master chief (CMC). These personnel are considered to be the senior-most enlisted service member within their command and are the special assistant to the commanding officer in all matters pertaining to the health, welfare, job satisfaction, morale, utilization, advancement, and training of the command’s enlisted personnel. Master Chief Petty Officer of the Coast Guard Reserve Force wears the same rating badge as an Area Command Master Chief. The Master Chief Petty Officer of the Coast Guard (MCPOCG) is the senior enlisted person in the Coast Guard with three stars on their anchor.

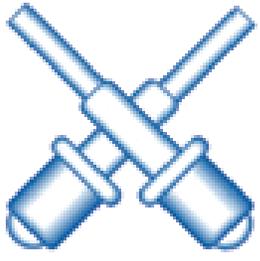
## 2. Enlisted Ratings

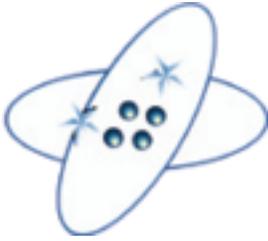
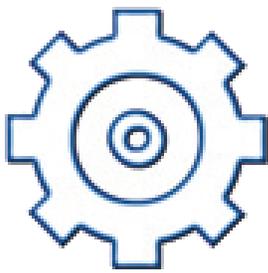
Ratings are general occupations that consist of specific skills and abilities. Each rating has its own specialty badge, which is typically worn on the left sleeve of their service dress uniform by all enlisted personnel in that particular field. On Operational Dress Uniforms (ODU), they wear generic rate designators that exclude the rating symbol. Commissioned officers do not have ratings.

Insignia	Rating with Abbreviation and Description
	<p><b>Aviation Group</b></p> <p><b>Aviation Maintenance Technician (AMT)</b></p> <p>The AMT inspects, services, maintains, troubleshoots and repairs aircraft power plant, power train and structural systems. The AMT maintains metal, composite and fiberglass materials, fabricates cables, wire harnesses and structural components; and performs aircraft corrosion control, nondestructive testing, basic electrical troubleshooting and record keeping. Additionally, AMTs also hold an aircrew position in specific Coast Guard aircraft.</p>
	<p><b>Aviation Survival Technician (AST)</b></p> <p>The Aviation Survival Technician inspects, services, maintains, troubleshoots and repairs aircraft and aircrew survival equipment and rescue devices. Additionally, ASTs perform the duties of a rescue swimmer and provide aircrew survival training to all aviators.</p>
	<p><b>Avionics Electrical Technician (AET)</b></p> <p>Inspects, services, maintains, troubleshoots and repairs aircraft power, communications, navigation, auto flight and sensor systems. AETs perform minimum performance checks, system alignments, avionics corrosion control and record keeping. Additionally, AETs hold an aircrew position in specific Coast Guard aircraft.</p>

<b>Administrative and Scientific Group</b>	
	<p><b>Health Services Technician (HS)</b></p> <p>Administers medicine; applies first aid; assists in operating room; nurses patients; and assists dental officers.</p>
	<p><b>Marine Science Technician (MST)</b></p> <p>MSTs conduct marine-safety activities such as investigating pollution incidents, monitoring pollution cleanups, conducting foreign-vessel boardings to enforce pollution and navigation safety laws, conducting harbor patrols for port safety and security, inspecting waterfront facilities and supervising the loading of explosives on vessels. Most are assigned to shore-based field units such as sectors. They may be assigned to the National Strike Force for oil and hazardous-material response. MSTs are also the Coast Guard's safety and environmental health experts ashore.</p>
	<p><b>Musician (MU)</b></p> <p>The musician rating in the Coast Guard is restricted to members of the Coast Guard Band which is located at the U.S. Coast Guard Academy in New London, CT. The United States Coast Guard Band recruits only the most highly skilled musicians, and the audition process is extremely competitive. The Director makes the final decision to award the position to the winner(s) who then enlist in the United States Coast Guard for a period of four years at the rank of Musician First Class (E-6).</p>
	<p><b>Public Affairs Specialist (PA)</b></p> <p>Reports and edits news; publishes information about service members and activities through newspapers, magazines, radio and television; and shoots and develops film and photographs.</p>

	<p><b>Storekeeper (SK)</b></p> <p>Orders, receives, stores, inventories and issues clothing, food, mechanical equipment and other items.</p>
	<p><b>Culinary Specialist (CS)</b></p> <p>Cooks and bakes; prepares menus; keeps cost accounts; assists in ordering provisions; and inspects food. Rating name changed from "FS" (Food Service Specialist) on 6 January 2017.</p>
	<p><b>Yeoman (YN)</b></p> <p>Prepares and routes correspondence and reports; and maintains personnel records and publications. Processes and counsels on various pay entitlements.</p>
<p><b>Deck and Weapons Group</b></p>	
	<p><b>Boatswain's Mate (BM)</b></p> <p>Operates small boats; stores cargo; handles ropes and lines; and directs work of deck force. Performs navigation of ship's steering; lookout supervision, ship control, bridge watch duties, visual communication and maintenance of navigational aids. This rating is a combination of the previous USCG ratings of Quartermaster and Boatswain's Mate.</p>
	<p><b>Maritime Law Enforcement Specialist (ME)</b></p> <p>Serve as a specialist in maritime law enforcement and security. Enhances the Coast Guard's capabilities as America's maritime guardians and support the Coast Guard's modernization goal of developing a force structure responsive to mission execution.</p>

	<p><b>Gunner's Mate (GM)</b></p> <p>Operates and performs maintenance on guided missile launching systems, rocket launchers, guns and gun mounts; inspects/repairs electrical, electronic, pneumatic, mechanical and hydraulic systems.</p>
	<p><b>Operations Specialist (OS)</b></p> <p>Operates telecommunications equipment and sensors and controls operations in Rescue Coordination Centers, cutters and stations.</p>
	<p><b>Intelligence Specialist (IS)</b></p> <p>Intelligence specialists are involved in collecting and interpreting intelligence, especially about enemies or potential enemies. They analyze photographs and prepare charts, maps, and reports that describe in detail the strategic situation all over the world.</p>
<p><b>Engineering and Hull Group</b></p>	
	<p><b>Damage Controlman (DC)</b></p> <p>Fabricates, installs and repairs shipboard structures, plumbing and piping systems; uses damage control in firefighting; operates nuclear, biological, chemical and radiological defense equipment; construction work.</p>
	<p><b>Electrician's Mate (EM)</b></p> <p>Tests, maintains and repairs electrical equipment including navigation, identification, detection, reconnaissance, special purpose equipment and conducts electrical training for all MK's throughout the fleet; operates warfare equipment. Electrician's Mates don't work on avionics, only shipboard maintenance and residential electrical work.</p>

	<p><b>Electronics Technician (ET)</b></p> <p>Maintains all electronic equipment used for communications, detection ranging, recognition and countermeasures, worldwide navigational systems, computers and sonars. ET's also maintain towers and antennas.</p> <p><b>Note:</b> Electronics Technicians can work for the operations, engineering, or combat systems department depending on the type of cutter. They also do the jobs that were once done by the Fire Control Technicians including maintaining and operating the fire control radars and firing the major weapons systems on the boat including the 57 MM cannon and the CIWS anti-ship missile defense system.</p>
	<p><b>Information Systems Technician (IT)</b></p> <p>Operates communication equipment; transmits, receives and processes all forms of military record and voice communications. Installs and maintains telecommunications equipment ranging from pole lines and underground cables to computer-based data communications and processing systems, telephone and data switching systems and networks, and public address, security and remote-control systems.</p>
	<p><b>Machinery Technician (MK)</b></p> <p>Operates, maintains and repairs ship's propulsion, auxiliary equipment and outside equipment such as steering, engineer, refrigeration/air-conditioning and steam equipment.</p>
	<p><b>Diver (DV)</b></p> <p>Divers sweep ports and waterways during coastal security missions; conduct salvage and recovery operations; inspect Coast Guard cutter hulls; survey coral reefs and environmental sensitive areas; repair, maintain and place of aids to navigation; conduct polar operations as well as conduct joint operations with United States and international military divers.</p>

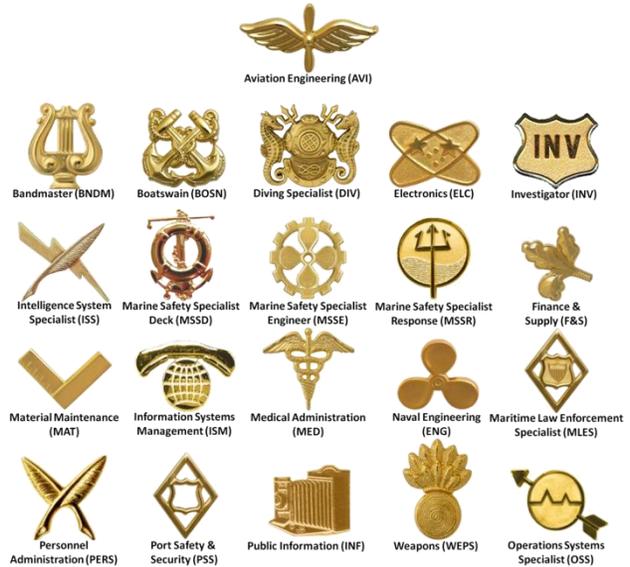
	<b>Command Group</b>
	<p><b>Command Master Chief Petty Officer (CMC)</b></p> <p>Command Master Chief Petty Officers (CMC) are the senior most E-9 enlisted member of a Coast Guard unit and are senior advisors to their unit's commanding officer.</p>
	<p><b>Area, Force, Reserve, and Coast Guard Master Chief Petty Officer of the Coast Guard (AMCPO, RFMC, MCPOCGRF, MCPOCG)</b></p> <p>Area Master Chief Petty Officer, Rating Force Master Chief Petty Officer, Master Chief Petty Officer of the Coast Guard Reserve Force, and Master Chief Petty Officer of the Coast Guard are the senior most CMC to an Area command or the Coast Guard itself and are also senior advisors to the flag officer in command at that level.</p>
	<b>Reserve Specific Group</b>
	<p><b>Investigator (IV)</b></p> <p>Provide support to Coast Guard law-enforcement and intelligence missions. Conduct both criminal and personal background checks and investigations, collect and analyze intelligence information and provide personal protection services to high-ranking Coast Guard officials and other VIPs.</p>
	<p><b>Port Security Specialist (PS)</b></p> <p>Support of Department of Defense national-defense operations overseas as a member of a Naval Coastal Warfare Squadron, or a Coast Guard Port Security Unit. Work at a Sector to ensure the physical security of a major U.S. port, or be a member of a Maritime Safety and Security Team (MSST). MSSTs are capable of being deployed throughout the United States to provide heightened waterside and shoreside security in support of maritime homeland security operations</p>

### 3. Warrant Officer Ranks and Insignia

Warrant officers are highly skilled, single-track specialty officers. Warrant Officers may serve as officers-in-charge of Coast Guard Stations or even as Command warrant officers. Chief Warrant officers fill a variety of billets as they can command larger small boat stations and patrol boats, as specialists and supervisors in other technical areas, and as special agents in the Coast Guard Investigative Service. Candidates for the rank of chief warrant officer must typically be serving in the chief petty officer grades (E-7 through E-9), however, the Coast Guard also permits selection of first-class petty officers (E-6) who are chief petty officer selectees and who are in the top 50% on their advancement list to E-7. The Coast Guard does not use the rank of warrant officer (WO1).

Chief Warrant Officer 4	Chief Warrant Officer 3	Chief Warrant Officer 2
CWO4	CWO3	CWO2

U.S. Coast Guard Chief Warrant Officer specialty markings (collar)



### 3. Officer Ranks

Rank is displayed on collar devices, shoulder boards, and on the sleeves of dress uniforms.

Pay grade	O-10	O-9	O-8	O-7	O-6	O-5	O-4	O-3	O-2	O-1
Insignia										
Title	Admiral	Vice Admiral	Rear Admiral	Rear Admiral (lower half)	Captain	Commander	Lieutenant Commander	Lieutenant	Lieutenant (junior grade)	Ensign

## **CHAPTER 2 THE COAST GUARD AUXILIARY AND AUXILIARY CHAPLAIN SUPPORT PROGRAM**

### **A. THE COAST GUARD AUXILIARY**

When the Coast Guard “Reserve” was authorized by act of Congress on June 23, 1939, the Coast Guard was given a legislative mandate to use civilians to promote safety on and over the high seas and the nation's navigable waters.

Two years later, Congress amended the 1939 act with passage of the Auxiliary and Reserve Act of 1941. Passage of this act designated the Reserve as a military branch of the active service, while the civilian section, formerly referred to as the Coast Guard Reserve, became the Coast Guard Auxiliary (CGAUX) under title *14, chapter 23* of the U.S. Code.

The CGAUX operates in:

- Safety and Security Patrols
- Search and Rescue
- Mass Casualty or Disasters
- Pollution Response & Patrols
- Homeland Security
- Recreational Boating Safety
- Commercial Fishing and Vessel Exams
- Platforms for Boarding Parties
- Recruit for all service in the Coast Guard

In addition to the above, the U.S. Coast Guard Auxiliary operates in any mission as directed by the Commandant of the U.S. Coast Guard or Secretary of Homeland Security.

#### **1. Mission**

- To promote and improve Recreational Boating Safety
- To provide a diverse array of specialized skills, trained crews, and capable facilities to augment the Coast Guard and enhance safety and security of our ports, waterways, and coastal regions
- To support Coast Guard operational, administrative, and logistical requirements

#### **2. The Coast Guard Auxiliary Core Values**

- **Honor** – Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our personal and organizational actions. We are loyal and accountable to the public trust.
- **Respect** – We value our diverse membership. We treat each other and those we serve with fairness, dignity, respect, and compassion. We encourage individual opportunity and growth. We encourage creativity through empowerment. We work as a team.

- **Devotion to Duty** – We are volunteers who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.

### 3. Watchwords

- **Mission** – Our members are trained and ready to execute all authorized Auxiliary missions according to exacting standards, providing the Coast Guard with an effective force-multiplier for normal, backfill and surge situations.
- **Leadership** – Proficiency in leadership, at all levels, is imperative. A focused development program of training, coaching and assessment is readily available to all members.
- **Excellence** – Recruiting, retaining, and rewarding excellence are essential. We foster a culture of excellence through inclusion and engagement to enable high quality performance, which is crucial to our ability to carry out missions.

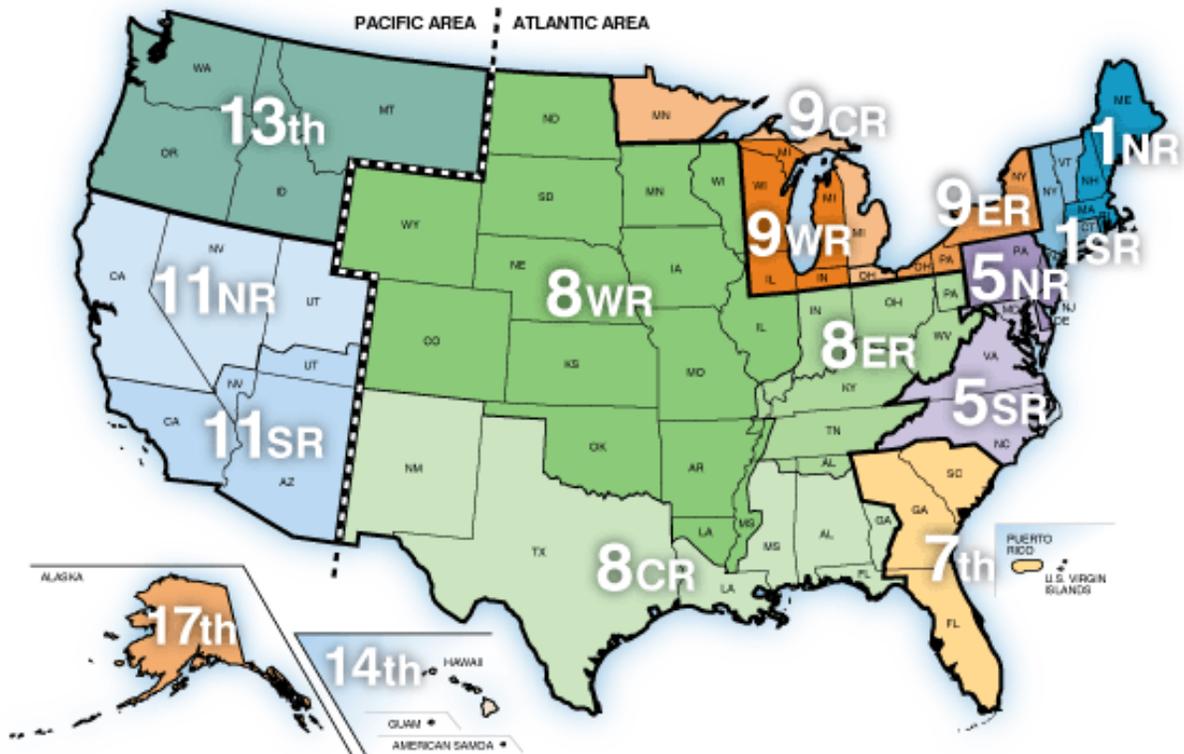
While the CGAUX is a volunteer organization, there are active duty Coast Guard officers assigned to support the Auxiliary.

- The Chief Director of Auxiliary (CHDIRAUX) is an active duty Coast Guard Captain who is responsible for Auxiliary administrative and operational control and support. The CHDIRAUX is the USCG Commandant's representative to the Auxiliary National Executive Committee (NEXCOM) and the National Board. The CHDIRAUX office is in CGHQ.
- Each Auxiliary District has a Director of Auxiliary (DIRAUX) who acts in the same way at the District level as the CHDIRAUX does on the national level. This office works very closely with the ACS Chaplaincy program. ACS Chaplains should not contact this office directly but should do so through the District USCG Chaplain. The DIRAUX also has a staff to assist in their duties.

### 4. Organization

The Auxiliary has units in all 50 states, Puerto Rico, the Virgin Islands, American Samoa, and Guam. Under the direct authority of the U.S. Department of Homeland Security via the Commandant of the U.S. Coast Guard, the Auxiliary's internally operating levels are broken down into four organizational levels: National, District, Division, and Flotilla.

## U.S. COAST GUARD AUXILIARY AREAS, DISTRICTS, AND REGIONS



- **National** – The national staff officers are responsible, along with the Commandant, for the administration and policy-making for the entire Auxiliary.
- **District** – The District provides administrative and supervisory support to Divisions, promotes policies of both the District Commander and National Committee.
- **Division** – Flotillas in the same general geographic area are grouped into Divisions. The Division provides administrative, training and supervisory support to Flotillas and promotes District and National policy.
- **Flotilla** – The Flotilla is the basic organizational unit of the Auxiliary and is comprised of at least 15 qualified members who carry out the day-to-day missions of “Team Coast Guard.” Every Auxiliary member is part of a Flotilla.

### Helpful Links:

- [USCG Auxiliary Leadership](#)
- [USCG Auxiliary Policy Statement](#)
- [USCG Auxiliary Strategic Plan \(2018-2024\)](#)
- [Auxiliary Member Resource Links](#)

## **B. AUXILIARY CHAPLAIN SUPPORT PROGRAM**

The vision for the Auxiliary Chaplain Support (ACS) Program is to provide Auxiliarists who are properly qualified clergy to assist Coast Guard chaplains in expanding Religious Ministry (RM) capacity. Given staffing and logistic limitations, Coast Guard Chaplains may be prevented or delayed in the timely response to RM requirements.

ACS Chaplains help close this shortfall by providing the best RM support possible for Coast Guard members and their families. However, ACS Chaplains do not supplant or replace Coast Guard Chaplains but supplement and support their mission.

ACS Chaplains serve as examples of our core values. As such they will demonstrate proper uniform wear, military customs and courtesy, and demonstrate the pride and unity that the uniform represents.

ACS Chaplains strive for the same ideals as their active duty chaplain counterparts. They are expected to demonstrate the ability to work well in a team environment during initial training which will then carry over to their duties at the Coast Guard unit in which they are assigned.

### **1. History**

Over the years, various Coast Guard Districts initiated Civilian Clergy programs which authorized civilian clergy to perform RM with Coast Guard personnel. In addition, many remote units developed relationships with local clergy who assisted them in times of crisis or when religious ministry was needed.

On 27 October 2016, COMDTINST 1730.5 was published, establishing the ACS Program. With the establishment of the ACS program, USCG policy is that the use of civilian clergy who are not members of the ACS program is prohibited, unless approved by the Chaplain of the Coast Guard. All ACS Chaplains are required to be members of a CGAUX flotilla and have the same educational and ecclesiastical endorsement as Department of Defense chaplains.

The program is controlled by the Chaplain of the Coast Guard who convenes a board to grant final approval before appointing qualified Auxiliarist as ACS Chaplains.

On 5 March 2017, Doug Kroll, a retired Navy Reserve Chaplain and Auxiliary member, was appointed as Division Chief-Chaplain Support (DVC-HH) in the Human Resources Directorate of the National Coast Guard Auxiliary staff. In June 2017, the first six ACS were appointed by the Chaplain of the Coast Guard. In 2019, the Chaplain of the Coast Guard renamed the program "Auxiliary Chaplain Support." Phil Poole assumed the duties of Division Chief-Chaplain Support (DVC-HH) on 1 April, 2020.

## **2. Goals**

The goals of the ACS Program are:

- Assist and expand the Religious Ministry of Coast Guard chaplains.
- Support emergency responses.
- Give Auxiliarists who are qualified clergy another means to contribute to and support active duty and reserve personnel

## **C. ACS CHAPLAIN STRUCTURE AND LEADERSHIP**

The ACS Program functions as a National Division within the Human Resources Directorate under Coast Guard Support. ACS Leadership is comprised of a National Division Chief (DVC-HH) and three ACS Program Branch Chiefs: Branch Chief Atlantic East (BC-HHE), Branch Chief Atlantic West (BC-HHW), and Branch Chief Pacific (BC-HHP). Members of the ACS Leadership team are appointed to 2 year terms of service.

### **ACS Chaplain, Division Chief Job Description**

In addition to General Duties, the Division Chief, Auxiliary Clergy Support (ACS Chaplain) Program (DVC-HH) under the direction of The Chaplain of the Coast Guard and the Deputy Director for Coast Guard Support of the Human Resources Directorate (DIR-HdS), has the following duties.

1. Supervise the regional Branch Chiefs (Atlantic East, Atlantic West and Pacific), especially in regard to administrative matters.
2. Refer all inquiries from potential ACS Chaplain Candidates to appropriate Regional Branch Chiefs.
3. Keep the Auxiliary Deputy Director for Coast Guard Support on the National Human Resources apprised of any issues that may be of interest, including participating in the monthly H Directorate internet meetings.
4. Serve as the liaison with the Chaplain of the Coast Guard for religious ministry policies for ACS chaplains and pass their guidance to the Regional Branch Chiefs to pass to the ACS Chaplains in their respective regions.
5. Other duties as requested by The Chaplain of the Coast Guard or the Deputy Director of Human Resources Directorate (DIR-HDS).

### **Branch Chief, ACS Program, Atlantic East, (BC-HHE)**

In addition to the General Duties, the Branch Chief Atlantic East, under the general direction and supervision of the Division Chief, ACS Chaplain Program (DVC-HH), shall have the following duties:

1. Serve as point of contact for ACS Chaplains and Auxiliary leadership in Districts D1NR, D1SR, D5NR, D5SR and D7 who desire information or guidance regarding participation in the ACS Program.
2. Promote the ACS Program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership.
3. Recruit prospective ACS Chaplains.
4. Assist and advise applicants throughout the application process.
5. Maintain a supportive and informational relationship with Coast Guard chaplains in relation to the ACS Program.
6. Provide ACS Chaplains with orientation support, Coast Guard and Auxiliary reporting requirements, and intercede for them whenever needed.
7. Other duties as assigned by the Division Chief, ACS Program (DVC-HH).

### **Branch Chief, ACS Program, Atlantic West (BC-HHW)**

In addition to the General Duties, the Branch Chief Atlantic West, under the general direction and supervision of the Division Chief, ACS Program, (DVC-HH), shall have the following duties:

1. Serve as point of contact for ACS Chaplains and Auxiliary leadership in Districts D8ER, D8CR, D8WR, D9ER, D9CR and D9WR who desire information or guidance regarding participation in the ACS Program.
2. Promote the ACS Program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership.
3. Recruit prospective ACS Chaplains.
4. Assist and advise applicants throughout the application process.
5. Maintain a supportive and informational relationship with Coast Guard chaplains in relation to the ACS Program.
6. Provide ACS Chaplains with orientation support, Coast Guard and Auxiliary reporting requirements, and intercede for them whenever needed.
7. Other duties as assigned by the Division Chief, ACS Program (DVC-HH).

### **Branch Chief, ACS Program, Pacific (BC-HHP)**

In addition to the General Duties, the Branch Chief Pacific, under the general direction and supervision of the Division Chief, ACS Program, (DVC-HH), shall have the following duties:

1. Serve as point of contact for ACS Chaplains and Auxiliary leadership in Districts D11NR, D11SR, D13, D14 and D17 who desire information or guidance regarding participation in the ACS Program.
2. Promote the ACS Program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership.
3. Recruit prospective ACS Chaplains.
4. Assist and advise applicants throughout the application process.
5. Maintain a supportive and informational relationship with Coast Guard chaplains in relation to the ACS Program.

6. Provide ACS Chaplains with orientation support, Coast Guard and Auxiliary reporting requirements, and intercede for them whenever needed.
7. Other duties as assigned by the Division Chief, ACS Program (DVC-HH).

Additional administrative roles may be established by the Chaplain of the Coast Guard as needed.

## **D. UTILIZATION OF ACS CHAPLAINS**

### **1. Mission**

ACS Chaplains are appointed to serve within specific areas of operation (AO) to fulfill specific needs. While there may be requests for support from outside of the geographic AO, this would be the exception. The norm would be to provide ministry to a specific unit or group of units or to be a resource available in a certain Sector or District or Training Command. This ministry support can take many forms, most commonly:

- Ceremonial support (offering prayers at retirement ceremonies, changes of command, commissioning or decommissioning of units, memorial observances, etc.)
- Unit “deck plate” visitation
- Crisis response (which could range from hospital visits to urgent counseling requests to critical incident response such as body recovery or death of service members to assistance with man-made or natural disasters)
- Providing faith specific religious ministry (worship services, Bible Studies, baptisms, funerals, weddings, or faith specific counseling)

### **2. Supervisory Coast Guard (CG) Chaplain**

In addition to an ACS Chaplain’s relationship with their Branch Chief, a key relationship for an ACS Chaplain is with their supervisory CG Chaplain. The assigned supervisory CG Chaplain is who:

- Requests support
- Issues written orders (whether funded, permissive, blanket or for a specific mission) or insures appropriate orders are generated
- Receives reports
- Is responsible for the overall *supervision* of the ACS Chaplain to whom they are assigned. As the supervisor to the ACS Chaplain, they:

- Answer questions regarding institutional ministry, the scope of the assigned mission, and all concerns related to the Navy Chaplain Corps' Core Competencies of Accommodation (Facilitation), Provision, Care, and Advisement.
- Oversee the ACS Chaplain's initial and annual training
- Conduct an annual evaluation of the ACS Chaplain and make a recommendation as to their continued service

### **3. Requesting ACS Chaplain Support**

Understanding that ACS Chaplains are volunteers, all requests for support are just that: requests, not assignments, orders, or directives. The amount of time available to an ACS Chaplain and flexibility due to other commitments will vary from ACS chaplain to ACS chaplain. These expectations should be discussed early in the supervisory relationship.

Under normal circumstances, the supervisory chaplain requests periodic (such as "Visit Station Muskegon 2 times per quarter") or specific mission support (ceremonial support, pastoral care, crisis response, etc.) within the normal AO of the ACS Chaplain and within the AO of the supervisory chaplain. Barring exceptional circumstances, those orders would not be funded.

If there is a need or request for mission support outside of the normal AO of the ACS Chaplain but within the AO of the supervisory chaplain, the supervisory chaplain may make that request for support. If significant travel is involved, the supervisory chaplain should make every effort to secure funding from the supported unit for the travel expenses of the ACS Chaplain.

If there is a request for mission support outside of the normal AO of the ACS Chaplain and outside of the AO of the supervisory chaplain, but within the CG District to which they are assigned, the District CG Chaplain, in coordination with the supervisory chaplain, may make that request of support. If significant travel is involved, the District CG Chaplain should make every effort to secure funding from the supported unit for the travel expenses for the ACS Chaplain.

If there is a request for mission support outside of the normal AO of the ACS Chaplain and outside of the CG District to which they are assigned, the CG Chaplain responsible for the mission to be supported may make a request of support to *their* supervisory chaplain—the Deputy Commandant for Mission Support (DCMS) Chaplain for training commands or the appropriate AREA Chaplain. The DCMS or AREA Chaplain will request assistance from a District CG Chaplain in coordination with the ACS Chaplain's supervisory chaplain. Since this would normally involve significant travel, the chaplain making the request should make every effort to secure funding from the supported unit for the travel expenses for the ACS Chaplain.

Whenever an ACS Chaplain is providing mission support outside of the AO to which they are assigned, the Chaplain of the Coast Guard should be notified prior to executing the mission.

## E. APPLICATION PROCESS AND PROCEDURES

Step 1: Those interested in affiliation with the Auxiliary Chaplain Support (ACS) Program should contact the regional ACS Program Branch Chief (contact info below) who will explain the program, the application process, and answer any questions. They should also contact the Coast Guard (CG) District Chaplain for the District in which they are applying (<https://www.uscg.mil/Leadership/Senior-Leadership/Chaplain-of-the-Coast-Guard/Locations/>). Both the ACS Branch Chief and the District Chaplain will provide the potential applicant with an appraisal of the local needs as well as an assessment of the potential applicant's qualifications and suitability for appointment.

<b>D1, 5, &amp; 7</b>	<b>Gary Gray</b>	grgray1160@gmail.com	727-421-3014
<b>D8 &amp; 9</b>	<b>Thomas Blossom</b>	blossomtom@att.net	317-709-0626
<b>D11, 13, 14, &amp; 17</b>	<b>Lyle Schrag</b>	lschrag@comcast.net	360-305-9364

Step 2: If they have not already done so, those applying to join the ACS Program should affiliate with the Coast Guard Auxiliary (CGAUX) and complete all required training to be a basically qualified member of the CGAUX: current in all Auxiliary Core Training (AUXCT) requirements, current with respect to annual dues, and not the subject of any investigation or disciplinary action). The regional ACS Branch Chief will assist with this process.

Step 3: When the applicant is ready to start the ACS application process they will coordinate with their regional ACS Branch Chief to complete steps 4-8 of the process. Required documents should be retained by the applicant and a copy submitted to the regional ACS Branch Chief by mail or scanned and sent by e-mail (which is the preferred method).

Step 4: Once the applicant is a basically qualified (BQ) member of the CGAUX they should request a letter from their flotilla commander indicating that they have attained their basic qualifications. **Letter must state the applicant is in Basically Qualified (BQ) or Operational Auxiliarist (AX) membership status and in good standing with the Auxiliary, current in all Auxiliary Core Training (AUXCT) requirements, current with respect to payment of annual Auxiliary dues obligations, and not subject** of any investigation or disciplinary action

Step 5: Applicant will complete and submit ACS Application Form (ANSC-7069).

Step 6: Applicant will secure a Statement of Ecclesiastical Endorsement (ANSC-7070) from an Ecclesiastical Endorsing Agent authorized by a Religious Organization recognized by the Armed Forces Chaplains Board (AFCB). **This must be a national level endorsement, not an endorsement by a local church or regional conference.** The specific requirements for this may vary according to the religious organization involved.

Step 7: Applicant will submit copies of academic transcripts for each degree earned. If requesting a waiver for the required graduate or post graduate degree, the Applicant should submit a written waiver request with verification of at least 5 years pastoral experience and two letters of recommendation from sources who have observed

ministerial activities and capabilities of the candidate. Retired DoD chaplains may submit a copy of their DD-214 in lieu of this requirement.

Step 8: The Applicant will meet with a Coast Guard Commanding Officer/Officer in Charge who will verify the applicant's suitability for service as an ACS Chaplain. The Coast Guard Chaplain assisting the applicant will help schedule this interview.

**At this point the ACS Branch Chief will verify and submit all completed documentation to the Coast Guard Chaplain identified by the District Chaplain as the applicant's prospective supervisor. ACS Branch Chief should retain copies of all documents.**

Step 9: Request a letter of recommendation from the Coast Guard Chaplain who will be the ACS Chaplain's supervisor.

Step 10: When Steps 4-9 are finished, the complete package should be forwarded by the supervisory chaplain to the **Coast Guard District Chaplain** for review. This can be by mail or scanned electronically. Scanned electronically is preferred method. Applicant should retain copies of all documents.

Step 11: District Chaplain will review package and provide endorsement.

Step 12: Submit all require documentation for a Tier 1 Personnel Security Investigation (PSI) with Child Care Check. If the applicant already possesses a current security clearance or Tier 3 (Direct Operational) PSI, they do not need to submit the Tier 1 PSI but must still complete a Child Care Check. District DirAux and Security Manager can provide specific instructions.

An Auxiliarist will not be authorized to perform any ACS program activities unless under the direct supervision of their supervisory chaplain until their PSI is **completed** with a favorable determination. Interim suitability status for ACS program candidates may be requested by the sponsoring district to SECCEN via the CG-5588 form. SECCEN will approve or deny the interim status request in accordance with the standards outlined in reference (g) and communicate that determination to the sponsoring district and CG-00A. .

Step 13: District Commander will review package and provide endorsement.

Step 14: District Chaplain will forward complete package to **Coast Guard AREA Chaplain**

Step 15: AREA Coast Guard Chaplain will review package and provide endorsement.

Step 16: AREA Coast Guard Chaplain will forward complete package to **Chaplain of the Coast Guard electronically**

Step 17: Chaplain of the Coast Guard will convene administrative board to review completed package and make a recommendation to the Chaplain of the Coast Guard.

Step 18: *Chaplain of the Coast Guard* will make final determination regarding provisional appointment as ACS Chaplain and inform applicant in writing. ACS status can be revoked at any time at the discretion of the Chaplain of the Coast Guard.

Step 19: *Appointed supervisory chaplain* will meet with newly appointed ACS chaplain for orientation, training, and initial unit visits. Regional ACS Branch Chief will provide orientation on AUXDATA system and requirements, uniform issues, and any CGAUX specific issues/concerns/requirements.

Step 20: Provisional status remains in place until chaplains have

- a. Completed PSI with a favorable determination or interim suitability status approved by SECCEN.
- b. Viewed and discussed with supervisory chaplain the four ACS Chaplain video training sessions on confidentiality, professional naval chaplaincy, religious accommodation, and sexual assault prevention and reporting (SAPR).
- c. Completed Incident Command System (ICS) training (ICS 100, 200, 700 and 800, all online).
- d. Completed the Living Works ASIST Suicide Intervention course (2 day course offered throughout the CG).
- e. Completed a Critical Incident Stress Management or Pastoral Crisis Response Course (online or in person).

When steps a-e are completed CG-00A will be informed by District Chaplain.

It is expected that ACS Chaplain will complete steps a-e within 12 months of provisional appointment. Any expenses associated with the above training requirements should be supported by the supervisory chaplain. Completion of items in step 20 meets the annual training requirement for that year.

While under provisional status ACS Chaplains may engage in deck plate ministry and provide ceremonial support, faith specific religious ministry, and pastoral care while under the direct supervision of their supervisory chaplain.

## F. PERSONNEL SECURITY INVESTIGATION

Complete a Tier 1 Personnel Security Investigation (PSI) with Child Care Check with a favorable determination, or if the applicant already possesses a current security clearance or Tier 3 (Direct Operational) PSI, they must still complete a Child Care Check with a favorable determination. There is no cost to the District or CGAUX associated with this background check, as this is a CG requirement.

### ACS PSI Package:

- \_\_\_ a. (2) FD-258 Fingerprint Cards with original signatures and completely filled out. (Not applicable if fingerprints submitted electronically thru a USCG command).
- \_\_\_ b. e-QIP SF 85 (Questionnaire for Non-Sensitive Positions) (12-2013) form completely filled out and submitted electronically, with all SF 85 signature pages attached. (See Note\*\*)
- \_\_\_ c. ANSC-7001 Enrollment Application, Page 3, Section IX (Verification of U.S. Citizenship) completed and signed by Authorized Representative. [Note: Individual signing Section IX is LEGALLY responsible for viewing applicant's "Original" Citizenship Document(s)]
- \_\_\_ d. OF-306 (Declaration for Federal Employment) form completely filled out.
- \_\_\_ e. Child Care forms as directed by District Security Manager.

An Auxiliarist will not be authorized to perform any ACS Program activities unless under the direct supervision of their supervisory chaplain until their PSI is completed with a favorable determination. Interim suitability status for ACS candidates may be requested by the sponsoring district to SECCEN via the CG-5588 form. SECCEN will approve or deny the interim status request and communicate that determination to the sponsoring district and CG-00A. There will be no appeal processes should such interim access be denied.

The PSI process is as follows:

1. When a candidate is ready for their District CHC interviews (all other required paperwork has been submitted to District Chaplain) it is the responsibility of the District Chaplain to contact the District Security Manager (usually a CWO or Civilian) to inform them that a background check is required and ask them to provide the forms and oversee the processing of the background check.
2. The District Chaplain will follow up weekly with both the ACS applicant and the District Security Manager to ensure there are no delays. This process should not take more than 2-3 weeks.
3. The office of the District Security Manager will submit the documents to CG Security Center.
4. Once the CG Security Center has received the documents, the PSI should take about 65 days for the PSI portion, the state Child Care Checks can take longer.
5. District Chaplains can check on the status of the PSI by contacting SECCEN Customer Service at ([FIN-SMB-SecHelpDesk@uscg.mil](mailto:FIN-SMB-SecHelpDesk@uscg.mil)).

## **CHAPTER 3 GENERAL ADMINISTRATIVE DUTIES AS AN AUXILIARIST**

In accordance with COMDTINST 1730.5 (series), all ACS Chaplains must be a member in good standing with the Coast Guard Auxiliary. This includes being current in all Auxiliary mandated training (AUXMT) requirements, current with respect to annual dues, and not the subject of any investigation or disciplinary action. All ACS Chaplains must maintain at minimum the required administrative responsibilities of the Coast Guard Auxiliary.

### **A. DISTRICT DIRECTOR OF AUXILIARY (DIRAUX) RESPONSIBILITIES**

To better assist ACS Chaplains and supported Coast Guard chaplains, DIRAUX should verify that the Tier 1 Background Investigation with Child Care material has been completed and that interim suitability status has been requested by the sponsoring District to SECCEN via CG Form 5588. See Chapter 2.F. for background check procedures.

### **B. ACS CHAPLAINS UNDER CHAPLAIN SUPERVISION**

Coast Guard chaplains are responsible for administering, supervising, and facilitating religious support and chaplain activities for the Coast Guard. Similarly, ACS Chaplains serve under the direct supervision of their designated Coast Guard chaplain and must coordinate and report all RM support. The District chaplain serves as the senior supervising chaplain for most ACS Chaplain responsibilities.

**The Supervisory Chaplain Responsibilities.** The supervisory chaplain is responsible for verifying that the ACS Chaplain remains in compliance with requirements.

- Be a member good standing with the Coast Guard Auxiliary.
- Maintain Ecclesiastical Endorsement (ANSC-7070) from an Ecclesiastical Endorsing Agent authorized by a RO recognized by the Armed Forces Chaplains Board (AFCB).
- Complete an annual evaluation.
- Hold approved Tier 1 PSI.

### **C. ADMINISTRATIVE REQUIREMENTS RELATED TO ACS OPERATIONS**

Normal ACS operations are defined in COMDTINST 1730.5 (series) and include both emergent and non-emergent support.

In each case, ACS Chaplains and supervisory chaplains should clearly communicate their desires and expectations for ACS Chaplain operations within the local area, or Coast Guard District. Because ACS Chaplain applications are endorsed by the District commander, ACS Chaplains should not execute operations outside the geographic boundaries of the supported District

without approval from both the sending and receiving District commands and in coordination with both the sending and receiving Coast Guard chaplains.

### **1. Intent to Visit Notification Requirements (non-emergent)**

In non-emergent cases, it is important to request permission from the supervisory chaplain to visit active-duty Coast Guard units. This will allow the Coast Guard chaplain to coordinate unit visits by directing desiring service members and authorized recipients of Coast Guard RM to the ACS Chaplain or to otherwise take full advantage of the visit to maximize the effectiveness of the Command Religious Program (CRP). There is no standard form of communication, but the request must be in writing and should list the “who, what, when, where, and why” of the visit. A simple version might look like this:

*“Chaplain \_\_\_\_\_, this is ACS Chaplain \_\_\_\_\_. I am planning to be in \_\_\_\_\_ location on \_\_\_\_\_, 20\_\_\_\_, and would like permission to visit Coast Guard unit \_\_\_\_\_. The purpose of my visit will be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. Please notify me of your approval at your earliest convenience, and let me know if you have any thoughts or questions about the best ways to support this unit. Thank you.”*

It is acceptable to use telephonic and electronic forms of communication (e.g., email, text message) to convey the request, however, ACS Chaplains should not presume to embark on a unit visit without permission from their supervisory chaplain. In instances where a unit visit occurs on a regular basis, ACS Chaplains and supervisory chaplains may coordinate to approve multiple visits in advance or as part of an overall CRP set of standing orders. This approval may be amended at any time by the supervisory chaplain in the execution of the CRP.

Ideally the unit requesting support should initially contact the Coast Guard chaplain responsible for their unit. If an ACS Chaplain is asked directly to provide or facilitate a unit ceremony, the ACS Chaplain should direct that request back to the supervisory chaplain for authorization.

### **2. Responding to Crisis Situations (emergency)**

Crisis response should only be done in direct coordination with the supervisory chaplain. Prior RM with a unit or individual should not be considered approval to provide crisis response, apart from a request by the supervisory chaplain.

## **D. AFTER ACTION REPORTS AND MONTHLY REPORTS**

Accurate and timely reports support the overall execution of the CRP by providing ACS Chaplains, Coast Guard chaplains, and commanding officers the necessary information to best care for authorized recipients of Coast Guard RM.

## 1. After Action Reports (AARs).

For both emergent and non-emergent missions, Coast Guard chaplains may request AARs to assess and evaluate the effectiveness of ACS Chaplain ministry and to incorporate that ministry into the CRP. AARs may be requested after each visit or on an occasional basis for regular unit visits. AARs should be completed within five days of the unit visit and are separate from the monthly reports listed below. These reports may include: Who originated the request (unit or chaplain)? Where/when did the visit occur? What units did were supported? Are any follow-ups required? What was the overall disposition of the visit? It is acceptable to use telephonic and electronic forms of communication (e.g., email, text message) to convey AAR information as long as this is coordinated by the supervisory chaplain.

## 2. Monthly Reports

Monthly Reports provide a larger snapshot of RM performed in the District. Monthly Reports assist the supervisory chaplain in advising the chain of command on the execution of the CRP. Monthly Reports often include specific data on the elements of RM, along with additional descriptions of trends, impact, and acknowledgement of the work of others. A timeline for the submission of monthly reports should be coordinated with the supervisory chaplain. A sample of the data collected and sent to your supervisory chaplain is as follows:

<b>REPORTING ACS CHAPLAIN NAME:</b>	
<b>UNIT/CHAPLAIN ORIGINATING REQUEST:</b>	
<b>CHAPLAIN RECEIVING THE REPORT:</b>	
<b>PROVISION OF RELIGIOUS MINISTRY</b>	
Ceremony: Retirement/Change of Command	Attendance:
Sacred Scripture Study	Attendance:
Wedding	
Worship Services	

<b>FACILITATION</b>	
Request for accommodation	
Referral to Chaplain	
Referral to Local Clergy/Civilian Organizations	
<b>CARE</b>	
Counseling	
Pastoral Crisis Intervention	
<b>ADVISEMENT</b>	
<p>To Coast Guard Member:</p> <p>To Command:</p> <p>To Chaplain:</p>	
<b>MINISTRY NOTES/NARRATIVE</b>	

Chaplains may also ask for your overall perceptions of what people are talking about at Coast Guard units, numbers of those who sought RM for certain crisis events (e.g., suicide, sexual assault) but who chose to maintain confidentiality and not report those events to the Coast Guard, any notable impacts on RM on the lives of Coast Guard personnel and other authorized recipients, and any notes of thanks.

## **E. TRAVEL AUTHORIZATION AND ORDERS**

For an ACS Chaplain assisting at a Coast Guard unit on a regular schedule, the unit is the order issuing authority and will provide written non-reimbursable/no cost orders for the ACS Chaplain assigned to duty so that the ACS Chaplain may be included in the duty meal rate. Occasional assignments do not require orders since a written/email confirmation of assignment is sufficient under normal circumstances. All expenses are borne by the ACS Chaplain in normal circumstances.

If travel orders are to be issued for a special assignment this will be noted by the order issuing authority. Berthing at a Coast Guard unit may be provided if available. Some duty may require commercial lodging and non-government messing. If so, those costs will be included in the orders for the special assignment. Your supervisory chaplain is responsible to work with the unit to get the travel orders issued.

Per diem and mileage rates for Coast Guard issued orders can be found at [www.gsa.gov](http://www.gsa.gov).

After completion of the assignment, [DD Form 1351-2, Travel Voucher or Subvoucher](#), must be completed and submitted along with hotel and gas receipts, and signed orders received prior to the travel. Both the form and the orders must be signed by the ACS Chaplain in blue ink.

The status of a claim may be checked on-line at the [Coast Guard Finance Center](#). If further guidance is required, the ACS Chaplain may contact the Director of Auxiliary.

Reimbursement rates may vary depending on whether the orders were issued by the Coast Guard or Coast Guard Auxiliary.

## **F. REPORTING TIME FOR AUXDATA**

**Personal hours.** Use the [ANSC 7029 Member Activity Form](#)

Create a separate ANSC 7029 Webform specifically identified as ACS activity.

1. In Section 3 (Submission Information) note: "Auxiliary Chaplain Support (AUXCS) Purposes"
2. Use three codes for reporting:
  - a. 99A: Administrative (for leadership time). Specifically identified as: if you are an elected or appointed officer and undertaking non-mission activities to fulfill the responsibilities of your position including such things as:
    - 1) Meeting or communicating with prospective members
    - 2) Communicating with members interested in qualification in your program area
    - 3) Mentoring
    - 4) Email, phone calls and records management for your program area
    - 5) Preparing reports for meetings or for staff officers at a higher organizational level

- 6) Travel to and from CG units or meetings with Supervisory Chaplain.
- b. 99D: For hours not otherwise reported on [ANSC 7030](#) for member training or ANSC 7039 for workshops including:
  - 1) Time spent preparing for a ceremonial prayer or other command event.
  - 2) Time spent preparing for, studying or doing homework for a class Time spent taking on-line courses and on-line
- c. 99E: general and logistics support for hours not otherwise reported on an ANSC 7030 form such as:
  - 1) Travel to and from either a 99D activity or ANSC-7030 mission
  - 2) Post-mission recordkeeping and reporting

**Mission Hours.** Instruction to report formal activity as “mission” using the ANSC-7030, Activity Mission Report. At this point, this relates to “formal” activities of a ceremonial nature rather than the casual activities of care, or facilitation, or advisement. This would cover providing formal faith needs (for example: conducting a service, providing the Blessing of the Fleet, or any other official act is done at the order and coordination of the chaplain or a commanding officer.) This would also include presenting chaplain related workshops, and may be used in the future should an assignment be made to accompanying a crew on a mission in an ACS Chaplain role.

When prepared, formal activities, such as assigned chaplain tasks or requests from commanding officers, will be reported on the ANSC-7030 as Mission Category 07D (CG Operational Support) with “AUXCS duties” noted in remarks to alert the Flotilla Information Systems Officer (FSO-IS) that it is an ACS Chaplain mission.

All activities at Coast Guard unit and functions should be reported using the ANSC-7030. Other missions and appropriate operations should be indicated. Only time actually spent on ACS Chaplain duties tasks are to be included. There is a maximum of 19 hours except for deployments or special events including overnight stays at a Coast Guard unit, which may be 24 hours. In the remarks section, indicate “ACS Chaplain Duty” and unit name so that the FSO-IS can properly record the hours in AUXDATA. Travel and preparation times should be reported on ANSC-7029 Member Activity Log. Submission of ANSC-7030 forms should be made as soon as possible after completion to the AUXFS’s FSO-IS. Copies via mail or email must be provided to your branch chief in lieu of copies. In addition, an email with details of mission including hours and location may be sent.

## **G. ANNUAL EVALUATIONS**

Coast Guard chaplains supervising ACS Chaplains will submit an annual evaluation (due to CG-00A by 15 January) of the ACS Chaplain under their supervision to their Area Chaplain with a recommendation as to the ACS Chaplain’s continued participation in the ACS program.

Copies of the evaluation can be requested from ACS Branch Chiefs or Supervisory Chaplains.

While support and encouragement are essential elements of good supervision, so too is clear communication and identifying areas of growth and improvement. An element of a good evaluation is a specific plan for continued professional growth.

## **H. TRAINING**

### **1. Initial training**

Once accepted into the ACS Program the chaplain will be in provisional status until (along with PSI) the following requirements are met.

- a. Viewed and discussed with supervisory chaplain the four ACS Chaplain video training sessions on confidentiality, professional naval chaplaincy, religious accommodation, and sexual assault prevention and reporting (SAPR).
- b. Completed Incident Command System (ICS) training (ICS 100, 200, 700 and 800). All available online).
- c. Completed the Living Works ASIST Suicide Intervention course (2 day course offered throughout the CG).
- d. Completed a Critical Incident Stress Management or Pastoral Crisis Response Course (online or in person).

### **2. Annual training**

- a. CG-00A will inform ACS Branch Chiefs of the training requirement for that year and the training plan for that year. Once completed certificates of completion will be provided upon completion of training.

## CHAPTER 4 UNIFORMS & GROOMING

### A. GENERAL CONSIDERATIONS

Pursuant to Auxiliary Manual, COMDTINST M16790.1 (series), ACS Chaplains are authorized to wear the Coast Guard Auxiliary uniform in the performance of their ACS duties.

ACS Chaplains are authorized to wear two (2) stripes. This does not preclude an Auxiliary Chaplain member from wearing a higher insignia (e.g. 3 or 4-stripes) if the member has earned that higher insignia through other Auxiliary service.

ACS Chaplains will wear the religious symbol approved by their Ecclesiastical Endorsing Agency as recognized by the Armed Forces Chaplain Board (AFCB). This approval is only for ACS Chaplains and is not applicable to chaplains of that RO who serve in the Department of Defense (DoD). **Religious symbols are only to be worn when functioning as an ACS Chaplain.**

Uniform guidelines may be revised as needed by Chief Director of the Coast Auxiliary and the Chaplain of the Coast Guard. See the [Auxiliary Manual, COMDTINST M16790.1 \(series\)](#), Chapter 10 “Uniforms” for specific requirements and manner of wear

Coast Guard active duty and reserve members are bound by strict military grooming and weight standards. Realizing that the Auxiliary is made up entirely of volunteers, the active duty and reserve grooming and appearance standards are relaxed as they apply to CGAUX. However, as a matter of honor and pride, you should strive to attain similar standards as active duty and reserve members.

Wearing the uniform in an unprofessional manner can be a potential barrier for effective ministry. Remember, those to whom you minister take great pride in wearing their uniform. It is a key element for how the public perceives the men and women of the Coast Guard and the CGAUX and how they honor their country and the service.

### B. SPECIFIC UNIFORMS

**1. Operational Dress Uniform (ODU)** is the principal general purpose, everyday Coast Guard uniform. It may be worn year-round, primarily as a field utility and watch standing uniform. It is intended for wear in any situation that does not require a dress uniform, including patrols and as Coast Guard unit office wear at the Commanding Officer’s discretion.

ODUs should not generally be worn in any setting where the ACS Chaplain is representing the USCG or where the type of interaction with the public dictates more formality, or settings in an interagency environment. In DoD, joint or inter-service environments, wearing of the ODU should align with the DoD equivalent uniform of the day. The ODU should not be worn for visits to civilian agencies or non-Coast Guard organizations unless the prescribed uniform of the day at the visit site is the ODU or DoD equivalent.

- Trousers may be tucked into the boots or bloused. When bloused, place blousing bands between the second and third boot eyelet. The buckle and belt tip of the standard 1¼-inch black ODU belt must not be chipped or discolored. The bitter end shall extend 2 to 4 inches past the belt buckle on the wearer's left.
- The Coast Guard Auxiliary dark blue crew neck T-shirt is the prescribed undergarment.
- If the ODU top sleeves are rolled up, they shall be done so in prescribed accordion style with only the cuff showing.
- The ODU top may only be removed temporarily when working in demanding, prolonged operations in high temperatures. Such relaxed ODU wear is not authorized for routine wear in the office environment, in public, or for wear while commuting to and from duty assignments, including in private vehicles.
- ACS Chaplains are authorized to wear two silver bars on each collar.
- Socks should be black.
- Boots shall be well-blackened 8-inch or 10-inch safety (reinforced toes) boots. Excess laces shall be tucked away so they cannot be seen.
- Insignia shall be centered directly above the "USCG AUXILIARY" cloth tape immediately above the wearer's left-hand pocket. Only one embroidered insignia is authorized. For ACS Chaplains this will be our religious patch when performing ministry.
- Religious insignia will only be worn while functioning as a chaplain.
- The Auxiliary ball cap is the prescribed hat to be worn with this uniform. Chaplains wear two metal silver bars on the ball cap. The Tilley hat, cold weather cap and knit watch cap may be worn as authorized.

**2. Tropical Blue Long (Trops)** uniform may be worn instead of the Service Dress Blue uniform except for occasions where the civilian equivalent is coat and tie. It is authorized for wear in a travel status pursuant to Coast Guard assignment to duty. This uniform may be worn year-round for appropriate assignments to duty.

- Trousers are the same as those prescribed for the Service Dress Blue uniform.
- A black web belt with a silver buckle and tip is worn.
- The light blue, Air Force style, short sleeve shirt with a stand-up collar with stays and epaulets is worn (Chaplains two full stripes). With this shirt the collar is worn open, without a tie.
- A white V-neck T-shirt is to be worn.
- Socks and shoes shall be black.
- Enhanced shoulder boards (Chaplains two full stripes) are worn on the epaulet style shirt.
- Breast insignia/devices, name tag, ribbons and badges are worn.
- The combination cap or garrison cap is the prescribed covers (hats) to be worn with this uniform.
- Religious insignia shall be centered above the wearer's left-hand pocket.
- Religious insignia will only be worn while functioning as a chaplain.

**3. Service Dress Blue (SDB)** uniform is appropriate for wear at all meetings, in classrooms and at all other similar functions. It may be worn year-round for business within the Coast Guard and for occasions where the civilian equivalent is coat and tie. It is authorized for wear in a travel status pursuant to Coast Guard assignment to duty.

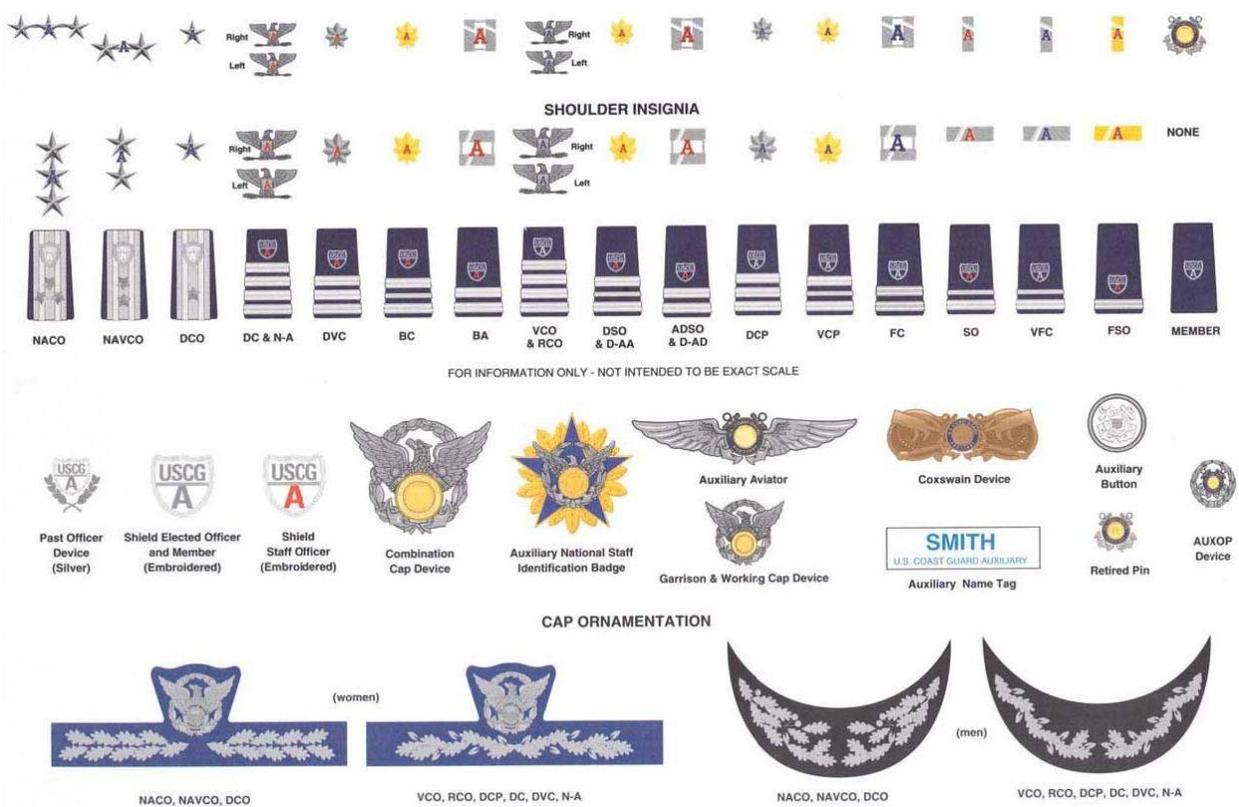
- The coat is the standard Coast Guard officer's blouse. The four gold Coast Guard buttons on the patch pocket closures are replaced with four small silver Auxiliary buttons. The four gold Coast Guard buttons down the forepart are replaced with four large silver Auxiliary buttons.
- The trousers (same trousers as Tropical; Blue Uniform) 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.
- A black web belt with a silver buckle and tip is worn.
- For SDB Bravo 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. For SDB Alpha the shirt is a long sleeve white shirt. The Coat (suit coat) should not be removed in public.
- A Coast Guard Blue, four-in-hand tie of suitable length is worn. Clip-on ties are optional.
- Socks and shoes shall be black.
- Appropriate silver sleeve lace (Chaplains two full stripes) mounted by the appropriate Auxiliary shield is worn on the coat sleeves and enhanced shoulder boards are worn on the shirt (Chaplains two full stripes).
- This uniform is worn with breast insignia/devices, name tag and ribbons.
- The combination cap is the prescribed hat to be worn with this uniform. A cold weather cap may be worn as authorized.
- Religious insignia shall be centered above the wearer's left-hand pocket.
- Religious insignia will only be worn while functioning as a chaplain.

**4. Service Dress White (SDW)**, also called "Chokers" or "Choker Whites" is an optional uniform and may be worn for ceremonies and official functions. This is an expensive uniform and is not a required item for ACS Chaplains. If the ACS Chaplain does not have the Service Dress White uniform, contact the command's representative to see if wearing SDB, a dark suit, or civilian clergy attire would be acceptable alternatives.

- The coat is the standard Coast Guard (Navy) officer Service Dress White coat with a stand-up collar and hard shoulder boards (Chaplains two full stripes). The coat may be worn with a white, unmarked undershirt only.
- The two gold Coast Guard buttons on the pocket flaps are replaced with two small silver Auxiliary buttons. The five gold Coast Guard buttons down the front are replaced with five large silver Auxiliary buttons.
- The trousers shall be of conventional plain design with no cuffs and of the same material and color as the coat.
- A white web belt with a silver buckle and tip is worn.
- Socks and shoes shall be white.
- Breast insignia/devices, name tag, ribbons and badges are worn.
- The combination cap is worn with this uniform.

The Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 10 “Uniforms” has pictures of the complete uniforms described above.

### C. AUXILIARY UNIFORM INSIGNIA



### D. UNIFORM RESOURCES

Coast Guard Distribution Center (Pants, Shirts, Jackets, Shoes, etc.):

414 Madison Ave, Woodbine, NJ 08270

1-800-874-6841

<https://shopcgx.com/uniforms/>

Coast Guard Auxiliary Association Store (Auxiliary Devices):

9449 Watson Industrial Park, St. Louis, MO 63126

314-962-8828

<https://www.cgauxa.org/auxa/>

Vanguard (ACS Chaplain Religious Devices):

1172 Azalea Garden Road, Norfolk, VA 23502

1-800-221-1264

[cap@vanguardmil.com](mailto:cap@vanguardmil.com)

## **CHAPTER 5 BASICS**

### **A. GETTING STARTED**

When the supervisory chaplain and ACS Chaplain begin working together, conduct the first visits to each unit together. This allows the unit to see the supervisory chaplain and ACS Chaplain as a team. It is important that unit leadership and all service members have a good understanding of the ACS program.

### **B. CONSISTENT COMMUNICATION**

Regular communication between the supervisory chaplain and ACS Chaplain are an essential component of cooperative ministry. While communicating via phone, text, and e-mails is good, nothing beats sitting down together and discussing area ministry at least quarterly. Expectations need to be clearly laid out right from the start.

### **C. PASTORAL VISITS**

Visits to Coast Guard Stations should be scheduled to allow the station to properly receive you. Often the station will want to announce your visit in advance and provide a space for you to meet personnel. A day or two before your scheduled visit, confirm whether your visit is still convenient or not for the unit's operational schedule. There are times when unforeseen operations occur on the day planned for your visit.

#### **1. Recommendations for Scheduled Station Visits**

- a. Be punctual.
- b. Begin your visit by meeting with unit leadership and the Officer of the Day (OOD).
- c. Make a round of the station, visiting the spaces,, introducing yourself, and indicating your availability to meet privately with anyone who desires.
- d. It may be possible to use the lunch stand-down time to conduct a Bible study if one is scheduled and expected. Otherwise, use this time and the time after lunch to meet with individuals.

#### **2. Personnel Visits**

There are times when it may be necessary to meet with a member of the station crew outside the normal working hours and/or at suitable location away from the station. In such cases, always avoid problems that can occur when meeting alone. At a minimum a chaplain should never be alone in a home or building with a member of the opposite sex nor with a child. For your own protection, set up safeguards that will allow continued accountability. It is also important to keep in mind that when meeting a member of the crew outside of the Station, you are ministering in your capacity as an ACS Chaplain and not in the capacity of your civilian ministry.

### **3. Hospital Visits**

- a. Prior to Visit:
  - 1) The supervisory chaplain should be notified prior to a hospital visit.
  - 2) Call ahead to ensure that the service member or family are aware that you are coming and will accept visitors.
  - 3) Ascertain the service member's religious preference prior to the visit if possible
  - 4) It may be helpful to write down the names of those with whom you will be speaking before you enter the room.
  
- b. Greeting:
  - 1) Ask the service member how they are feeling.
  - 2) Greet any family members who are present.
  - 3) Ask if there is anything with which they need help or if they would like to be contacted by the command in order to receive administrative support.
  - 4) Offer to read a short scripture and/or pray for the service member before leaving.
  
- c. It is important to remember:
  - 1) Your role is not to gather information for the command. You are there to care for the service member and their family. If the service member or family tell you that there is something that they need, write it down so that you will not forget.
  - 2) If the service member's religious preference is different from your own, ask him/her whether you can serve him/her in any way. If not, ask whether the service member would like you to try to facilitate a visit from a clergy member of his/her own faith.
  - 3) Do not overstay your welcome.
  - 4) Make sure that you leave both the supervisory chaplain's and your contact information with the service member and the family.
  
- d. Immediately take care of any requests that the service member or family have made and/or immediately notify the chaplain and command as needed.

### **D. DIVINE SERVICES**

Divine services conducted by ACS Chaplains are conducted according to the traditions of the ACS Chaplain's RO faith and practice, but remember to be accommodating to a wider variety of worshipers. That notwithstanding, you are not required or allowed to conduct services that are inconsistent with or would break the tenets of his/her faith group. For example, an ACS Chaplain may not conduct ministry that would contradict his/her endorser's doctrines for faith and practice. It is important to inform service members who attend your services of your faith tradition is so that he/she can make an informed decision on whether or not to participate.

### **E. COMMAND FUNCTIONS/CEREMONIAL SUPPORT**

There are times when ACS Chaplains will be invited to deliver context-appropriate prayers of invocation and benediction for command ceremonies. It is important to adhere to your endorser's

doctrinal statement for faith while also taking into consideration that you are ministering to a command filled with people from a variety of religious or no religious backgrounds.

### **1. Preparation**

- a. Make sure to familiarize yourself with the occasion and what uniform you will be expected to wear.
- b. Make certain that you know beforehand how to correctly pronounce names and assign the correct titles and ranks of all involved in the ceremony.

### **2. Prayer Preparation**

- a. The supervisory chaplain can provide example prayers if desired.
- b. Customize the prayer according to the type of event. Make sure to get as much information about the person/event being recognized well before the ceremony.
- c. It is customary, but not required, to use family names in ceremonial prayers.
- d. Keep it brief, usually about sixty seconds.
- e. Rehearse your prayer(s) several times aloud to develop a smooth flow.
- f. Have a pen with you at the ceremony to make any last-minute changes or corrections to your prayer if necessary.

### **3. Arrival**

- a. Always arrive at least twenty minutes early.
- b. Check in with the master of ceremonies and other unit leaders.
- c. Greet members of the ceremony, in particular the CO, OIC, retiree, family members, etc. Feel free to ask the member(s) being recognized for anything special they would like to be included in the prayers.
- d. Find out specific details related to your role in the ceremony well before the ceremony begins, especially where you will be seated, which podium or microphone you will use, how you will approach the stage/podium, etc.
- e. Make sure you know who will be introducing you and how you will be introduced so you will be ready to pray at the appropriate time.
- f. Some ceremonies can be lengthy. Make certain to be prepared for these occasions.
- g. For many having a bottle of water with them.

### **4. During Ceremony**

- a. Pay careful attention and listen to everything that happens during the ceremony as it might affect your prayer in some way (number of years of service, where they are coming from or going for their next assignment, etc.).
- b. Follow the senior person of the official party or the Master of Ceremonies as directed with regard to cover or uncover, when to salute, etc.

## **F. UNIQUE ASPECTS OF PUBLIC PRAYER**

As opposed to prayers offered in the context of faith specific RM where people attend because they chose to do so and there is an expectation the focus will be faith specific (such as worship services, Bible studies, weddings, most funerals, or faith specific counseling sessions), “public prayers,” prayers offered at events where participation is expected from unit personnel regardless of their faith background, should be treated with additional sensitivity.

The military is unique in that most ceremonial functions include prayer(s), whether or not the principals involved are necessarily religious. This is a valuable opportunity for the chaplain to be seen and heard as well as provide a visible and audible reminder of the Divine. It can also be a challenge to respect the occasion, to be faithful to one’s own faith tradition, and to be respectful of the beliefs of others, whatever those beliefs may be. It is not the time to make a speech, give a testimony, or altar call.

While chaplains are free to pray according to the manner and form/custom of their particular faith tradition, in settings of public prayer, discretion should be exercised which demonstrates pastoral sensitivity to all those in attendance. This would include most examples of ceremonial support such as prayers at changes of command, commissioning or decommissioning of units, and unit or public memorial observances such as Memorial Day, Coast Guard Birthday, Pearl Harbor Day or similar events. Like most elements of chaplaincy ministry, it is not about the chaplain and what the chaplain needs or wants but about the needs or expectations of the command and audience.

Retirement ceremonies can be a gray area. Since they are officially private events, if the chaplain knows the retiree well, a prayer reflecting the retiree’s faith is appropriate, but bear in mind that not all who attend will share that faith perspective and again, for pastoral reasons, one should avoid causing offense whenever possible.

How each chaplain handles public prayer requires wisdom and sensitivity. General guidelines are usually more helpful than rules and regulations. This should be a regular topic of conversation with one’s supervisory Chaplain and other ACS Chaplains.

Especially for those new to the ACS Chaplain program (or institutional ministry in general), it is suggested that you show your supervisory chaplain or fellow ACS Chaplains copies of your prayers ahead of time to receive their feedback. Ceremonial prayers should always be written both to maintain discipline as to the length of the prayer as well as to avoid falling into using phrases and words that might be your custom in faith specific prayers but may not be as appropriate if some in the audience do not share your faith persuasion.

### **1. The Prayer**

If you open your prayer with a sacred text reading, it should be appropriate to a general religious audience. If you begin with a non-scriptural quote, it too should be appropriate for as many in attendance as possible. The total time of your prayer (introduction, scripture, or quotations included) should be about a minute. Practice timing your prayers before the ceremony.

Many chaplains open their public prayers with a salutation such as “Eternal Father” (which is familiar to most sea service members due to the Navy and Coast Guard Hymn) or “Holy One” or other titles that would be appropriate to multiple faith persuasions.

The body of your prayer should be appropriate to the occasion. If marking a change of command, pray specifically for the outgoing and incoming commanders, their families, and for the unit. The more you know about those being honored, the more appropriate your prayer will be. When requested to support a ceremony, ask for biographies of those who will participating so you can make your prayer more personal.

For retirement ceremonies, it can be very beneficial to meet with the retiree or at least speak with them via phone or email. This enables you to learn about the person including any religious affiliation.

Many chaplains close their prayers with a simple “Amen” or “This we pray” or “Hear our prayer we ask, Amen.” Even those who are not religious background recognize the word “Amen,” and it can be a helpful sign to all that the prayer has ended. Ending in an abrupt fashion or without a clear end point can be confusing, especially to any personnel in formation.

The benediction is a closing blessing prayer for those in transition or taking on new responsibilities. Offer a blessing of some type for all in attendance. A short benediction is best as it’s offered near the end of the ceremony.

## **2. Example Prayers**

Here are a few examples of prayers an ACS Chaplain might be asked to offer. Many chaplains find it helpful to maintain a file of the various types of prayers they are asked to offer.

### **a. Retirement**

#### **Invocation**

Eternal Father we gather today to celebrate and honor the distinguished career of \_\_\_\_\_.

We salute him/her today for his incredible career of faithful service to our nation (list years of service and any other significant accomplishments). His/her professionalism and dedication, to his people, the mission, and the Coast Guard, are an inspiration to all who have served with him/her and been blessed by his/her service.

We honor too his/her (spouse) \_\_\_\_\_ and their children \_\_\_\_\_, acknowledging that their love and support have been essential to making his career possible. We thank them and all Coast Guard families for their sacrifice and service to our country.

We are grateful too for the presence of other family, friends, and shipmates who join us in celebrating this special man and family on this special day. We thank you for their support of this Coast Guard family.

While the \_\_\_\_\_ family goes through this time of transition, we pray for those who continue to serve, asking that you bless our shipmates—active, reserve, auxiliary and civilians—who stand the watch. All this we ask in your most Holy name. Amen.

### **Benediction**

Eternal Father, we turn to you once again as we conclude this ceremony.

May your continued blessing be upon the \_\_\_\_\_ family in this time of transition. As you have blessed & guided them in the past, may your presence be felt today, tomorrow, and in all the days to come.

For all those who continue to stand the watch we seek your care and protection:

Eternal Father, Lord of hosts,  
Watch o'er all who guard our coasts.  
Protect them from the raging seas  
And give them light and life and peace.  
Grant them from your great throne above  
The shield and shelter of your love. Amen

### **b. Change of Command**

#### **Invocation**

Eternal Father, we gather to witness this visible reminder that while individual responsibilities may change, the vital mission of military personnel support continues.

We thank you for those who carry out this mission – as they sustain the workforce, oversee career management, provide quality-of-life services and insure that our active duty and reserve forces are focused and ready – well aware that this mission is essential to the success of the Coast Guard.

We thank you for \_\_\_\_\_ tenure as Commander, \_\_\_\_\_.  
We honor today that service that exemplified our core values of honor, respect and devotion to duty, and we thank you for his/her commitment and professionalism. Guide him/her in this time of transition to his new responsibilities in \_\_\_\_\_.

We welcome \_\_\_\_\_, confident that his/her extensive experience and training has well suited him/her for this challenging assignment. May the leadership and passion in support of the workforce that he/she has shown in the past carry him/her into this new assignment.

Bless both of their families in this time of transition. We honor them, aware that the love and support they have given have helped make these two careers possible. We thank them and all Coast Guard families for their sacrifice and service.

And we pray for all of our shipmates—active, reserve, auxiliary and civilians—who stand the watch. All this we ask in your most Holy name. Amen.

### **Benediction**

Eternal Father, as we conclude this ceremony, we turn once again to you.

Responsibilities have shifted. Titles have been changed. But what remains is a calling to serve, and what is needed are leaders at all levels who are men and women of honor, respect and devotion to duty. As we seek to be those men and women...

May you bless us and keep us,  
may Your face shine upon us and be gracious to us,  
and in all that we do both today, tomorrow  
and in all the tomorrows to come,  
wherever that might be,  
may we feel Your everlasting peace. Amen

### **c. Memorial Day**

#### **Invocation**

Eternal Father, strong to save,  
Whose arm hath bound the restless wave,  
Who bidd'st the mighty ocean deep,  
Its own appointed limits keep;  
Oh, hear us when we cry to Thee,  
For those in peril on the sea!

Heavenly Father, today we pause to remember: to remember those who died in service to their country and fellow humanity, and to ponder the truth that “some gave all” is not a slogan but rather a somber reality.

We think today of those who have gone before us: men and women who answered the call, accepted the challenge and opportunity of service, and died in that service to their country.

May their memory live on in the hearts and minds of their families, their friends, their comrades in arms; and in the recollection of a grateful nation.

All this we pray in your most holy name, Amen.

## **Benediction**

Father of All, as we conclude this ceremony, we once again turn to you. Humbled as we contemplate the sacrifice of those who have gone before us.

Standing at the near end of the long blue line we ask for your shield of protection around us, those who serve, and those who love & support them

Lord, guard and guide the ones who fly  
And those who on the waters ply;  
Be with our troops upon the land,  
And all who for their country stand:  
Be with these Guardians day and night  
And may their trust be in thy might. Amen

## **d. Coast Guard Day**

Eternal Father, on this Coast Guard Day we are here to celebrate a tradition of honor, respect and devotion to duty.

In doing so we rightly remember names like Munro and Stone, as well as other names that only recently may have become familiar to us such as Webber and Etheridge, Flores and Yered, Norvell and Clark.

But we know that the true story of the Coast Guard, while including exceptional acts of heroism, is made of the day-to-day commitment of Coast Guardsmen, active and reserve, civilians, and Auxiliarists who daily stand the watch—Semper Paratus—ready to respond both to rescue those in peril or to protect our nation's borders.

We salute today especially the Coast Guard families whose sacrifice and service make the work of their husbands and wives, parents and children possible.

As we celebrate today with food, fun, and fellowship we think of those standing the watch, ready to respond right here at \_\_\_\_\_. Watch over and protect them we pray, Amen.

## **e. Ancient Mariner**

Ancient of Days, we gather today to honor the newest member of the Coast Guard Ancients, the esteemed group of "well-seasoned" men and women who safeguard the time-honored traditions of the Coast Guard, as \_\_\_\_\_ assumes the title of Silver Ancient Mariner.

Like \_\_\_\_\_ and the others who have gone before him/her in this position of honor, he/she will serve as a living link to Coast Guard history and stand as a reminder of the call to duty at sea. May he/she, as have all who carried this mantle before him/her, continue to

exemplify what it truly means to serve, protect, defend and save those in need as a Semper Paratus Shield of protection.

As he/she assumes this respected position of leadership grant him wisdom, discretion and patience as he/she continues to mentor, training and encourage those with whom he serves.

While honoring our past and our traditions we also look forward into the future confident that this generation of Coastguardsmen and each generation that follows will also serve with pride and honor.

We thank you for Coast Guard families that play such a vital role in making that service possible: parents and siblings, spouses and children, family and friends, whose support is so important to all we do.

And we ask for you to guard, guide and protect all those who stand the watch today, wherever that may be. Amen

### **Benediction**

Eternal Father, as we conclude this ceremony we turn once again to you. As we have witnessed the passing of this mantle of leadership we acknowledge the responsibility of each one of us, whatever our rank or age or position, to daily rededicate ourselves to be men and women of honor, respect and devotion to duty in all that we do as we too carry on the tradition of faithful service of so many who have gone before us.

As we seek to do so:

May you bless us and keep us,  
may Your face shine upon us and be gracious to us,  
and in all that we do both today, tomorrow  
and in all the tomorrows to come,  
wherever that might be,  
may we feel Your everlasting peace. Amen

## **CHAPTER 6 FACILITATION FOR SPIRITUAL NEEDS**

### **A. FACILITATION FOR THOSE OF OTHER FAITHS**

A uniquely institutional aspect of chaplain ministry involves the support and assistance given to Coast Guardsmen who are not of the same faith background as the chaplain giving support. This capability is called facilitation. In identifying facilitation as a capability, the Coast Guard recognizes the diversity of religious backgrounds of personnel and the need for expertise in handling regular support of requirements.

The Coast Guard also acknowledges the need for expertise in handling individual special requests for the accommodation of religious practices. One of the Command Religious Program's (CPR) primary functions is to meet diverse religious needs.

Accommodation of individual and group religious requirements includes, but is not limited to, scheduling, coordinating, budgeting, contracting, as well as coordination of visiting chaplains, visiting civilian RM professionals, and volunteers and lay leaders.

Chaplains acknowledge the pluralistic environment in which they will serve. Chaplains and other RMT personnel are required to respect the right of those served to have whatever faith they choose, or none at all. This requirement to respect the religious rights of others is the keystone of institutional ministry. The chaplain's role in facilitation presupposes a professional commitment to serve in a pluralistic environment.

### **B. COOPERATION**

Facilitation is best accomplished through cooperative ministry. Interacting with your fellow ACS Chaplains and active duty chaplains is imperative. Through these interactions, you will become familiar with the other chaplains and the RO's they serve. It is the goal of chaplains to meet the religious and spiritual needs of the individuals they serve. In practical terms, when you meet an individual of a different faith, if possible, put them in contact with a chaplain of a similar faith. Please feel free to offer pastoral care to that individual as long as they feel comfortable receiving care from you.

A practical example of this would be infant baptism. If a service member approaches you to request a baptism for their infant child, and that is contrary to your RO's doctrinal beliefs, attempt to put the service member in contact with a chaplain who can provide that religious rite. Likewise, if the individual is of another faith, it is your responsibility to put them in contact with a chaplain of that faith when possible. Again, feel free to offer appropriate pastoral care to all individuals while being respectful of their beliefs.

### **C. RELIGIOUS ACCOMMODATION**

The guiding document for Religious Accommodation is the Department of the Navy's SECNAVINST 1730.8. This document instructs chaplains accommodate the needs of all religious expression and to provide guidance where accommodation for all groups will need to

be limited based on its potential adverse impact on military readiness, unit readiness, unit cohesion, health, safety, good order and discipline and mission accomplishment.

The foundational document for Religious Accommodation is DODI 1300.17. This instruction applies to the Office of the Secretary of Defense, the Military Departments, the Offices of the Chairman Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

Chaplains assess the validity of religious accommodation requests (dietary, grooming, medical, uniform, and worship) for religious beliefs and for individual expressions of belief reflecting sincerely held conscience or moral principles. ACS Chaplains will not conduct interviews or write recommendations for religious accommodation requests or conscientious objectors, but it is important to have a working knowledge of the process for Requests for Accommodations (RA) as the CO/OIC may ask for your opinion.

Using the criteria of conscientious objection packages, which evaluates either “religious training or belief,” the chaplain will be expected to evaluate:

- Asserted beliefs are honestly and genuinely held—the sincerity of the requestor’s belief.
- Credibility of the applicant.
- General demeanor and pattern of conduct associated with the request. Participation in activities associated with the request.
- Credibility of persons supporting the claim.

#### **D. LAY LEADERS**

Lay Leaders are appointed by the command to conduct religious services in the absence of a U.S. Navy chaplain, contract Religious Ministry Professional (RMP), or ACS Chaplain. The lay leader who is faithful, devout, and sets a good moral example will be effective and helpful to the command and morale of the crew.

Lay Leaders can be a very effective means at accommodating religious needs when the chaplain, contract RMP, or ACS Chaplain are unable to do so. Lay Leader can provide certain, limited religious ministry provision, based on the rules of their Religious Organization.

The CG chaplain is responsible for the coordination and supervision of lay leader training. As ACS Chaplains, you will support the lay leader program by providing training, mentorship, and support of lay leaders. As such, it is important that you are familiar with the details of the program and guiding instructions. Lay leaders are not clergy and do not, at any time, act as clergy, even if their faith group acknowledges them as clergy members. The only recognized clergy members are active duty chaplains, contract RMPs, and ACS Chaplains who have been officially appointed. Therefore, it is essential that you understand the parameters for what a Lay Leader can and cannot do in the performance of their duties. They key reference is the [USCG Lay Leader Handbook](#).

## **CHAPTER 7 PASTORAL CARE**

It is imperative for ACS Chaplains to show care for our people by treating them with dignity, respect, and compassion, regardless of an individual's beliefs, and by making informed and professional referrals.

### **A. CONFIDENTIAL COMMUNICATION AND PRIVILEGED COMMUNICATION**

Coast Guard Chaplains and ACS Chaplains are committed to treating all those to whom they minister with respect for their personal dignity and for their right to privacy. This includes protecting the confidentiality of all personal information shared. Per Military Rules of Evidence (Manual for Courts-Martial, Part 3, Military Rules of Evidence, Rule 503), which defines general rules of communications to clergy and who may claim the privilege of the communication, authorized USCG personnel and users have privileged communication when speaking with an ACS chaplain. ACS Chaplains maintain confidentiality and can only disclose confidential communications with expressed authorization by the person to whom they ministered.

Like the active duty or reserve chaplain, an ACS Chaplain does not have a duty to warn. Unlike other counselors who are mandated by law to a "duty to warn" authorities if a service member is a danger to self or others, an ACS Chaplain is not bound by a duty to warn. Furthermore, it is illegal for an ACS Chaplain to break confidentiality for any reason. For an ACS Chaplain to speak to anyone about the content of a counseling session, the counselee must approve. This approval is called "waived confidentiality."

Service members work and live in a hierarchical organization focused on mission accomplishment, and operational stress becomes overwhelming. The stress that accompanies such an intense work environment is addressed in many ways, including access to an ACS Chaplain. Access to chaplains provides a safe place to honestly discuss their challenges without fear of retribution or censure. The benefit of having such a mechanism in place is evident. Commanders are required to honor the confidential relationship between service personnel and chaplains. This protection extends to all authorized personnel, and this obligation extends to all ACS Chaplains under the supervision of a Navy chaplain. The unique role of an ACS Chaplain includes a sacred trust of maintaining absolute confidentiality.

It is important to note that doctors, psychologists, corpsmen, victim advocates, drug and alcohol prevention advocates and all other helping agents have various thresholds whereby mandatory reporting requirements apply. It is only when speaking with a chaplain privately that a service member can expect complete confidentiality. The very purpose and usefulness of military chaplaincy are put into jeopardy when chaplains fail to manage their counseling activities properly. Naturally, ACS Chaplains must carry this same burden of confidentiality.

Specific permission is necessary when referring someone to another helping agent. Referral is an opportunity for the ACS Chaplain to communicate concern for the counselee. When an ACS Chaplain feels inadequate to help, he or she should be ready, willing, and able to find someone who can. Because not all helping agents are equal, it is essential for the counselee to know that he or she can return to the ACS Chaplain for further guidance and referral.

## **B. TRIAGE**

Triage is the initial assessment of a service member's expressed need with the purpose of determining its urgency and course of action. It is your first opportunity to communicate concern and to determine other concerns such as:

1. Are there any underlying issues connected to the need that might contribute to the urgency of the situation?
2. Is there a spiritual component?
3. Does the need fall within the ACS Chaplain's capability to help and/or is there need for a referral?
4. Does the service member display or communicate a peculiar mood or behavior? Does he/she appear frightened? Angry? Depressed? Irrational? Under the influence of drugs or alcohol? It is important to stop counseling and wait until the service member is sober before resuming counseling.
5. Does service member appear to be a danger to himself/herself or others?
6. Are there legal issues involved?

If the process of triage presents significant concerns, the ACS Chaplain should encourage the counselee to seek avenues of additional help such as outside counseling or medical treatment. Regardless of the circumstances, when someone seeks help, the interaction should begin by identifying the counselee's needs and expectations with the understanding that the two may not be the same.

When someone approaches you to seek help, they may be emotionally impaired and vulnerable. It is imperative that you recognize the trust intrinsic in a counselee's decision to ask for help and to share his/her problems. You must cherish the counselee's trust as sacred by respecting his/her opinions, including his/her right to believe (or not believe) what he/she wishes, whether you agree with them or not. Never abuse the counselee's trust by using it as an opportunity to pass judgment or proselytize. In the course of counseling, the sharing of beliefs and other thoughts is a natural, normal, and even helpful development and is acceptable provided that such sharing follows the articulated consent of the person seeking help.

If the issue presented by a counselee does not lie within your capability, you should never feel compelled to violate your conscience or tenets of faith. If the ACS Chaplain cannot effectively or comfortably minister to the counselee's needs, appropriate referral should be made.

## CHAPTER 8 CRISES AND CRITICAL INCIDENTS

Crises and critical incidents are a reality and even common within the realm of Coast Guard service. For this reason, the Coast Guard Office of Work-Life Programs has developed a Critical Incident Stress Response Program. The Critical Incident Stress Response (CISR) Program is intended to help individuals exposed to critical incidents to identify and cope with their responses to these events. The focus of Critical Incident Stress Management (CISM) is to provide “psychological first aid” and to minimize the harmful effects of crisis or emergency situations. Critical Incident Stress Response includes pre-incident training and post-incident services. These post-incident services activate a CISM team that includes a Team Coordinator, Health Safety and Work-Life Service Center, trained peers and a chaplain or ACS Chaplain.

### A. REFERENCES, RESOURCES, AND TERMINOLOGY

1. References and Resources
  - a. Personnel Services Division – [Casualty Matters Website](#)
  - b. Military Casualties and Decedent Affairs, COMDTINST 1790.9
  - c. Casualty Affairs Case Management Tactics, Techniques, and Procedures (TTP), CGTTP 1-16.9
  - d. Chief, Casualty Matters, PSC-PSD-FS – (703) 872-6647 for normal business hours or casualty duty cell, (757) 266-2375
  - e. DCMS Watch: 24/7, ALL casualties, ALL persons: (757) 398-6765
2. Key Terminology
  - a. *Crisis*. A time of intense difficulty, trouble, danger. Synonyms are emergency, disaster, catastrophe, calamity, etc.
  - b. *Critical Incident*. An event that has a stressful impact sufficient to overwhelm the usually effective coping mechanisms of an individual.
  - c. *Next of Kin (NOK)*. A person’s closest living relative or relatives. Sometimes the term PNOK is used – primary next of kin, or closest relative. SNOK – secondary next of kin might be a sibling or the parent of a married service member.
  - d. *Next of Kin Notification*. Official notification to a person’s NOK of his or her death, injury, or serious illness.

### B. ROLES AND RESPONSIBILITIES

1. Casualty Assistance Calls Officer (CACO)
  - a. A CACO is a non-chaplain who is assigned to deliver death, injury, or serious illness notification to a service member’s family. He/she is the one who makes sure that the family is aware of the benefits that they are eligible to receive.
  - b. In the event of a death, injury, or serious illness of an Active Duty Coast Guard member, a CACO will be assigned to the family members of the deceased or afflicted person. CACOs act as the liaison for the family members to assist in navigating funeral arrangements, complicated benefits and in acquiring emotional support. When possible, the CACO conducts NOK notifications.

2. NOK Notification and Condolence/Compassion Calls. A Condolence/Compassion Call is a visit to a family or individual that is already aware of death, injury, or serious illness.
3. Notification Process
  - a. The CACO should be accompanied by a chaplain unless absolutely impractical. If the injury is non-fatal (illness or injury), then notification can be done 24/7, usually by phone. Bedside travel expenses for NOK may be covered (see below). If the incident is a fatality, then the notification must be done in person during the hours of 0500 to 0000, unless the situation is operational or high-visibility.
  - b. The chaplain shall never assume the role of the CACO. It is the CACO's responsibility to deliver the prepared message from the Commandant to the NOK. It is proper, after the notice is given, to offer to pray for the NOK and to provide additional resources for them. It is also good practice to ask if there are family, friends, or neighbors that can be called so that the NOK does not have to be alone. After an appropriate amount of time, the CACO and ACS Chaplain should leave the NOK. Both the CACO and chaplain should leave their contact information.
4. ACS Care and Support for the CACO. When called up to support the CACO, follow these guidelines:
  - a. Always keep your supervisory chaplain informed of your plans and actions.
  - b. Ask for help from the CACO and/or supervisory chaplain when you are unsure of what to do next.
  - c. Coordinate with the CACO before the notification to get everything organized and make the notification as soon as possible. It is very likely that this will be the first time the CACO has had this duty. Consider the following:
    - (1) Uniform. SDB is standard, but ask.
    - (2) Location. It is helpful to travel to the home of the NOK in the same vehicle to coordinate the visit.
    - (3) Situation. The CACO should be able to brief you on what they know, but initial information may be limited. Find out if the deceased member has a religious preference listed.
  - d. Offer spiritual support for the family. It is appropriate to ask the family if they have a religious tradition. It is also appropriate to ask them if they would like for you to pray with them.
  - e. Clearly explain to the family the support you can offer. Be ready to refer to the chaplain or other resources for support.
  - f. Follow up with the CACO. Be prepared to provide pastoral care for the CACO.
  - g. Never provide information about the death to anyone unless explicitly given direction by the CACO.
  - h. There is sometimes a temptation to provide the family with information that is not cleared to be released. Remember your role is to provide pastoral care, not to be the family's source for information. Work with the CACO regarding how to appropriately respond to questions and concerns.

## **C. GENERAL RESPONSE TO CRISIS/CRITICAL INCIDENT**

### **1. Critical Incident Stress**

Workers responding to emergency events or disasters will see and experience things that may strain their ability to function. Events, which include death, serious injuries, threatening situations and tragedies of all kinds are called “crises” or “critical incidents.” The physical and psychological well-being of those experiencing this stress, as well as their future ability to function through a lengthy response, will depend upon how they manage this stress. Post-traumatic stress differs from critical incident stress by lasting longer than four weeks after the event triggering the emotional, mental, or physical response. Most instances of critical incident stress last between two days and four weeks.

### **2. Signs of Critical Incident Stress**

The signs and symptoms of critical incident stress can be physical, emotional, cognitive, for behavioral. Individuals express stress in different ways and therefore manifest different reactions. The list below is not exhaustive but can help supervisors identify those who are exhibiting stress reactions.

- a. *Physical:* Fatigue, chills, unusual thirst, chest pain, headaches, and dizziness
- b. *Cognitive:* Uncertainty, confusion, nightmares, poor attention, decision-making ability, poor concentration, memory, and poor problem-solving ability
- c. *Emotional:* Grief, fear, guilt, intense anger, apprehension and depression, irritability, and chronic anxiety
- d. *Behavioral:* Inability to rest, withdrawal, antisocial behavior, increased alcohol consumption, change in communications, and loss/increase in appetite

### **3. Immediate Response**

During the emergency phase of the response, monitoring of employees, by simple conversation and observation may help to identify early signs for some responders. The following steps can help to reduce significant stress detected early in the response:

- a. Limit exposure to noise and odors.
- b. Dictate an immediate 15-minute rest break.
- c. Provide non-caffeinated fluids to drink.
- d. Provide low sugar and low-fat food.
- e. Encourage discussion about his or her feelings.
- f. Do not rush individuals back to work.

## **D. MINISTRY DURING A CRISIS/CRITICAL INCIDENT**

If you are called to be with a team during a critical incident, then deck plate ministry will be critical. Walk through the work spaces and initiate conversations as time allows.

## **E. MINISTRY AFTER A CRISIS/CRITICAL INCIDENT**

Assemble the affected team/group as soon as possible. Greet them with a calm demeanor and thank them for their willingness to do the mission. Offer to pray for them and leave your contact information and let them know that they are welcome to call you at any time for personal counsel and ministry. Remember to follow up with the team/group.

## **CHAPTER 9 RIDING CUTTERS**

Time and resources may not allow for the ACS Chaplain to be involved in the riding of cutters. However, if that privilege is granted and you are available, this is a great venue for ministry. It is important to remember that customs and courtesies are an important facet of naval tradition. Many of these customs and courtesies apply to riding cutters.

### **A. KEY TERMINOLOGY**

1. *OOD*: Officer of the Day
2. *JOOD*: The JOOD (Junior Officer of the Day) is the assistant to the OOD
3. *Brow*: The walkway that bridges the gap between the pier and the vessel
4. *Gangway*: The opening in the vessel's rail where you board

### **B. BOARDING USCG CUTTERS**

1. Ensure that you are expected before transiting (going up) the brow.
2. When transiting the brow, turn and salute the quarterdeck watch stander just after you step foot on the brow.
  - a. Most cutters will have a JOOD, however, larger cutters (210's and above) will also have a quarterdeck watch stander located at the cutter's designated quarterdeck (often at the front of the brow).
  - b. When the quarterdeck watch stander or JOOD is positioned at the quarterdeck, check in with him/her before transiting the brow.
  - c. If the quarterdeck watch stander or JOOD is not at the front of the brow, but you have been given prior permission to board the vessel transit the brow as normal.
3. National Ensign (U.S. flag)
  - a. Consider the hours. Facing aft (to the rear of the vessel) to salute the National Ensign is only necessary during the times that colors are flying (between the hours of 0800 and sunset).
  - b. Consider your uniform. If you are not in uniform, you should not salute but should turn and face aft at attention before continuing.
  - c. If it is between the hours of 0800 and sunset and you are in uniform, as you approach the gangway, turn and face aft of the vessel and salute the National Ensign where it is flying from the cutter's stern. You will salute the National Ensign whether you can see it or not.

### **C. DEPARTING USCG CUTTERS**

The procedures for departing USCG vessels are much the same as boarding. However, the steps are reversed. When in the vicinity of the gangway, turn aft to salute the National Ensign (if it is between the hours of 0800 and sunset). Continue transiting the brow. Just before stepping off the brow, turn and salute the JOOD or quarterdeck watch stander if he/she is present, then continue off the brow.

### **D. OTHER CUSTOMS AND COURTESIES**

Other customs and courtesies that are specific to a particular cutter and her crew exist. It is important to become familiar with these customs and courtesies. If you are riding a cutter sizable enough to have a wardroom (where the officers gather and eat meals together), find another officer and have them explain the rules and etiquette of the wardroom. If you are unsure about something, it is always appropriate to ask.

## **APPENDIX: ACRONYMS AND TERMINOLOGY**

### **A.**

“A” SCHOOL – School where enlisted member goes to receive basic technical training  
ACTSUS – Active Search, Suspended; during Search and Rescue (SAR) cases, the Active Search is often suspended (ceases) based upon certain time and survivability criteria.  
ADM – Admiral (USCG, USN, USPHS). The Coast Guard only has two ADM (4-star) positions: Commandant and Vice Commandant  
AFCB – Armed Forces Chaplains Board  
AIRFAC – Air Facility (manned by AIRSTA personnel – like a staging point when needed)  
AIRSTA – Air Station  
ALCOAST – Commandant Notice of a more urgent nature requiring wide distro to USCG  
ALCON – All concerned  
ANT – Aids to Navigation (ATON) Team  
AOR – Area of Responsibility  
ARC – American Red Cross  
ARCO – Area Rear Commodore  
AREA – CG Areas, either PACAREA or LANTAREA  
ASAP – As Soon As Possible  
AT - Annual Training  
ATON – Aids to Navigation  
AUX – Coast Guard Auxiliary  
AUXAIR – Auxiliary Aviation  
AUXFAC – Auxiliary Facility  
AUXMAN – Auxiliary Manual  
AWOL - Absent Without Leave

### **B.**

BAH – Basic Allowance for Housing  
BAS – Basic Allowance for Subsistence  
BLUF (bottom line up front)  
BM – Boatswains Mate  
BMOW – Boatswain's Mate of the Watch  
BQ – Basically Qualified  
BUI – Boating Under the Influence (of alcohol, etc.)  
BWI – Boating While Intoxicated  
BZ – Bravo Zulu – “Well Done”

### **C.**

“C” SCHOOL – School member attends to receive advanced technical training  
CACO – Casualty Assistance Calls Officer  
CAPT – Captain (USCG, USN, USPHS)  
CAPTAIN'S MAST – Non-judicial punishment used as an alternative to a court-martial  
CASE PENDING – Case Pending

CASREP – Casualty Reporting  
CCTI – Chief’s Call To Indoctrination  
CDAR – Command Drug and Alcohol Representative  
CDO – Command Duty Officer  
CDR – Commander (USCG, USN, USPHS)  
CFS – Command Financial Specialist  
CG – Coast Guard  
CGC – Coast Guard Cutter (sometimes listed as USCGC XYZ)  
CGIS – Coast Guard Investigative Service  
CGMA – Coast Guard Mutual Assistance  
CGMETL – Coast Guard Mission Essential Task List  
CG PORTAL – Coast Guard intranet site accessible by the military member  
CG SUPRT – Coast Guard Support Program (formerly the Employee Assistance Program)  
CGTTP – Coast Guard Tactics, Techniques and Procedures (TTP) – e.g. CGTTP 1-01C  
CHC – Chaplain Corps  
CMC – Command Master Chief  
CO – Commanding Officer  
COLA – Cost of Living Allowance  
CONUS – Continental United States  
COTP – Captain of the Port  
CPO – Chief Petty Officer  
CRP-AT – Command Religious Program Analytics Tool  
CSC – Command Senior Chief – some sectors, cutters, units have a Senior Chief functioning in the Senior Enlisted Leader (SEL) role  
CWO – Chief Warrant Officer

**D.**

DEERS – Defense Eligibility Enrollment Reporting System  
DEPENDENT – A legal term used for a person receiving all or a portion of their necessary financial support from the active duty member  
DIRECT ACCESS – The Coast Guard Computerized Human Resources System  
DHS – Department of Homeland Security: Parent agency of the Coast Guard  
DLA – Dislocation Allowance is an allowance to help offset the costs included during a PCS move  
DOD – Department of Defense

**E.**

EEA – Ecclesiastical Endorsing Agent  
EAOS – End of Active Obligated Service  
EAP – Employee Assistance Program  
EAPC – Employee Assistance Program Coordinator  
EFMP – DOD Exceptional Family Member Program; the Coast Guard “Special Needs” program  
ENS – Ensign (USCG, USN, USPHS)

ESO – Educational Services Officer  
ETA – Estimated Time of Arrival  
ETD – Estimated Time of Departure

**F.**

FAS – Family Advocacy Specialist  
FLAG – Country under which vessel is registered  
FMC – Fully Mission Capable  
FOUO – For Official Use Only  
FSA – Family Separation Allowance  
FSGLI – Family Servicemembers' Group Life Insurance

**G.**

GEOGRAPHIC BACHELOR – Refers to a member who moves to a new duty station unaccompanied by choice, also known as “geo-bach” or “geo”  
GSA – General Services Administration

**H.**

HBA – Health Benefits Advisor: An individual who has received additional training on TRICARE who is available to answer questions and assist with TRICARE problems  
HHG – Household Goods: Your furniture and personal belongings  
HPM – Health Promotion Manager  
HSWL – Health Services Work Life

**I.**

IFR – Instrument Flight Rules  
IMO – International Maritime Organization  
INTEL – Intelligence  
IROPS – Ice Rescue Operations  
IVO – In Vicinity Of

**J.**

JIATF – Joint Inter-Agency Task Force

**L.**

LANT – Atlantic  
LANTAREA – Atlantic Area  
LCDR – Lieutenant Commander (USCG, USN, USPHS)  
LES – Leave and Earning Statement. The member can view online via Direct Access  
LOGS – Logistics Officer / Logistics

LT – Lieutenant (USCG, USN, USPHS)  
LTJG – Lieutenant Junior Grade (USCG, USN, USPHS)

## **M.**

MCPOCG – Master Chief Petty Officer of the Coast Guard  
MCPO – Master Chief Petty Officer  
MFIC – Maritime Fusion Intelligence Center  
MISLE – Marine Information for Safety and Law Enforcement (database)  
Mission Capability Descriptions:  
    FMC - Fully Mission Capable  
    NMC - Not Mission Capable  
    PMC - Partially Mission Capable  
MSRT – Maritime Security Response Team  
MSST – Maritime Safety and Security Team  
MSU – Marine Safety Unit  
MTF – Military Treatment Facility: A military base where members and dependents receive medical care.  
M/V – Motor Vessel  
MWR – Morale, Well-Being and Recreation

## **N.**

NAVPERS – Navy Personnel Command  
NCSC – Naval Chaplaincy School and Center  
NESU – Naval Engineering Support Unit  
NM – Nautical Miles e.g. 5NM  
NSTR – Nothing Significant to Report  
NTR – Nothing to Report

## **O.**

OCS – Officer Candidate School  
OPCEN – Operations Center  
OER – Officer Evaluation Report: The written report of an officer's performance of duty  
OIC – Officer In Charge  
OCONUS – Outside of the continental United States (e.g., Alaska, Hawaii, Guam, etc)  
ODU – Operational Dress Uniform  
OMBUDSMAN – Official liaison between a command and its families. Volunteer position, usually a spouse  
OOD – Officer Of the Deck or Officer Of the Day

## **P.**

PAC – Pacific  
PACAREA – Pacific Area

PMC – Partially Mission Capable  
PCS – Permanent Change of Station  
PNC – Professional Naval Chaplaincy  
PNCEB – Professional Naval Chaplaincy Executive Board  
POC – Point of Contact  
PPC – Pay & Personnel Center  
PPM – Personally Procured Move, also known as “do it yourself” (DITY) move  
PSC/ISPS – Port State Control / International Ship and Port Facility Code  
(e.g. conducted a PSC/ISPS exam on the M/V BRIGHT GEMINI)  
PSC – Personnel Service Center  
PSU – Port Security Unit

## **R.**

RADM – Rear Admiral Upper Half (2-star) (USCG, USN, USPHS)  
RANK – Grade or official standing of a military member  
RATE – Job classification with the Coast Guard such as Damage Controlman (DC)  
RB-M – Response Boat, Medium  
RDML – Rear Admiral Lower Half (1-star) (USCG, USN, USPHS)  
RFB – Ready For Bravo (ready to get underway, typically accompanied with a future date)  
RFF – Request for Forces (such as Sector asking District or Area...)  
Readiness Levels:  
    B-0 Bravo Zero, as in Moored, ready to respond immediately  
    B-12 Bravo Twelve, as in Moored, ready to be underway within 12 hours  
RM – Religious Ministry  
RMT – Religious Ministry Team  
RO – Religious Organization  
RP – Religious Program Specialist  
RTB – Return to Base (e.g. “All USCG crews are RTB”)

## **S.**

SAR – Search and Rescue  
SBP – Survivor Benefit Program. An optional program that a retiring member can elect and pay premiums to ensure a portion of their retired pay will continue to be paid to the designated beneficiary when the retiree passes away  
SCIF – Sensitive Compartmented Information Facility.  
SDB – Service Dress Blue Uniform  
SEAP – Spouse Employment Assistance Program  
SEL – Senior Enlisted Leader  
SGLI – Servicemembers' Group Life Insurance  
SITREP – Situation Report  
SMC – Search and Rescue (SAR) Mission Coordinator  
SPO – Servicing Personnel Office  
SPONSOR – This term can be used in two ways: 1) active duty member who you are

considered a dependent of; 2) someone assigned to assist you when you PCS.  
SPSS/FSV – Self-Propelled Semi-Submersible / Fully Submersible Vessel  
SSI – Sensitive Security Information

## **T.**

TAD – Temporary Additional Duty  
TAP – Transition Assistance Program. A program offered through Work-Life for military members who are separating or retiring that covers resumes, job search benefits, etc.  
TBD – To Be Determined  
TDY – Temporary Duty  
TLA – Temporary Lodging Allowance  
TLE – Temporary Lodging Expense  
TO – Transportation Office  
TRICARE – The medical insurance provided to military members and their families.  
TRM – Transition and Relocation Manager. Member of the Work-Life staff who assists with relocation issues and/or issues for members leaving the service  
TSC – TRICARE Service Center. Customer service office for TRICARE  
TSP – Thrift Saving Plan: A retirement plan that members may elect to participate in

## **U.**

UA – Unauthorized Absence  
UCMJ – Uniform Code of Military Justice: The penal code of the military which applies to all service members regardless of rank or branch of service.  
UPV – Uninspected Passenger Vessel. Few vessels are actually “uninspected,” but this term relates to the Code of Federal Regulations (CFR) applicability  
USA – United States Army  
USCG – United States Coast Guard  
USCGA – U.S. Coast Guard Academy  
USCGAux – U.S. Coast Guard Auxiliary  
USMC – United States Marine Corps  
USN – United States Navy  
UTO – Unit Training Officer  
U/W – Underway

## **V.**

VA – Department of Veterans Affairs  
VADM – Vice Admiral (USCG, USN, USPHS)  
VFR – Visual Flight Rules  
VTS – Vessel Traffic System

## **W.**

WWM – Water Ways Management

## **X.**

XO – Executive Officer

XPO – Executive Petty Officer

### **Command/Unit Abbreviations & Descriptions:**

BASE – CG Base

D – District

ESD – Electronic Systems Support Detachment

ESU – Electronic Systems Support Unit

HQ – Coast Guard Headquarters in DC

LT – Light (such as Lighthouse, lighted buoy or fixed platform, if used in reference to ATON)

MFPU – Marine Force Protection Unit

MSST – Maritime Safety and Security Team

MSU – Marine Safety Unit

PSU – Port Security Unit

SEC – Sector

SFO – Sector Field Office

STA – Station

### **Cutter Classes/Types:**

FRC – Fast Response Cutter

NSC – National Security Cutter

WLB – Seagoing Buoy Tender

WLM – Coastal Buoy Tender

WMSL – Maritime Security Cutter, Large

WPC – Patrol Craft or Cutter (either 110' or 154')

WPB – Patrol Boat (most often 87')

### **Cutter Status:**

Dry Docked – As stated, plus location (e.g. Dry Docked XYZ Shipyard, Seattle, WA)

EPAC – East Pacific

HP – Home Port

Moored – As stated, plus location (e.g. Moored HP)

U/W – Underway, plus location (e.g. U/W EPAC)

WPAC – West Pacific

### **Directives/Instructions Prefixes:**

CI – Commandant Instruction e.g. COMDTINST 1000.1C  
CIM – Commandant Instruction (Manual) e.g. COMDTINST M1000.2A  
CIN – Commandant Instruction Notices – e.g. COMDTNOTE 5600

### **District Division Codes (and Subordinate Branches):**

d – District Commander  
dcs – Chief of Staff  
dch – Chaplain  
dcmc – District CMC  
de – External Affairs  
dl – Legal  
dm – Resource Management  
    dms – Facility Planning  
    dmp – Personnel Management  
    dmf – Finance & Budget  
dp – Prevention  
    dpi – Inspections & Investigations  
    dpw – Waterways Management  
    dpa – Auxiliary  
dr – Response  
    dre – Enforcement  
    dri – Intel  
    drt – C4IT  
    drm – Incident Response (includes Command Center-drmc)  
dx – Planning & Force Readiness  
    dxo – Operational Planning  
    dxr – Reserve Force Readiness  
    dxc – Contingency Planning  
dca – District Auxiliary Commodore  
dcr – Senior Reserve Officer

For additional glossaries of acronyms and terminology, see:

[Auxiliary Commonly Used Acronyms and Abbreviations](#)

[Sea Legs: Coast Guard Acronyms and Abbreviations](#)

[Sea Legs: Coast Guard Glossary](#)